Adding a Direct Reply

Note: Direct replies can only be added to VoiceThreads that you own.

1. Select the thumbnail of the person whose comment you want to directly reply to.
2. Select Reply.
3. Add a comment.
4. Once the comment is saved, the comment will appear in the conversation channel underneath the original comment and not at the bottom.
**Special Features**

## Adding a Private Reply

1. Select the thumbnail of the comment you want to privately reply to.
2. Select **Private Reply**.
3. Add a comment.
4. Once the comment is saved, the comment will appear as a circle thumbnail directly under the original comment.

## Adding a Thread

**Note:** To enable this feature, the settings must be updated on each VoiceThread.

1. **Enabling the Thread Settings**
   a. Hover over the VoiceThread and select **Edit**.
   b. Select **Options** (top-right corner).
   c. From the drop-down menu, select **Playback Settings**.
d. Check the box for **Enable threaded commenting**.
e. Select **Save**.

2. Adding a thread to a VoiceThread
   a. Select the thumbnail of the person whose comment you want to start a thread.
   b. Select **thread**.
c. Add a comment.
d. Once the comment is saved, the thread will appear as a circle thumbnail directly under the original comment.