

How to Attach Files to Forum Posts

Follow these steps to attach a file to a discussion forum post.

1. Click on the discussion forum and then click the **Add a new discussion topic** button.
2. Enter your subject and message as for any other discussion post.
3. Below the Message box is a section titled **Attachment**. You can either drag your files to this box or you can select the file from your computer. See this Youtube video for a visual demonstration of how to attach a file (the video is about how to upload files to an assignment, but the instructions are the same for attaching a file to a forum post).
<https://youtu.be/iWHpw5pGUuw>
4. Remember to click the **Post to Forum** button when finished.

▼ Your new discussion topic

Subject *


Message *

Rich text editor toolbar with icons for bold, italic, text color, background color, link, unlink, list, and image.

Discussion subscription ?

Attachment ? Maximum size for new files: 2GB, maximum attachments: 3

Files



You can drag and drop files here to add them.