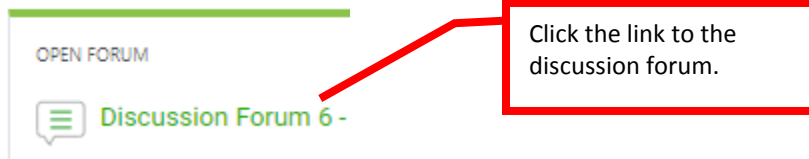


## Attaching a file to a discussion forum post or reply



Click the link to the discussion forum.

Add a new discussion

Either add a new post or click Reply to reply to someone else's post.

Your subject

Type your post

Choose Files No file chosen

Submit Cancel

A red arrow points from the 'Choose Files' button to the text box.

To add a saved file to your post or reply, click **Choose Files**.



Select your file.

Click **Open** to upload the file.

Your subject

Type your post

Choose Files Food Inventory.docx

Submit Cancel

A black arrow points from the text box to the 'Food Inventory.docx' filename.

If the file was uploaded correctly, the filename will appear here.

Click **Submit**