

# Microsoft SharePoint

Owner: Discussion Board



## Introduction

As the Site Owner you will need to create a discussion area for your team members. Once an area is established the team members will be able to create topics and post replies.

## Create a Discussion Area

Create an area for your team members.

1. Click on **View All Site Content** from the Quick Launch menu.
2. Click **Create**.
3. Select **Discussion Board** from the communications category.
4. Type a **Name** for you discussion area (Fig 1, 1).
5. Type in a **Description** for the area (Fig 1, 2).
6. Select **Yes** (Fig 1, 3) to have your discussion area displayed in the Quick Launch menu.
7. Leave **No** (Fig 1, 4) selected for Incoming E-mail.

This feature is currently not enabled nor supported by OTS, but may be an offering in the future.

8. Click **Create** (Fig 1, 5).
9. The link will now appear in the Quick Launch menu.

Figure 1

<p><b>Name and Description</b></p> <p>Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.</p>	<p>Name: <input type="text" value="Please update"/> </p> <p>Description: <input type="text" value="This is an area where we can update one another on projects."/> </p>
<p><b>Navigation</b></p> <p>Specify whether a link to this list appears in the Quick Launch.</p>	<p> Display this list on the Quick Launch? </p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><b>Incoming E-Mail</b></p> <p>Specify whether to allow items to be added to this list through e-mail. Users can send e-mail messages directly to the list by using the e-mail address you specify.</p>	<p>Allow this list to receive e-mail? </p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>E-mail address: <input type="text" value=""/>@carbon.towson.edu</p>
<p><input type="button" value="Create"/> <input type="button" value="Cancel"/></p>	