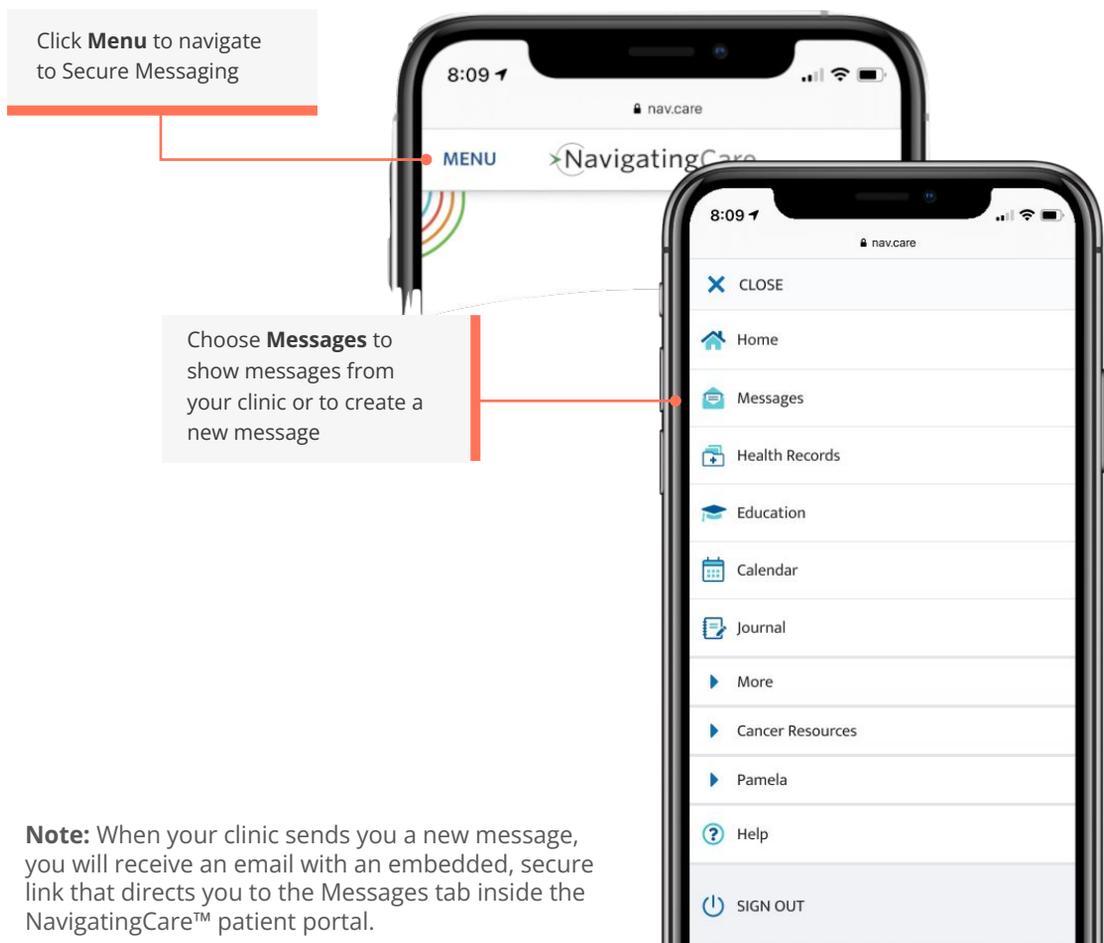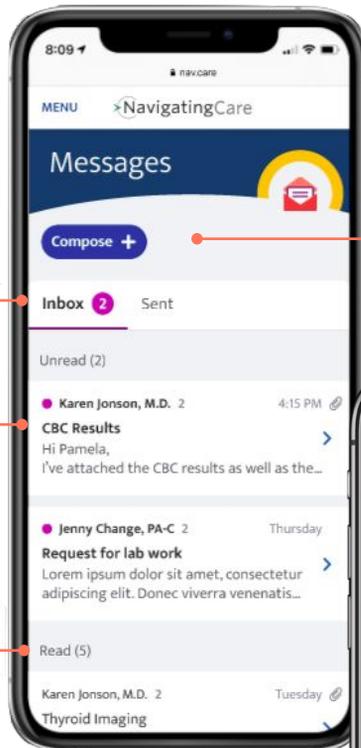# The 2022 Navigating Care Portal Upgrade
Secure Messaging

The Secure Messaging feature allows patients to contact their clinic and care providers anytime through the NavigatingCare™ patient portal.
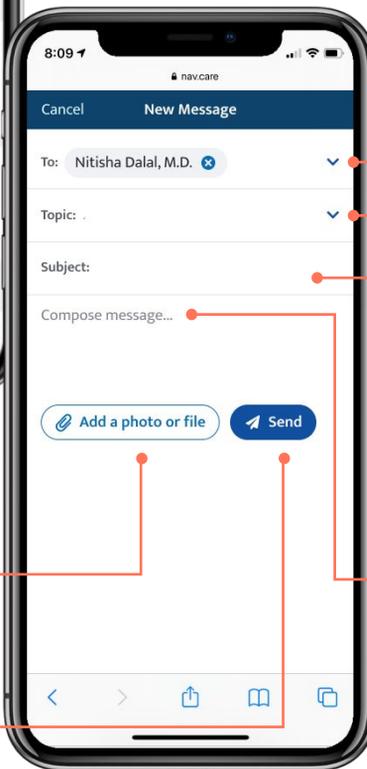
Click **Menu** to navigate to Secure Messaging

Choose **Messages** to show messages from your clinic or to create a new message

Note: When your clinic sends you a new message, you will receive an email with an embedded, secure link that directs you to the Messages tab inside the NavigatingCare™ patient portal.

Compose a new message to your clinic with option to attach a photo or file.

Click the **Inbox** or **Sent** tabs to switch between incoming and sent messages

Unread Messages will be highlighted at the top. Click on the message to see details.

Previously read messages will appear at the bottom

Click the dropdown arrow to select the provider you wish to message

Choose the appropriate option by clicking on the **Topic** dropdown

Enter an appropriate **Subject** for your message

Write your message in the **Compose message** section

Upload an image or PDF document (size limits apply) to share with your care team

When you are ready to send your message, click the **Send** button