



Discussion Board, Create New in a Portal Area

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1. Go to the Area in which you want the discussion board
2. Click Manage Content
3. Click Create
4. In the list of items you can create, select Discussion Board
5. Enter a Name and Description for the new discussion board
6. Select whether you want it to appear as a link on the left side of the page (If you're going to add it as a web part, you might want to select no)
7. You've just created your discussion board

To add your discussion board as a web part to your page:

1. Go to the Area in which you want the discussion board
2. Click Edit Page
3. On the top right under the search box, select Modify Shared Page > Add Web Part > Browse
4. Find your discussion board in the list
5. Drag the name of your discussion board to an area on the Page
6. Close the Add Web Parts window
7. Click View Page on the left to return to normal