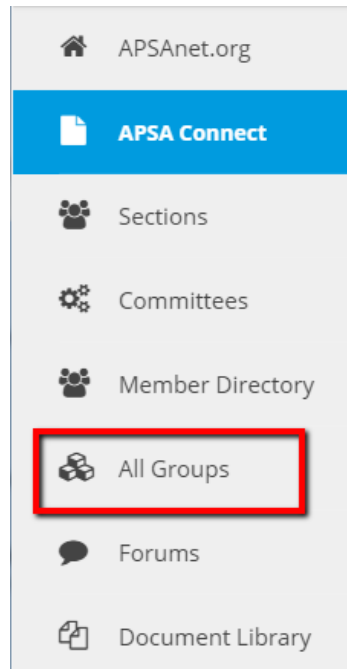


HOW TO REPLY TO A MESSAGE IN MY EMAIL BOX

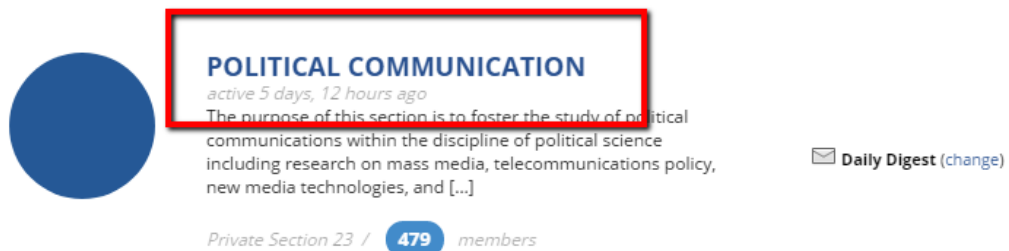
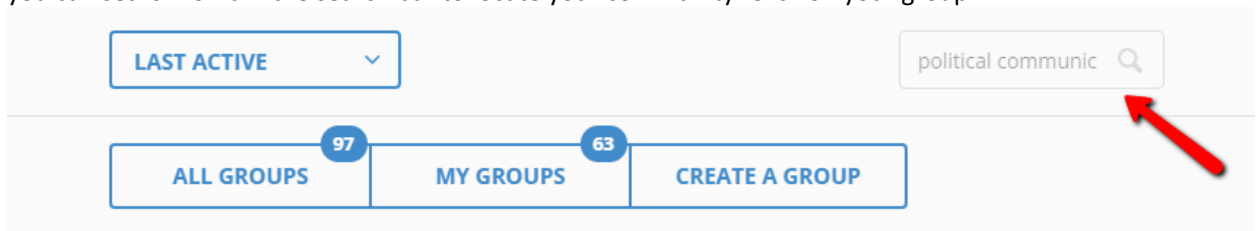
Replying to messages in your email box

You can reply to forums using your email address.

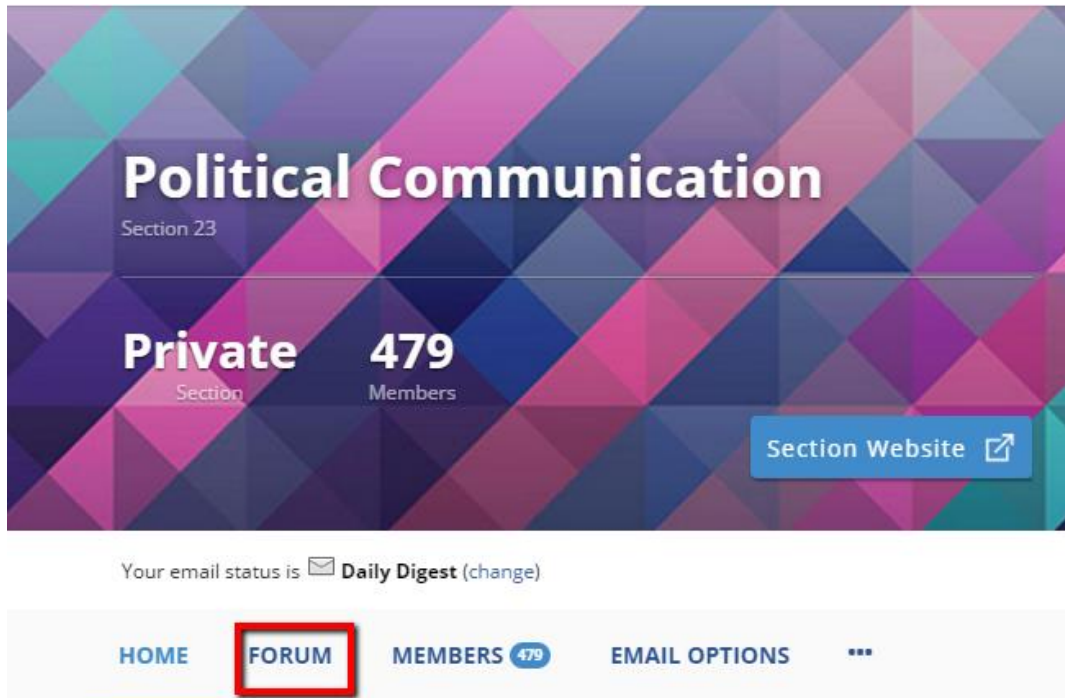
1. First, you will need to find your community's forum. After you log into APSA Connect, click on **All Groups** in the menu on the right.



