# Posting to an AALS Section Discussion List

### How to Post to a Discussion List

There are three ways to post to a discussion list:

- Sending an email to the discussion list's unique email address
- Logging into the section website and posting to the discussion list message board
- Replying to an email thread

## Posting to a Discussion List by Email

To post to a discussion list by email, you will need:

- To be a member of the section
- The discussion list's email address
- (Announcement) Admin posting rights

#### Attaching a File

Please know that there is a 3 MB size limit for email attachments. We encourage you to upload files to your section's file sharing libraries.

# Posting to a Discussion List through the Section Website

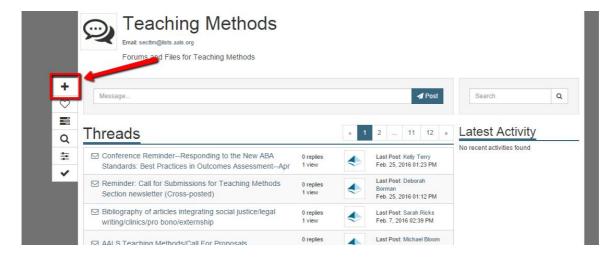
To post to a discussion list through the section website, you will need:

- To be a member of the section
- Your AALS account username and password
- (Announcement) Admin posting rights

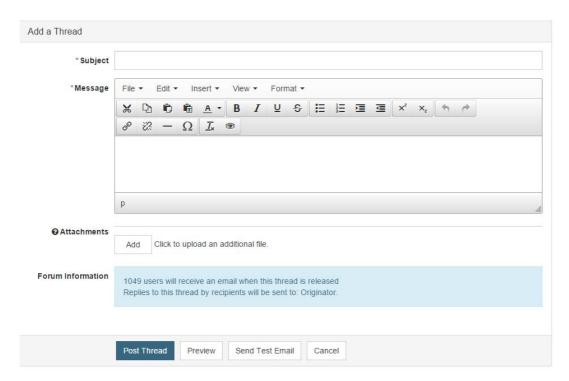
To post to a discussion list through the section website, visit <a href="Connect.AALS.org">Connect.AALS.org</a> or navigate directly to your sections website (section website addresses can be found at <a href="Connect.AALS.org">Connect.AALS.org</a> or <a href="AALS.org/sections">AALS.org/sections</a>). Log in with your username and password. On your section website, <a href="click Discussion List">click Discussion List</a>



#### Then, click Add a Thread (+)



Provide message subject, content, and attachments (optional, 3 MB limit) and, then, **click Post Thread.** 



Questions? Contact us at <a href="mailto:support@aals.org">support@aals.org</a>.