

Instructors can allow any course participant to subscribe to Discussion Board Forums and Threads. Once a participant has subscribed to a forum or thread, they will receive email alerts each time there is a new post. This tutorial details how participants can subscribe and unsubscribe to Discussion Boards.

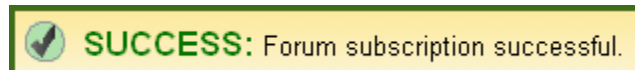
The Blackboard Discussion Board gives instructors the ability to allow students and other course participants to subscribe to Discussion Board threads or forums. When you subscribe to a forum or thread, Blackboard will automatically send you an email message letting you know a new posting has been added to that Discussion Board. Please note: the course instructor has to set up the Discussion Board to allow subscriptions for the steps below to apply. If a forum or thread has been set up to allow subscription, follow the steps below to subscribe.

To Subscribe to a Discussion Board Forum:

1. Log into your course using your username and password.
2. Click on **Discussion Board**.
3. Click on the **Forum** you want to subscribe to.
4. If subscriptions are allowed, you will see a Subscribe button in the grey toolbar at the top of the Discussion Forum page.



5. Click on the **Subscribe** button. You will know you've successfully subscribed to a forum if you receive a SUCCESS message, pictured below.



6. You will now receive automatic emails to you WilmU email account when new posts are made to the forum.

To Subscribe to a Discussion Board Thread:

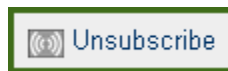
7. Log into your course using your username and password.
8. Click on **Discussion Board**.
9. Click on the **Forum** and then click on the specific Thread in the Forum you want to subscribe to.
10. If subscriptions are allowed, you will see a Subscribe button in the grey toolbar at the top of the Discussion Thread page.



11. Click on the **Subscribe** button. You will know you've successfully subscribed to a forum if you now see an Unsubscribe button in the grey toolbar.
12. You will now receive automatic emails to you WilmU email account when new posts are made to the Thread.

To Unsubscribe to a Forum or Thread:

13. If you would like to stop receiving automated emails from a Blackboard Discussion Board Forum or Thread that you've subscribed to, navigate to the forum or thread.
14. You will see an Unsubscribe button in the grey bar at the top of each Forum or Thread you've subscribed to. Click on the **Unsubscribe** button.



15. You will now no longer receive automated emails from the Forum or Thread.

For more information . . .

Additional support for Blackboard tools can be found at <http://esupport.wilmu.edu>, by clicking on the Help! button in Blackboard, at <http://www.wilmu.edu/instructionaltech/index.aspx> and in the User Manual linked from *Course Tools* in Blackboard.