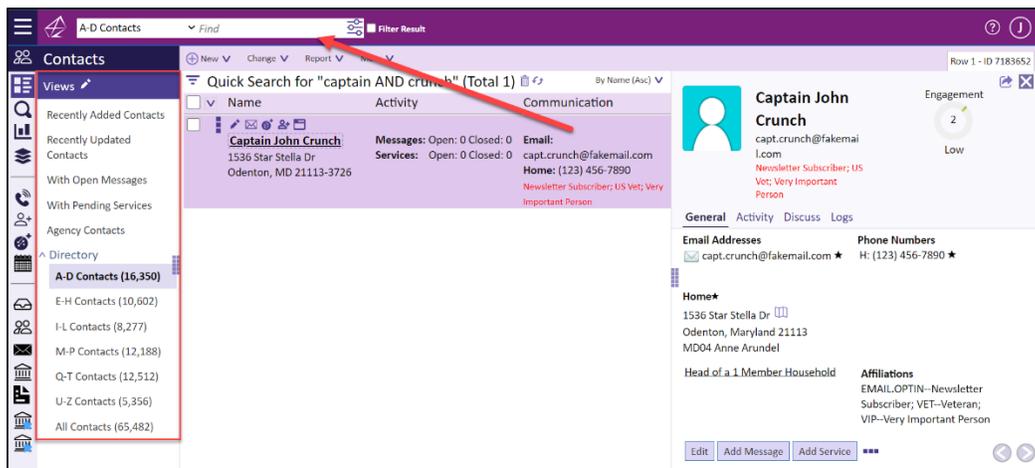


## Tagging a Contact in a Discussion

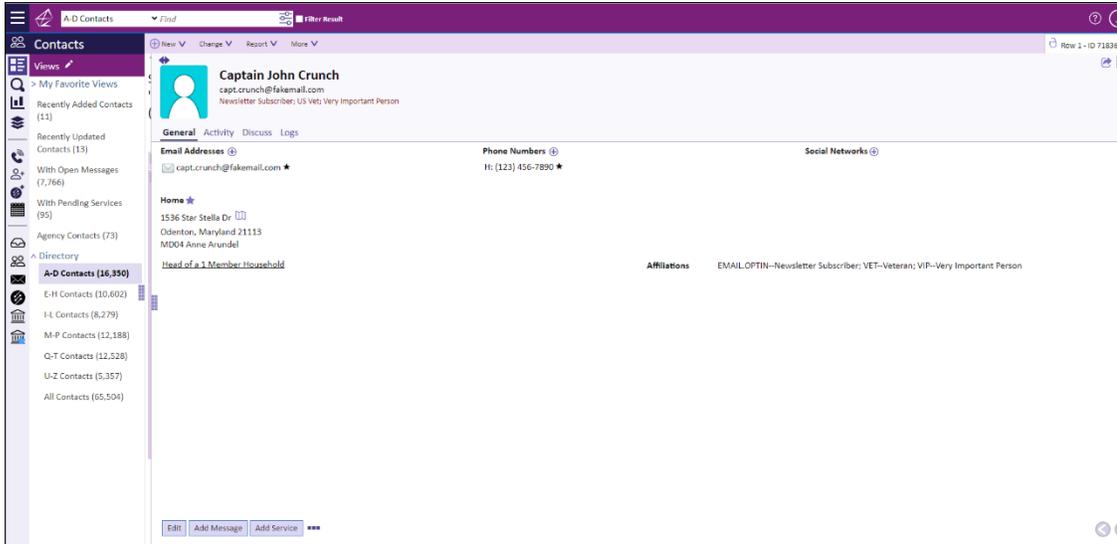
**Market:** House, Senate

**Description:** These instructions teach users how to tag other IQ contacts in a discussion. As a result, individuals who are tagged in the discussion will receive an alert notification in IQ and MS Outlook (if configured).

1. Search for the contact using the **Search Bar** at the top of the page to look for the individual across the various **Contact Views**.



2. Click the name of the contact record if the Reading Pane is not displayed as shown above. The Contact Record will expand to show full details.



3. Click the **Discuss** tab to open the section.

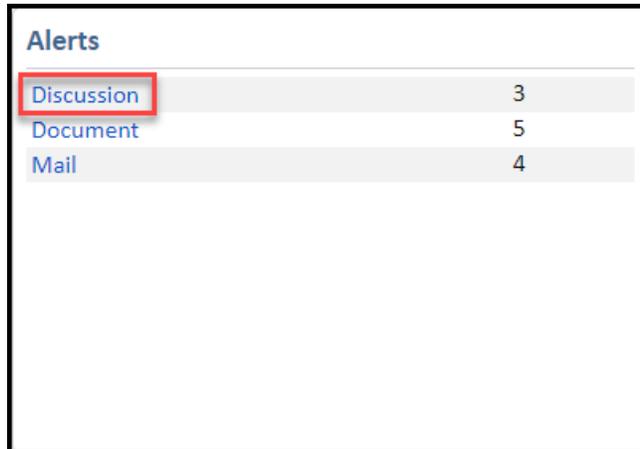


4. In the **Discuss** section, enter the discussion message. Also enter the name of the other user(s) that you want to include in a discussion about the selected contact. Click **Post**.



