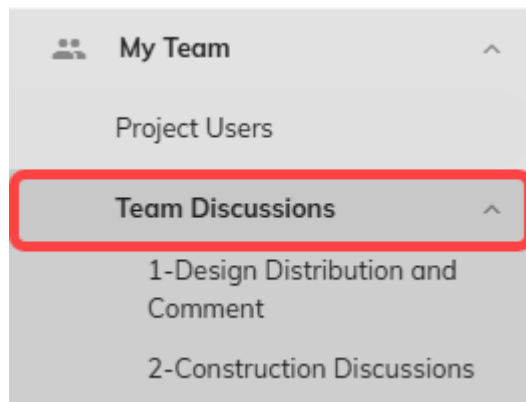


1. What is the Team Discussions Feature?

The Projectmates **Team Discussions** tool is a great way to conduct topic-based discussions to ensure everyone is on the same page. This information is consolidated in Projectmates and can be revisited anytime to recount any important discussions that were held.

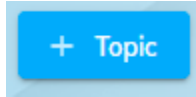
- Create discussion topics and invite other users to reply by copying them.
- Reply to discussion topics with your own posts.
- Upload attachments to supplement your topics or posts.
- Easy to use from the desktop or mobile app.

A project's Team Discussions tool can be accessed by navigating to the project through the My Projects page. Once inside a project, Team Discussions can be found on the left-side menu by clicking **My Team** > **Team Discussions** > the **Discussions** thread you want to enter.



2. Adding a New Discussion Topic

1. To start a new topic, click the **+ Topic** button on the upper right when inside of a Discussions menu.



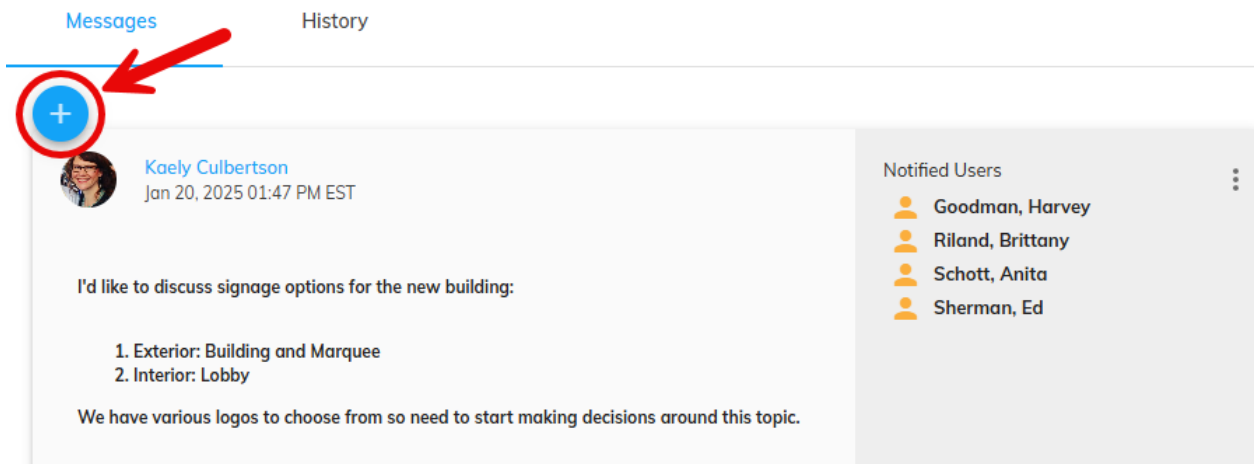
2. Give the topic a name based on what you plan to discuss, then click **Save**.

A light gray modal window titled 'Create a New Topic'. It features a text input field with the placeholder text 'Topic *'. A red arrow points to the input field. At the bottom right, there are two buttons: 'Close' in gray and 'Save' in blue.

3. In the next page, you will be prompted to make the first post/message for the new topic.

3. Replying to a Discussion

1. When browsing an existing discussion, you can add your own post by clicking the + button found next to the latest post that was made.



2. You will be prompted with the "Create/Edit Message" pop-up, just as if you were creating a new topic, where you can enter the necessary information.