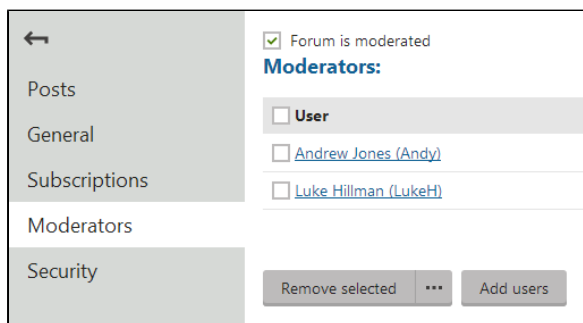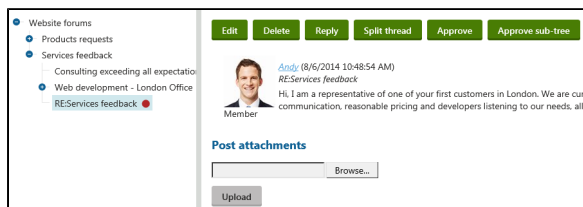You can configure forums to be moderated. Moderation means that all posts must be approved by one of the forum moderators before they are published in the forum.

Configuring forum moderation

You can enable forum moderation and configure the list of moderators on the **Forum -> Moderators** tab. Even when this option is disabled, approval of posts might be required, e.g. when a bad word is detected or when a post has been manually rejected.

Moderators can moderate forum posts either **directly on the website** or on the **Posts** tab when editing a forum:

The moderators automatically receive an e-mail notification when a new item is waiting for approval. The e-mail template can be modified in **E-mail templates -> Forums - Moderator notification**. To insert dynamic values into the template, you can use the same macro expressions as described for the *Forums - New post notification* on the Managing forum subscriptions page.

> ✅ **Tip**: You can add the **Forum posts waiting for approval** widget onto your **My Desk** dashboard to get a list of all forum posts that you can approve. The widget allows you to approve or delete the posts.