

Discourse – Quick Guide for Users

When you visit the CHIP Discourse web site at <https://chipmail.unc.edu/>, you will first see a page similar to Figure 1, the CHIP Discourse Home Page.

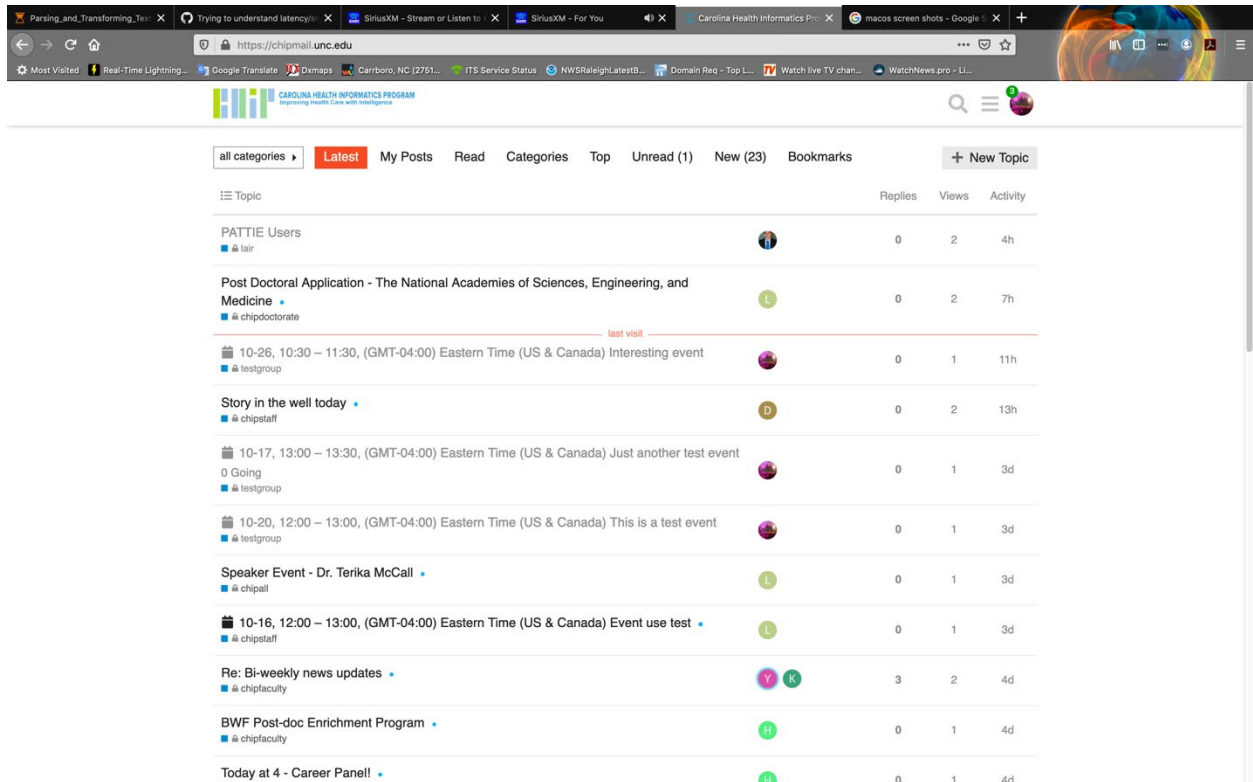


Figure 1 CHIP Discourse Home Page

This page shows the latest activity in all categories (mailing lists) accessible by your account. You can focus on the activity of a particular category by selecting a category in the **all categories** drop down list on the upper left. See Figure 2.

