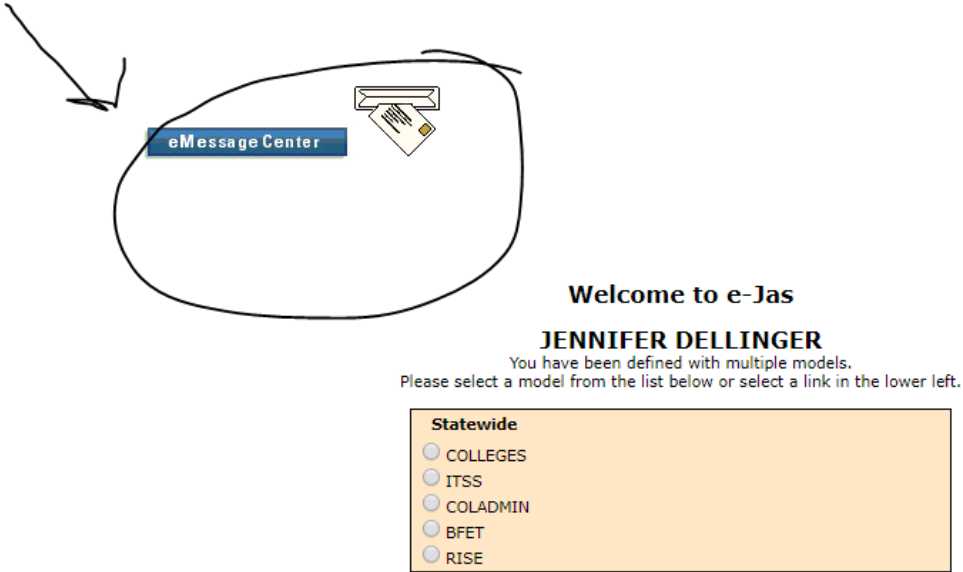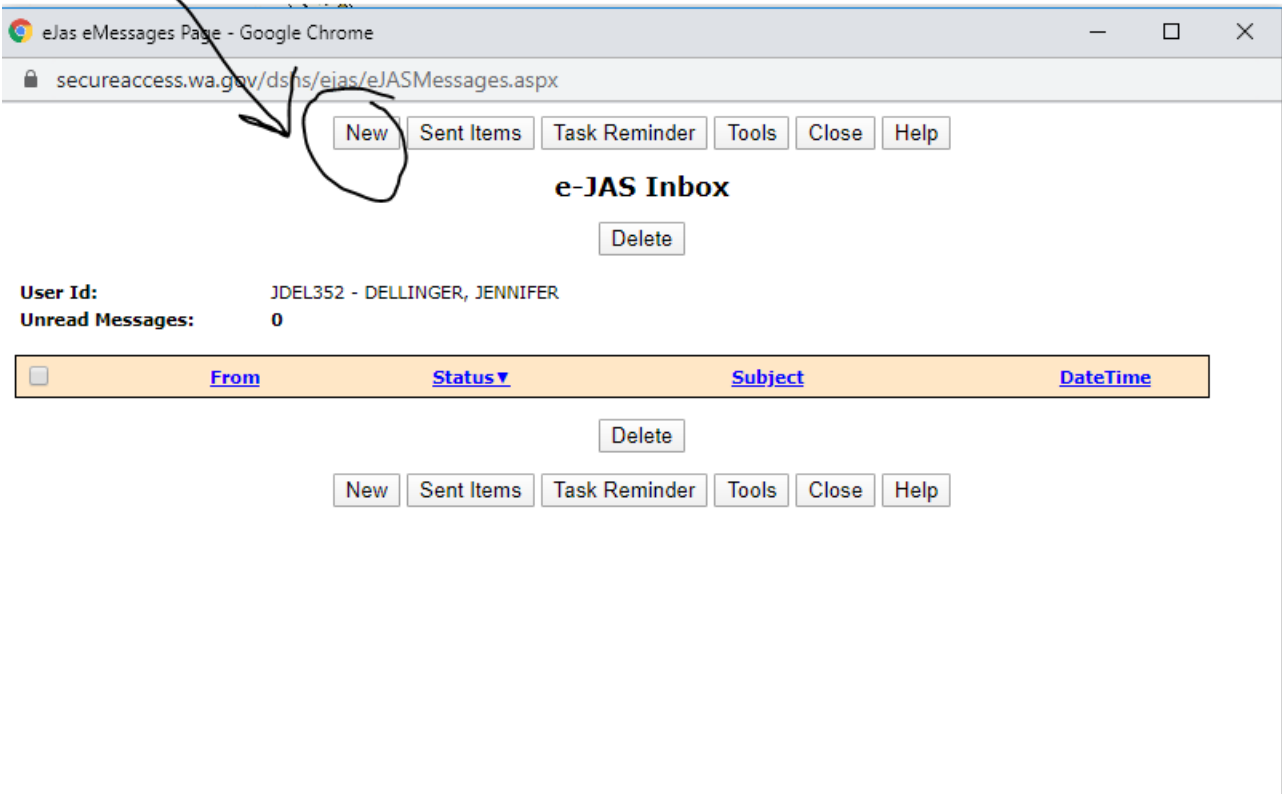# How To Send A Secure Message In eJAS
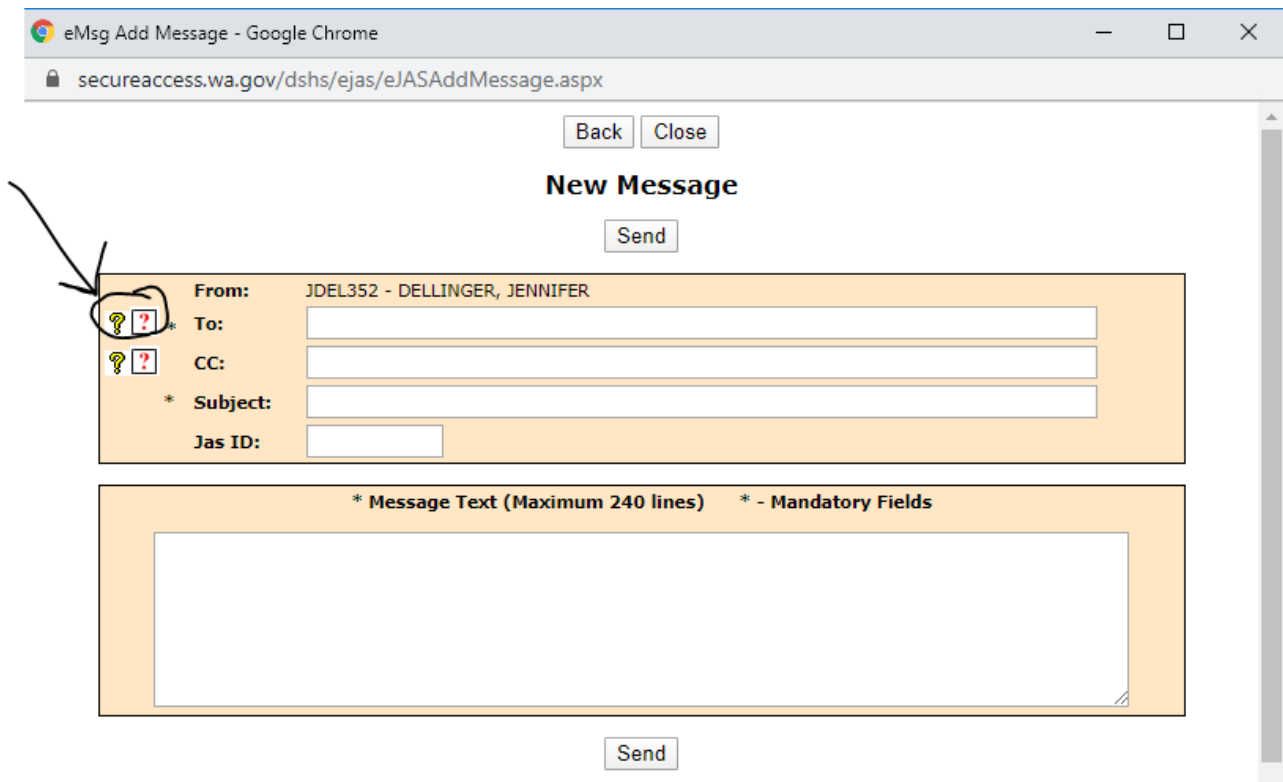
1. As soon as you log into eJAS, before entering into an eJAS model, open the eMessage Center by clicking the blue **"eMessage Center"** box.
