## How to Insert an Image in a Discussion Post

Follow the steps below to insert an image in a discussion post.

- 1. Within the discussion thread, click the reply button located in the bottom left of the screen.
- 2. You should see a screen that has a symbol bar.
- 3. Click the down arrows located on the far right of the bar to expand the symbols.

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4. Next, click on the image icon located third from the left in the bottom row.



5. A new screen will appear. Click the "Browse My Computer" button located on the left side of the screen.



- 6. Navigate to the image file in your computer. The picture must already be saved in your computer.
- 7. Find your image.
- 8. Click on the image.

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9. Your image name should show in the file name area. Click open in the bottom right of the screen.



10. The image will show up in the Insert/Edit box with an Image URL.

11. Fill in the Image Description box located in the bottom left of the screen.

12. Fill in the Title box located beneath the Image Description box.

13. Click insert in the bottom right of the screen.



14. The image now appears in the left of the message window of the discussion thread.

15. You may add text below the image.

16. Click the Submit button located in the bottom right of the screen.

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17. Your image and text show as a post in the discussion thread.

