Discussions Tool

Disclaimer: When internet browsers update, various features of BOLT may be affected. If you encounter an issue, please try another browser before contacting BOLT support.

Add Attachments

1. Go to the Discussions tool
2. Click the name of the Forum you want post to
3. Click Start a New Thread

DIRECTIONS CONTINUED ON NEXT PAGE
4. Click **Add Attachment**

   ![Add Attachment](image)

   **NOTE:** You will need to fill in the **Enter a subject** and you will also need to enter a message in the area provided.

5. You will have three options for the attachments. Once you choose the one you desire, click **Post**.
   1. Upload: this will allow you to choose something from your documents, desktop, etc.
   2. Record Audio: this will allow you to do a recording if you choose.
   3. Choose Existing: this will allow you to choose something from **My Locker, Group Locker** or your **ePortfolio**.

![Attachment Options](image)