

# WordPress - Moderate Comments

Topics : [Wordpress](#)

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Moderating comments in WordPress is an essential task to ensure that your website's comment section remains respectful, relevant, and free from spam. Here's how you can moderate comments:

## Approving Comments:

### 1. Login to Your WordPress Dashboard:

- Open your web browser and navigate to the login page of your WordPress site.
- Enter your username and password to log in.

### 2. Access the Comments Section:

- In the left sidebar, find and click on "Comments."

### 3. Review Pending Comments:

- On the "Comments" page, you'll see a list of comments awaiting moderation.
- Comments that are pending approval are marked as "Pending" and have options to "Approve," "Reply," "Quick Edit," "Edit," "Spam," and "Trash."

### 4. Approve Comments:

- To approve a comment, hover over the comment you want to approve.
- Click the "Approve" link that appears.

## Editing or Replying to Comments:

### 1. Access the Comments Section:

- Follow the steps above to go to the "Comments" section.

### 2. Edit or Reply to Comments:

- Hover over the comment you want to edit or reply to.
- Click "Edit" or "Reply" to make changes or respond.

## Marking Comments as Spam:

## 1. Access the Comments Section:

- Follow the steps above to go to the "Comments" section.

## 2. Mark Comments as Spam:

- Hover over the comment you want to mark as spam.
- Click the "Spam" link that appears.

## Deleting Comments:

### 1. Access the Comments Section:

- Follow the steps above to go to the "Comments" section.

### 2. Delete Comments:

- Hover over the comment you want to delete.
- Click the "Trash" link that appears.

## Managing Comment Moderation Settings:

### 1. Access Discussion Settings:

- Go to "Settings" > "Discussion" in the WordPress Dashboard.

### 2. Adjust Moderation Settings:

- Adjust settings related to comment moderation, such as the number of links allowed before moderation, and the moderation of comments containing specific words.

