



## Faculty: Subscribe to a Forum

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Sometimes it's helpful to be notified by email whenever someone makes a contribution to a forum, especially when students post questions to a course Q and A forum. To subscribe to a forum, follow these simple steps:

1. Create the forum, then select **Save and display**. (Simply open an existing forum, if you already have one set up.)
2. Click on the gear in the upper right corner to display a list of editing options.
3. Scroll down the list and select **Subscribe to this forum**. You'll receive a confirmation notice that you will receive copies of posts made to the forum.

**Note:** You can reply to a question via email, but if you do, others in the course will not benefit from your response. Instead, open the forum and reply to the post within the forum. Be aware, too, that anyone in the course can subscribe to any forum, provided the subscription setting remains Optional (the course default).

But wait—there's more! Don't forget that anyone can subscribe to an individual forum thread and be notified by email of any replies made to the thread.

