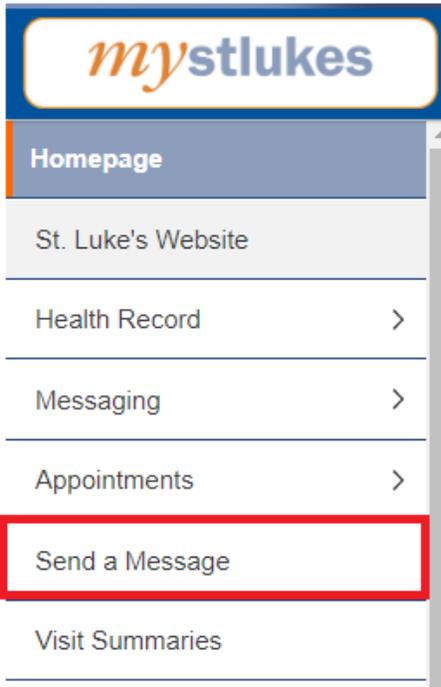


# Sending Messages in MyStLukes Portal

1. Click “Send a Message” from the Left Navigation Panel or click the arrow next to the “Messaging” navigation from the Menu Bar on the left side of your personal Home Page, followed by selecting the “Inbox.” Either selection will perform the same function.

*Quick Links “Send a Message” View:*



*Messaging Inbox “Send a Message” View:*



2. After selecting “Send a Message” from either Quick Links or your Inbox, your name will automatically be populated in the “From” field.

# Sending Messages in MyStLukes Portal

3. If you have access to another family member's portal account (proxy access), the "From" field will include a drop-down list from which you must select the family member's name.

\* Indicates a required field.

\* This message is sent on behalf of

Select a recipient

- Test Sam
- Test Bob
- Test Nancy

4. Type your doctor's last name in the "To" field and select the appropriate match.

\* To

Select a recipient

ah

- Abraham Barake MD, Conway Internists
- Armin Rahimi, DO Premier Pain Consultants, LLC
- Bobby Shah, MD Cardio Pulmonary Associates, LLC Selke

# Sending Messages in MyStLukes Portal

5. Type your message in the message box. When you have completed your message, click on "Send."

\* Indicates a required field.

\* This message is sent on behalf of  
Test, Bob

\* To  
Sara Lander, MD Internal Medicine of St Lukes, LLC

\* Subject  
Test

\* Message  
This is a test.  
Thanks,  
NK

Do not use m...  
are experienc...  
Normal turn-a...

Send Cancel