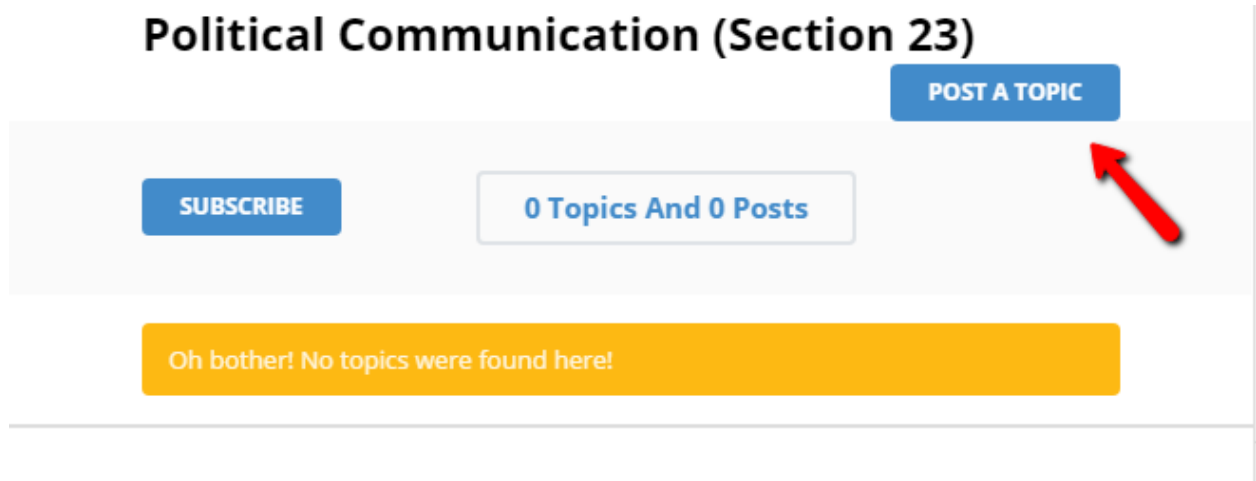
2. Now find your group. For example, if you are a member of the Political Communication community, you can search for it in the search bar to locate your community. Click on your group.



- Once you click on your community, you will be brought to that community's home page on APSA Connect (depicted below). Locate the menu bar at the top of the home page and click on **Forum**. This will bring you to that community's forum.




- Next, click POST A TOPIC in the upper right corner.




5. When you do this, you will see a yellow box at the top that says “You can post new topics to this group from the comfort of your email box. Find out how.” Click on **Find out how!**

Create New Topic in “Political Communication (Section 23)”



Post New Topics via Email


You can post new topics to this group from the comfort of your email inbox. [Find out how!](#)



6. Next, click on the email address that pops up, and it will open your email automatically, or send your reply to that email address by copying and pasting it.

Send an email to

apsaconnectdev+737bd4961c516f858eda2db04f701c904f58df43ba24a6602b2c41a8bae59edd-new@gmail.com and a new forum topic will be posted in Political Communication.



- Compose a new email from the same email address you registered with – jjames@apsanet.org.
- Put the address above in the "To:" field of the email.
- The email subject will become the topic title.

Note: The email address above is unique to you and this group. Do not share this email address with anyone else! (Each group member will have their own unique email address.)