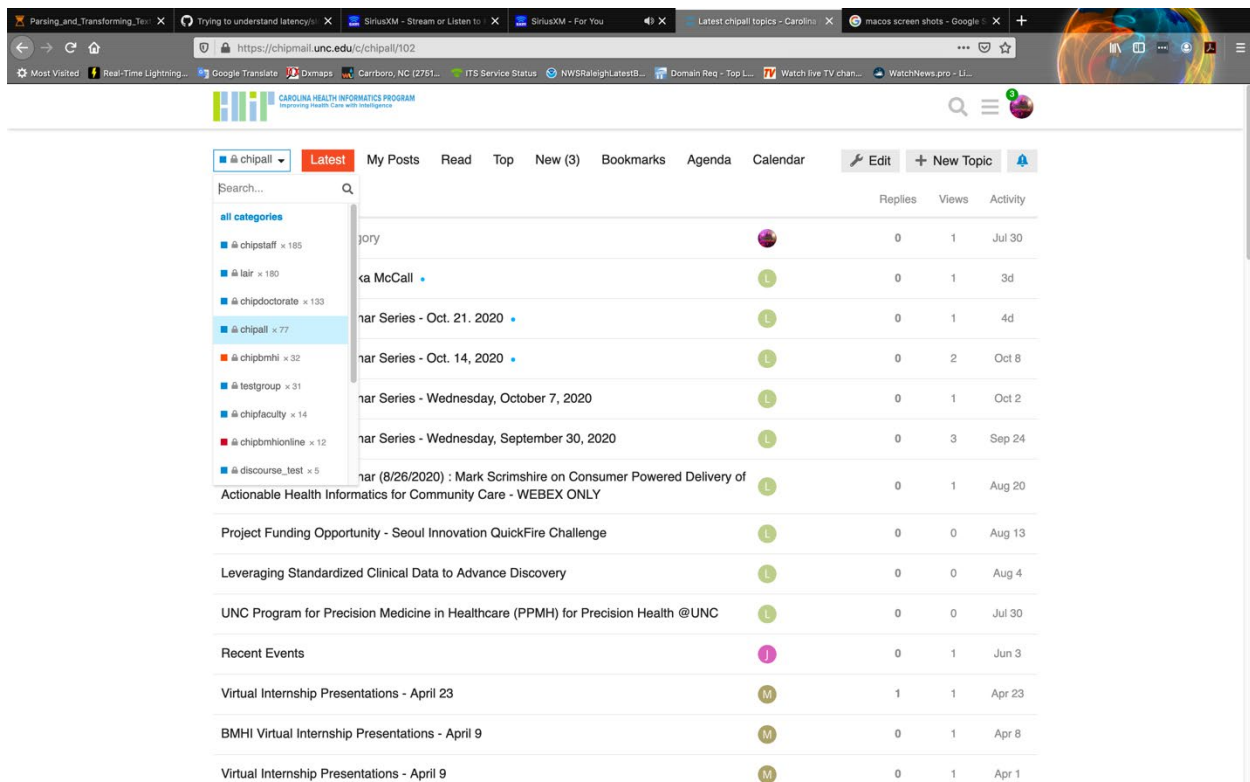


Figure 2 Category Drop Down

After that selection, you can now see posted message topics (subjects) in the category you selected as can be seen in Figure 3.

