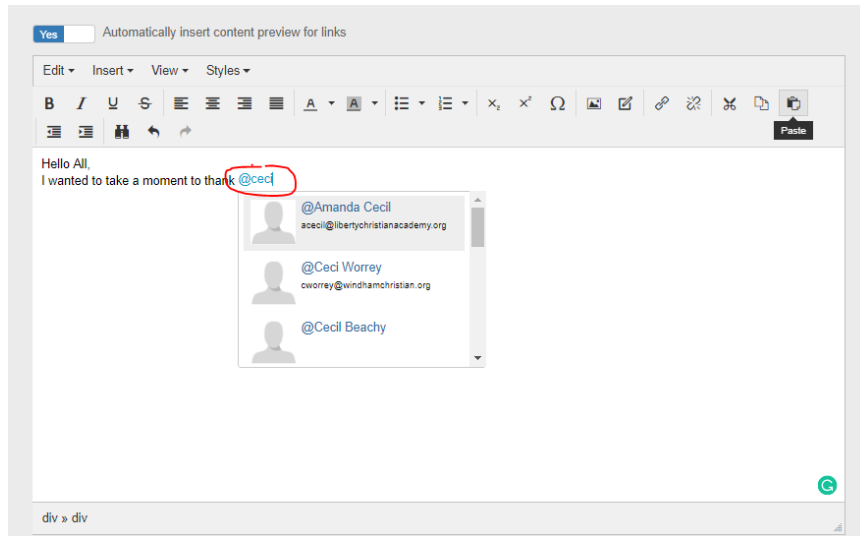


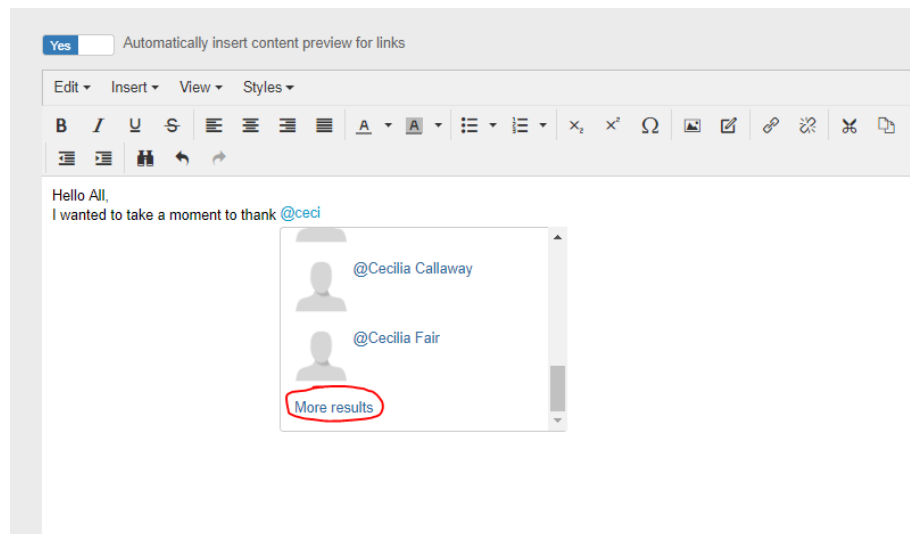
Tagging a Peer in Discussion

Like in Facebook, this platform allows you to “tag” a peer in your post. Maybe you are giving them a nod for a particularly beneficial piece of advice or resource, or maybe you want to ask them a question directly. Without tagging them, you are relying on them catching the mention. By adding them as a tag, they will receive an email letting them know you mentioned them.

- I. In the discussion post, add the tag in the place where you would naturally use their name
 - a. Begin tag with @ symbol and begin typing their name.

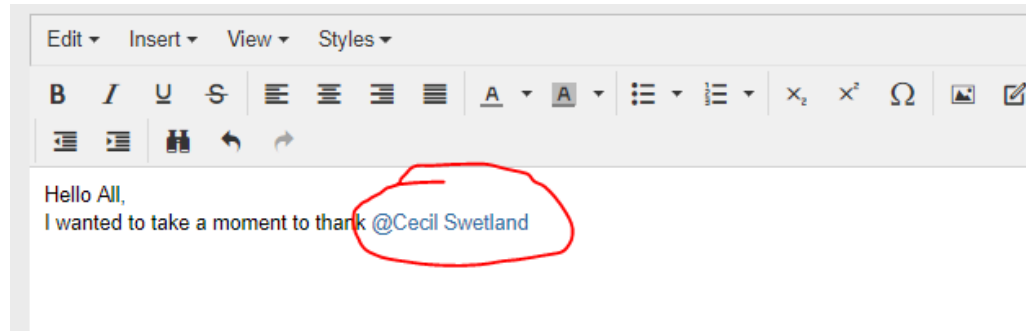


- i. A list of names will appear. If the member you are looking for doesn't appear, click More Results to bring in additional names



1. The more letters you type in, the shorter the list to choose from will be

- b. Click on the correct member, which will add their name and create a link



- i. Continue typing the rest of the post as usual. Once you hit Send, an email will be sent with a link to the post so that the member can check out what you said!