

Turn Web discussions on or off

In Microsoft Internet Explorer 4.0 and later, you can leave the Web Discussions feature on, or turn it off.

In your browser, on the **Standard Buttons** toolbar, click **Discuss**  to turn Web Discussions on; click it again to turn Web Discussions off.

About system requirements for discussions and subscriptions

You can use the [discussion](#) and subscription features in most browsers, but you have more capabilities when you use Microsoft Internet Explorer 4.0 or later. If you're using an earlier version of Internet Explorer or another browser (such as Netscape Navigator version 3.0 or later) and you have access to a Web site based on SharePoint Team Services from Microsoft, use the **Discuss a Document** feature on the **Discussion Boards** page to use the discussion and alerts features.

Most discussion and alerts features work when you use Office Server Extensions, available in Office 2000. However, the following discussion features require a server that is running SharePoint Team Services 1.0:

Close and reactivate discussions, and show or hide closed discussions

Automatically store discussion comments on the same server as your document

Note On a discussion server running Windows SharePoint Services, you cannot create subscriptions by using the **Web Discussions** toolbar. For information about creating alerts, which replace subscriptions in Windows SharePoint Services, see Windows SharePoint Services Help.

About receiving notification of changes to a file or discussion

The Subscription feature enables you to be notified by e-mail of any changes made to a Web site. You can cancel a subscription at any time.

You can subscribe to an individual page or to all the pages (files) stored in a folder on a [Web server](#). When you subscribe to a page or a folder, your [discussion server](#) alerts you on a scheduled basis if a file or folder is modified, deleted, or moved, or even if a new file is created in that folder. You can also be alerted if a [discussion comment](#) is deleted from a file, or if a new discussion comment is added.

Note On a discussion server running Windows SharePoint Services, you cannot create subscriptions by using the **Web Discussions** toolbar. For information about creating alerts, which replace subscriptions in Windows SharePoint Services, see Windows SharePoint Services Help.

Permissions for discussions and subscriptions

Your server administrator has assigned you permissions that determine the extent to which you can participate in discussions and subscriptions. The sections below describe the permissions required to work with discussions and subscriptions in SharePoint Team Services 1.0 from Microsoft.

▶ [Discussion permissions](#)

▶ [Subscription permissions](#)

Note On a discussion server running Windows SharePoint Services, you cannot create subscriptions by using the **Web Discussions** toolbar. For information about creating alerts, which replace subscriptions in Windows SharePoint Services, see Windows SharePoint Services Help.

About Web discussions


The Web Discussions feature enables users to attach comments to a Web page or any document that can be opened with a [browser](#) (such as .xls, .doc, .ppt, .gif files, and so on) so that the comments appear with the document but are stored on a [discussion server](#).

Note The term *Web page* is used generically here to refer to any file you are viewing with a browser.

The discussions are [threaded](#). Users reviewing your Web page can use the **Web Discussions** toolbar to view and reply to any discussion. You can then review discussions and incorporate changes to your Web page based on the feedback you receive.

- ▶ [Discuss Web pages in Microsoft Internet Explorer or in Microsoft Office](#)
- ▶ [Discuss a whole page or a paragraph](#)
- ▶ [Show or hide discussion information](#)
- ▶ [Understanding discussion servers](#)

Start a discussion

1. On the **Standard Buttons** toolbar, click **Discuss** .
2. If the **Web Discussions** toolbar displays a "Discussions not available" message, select a discussion server.
 - ▶ [How?](#)
3. Do one of the following to start an [inline discussion](#) or a [general discussion](#):
 - ▶ [Inline discussion](#)
 - ▶ [General discussion](#)

Select a discussion server

1. On the **Web Discussions** toolbar, click **Discussions**, and then click **Discussion Options**.
2. Click **Add**.
3. In the **Type the name of the discussion server your administrator has provided** box, type the name of a discussion server.
4. If your system administrator has set up security by using the [Secure Sockets Layer \(SSL\)](#) message protocol, select the **Encrypted connection required (SSL)** check box.
5. In the **You can type any name you want to use as a friendly name for the discussion server** box, type a friendly name you want to use for the server; for example, **My Server**.




Notes

When using Web discussions with Windows SharePoint Services from Microsoft, you can discuss only files stored on the discussion server. You cannot discuss files stored on a different server.

If the Web page or document is located on a server that has discussions or subscriptions enabled, your discussions or subscriptions are automatically stored on that server. If you select another server, Web Discussions no longer automatically uses the server the document is on. Instead, it uses the server you used the last time you opened the **Web Discussions** toolbar.

On a discussion server running Windows SharePoint Services, you cannot create subscriptions by using the **Web Discussions** toolbar. For information about creating alerts, which replace subscriptions in Windows SharePoint Services, see Windows SharePoint Services Help.


