

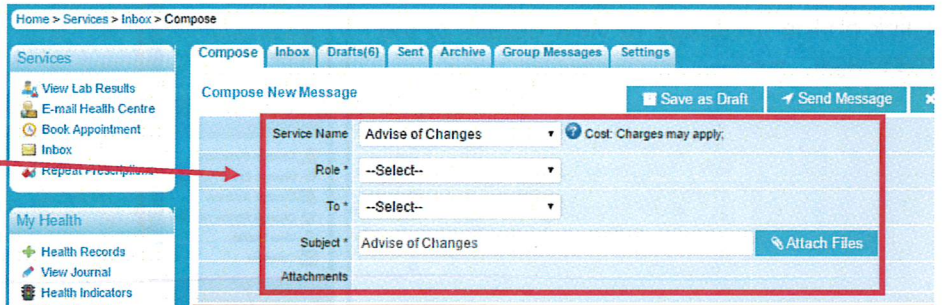


Lesson 10: Messaging your Medical Centre

From the Home Page click on the 'Compose' function:

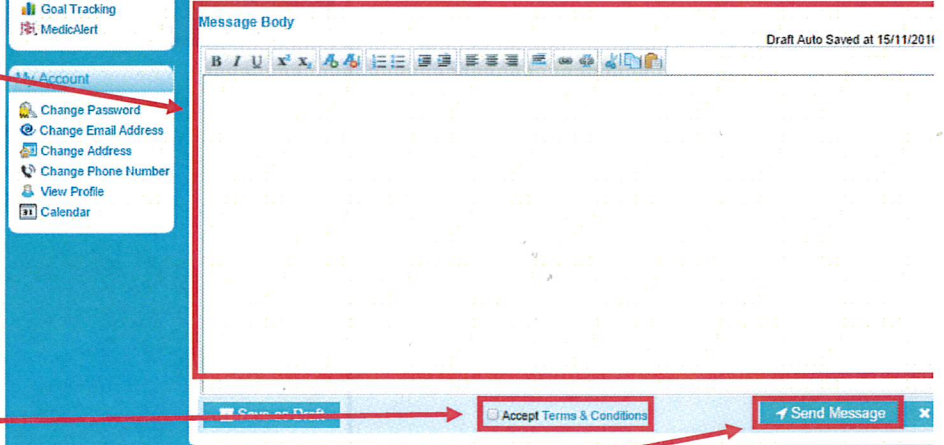


This will open a new page in which to write a message to your Medical Centre.



Fill out the boxes shown with the relevant information, your Medical Centre may only permit messages for specific Services.

Enter your message into the Message Body.

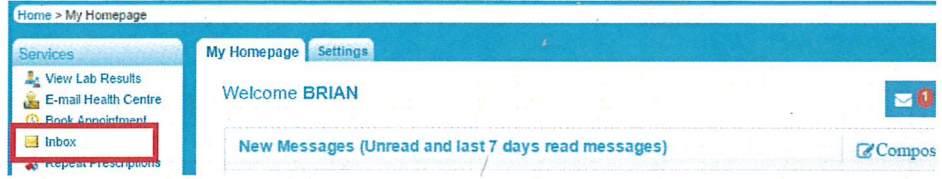


Read and accept the 'Terms & Conditions'.

Click 'Send Message' when you are ready to finish the request.

Please turn over the page to see instructions on other message functions

From the Home Page click on the 'Inbox' function:



This will open a new page which has details regarding messages you have received from your Medical Centre.



Use the tabs to show message you have saved as drafts or messages you have sent to your Medical Centre.



Click on the message to view details of the message.