# HOW TO USE THE AIA KNOWLEDGENET DISCUSSION FORUM

A discussion forum (also known as a forum, message board, discussion board, or group forum) is like an online bulletin board between specific members of an online group. Each of the AIA Knowledge Communities has a members-only discussion forum for their membership. It is a place where you can leave and expect to see responses to messages or questions from other members of the group. Or you can simply read the discussion messages, or "threads", to keep abreast of the goings-on of your group.

**Below you will find a video tutorial that will walk you through the steps to posting a message on the discussion forums here on AIA KnowledgeNet.**

**How to Post to a Discussion Forum**

1. Go to network.aia.org or go to the specific knowledge community you want to access
2. Log in to KnowledgeNet using your AIA.org username and password
3. Click on Discussions in the main navigation
4. Click "Add a new Discussion post"
5. In the "To" feild drop-down box, select the Knowledge Community where you would like to post a message
   1. You may cross-post to one other Kknowledge Community simultaneously
6. Give your post a subject line
7. Type your message, comment, or question for the other Knowledge Community members
8. Click "Send" to post your message

You will now see your message live on the KnowledgeNet discussion forum. Your message will be emailed to the membership depending on their subscription settings. Most of our members opt for the "Daily Digest", which means that all forum messages for that day are sent together in a combined email blast at the end of the day.

**Next Steps**

1. Click the subject line to view your live message
2. You can also view your messages by clicking Discussion Forusm > My Messages

**What if I mistype or notice an error in my message?**

At the moment there is no way to edit your messages, so please be careful to proofread your posting. If you post a live message and notice an error, click "Mark as Inappropriate" in the discussion forum sidebar. *This will hide your message and it will be deleted by the administrators.* You can now start over by typing a new message and repeating the steps above.