

SharePoint® win

Spark a conversation with Discussion Boards

Discussion boards are forums where site users can start or join conversations about different topics. Most Microsoft® SharePoint® 2010 site templates include the ability to create discussion boards, and many sites have a built-in discussion board called Team Discussion.

To access the built-in Team Discussion board:

1. On the Quick Launch, click **Team Discussion**. If Team Discussion does not appear, click **All Site Content**, and then click **Team Discussion** under Discussion Boards.
2. To change the settings for this discussion board, on the Settings menu, click **Edit Item**. Make the necessary changes to the title, description, or any other settings. Click **Save**.
3. Return to your discussion board by clicking its name in the navigation bar.

To create a new discussion board:

Click **View All Site Content**, and then click **Create** on the All Site Content page. You can also use the Site Actions menu to complete this step.

1. Under Communication, click **Discussion Board**.
2. Type a name for the discussion board.
3. Select **More Options** if you would like to specify whether you want the discussion board to appear on the Quick Launch.
4. Click **Create**.

Life win

OFF-TOPIC

Discussion boards, like regular conversations, can sometimes veer off topic. If something you read on a board sparks another thought, consider starting a new thread to cover it. That way, not only can you avoid “hijacking” the ongoing discussion, but people who are interested in the same topic you are can find your discussion more easily.