2
How to Use Secure Messaging

Secure Messaging

with **✴simple**practice

Secure Messaging lets you message your clinician directly. Connect with your clinician from anywhere using any device, as long as you have internet connection.
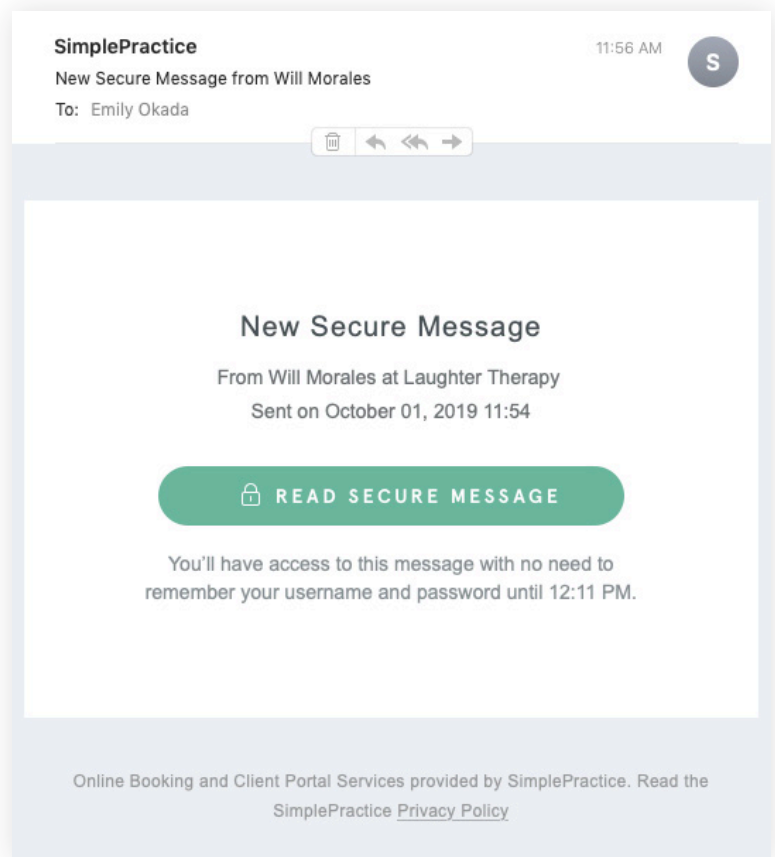
MESSAGE NOTIFICATIONS

When your clinician sends you a secure message, you'll receive an email that looks like this:

1. Click the **Read Secure Message** button to access your message. Your link will be **active for 15 minutes** from the time the email is sent. During this time, you can view your message directly after you click the link.

2. Clicking the link will **open the messaging widget in your default browser**. You can then view and reply to messages directly from there. This works the same way whether you're on your computer or your mobile device.


> **SimplePractice**   11:56 AM S
> **New Secure Message from Will Morales**
> **To:** Emily Okada
>
> ---
>
> ### New Secure Message
>
> From Will Morales at Laughter Therapy
> Sent on October 01, 2019 11:54
>
> 🔒 **READ SECURE MESSAGE**
>
> You'll have access to this message with no need to remember your username and password until 12:11 PM.
>
> ---
>
> Online Booking and Client Portal Services provided by SimplePractice. Read the SimplePractice Privacy Policy

NOTE: After 15 minutes pass from when you receive the email, you'll have to log in to view your message through the Sign In link you'll receive via email.

HOW TO REPLY

You can check your messages or send new ones at any time by logging into the Client Portal. Once you log into the portal, just click the **Secure Message icon** to view or send messages. If you received a new message, an **orange dot** will indicate that.

Start typing your message in the box that says **Send a message**, then hit enter (or return) on your keyboard when you're ready.
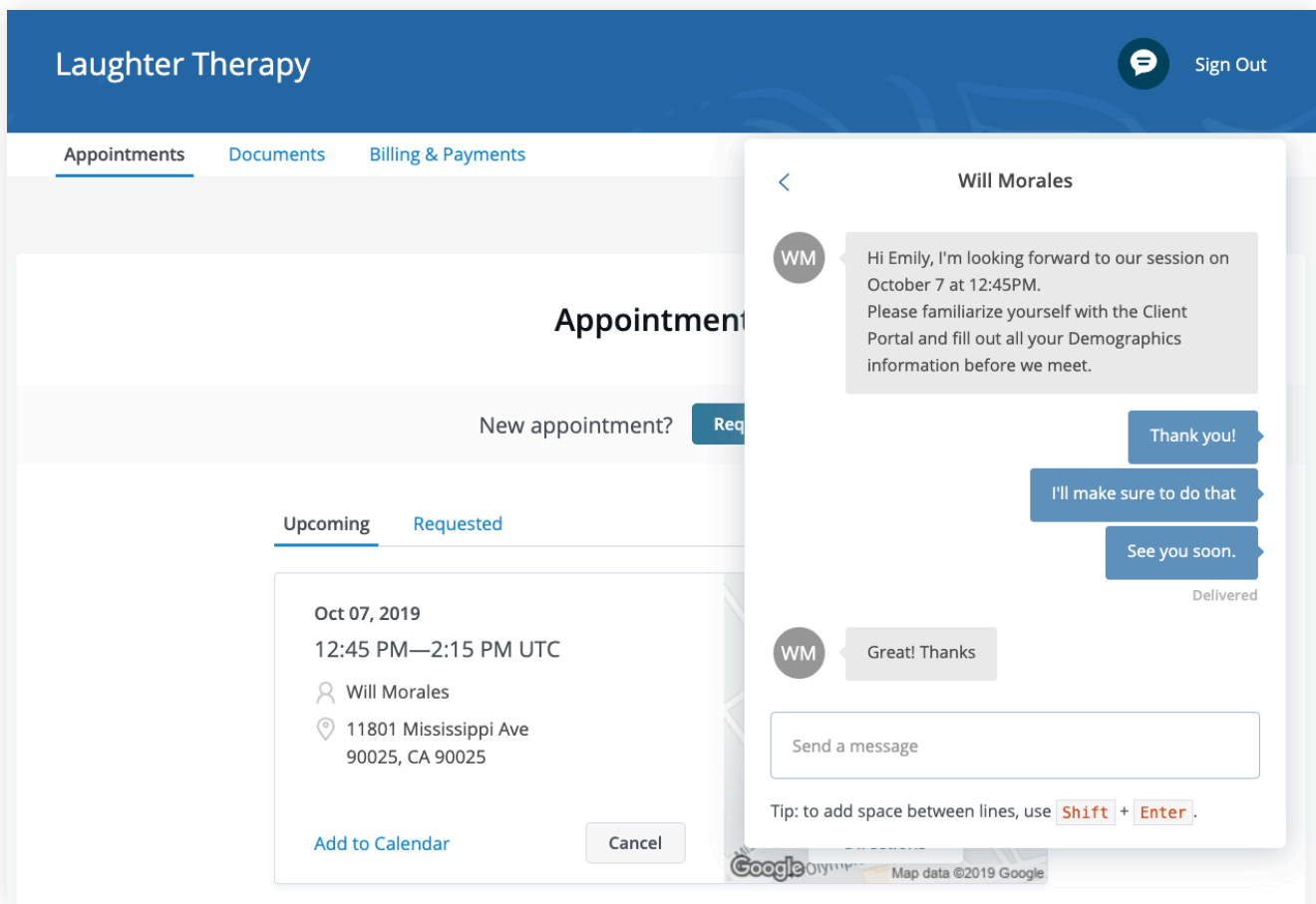
Congratulations!
You're now ready to start using Secure Messaging.