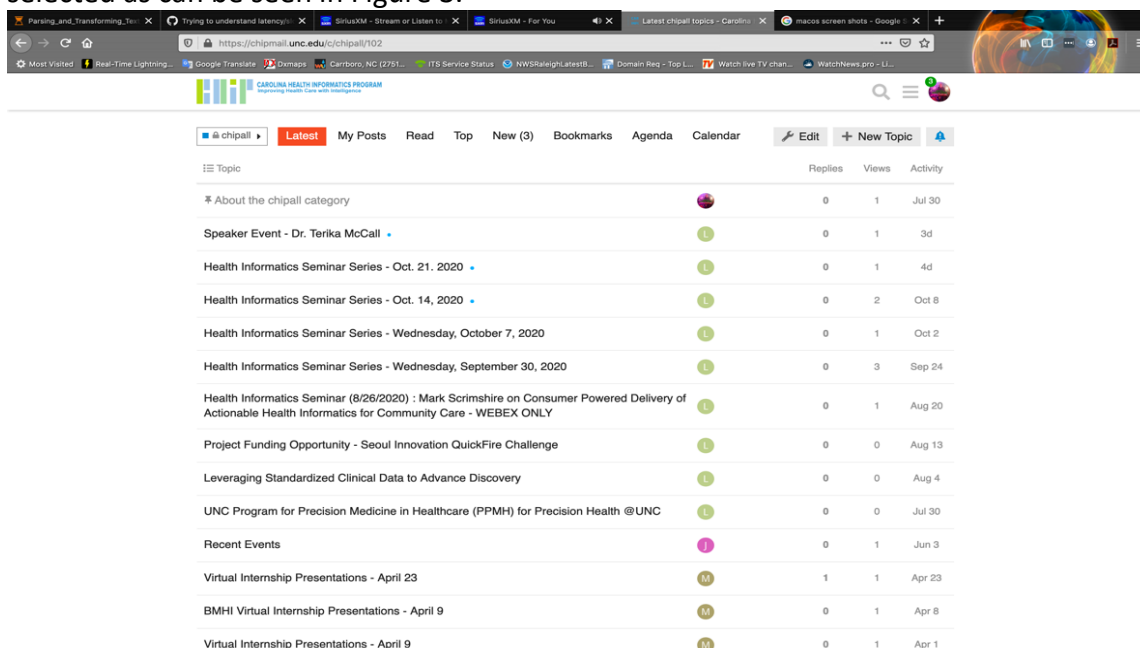


Figure 3 Messages in Selected Category

Click on a topic to see the actual message (Figure 4).

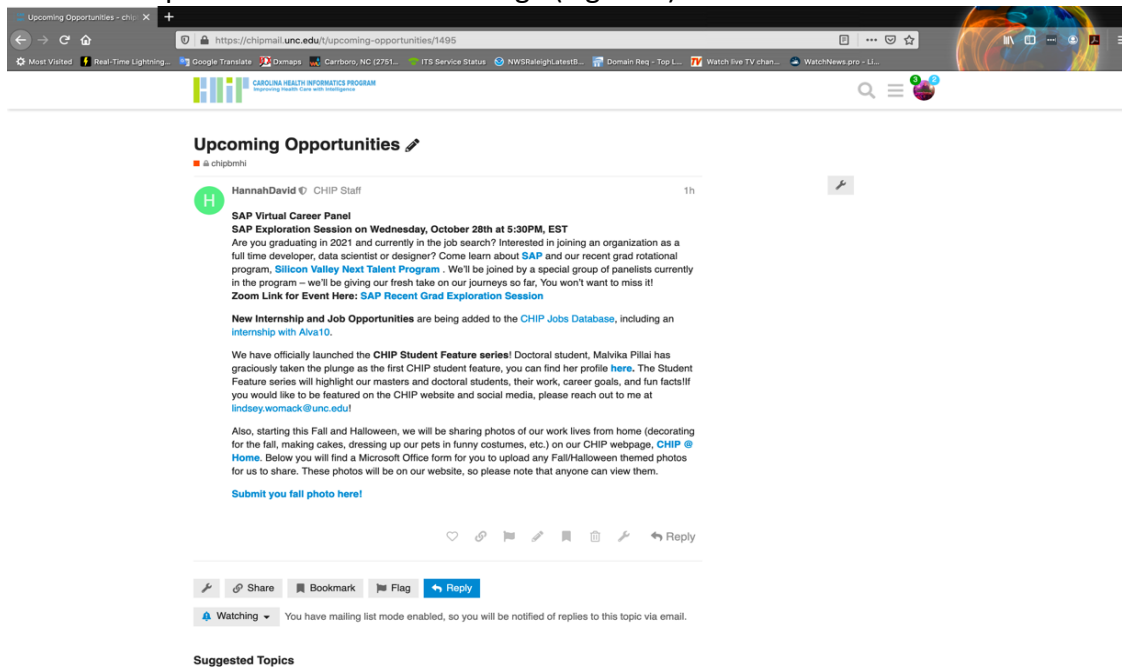


Figure 4 Topic with Message

You can click on **Reply** to reply to the message. Enter your reply in the text box on the lower left (Figure 5).

