



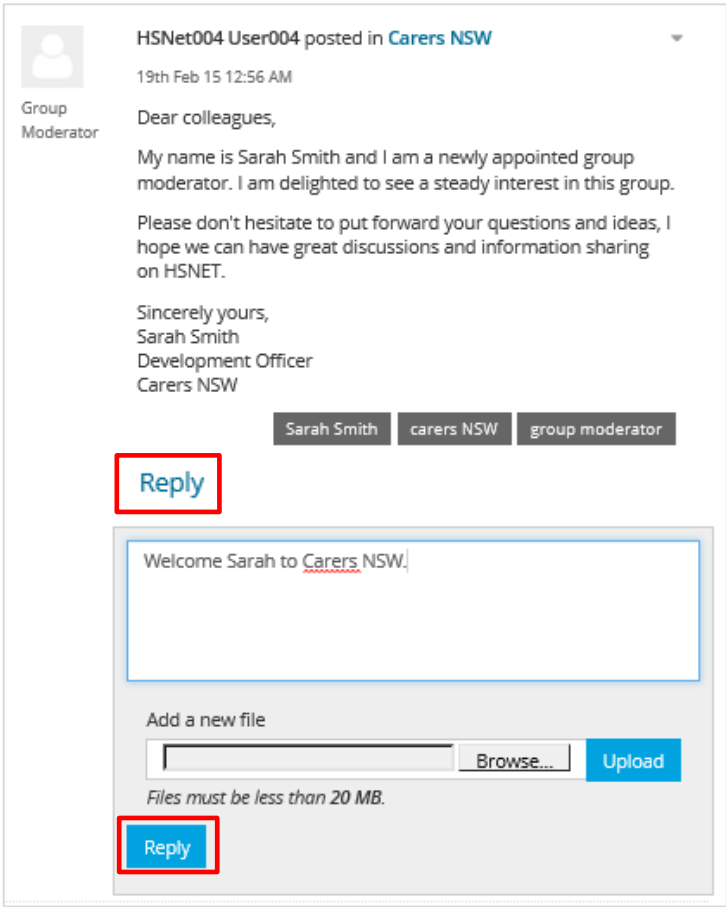
## Reply to a post - quick reference guide

Registered HSNet users can participate in topic discussion. The HSNet access type will determine what posts a user can reply or comment on.

- **Unregistered users** can only view public group posts. To comment on a post, please sign up with HSNet.
- **HSNet Members** can reply or comment on a public group post. To create a post, please join the group.
- **Group members** can create a post, reply or comment on the restricted group post.

To reply to a published post, log on to the HSNet website [www.hsnet.nsw.gov.au](http://www.hsnet.nsw.gov.au).

### Follow these steps to reply to a post:

1.	Find the post you want to reply or comment on and click on the <b>Reply</b> link below the post.
	
2.	Enter your comment to the post in the textbox. <b>Note:</b> web links must begin with <a href="http://www">www</a> .
3.	To add a file to your comment, click on the <b>Browse...</b> button and select the file. Click on <b>Upload</b> button to upload file on to HSNet. <b>Note:</b> Multiple files can be uploaded for a single post. Each file must be less than 20MB.
4.	Click on the <b>Reply</b> button to publish your comment.