# Using Discussion Forums

<table>
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<th>Step</th>
<th>Action</th>
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| 1.   | Begin by navigating to the Event Discussions page.  
   Click the Sourcing link.  
   ![Sourcing](Sourcing) |
| 2.   | Click the Maintain Events link. |
| 3.   | Click the Discussion Forums link. |
| 4.   | Use the Discussion Forums page to access discussions for the selected event. |
| 5.   | Use the Forum User Preferences link to add user preferences.  
   Click the Forum User Preferences link.  
   ![Forum User Preferences](Forum User Preferences) |
| 6.   | You can add a pseudonym on the Forum User Preferences page. |
| 7.   | Click the Return to Forums link.  
   ![Return to Forums](Return to Forums) |
| 8.   | The Discussion Forums field lists all active forums that you can access.  
   Click an entry in the Discussion Forums column.  
   ![Event Discussion](Event Discussion) |
| 9.   | Use the Event Discussion page to view an event message and post a reply. |
| 10.  | Click an entry in the Subject column.  
   ![JS001 0000000029 Rnd:1 Ver:1](JS001 0000000029 Rnd:1 Ver:1) |
| 11.  | Click the US001 0000000029 Rnd:1 Ver:1 link.  
   ![US001 0000000029 Rnd:1 Ver:1](US001 0000000029 Rnd:1 Ver:1) |
| 12.  | After viewing the message, click the Reply button to post a message to the event forum for this topic.  
   Click the Reply button.  
   ![Reply](Reply) |
| 13.  | Use the Private Message check box to mark the message private so that only you and the person to whom you are replying can see the message.  
   **Note:** Internal users can see all messages, so use this check box to communicate privately with the event buyer/seller without other bidders being involved. |
| 14.  | You have completed the Using the Discussion Forums procedure.  
   **End of Procedure.** |