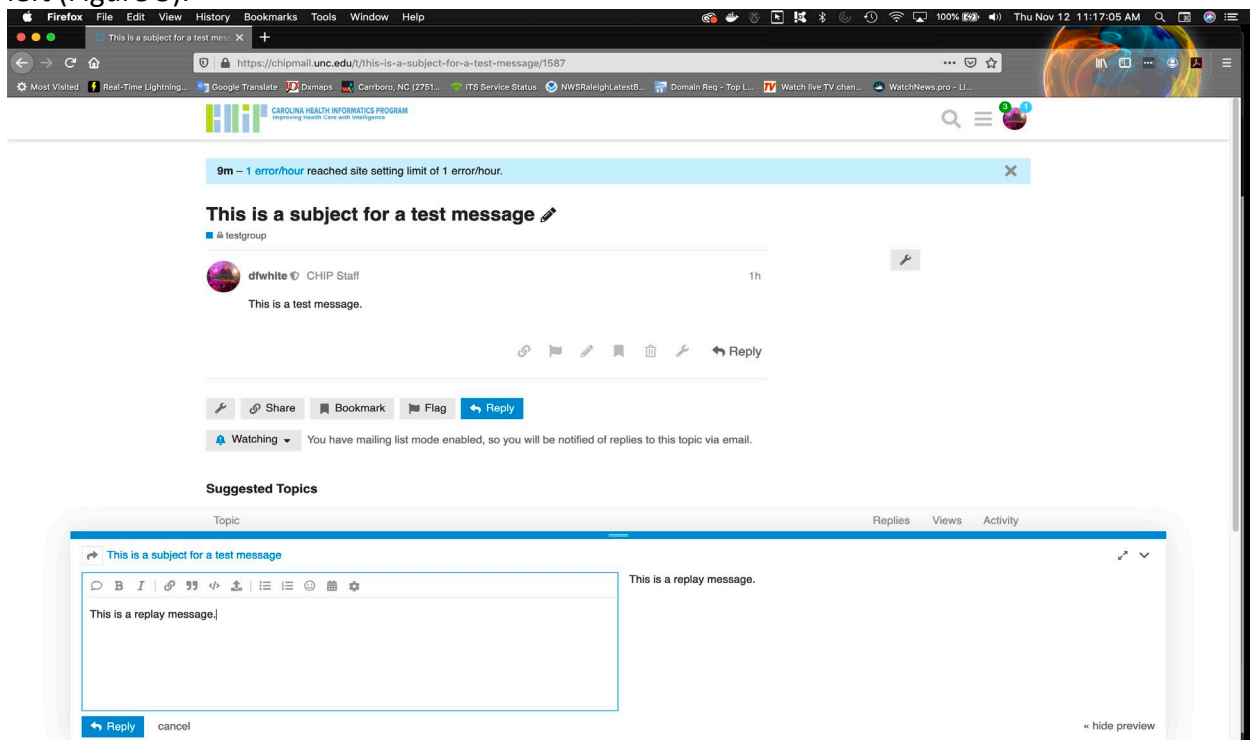


Figure 5 Reply Message

To go back to the Discourse home page, click the CHIP logo in the upper left and the home page will redisplay (Figure 6).

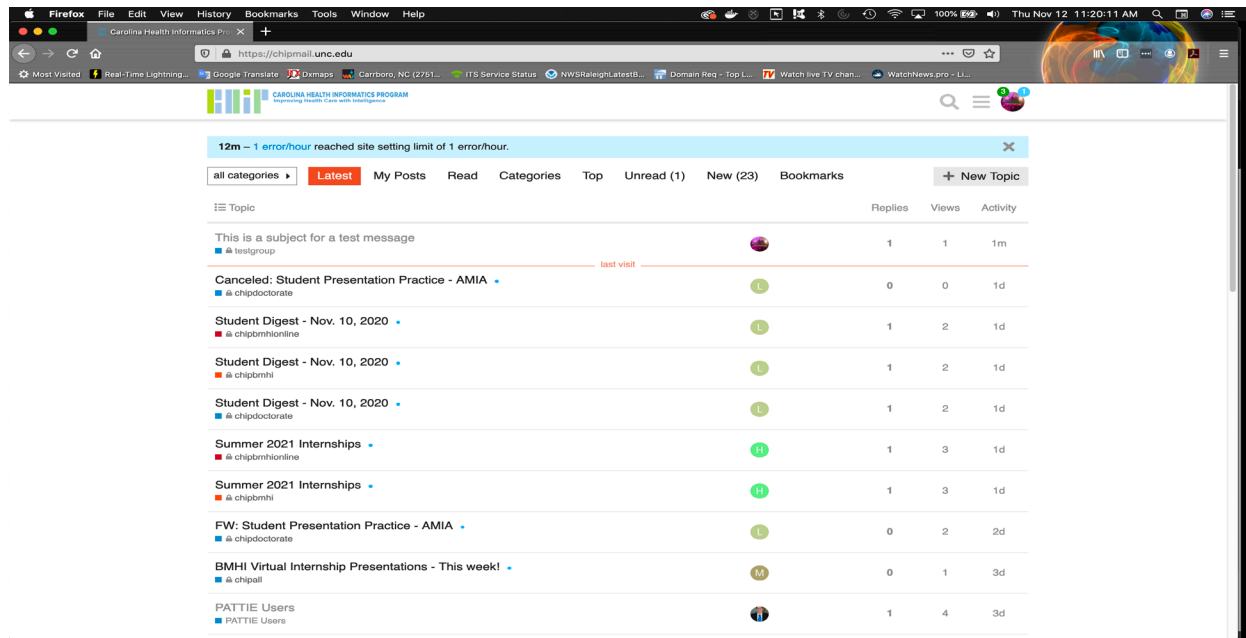


Figure 6 Discourse Home Page

To create a completely new message, click on the **New Topic** button on the upper left and the new topic text box will display (Figure 7).

