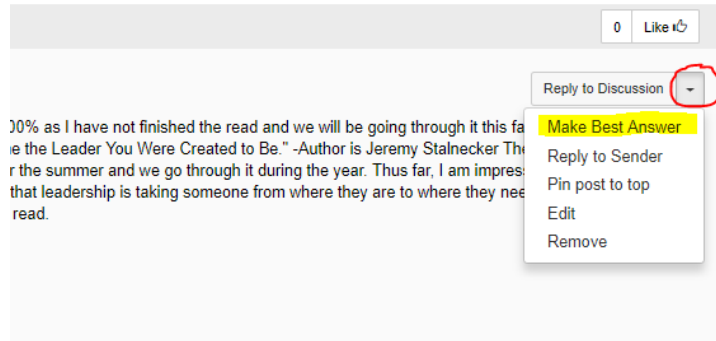


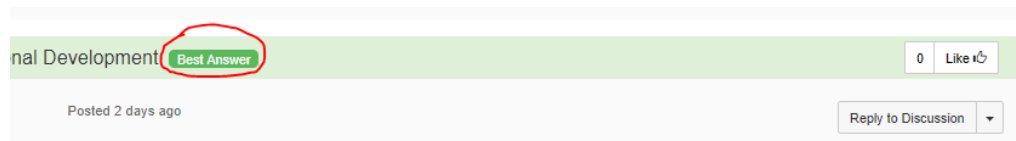
Choosing Best Answer

You have posted a question or a request for feedback. Although there are often many responses to a question, you can usually identify a post as being the clearest, most impactful one.

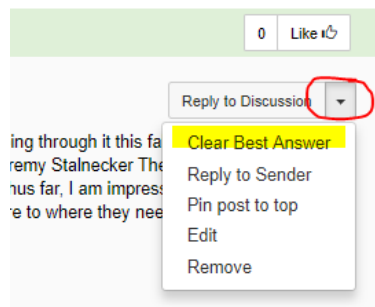
- I. Read through all of the thread responses (give it a few days to couple of weeks to make sure you have allowed everyone to respond who is going to)
 - a. When you decide which answer is the best one, click on the down arrow next to Reply to Discussion and select Make Best Answer



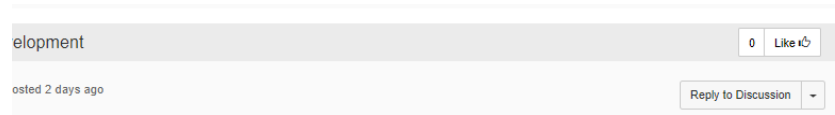
- b. Once clicked, the Discussion response header will turn green, and a Best Answer icon will appear



- c. To remove a Best Answer designation (maybe you need to select a new one that came in and was just amazing!), click on the down arrow next to Reply to Discussion and select Clear Best Answer



- d. Once selected, header will revert to grey and Best Answer designation will disappear. Now you can select a new Best Answer



*****Important to note: You can only choose the best answer on a thread that you started!***