

## Secure Messaging for Students and Order Members

### Steps to Format and Send a Secure Message

1. Go to the Lemurian Fellowship Web site, click on "Member Login" and enter your password to get to your student page.
2. Select "Messages" to get to the page for sending and receiving messages.
3. Write in a title for the Subject box.

You will see a formatting toolbar for things like Bold, Italics, etc. though all the features you are used to in your word processing program may not be available, so your document may not come out looking exactly as you expect in all ways. As long as it is neat, readable, and there is a space between each paragraph it will be fine and understood by those reading it.

*If you work too long in Secure Messaging without saving, the auto Log Off feature may log you off. This occurs if 60 minutes pass without SAVE or SUBMIT being selected. So SAVE periodically if you know you'll be spending a period of time composing your message.*

4. Type your message into the box, and SAVE it. It will then go below the box as a draft that you can check to see if it needs any editing. OR

You can compose your draft in Word or another word processing program and then copy and paste it into the Secure Message box. Save it, and it will move below the box as a draft that you can check for correctness.

5. To edit your draft, click "edit" on the line above the draft and it will move your document back into the Secure Message box where you can do any editing you wish. Remember to SAVE any time you make changes. As long as you SAVE and move it in and out of the Secure Message box you can still work with it as long as you wish.

6. Once you decide it is in a final form you wish to send, then click SUBMIT. It will ask you if you wish to SUBMIT, and you click OK.

7. At that point if you want to keep a hard copy of your message, you can simply print what you've submitted, but it uses less paper to make a printer friendly copy of the message you sent. To do this, click on the command "Printer friendly version" near the middle of the page. Then choose the date of the message you want to view (for example, 11/4/2015 to 11/4/2015), and click SEARCH. Your message will appear in printer friendly version and can be printed.

*If you have not saved your document and you try to click on Printer Friendly version, you'll lose your document. You must save in order to print a copy. Once you've saved and/or submitted it, you can safely make a Printer Friendly version.*

8. LOG OFF

You may want to try a practice message and send it to the Fellowship to see how the procedure works before trying to send something important or lengthy such as a report or assignment.

This process may seem complicated, but it is actually pretty user friendly and with practice will become easy to manage. We look forward to your messages!