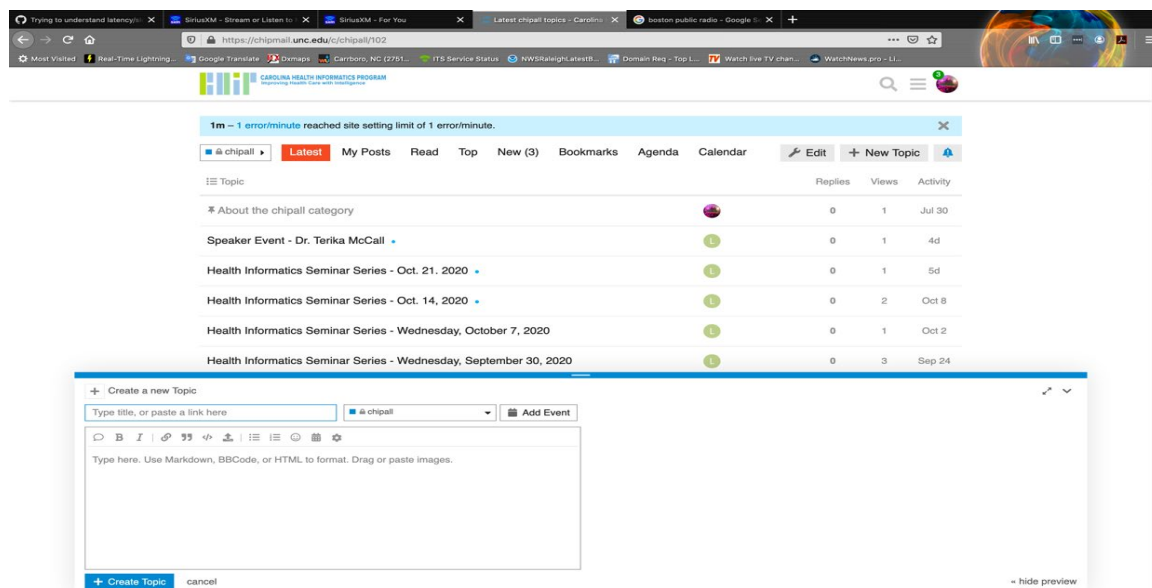


Figure 7 New Topic

Click in the **Type title, or paste a link here** text box to create a topic (subject) for your message. Then click in the text box with the statement **Type here. Use Markdown, BBCode, or HTML to format.** Drag or paste images text to enter your message. Select the **Create topic** button to send your message (Figure 8).

