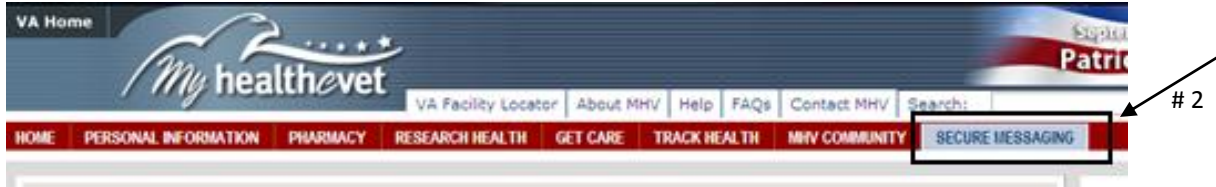


INSTRUCTIONS TO PARTICIPATE IN SECURE MESSAGING:

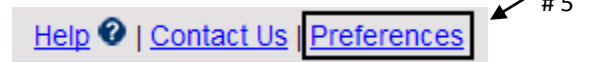
- 1) Log in to your My HealtheVet Account at www.myhealth.va.gov
- 2) Click on the Secure Message button



- 3) Read about Secure Messaging and click on the “Open Secure Messaging” button



- 4) On the right hand corner of Secure Message screen select “Preferences” link



- 5) The preferences screen will look like the picture on the right – Please enter your address where you would like to receive notifications of new secure messages.

A screenshot of the 'Preferences' screen. The title is 'Preferences' in large blue font. Below it is a section titled 'New Message Notification' with the text 'Receive email notification of the arrival of new messages.' There are three input fields: 'Email:' with a text box containing 'enter Email here' (labeled #6), 'Notify Me:' with a dropdown menu set to 'All messages' (labeled #7), and an 'Apply' button (labeled #8). The word 'Email' is written to the right of the form.

- 6) Change the box “Notify me” to say “All Messages” – that way you will receive an notification any time a message is sent to from your health care team.

- 7) *Hit the apply button once you have made any changes to the “Email” and “Notify me” boxes.

Set up complete!

Now you can click on the “New Message” button & send a message to your Primary Care Team.

[New Message](#)

Your Team typically includes the Scheduling Clerk, Nurse, Doctor, NP and Pharmacist. Your message will be triaged to the appropriate member of the team who can answer your questions. For any questions please call Lynn Campbell at 1-989-497-2500 ext 11874 or 1-800-406-5143 ext 11874