

# Setting up a forum to allow anonymous posting

## How to allow anonymous posting in a forum

Allowing anonymous posting in a forum is an easy process that enables users who are not logged on with a Digitalbrain account to post comments and questions.

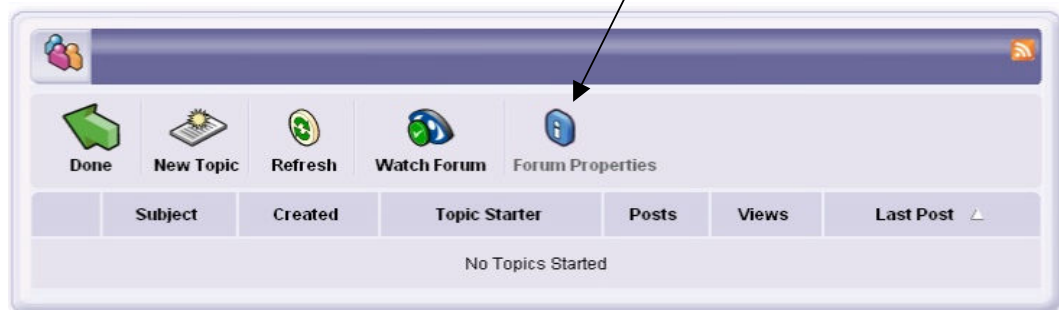
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To change the settings of a forum you will need to enter the edit mode for the forum and then alter the preferences section.

Ensure that you are logged on and have the access rights to alter the settings of the forum

### How to access the edit mode of the forum you wish to edit

1. Begin at the Forum you wish to edit and select Forum Properties from the forum toolbar.



### How to edit the forum properties

2. Read carefully the instructions next to where it says “Allow Anonymous Contributions”, if you are happy that you still wish to apply the option of anonymous posting to the forum you selected.

 A screenshot of the 'Forum Properties' edit form. The form has a header with a logo and a 'log out' link. The main content area contains several fields: 'Forum Title' (text input), 'Description' (text area), 'All posts must be moderated by an administrator' (checkbox, currently unchecked), 'Administrator Email Address' (text input), and 'Allow Anonymous Contributions' (checkbox, currently checked). To the right of the 'Allow Anonymous Contributions' checkbox is a 'Please Note' section with the following text: 'Please Note: In order to use anonymous posting the Forums access rights must be set to public. For security reasons all anonymous posts will require moderation, even if the forum is not set to be moderated over all.' At the bottom of the form are two buttons: 'Save Forum Settings' and 'Close'.

3. Then click on the box above where it says “Please note:” and then select  button.