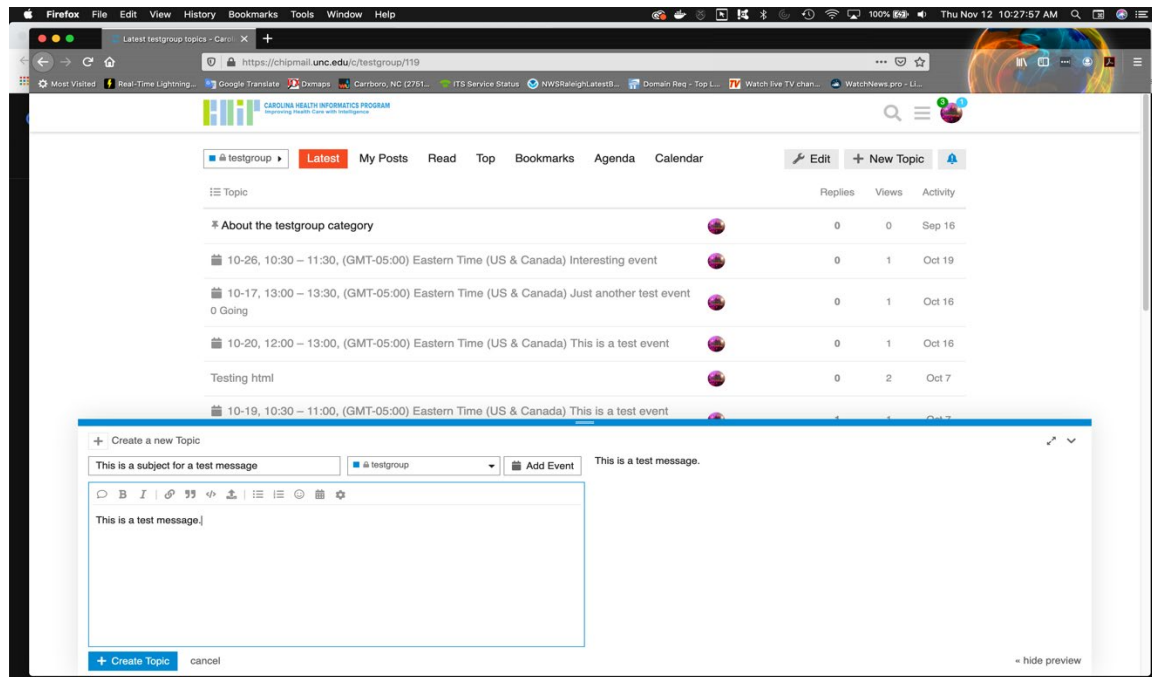


Figure 8 Test Message

The completed message will be sent via email to subscribers to the list and will be visible to web Discourse users who have access to this particular category. It will appear similar to Figure 9 in the Discourse web interface.

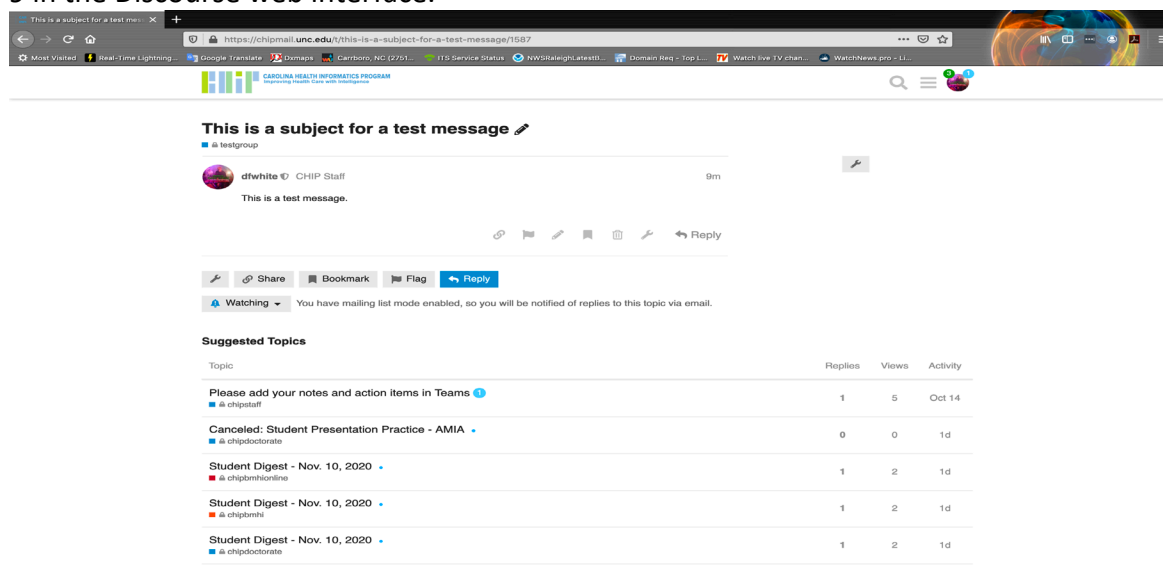


Figure 9 Completed Test Message

To search for a message with a particular topic, select the magnifying glass icon on the upper right. A text box for entering the search terms will appear. See Figure 10.

