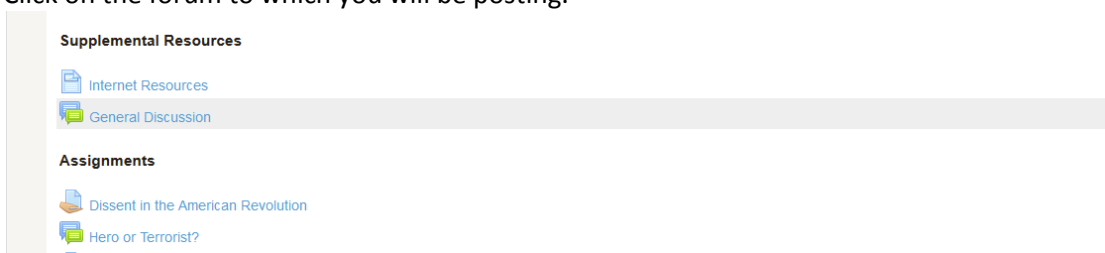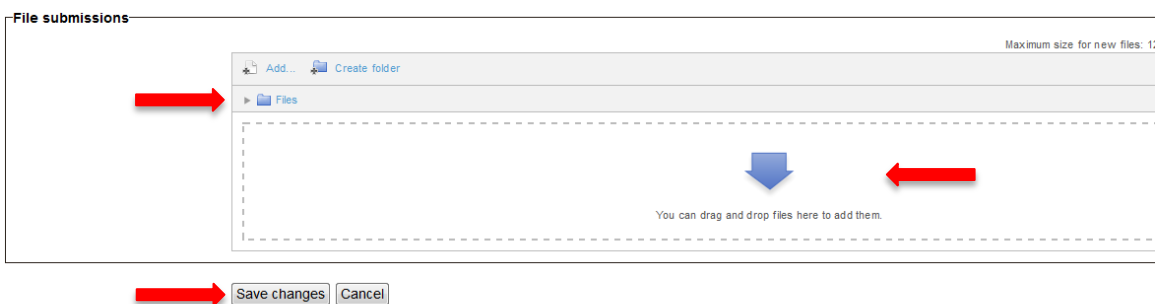# How to Upload a File to a Forum Post

1. Click on the forum to which you will be posting.

2. Click **Add a new discussion topic** or **Reply**.
3. Complete the **Subject** and **Message** fields. You will not be able to post an attachment without filling out both fields.
4. Drag and drop the file from your computer or click **Add** and browse to the file. The file should show up in the **File submissions** box regardless of if you added it or used the drag and drop feature.

5. Click **Post to forum**.

Note: Forums do not always allow attachments. The **Attachment** box will not appear if your instructor has not enabled attachments. Please contact your instructor if you require an attachment submission and you do not see the box.