

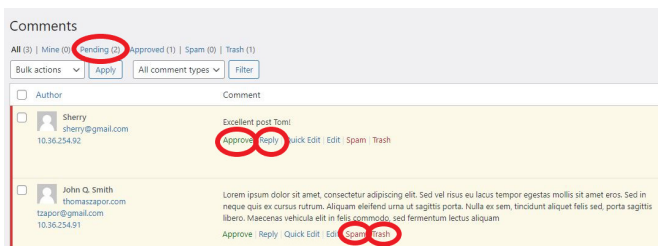
Moderating Comments on Your Blogs.IFAS Posts

Blog commenting can be a great way to engage with readers. Bloggers may also choose to engage with their audience via social media, email newsletters, classes, etc. Comments can be turned on/off for each post. If you choose to use comments on your blog posts, follow the steps below to moderate comments. If you do not choose to use comments on your blog posts, follow the steps below to disable comments.

When you receive a comment on one of your blog posts, you will be notified via an email from WordPress. You can also view comments on your blog posts in WordPress:

1. In WordPress, select **Comments** from the left column.
2. For a comment on your post, select **Approve**, **Spam**, or **Trash**. You can also **Reply** to a comment, which will display your response publicly beneath the original comment. **Note:** You will only be able to moderate comments on posts you have published.

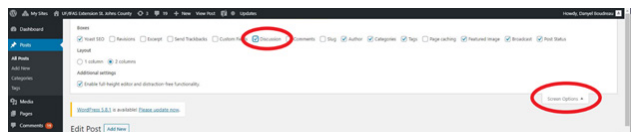
- **Approve** allows the comment to be displayed publicly under your blog post.
- **Spam** marks the comment as Spam and helps the anti-spam tool identify similar comments as spam in the future.
- **Trash** deletes the comment.



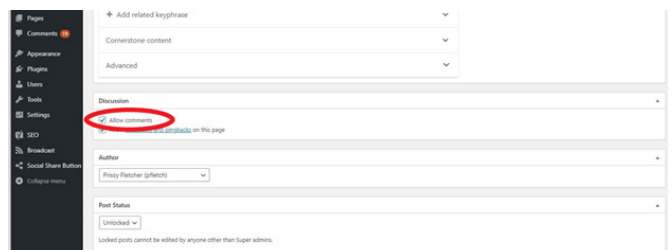
When moderating comments, please refer to the Blogs.IFAS Community Guidelines: <http://blogs.ifas.ufl.edu/community-guidelines/> If you have any questions reach out to webteam@ifas.ufl.edu

If you want to turn on or off comments for a blog post:

1. Navigate to the **Edit Post Page** in WordPress.
2. Click **Screen Options** on the top right.
3. Check the **Discussion** checkbox.



4. In the Discussion section, check or uncheck **Allow comments** as desired.



Additional Resources

Blogs.IFAS Community Guidelines:
<http://blogs.ifas.ufl.edu/community-guidelines/>

UF/IFAS Blogging Resources:
<https://ics.ifas.ufl.edu/our-services/blogging/>