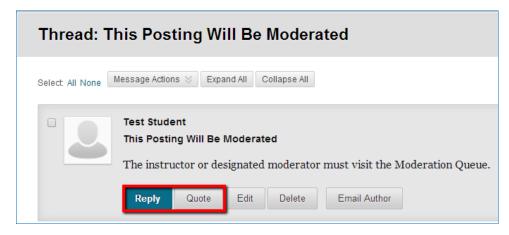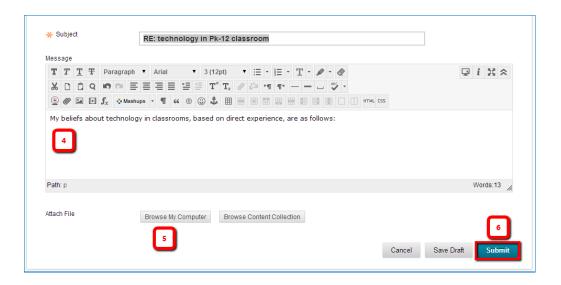# Replying to Threads

Users can reply to published threads, but cannot reply to locked or hidden threads. Instructors/Managers may also may edit or delete messages that Students/Participants post.

1. Access a forum, and select a thread.

2. On the Thread Detail page, the posts appear in the Current Post portion of the content frame. You can view the text of the posts and information about the posts, such as the authors and dates posted.

3. Point the mouse at the lower portion of the message and click **Reply**. Alternatively, click **Quote** to include the post's text, or a portion thereof, as part of your reply.

*Note: In order to see the **Reply**, **Quote**, **Edit**, and **Delete** buttons, you must point the mouse at the area beneath the message text.*

4. Type a reply in the Message box.

5. Optionally, in the Attachments section, attach a file using the following options:

   - To upload a file from your computer, click **Browse My Computer**.

   - To create a link to an existing resource from the course, click **Browse Content Collection**.

6. Click **Submit** to publish your reply.

Your reply appears on the Thread Detail page under the parent post. If you attached a file, a paper clip icon appears in the post's row. Point the mouse to the icon next to the name of the contributor to reveal more information about that contributor's role in the forum. Click **OK** or use the breadcrumbs to return to the forum or the Discussion Board page.