Using the Forums

Our public discussion forum contains a variety of discussion categories on general IET themed topics. Our communities also have their own discussion forums dedicated to their particular area of interest or technical specialism. All contributions to the forum are subject to the IET’s Terms and Conditions of Forum use and Community etiquette.

Starting a new Topic

To start a new Topic thread:
1. Browse or search the forums to see if there is already a discussion happening on that topic. If so, post a reply there instead of creating a new thread.
2. From the main forum page, click the category name you want to post your topic to.
3. Click the ‘Add Topic’ button at the top of the page.
4. Type the title of your topic in the subject box and add your post in the message box beneath.
5. Click the ‘Post’ button to post your topic in the forum.

Posting a Reply

To post a reply in a forum thread:
1. While viewing a topic thread, click on the ‘Add Reply’ button at the top of the page, or the ‘Reply’ link beneath a post.
2. In the compose message window, type your reply in the message box then click the ‘Post’ button to post your reply to the topic.

Editing a Topic or Reply

After posting a topic or a reply to a topic, you can edit it to make corrections to your post. To do this, click on the 3 dots to the right of your post and choose ‘edit post’. Note that editing your post will send an additional notification to those who have subscribed to the topic.

Auto-save

Forum posts now autosave after 10 seconds; so, if you navigate to another category or part of the community, your post will still be there when you re-open the text editor in the same forum topic or category page. If you log out of the community, the text will be lost.

Adding images, hyperlinks and other content to posts

When posting a new topic or replying to a topic there are a variety of tools in the editor toolbar for adding hyperlinks, images, videos and attaching files to your post.

To insert a hyperlink in your post:
1. Select the text you want to link and click on the ‘link’ icon in the toolbar.
2. In the pop-up window, first select your link type (either a website URL or an email link).
3. If using a website URL: add your link in the URL field and click OK.
4. If using an email link: type the email address you want to use and any default subject line or message body and then click ‘OK’.

**To include an image in your post:**
The easiest method is to drag and drop your images into the reply box but for more options or to add via a mobile device:
1. Click on the ‘Image’ icon in the toolbar
2. Click on the ‘Upload’ tab
3. Select an image from your previously uploaded images or upload a new image.
4. Click on ‘OK’, to add the image.

**To add a video to your post:**
1. Click on the ‘Video’ icon in the toolbar (an arrow with a circle around it).
2. You can add videos from YouTube, Vimeo or Dailymotion by URL or embed code. *If you wish to be able to embed videos from an alternative service, please contact the Admins for assistance.*
3. Click ‘OK’ to add the video to your post.

**To attach a file to your post**
The easiest method is to drag and drop your files into the reply box but for more options or to add via a mobile device:
1. Click on the ‘Link’ icon.
2. Choose the ‘Upload’ tab
3. Select a file from your device and click ‘Open’
4. Click ‘Send it to the server’
5. Enter some display text – the title of the document
6. Click on ‘OK’ to add the file to your post.

**Quoting another community member’s post**
1. Click the “Quote” link that you’ll find alongside a post.
2. A quote will appear in the compose message window. Note: Using “Quote” will add all text from the post you’re quoting to your post, therefore you may wish to remove any unnecessary quoted text to highlight the specific point that you’re responding to.
3. Add your reply.
4. To post your reply click the ‘Post’ button.

**@Mentions**
Want to ‘tag’ someone in a forum post? Then use an @Mention! ‘Mentions’ are a way of bringing someone’s attention to your post. When composing a post, type the @ symbol and then start typing the name of the person you want to tag. Select your contact from the list of community members displayed. They will be notified (dependent upon to their communication preferences) that they’ve been ‘mentioned,’ giving them the opportunity to read your post and respond. For further information on @Mentions please read [this blog post](#)

**Liking Posts**
You can show your support to a topic or a reply by ‘liking’ or ‘voting up’ another community member’s post. You can also ‘unlike’ or ‘vote down’ the post if you change your mind.
Some other reactions available are: Like, love, celebrate, insightful, party, curious.

**Subscribing to topics of interest.**

If you’re reading a topic thread and would like to be notified when new replies are added, you can subscribe to or ‘follow’ the topic. Click on the ‘Subscribe to topic’ link and select the frequency of any notifications i.e. an instant alert or add the content to your daily or weekly digest email.

If you’re interested in an entire discussion category and would like to be notified when new topics and replies are posted to that category, then click on the ‘Subscribe to category’ link when viewing the category’s Topic list.

**Reporting objectionable content**

If you read a post in our forum that you feel is in violation of our [Terms and Conditions of use](#) please use the ‘Report’ link to report the content to a Moderator. Access the ‘Report’ link via the 3 dots to the right of the post. The Moderation Team will take further action if or as necessary.

**Deleting your post**

If you have created a post and one or more people have replied, you will need to report the post and ask a Moderator to remove it on your behalf.

**Forum Activity Badges**

If you’re a frequent contributor to our forums, you’ll start to collect forum activity badges for the contributions you make to the forum. Post your first topic or reply to a topic and receive your first badge. Every subsequent post contributes towards your next level badge.