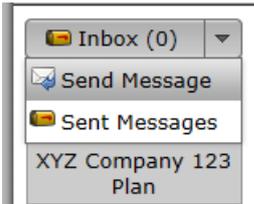


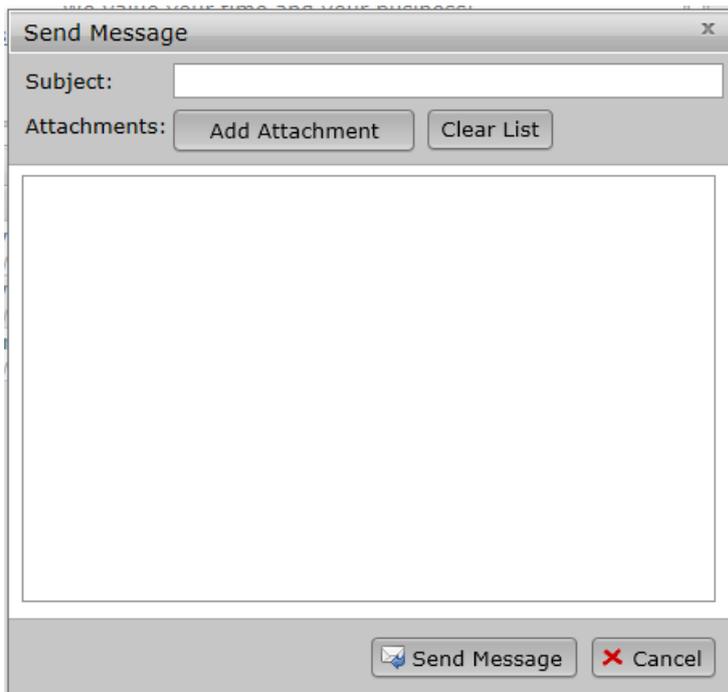
How Do I Send a Message?

12/04/2024 10:27 am CST

1. If you wish to reply to an existing message, click the 'Reply' button in the 'Message Information' pane as described in [How Do I View a Message I Received?](#)
2. If you wish to start a new message, you can do so by clicking on the 'Send Message' menu option accessed by clicking the down arrow on the Inbox or the username button. You can also send a message by clicking the 'Send Message' button, which is visible while viewing the Inbox or Sent Messages boxes.



3. In the 'Send Message' window, fill out your subject and add a message by typing text into the box in the middle. You may also add attachments by clicking the 'Add Attachment' button and selecting the file you wish to attach.



4. Click the 'Send Message' button at the bottom when you're ready to send your message.
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