## 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.

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

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

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

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