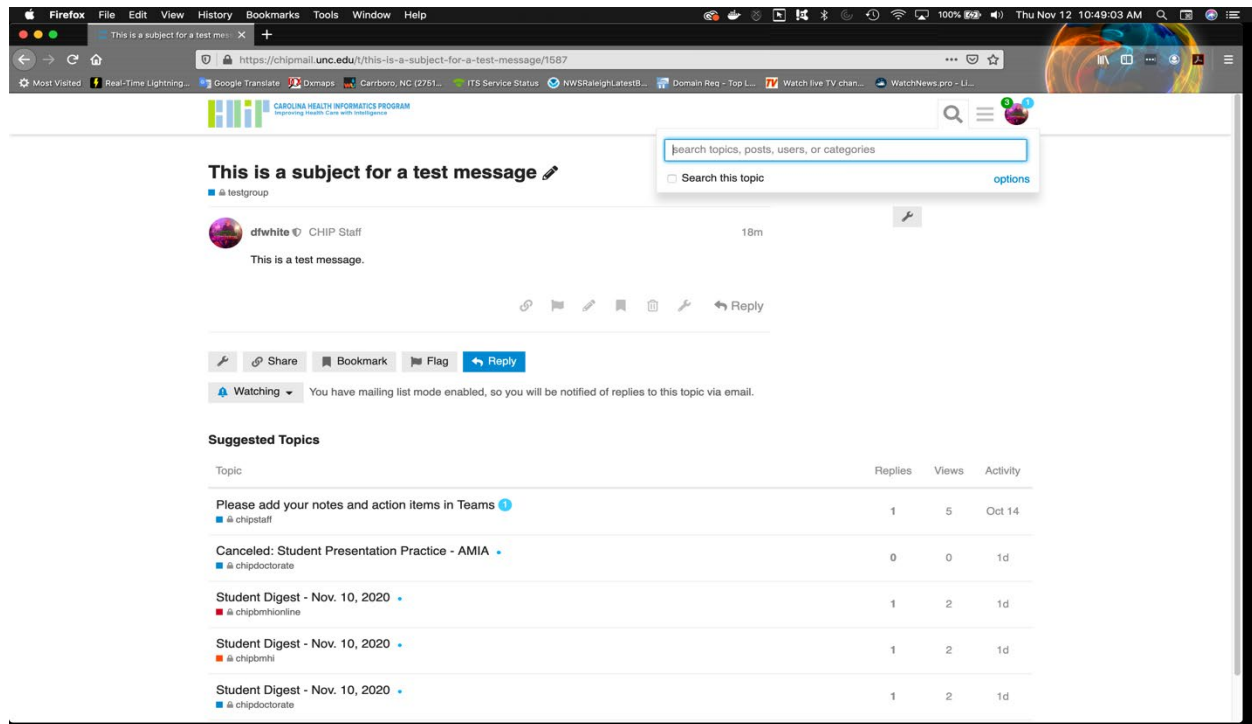


Figure 10 Search Term Text Box

Enter the search terms in the text box (Figure 11)