Read a discussion

1. On the **Standard Buttons** toolbar, click **Discuss** .
2. If the discussion was created on another discussion server, select that server.
[▶ How?](#)
3. Do one of the following to read [general discussions](#) or [inline discussions](#):
 - For general discussions, scroll through the [discussion comments](#) in the Discussion pane.
 - For inline discussions, on the **Web Discussions** toolbar, click **Previous**  or **Next**  to move between discussions.

Note When using Web discussions with Windows SharePoint Services from Microsoft, you can discuss only files stored on the discussion server. You cannot discuss files stored on a different server.


Reply to, edit, or delete a discussion comment


You can edit or delete only [discussion comments](#) that you write.

1. At the end of the discussion comment, click **Show a menu of actions**  and then click **Reply**, **Edit**, or **Delete**.
2. If you are replying to or editing a comment, under **Discussion text**, type your reply or type any changes you want to make to the text.


Close a discussion

Hide a particular comment by closing a [discussion comment](#), or hide a whole discussion by closing a [thread](#).

To close a discussion comment, at the end of the discussion comment you want to close, click **Show a menu of actions**  and then click **Close** to close the comment.

To close the entire discussion, at the end of the first comment in the thread you want to close, click **Show a menu of actions**  and then click **Close Item and Replies**.

To reactivate a closed discussion

1. On the **Web Discussions** toolbar, click **Discussions** and then click **Discussion Options**.
2. Select the **Show closed discussions** check box, and click **OK**.
3. At the end of the closed comment, click **Show a menu of actions**  and then click **Activate**.

Filter discussions

Filter [discussion comments](#) by person and by time frame.

1. On the **Web Discussions** toolbar, click **Discussions**, and then click **Filter Discussions**.
2. In the **Created by** box, select the name of the person whose comments you want to read.
3. In the **Creation time** box, select the time frame you want.

Show or hide discussions

Do one or more of the following to show or hide discussion information.


- ▶ [Show or hide the Discussion pane](#)
- ▶ [Show or hide inline discussions](#)
- ▶ [Show or hide closed discussions](#)
- ▶ [Show or hide header information in discussion comments](#)

Print discussions

1. Do one of the following to print all of the [inline discussions](#) associated with a page, or print just the [general discussions](#) associated with a page:
 - To print inline discussions, right-click in the frame that contains the discussions you want to print, and then click **Print** on the shortcut menu.
 - To print general discussions, right-click in the Discussion pane at the bottom of the window, and then click **Print** on the shortcut menu.
2. Select the print options you want.

Respond to a review request

1. In the review request e-mail message, click the [hyperlink](#) to go to the file.
2. If the file is a Web page, use the **Web Discussions** toolbar to add discussion comments.


If the file is a Microsoft Office-format document (such as a .doc, .xls, or .ppt file), on the **Standard Buttons** toolbar, click **Discuss** , and use the **Web Discussions** toolbar to attach [general discussion](#) comments to the document.

Note For Office-format documents, you can also use the program's tools for reviewing the document (such as comments or revision tracking).

3. When you have completed your review, in the **Web Discussions** toolbar, click **Reply with Changes** to generate an e-mail message that notifies the requester you have finished reviewing the document.
4. Modify the e-mail message as desired, and then click **Send**.

Set up subscriptions for changes to a file or discussion

You can set up subscriptions so that you receive notification of any type of change made in a file, discussion, or even a folder.

1. On the **Standard Buttons** toolbar, click **Discuss** .
2. If you are prompted to select a discussion server, do so.
[▶ How?](#)
3. On the **Web Discussions** toolbar, click **Subscribe**.
4. Choose whether to be notified of changes to the current page or to a Web folder. Do one of the following under **Subscribe to**:
 - To be notified of changes to the current page, select **File**.
 - To be notified of changes to all files in a Web folder, select **Folder**, and then select the options you want, or type the address of another folder.

Note You can be notified of changes to another page or file by typing its [URL](#) in the **File** or **Folder** box.
5. In the **When** box, select the conditions under which you want to be notified of changes made.
6. In the **Address** box, type your e-mail address.
7. In the **Time** box, select how often you want to be notified of changes.

Cancel subscription for a file or discussion

1. In Microsoft Outlook, open one of the e-mail messages notifying you of the change to a file, folder, or discussion on a Web server.
2. To delete the subscription, follow the instructions in the message.

Troubleshoot discussions and subscriptions

- ▶ I can't subscribe to a Web page or discussion.
- ▶ I don't see discussions on a Web page or document.
- ▶ I see a mismatched discussion comment in the Discussion pane.
- ▶ I can't add a discussion to a Web page or document.
- ▶ The discussion icons don't appear at the end of every paragraph, table, or graphic.
- ▶ I can't reply to a discussion.
- ▶ I can't close a discussion.
- ▶ I can't edit or delete a discussion.
- ▶ Some of the buttons on the **Web Discussions** toolbar are unavailable.
- ▶ My name is not appearing in the discussion comment header.