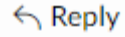


To upload an **Image**:

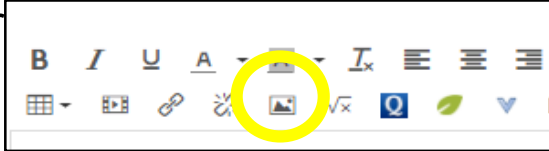
Click on the discussion forum

Click the **Reply** button

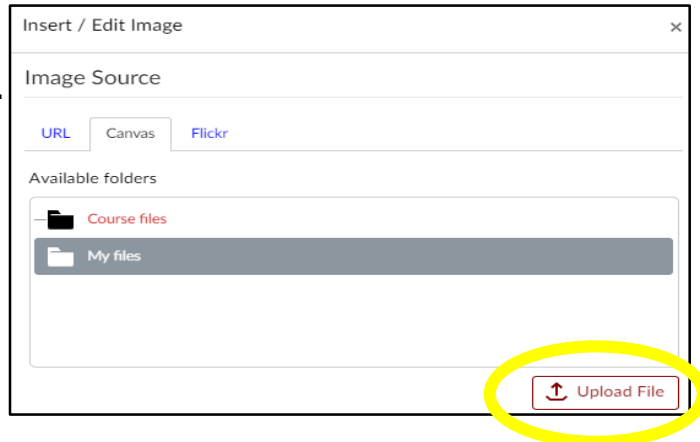


Click on the **image icon** above the text box.

A **new** box will appear

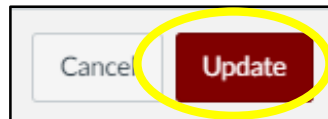


Click **Upload File**.



Select the image you want to upload from your computer and then click **Open**.

Scroll down and then click on **Update**.



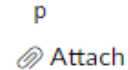
Your image should now appear in the text box.

## Uploading an Image or Document into a Discussion Forum

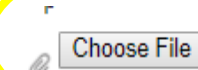
To upload a **File**:

Click on the discussion forum

Click on the **Attach** button

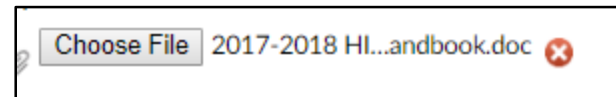



Click **Choose File**



Select the file from your computer that you want to attach to your discussion forum post.

Click **Open**



You will now see your file is attached. If you selected the wrong file – just click the  to delete it and start over.