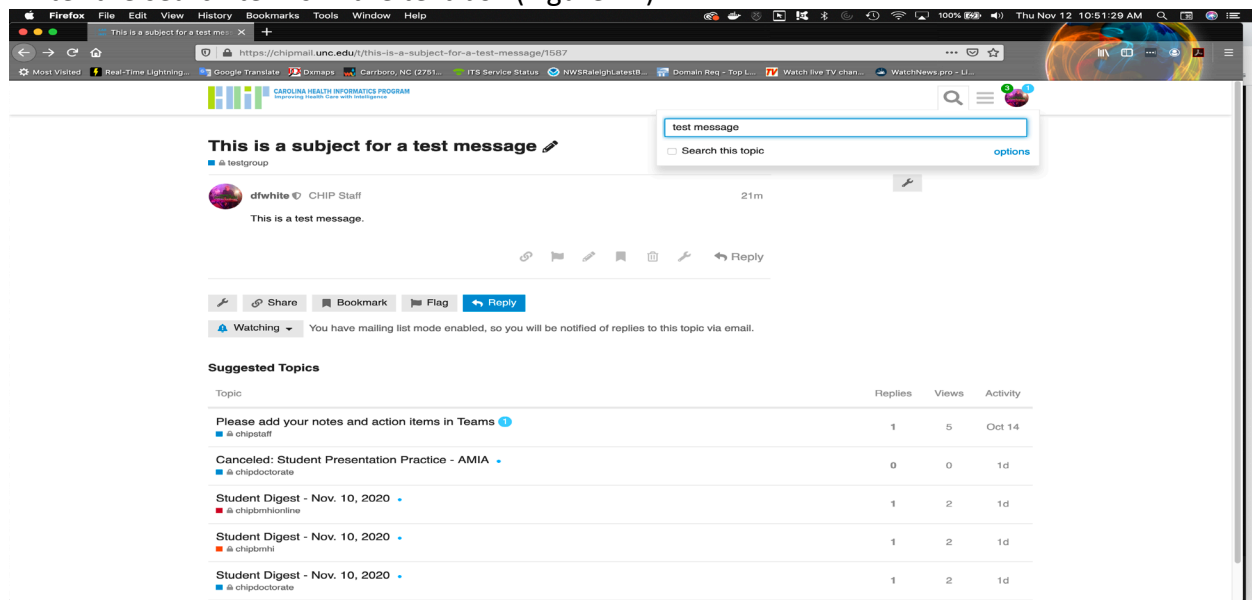


Figure 11 Entering Search Terms

Messages with those search terms will appear in a list sorted by message date. The list will include all categories accessible by your account (Figure 12). An **Advanced Search** set of options will also appear on the right which can be used to narrow down your search.

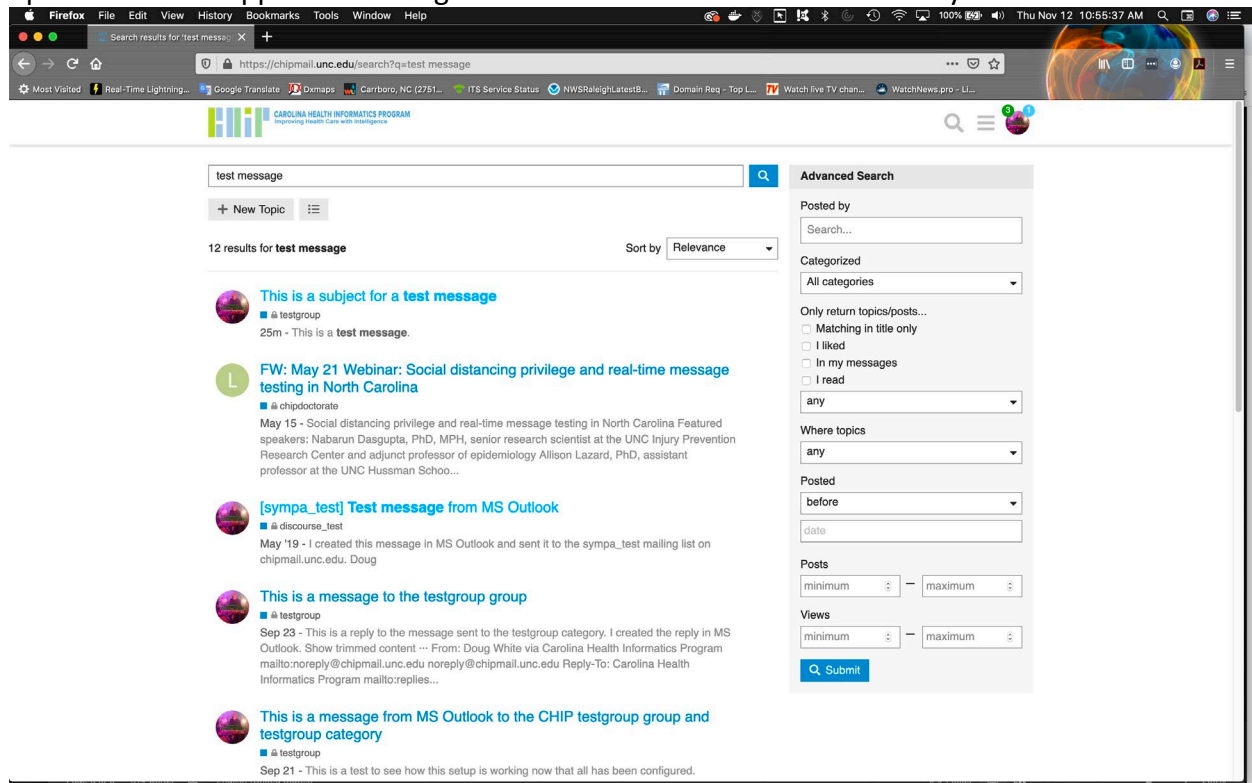


Figure 12 Search Results

The [Discourse New User Guide](#) provides more details and Sitepoint has a great [Discourse cheat sheet](#). The mobile app for Discourse is DiscourseHub which is available on the [Google Play Store](#) and the [Apple App Store](#). General help for Discourse is available at the official discussion site for Discourse meta.discourse.org which is also powered by Discourse.