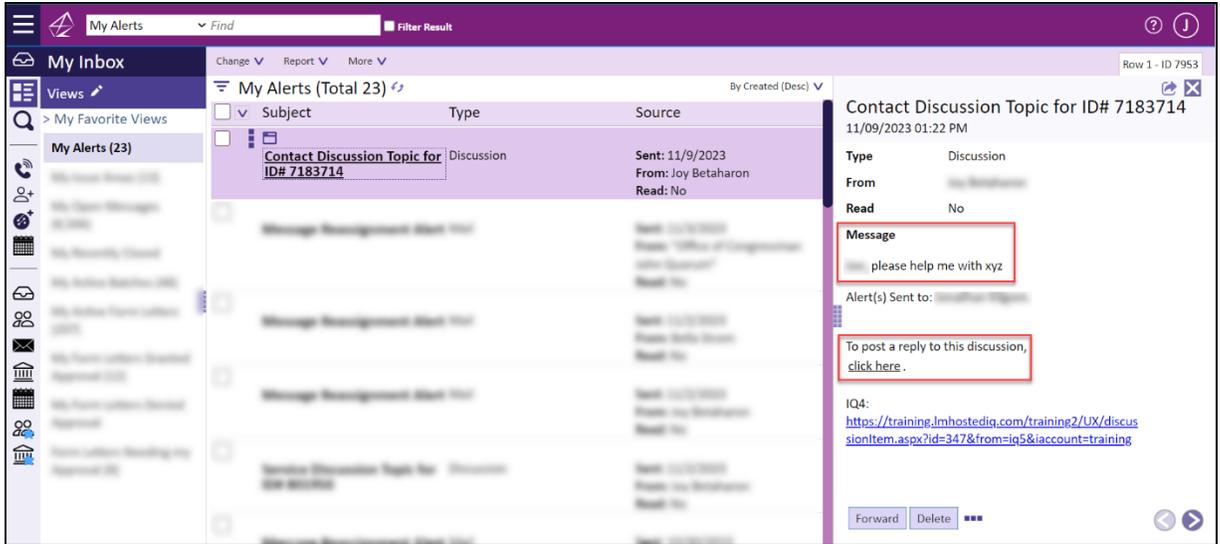
5. The user(s) will receive an alert notification on their homepage tile regarding the discussion in IQ and MS Outlook (if this option is configured in their IQ settings). Alerts can also be found in the **My Inbox** application.

a. Click on the **Discussion** link in the **Alerts** tile. This opens the **My Alerts** view in the **My Inbox** application.



Alerts	
Discussion	3
Document	5
Mail	4

b. Go to **My Inbox** application → **My Alerts**



The screenshot displays the 'My Alerts' section of the Intranet Quorum interface. The main area shows a list of alerts under the heading 'My Alerts (Total 23)'. The selected alert is 'Contact Discussion Topic for ID# 7183714', which is a Discussion type sent on 11/9/2023 from Joy Betaharon. The message content is 'please help me with xyz'. Below the message, there is a link to post a reply to the discussion. The interface also shows a sidebar with navigation options and a top navigation bar with search and filter options.

Subject	Type	Source
Contact Discussion Topic for ID# 7183714	Discussion	Sent: 11/9/2023 From: Joy Betaharon Read: No
Message Management Alert For		Sent: 11/11/2023 From: Office of Compliance and Security Read: No
Message Management Alert For		Sent: 11/11/2023 From: Office of Compliance and Security Read: No
Message Management Alert For		Sent: 11/11/2023 From: Office of Compliance and Security Read: No
Message Management Alert For		Sent: 11/11/2023 From: Office of Compliance and Security Read: No
Message Management Alert For		Sent: 11/11/2023 From: Office of Compliance and Security Read: No

**Contact Discussion Topic for ID# 7183714**  
11/09/2023 01:22 PM

Type: Discussion  
From: Joy Betaharon  
Read: No

Message  
please help me with xyz

Alert(s) Sent to: Joy Betaharon

To post a reply to this discussion, [click here](#).

IQ4:  
<https://training.lmhostedia.com/training2/UX/discussionItem.aspx?id=347&from=ig5&iaccount=training>

Forward Delete ...