How to Reply to a Post

Below are the steps for replying to a post on GSA Connect. You can either reply directly from your email (if you receive the GSA Connect Digest Email) or you can log into GSA Connect and go to the Open Forum to reply.

Method #1: Replying from Email
- Open the email you want to reply to from the GSA Connect Digest Email you received
- Click “Reply to Group” (the blue button in the upper right hand corner)
- A new email will pop up that will direct your reply back to the community without having to login
- Type your message and hit “Send”

Method #2: Replying directly from GSA Connect
- Log in to GSA Connect
- Go to the community where the post appeared (e.g. Open Forum, an interest group community)
- Click on the post you want to reply to
- Click “Reply to Discussion” which brings up a screen that looks like an email
- Type your message, then scroll to the bottom of the page and hit “Send”

Please note that it could take up to 24 hours before your post appears online.