A forum allows visitors to the Web site to interact with both you and other visitors to your site. It can be used to start a conversation, ask questions, post pictures, and add links to files. The Weebly Forums are provided by an organization named Talki.

**CREATE A FORUM**

† Click the **Build** tab, if necessary.

† Click the **More** tab as shown in the see illustration below (blue item).

† Drag the **Forums Element** to the page (see illustration above).

† The **Forums Element** will appear on the page (see illustration below).

† The forum will contain two default sub-forums: News and Off-topic.

**CHANGE A SUB-FORUM NAME**

† Click the **Forum Admin** tab.

† Click the **Forums** tab when the **Forum Admin** page displays (see illustration below).

† Click the **Rename** link next to the forum that is to be renamed.
Input a **New Name** for the forum.
Click the **Save Changes** button.
The **New Name** for the forum will appear in the list.

**DELETE A SUB-FORUM**
Click the **Forum Admin** tab.
Click the **Forums** tab when the **Forum Admin** page displays.
Click the **Delete** link next to the forum that is to be removed.
A warning message will appear.
Click **OK** to delete the forum.
The last forum in the list cannot be deleted.

**CREATE NEW SUB-FORUM**
Click the **Forum Admin** tab.
Click the **Forums** tab when the **Forum Admin** page displays.
Input a **Name** for the forum in the appropriate box.
Input a **Description** for the forum.
Click the **Access** list to specify who can access this forum. The options are:
- Anyone can read this forum
- Only members – upgrade to enable
- Only mods and admins – upgrade to enable
Click the **Create** button.

![Configure your forums](image)

Click the **All Forums** link in the upper left corner of the **Forum Element** to return to the **Main Page** of the forum.

**ADD TOPIC TO A SUB-FORUM**
A new topic may be added to any of the sub-forums by clicking the **Start a Topic** button on the main page or within any individual sub-forum.
Click the **Forum** for which the topic is to be added.
Click the **Start a Topic** link at the top of the **Sub-Forum Area** (see illustration on next page).
Input a **Title** for the topic in the appropriate box.
In the **Post** area, input the information that is to be discussed in the forum.
Select a **Category** where the topic is to appear. This is a list of the sub-forums that were created earlier.
Click the **Subscribe** check box to have an email message sent each time a new reply is posted.

To always keep the post at the top of the list, click the **Sticky** check box.

To turn this option off at any time, edit the topic.

This makes sure that all members will be able to see the post.

To keep members from posting new replies, click the **Closed** check box.

When everything has been specified, click the **Post Topic** button.

**EDIT PROFILE**

This area is used to change the Display Name, the Signature, and the Avatar for the forum.

Click the **Edit Profile** link at the top of the Forum.

The **Edit Profile** window will display (see illustration below).
Input a new **Display Name** into the proper box. The **Display Name** cannot contain any spaces.

Input or change the **Signature** for the **Forum**.

Click the **Change Avatar** tab to change the picture for the **Forum**.

When all the changes have been made, click the **Save Changes** button.

**Members**

Visitors who see the forum can use there Weebly account, a Facebook account, a Twitter account, a Google account, or accounts on nine other systems to log into the forum.