Chipmail Quick Start Introduction

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.

![CHIP Discourse Home Page](image)

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](image4)

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](image5)
To go back to the Chipmail home page, scroll up to the top, click the CHIP logo in the upper left and the home page will redisplay (Figure 6).

![Figure 6 Chipmail Home Page](image6)

To create a completely new message, click on the + Post button on the upper right and a Create a new Topic text box will display (Figure 7).

![Figure 7 Create a new Topic](image7)
Click in the **Type title, or paste a link here** text box to create a topic (subject) for your message. Choose a **category**. 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. Finally, select the **Create topic** button to send your message (Figure 8).

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 Chipmail Discourse web interface.
Go back to the Chipmail home by selecting the CHIP logo in the upper left. To search for a message with a particular topic, select the magnifying glass in the upper right. A text box for entering search terms will appear. When text is entered in the search, a drop-down list of potential message subjects to select will appear. See Figure 10. Messages with those search terms are sorted by message date. The list will include all categories accessible by your account. An Advanced Search set of options is also available by selecting **Open advanced search** located in the right hand side of the search text box which can be used to narrow down your search. See Figures 10 and 11.
The Discourse New User Guide provides more details and Sitepoint has a helpful 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.