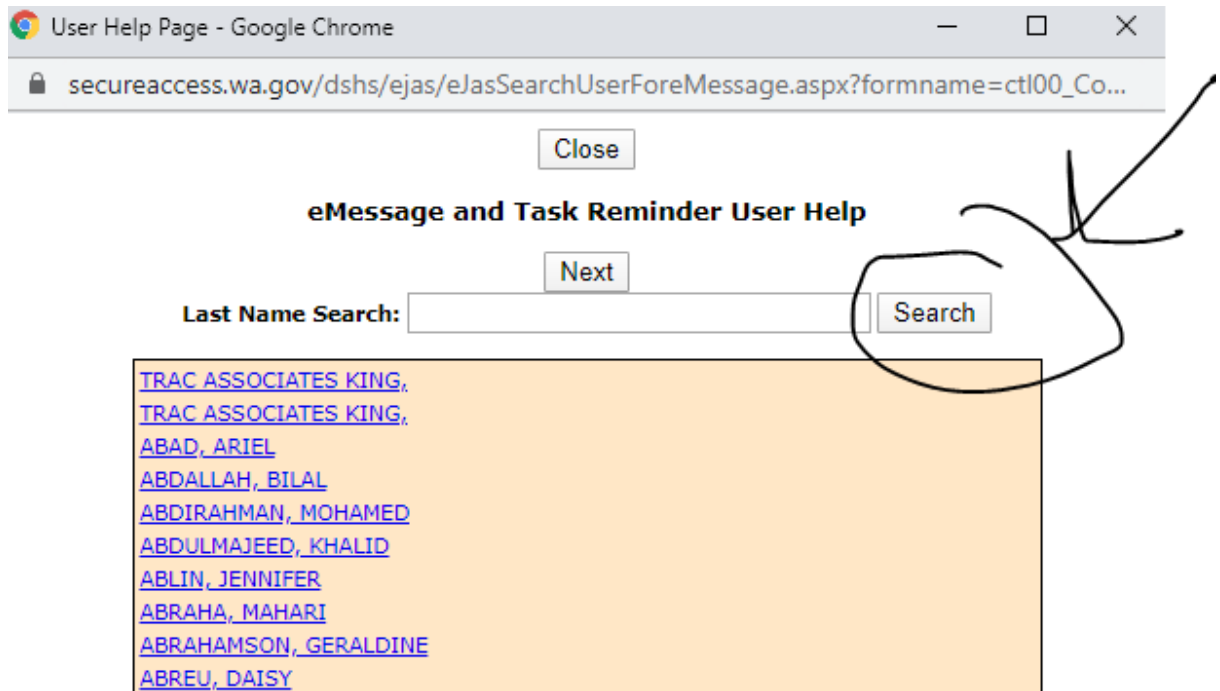

2. Your eJAS Inbox will open up. Select **"New".**

3. Select the recipient you would like to send a message to by clicking the **"?"** search feature.

4. To locate the person you would like to send a message to, input the recipients' last name and click the **"search"** function.

5. Select the correct recipient by clicking on the blue highlighted name.

6. Recipient is now in the "to" box. Insert subject and compose your message. Sections with an * are required to be completed. Click **"Send".**