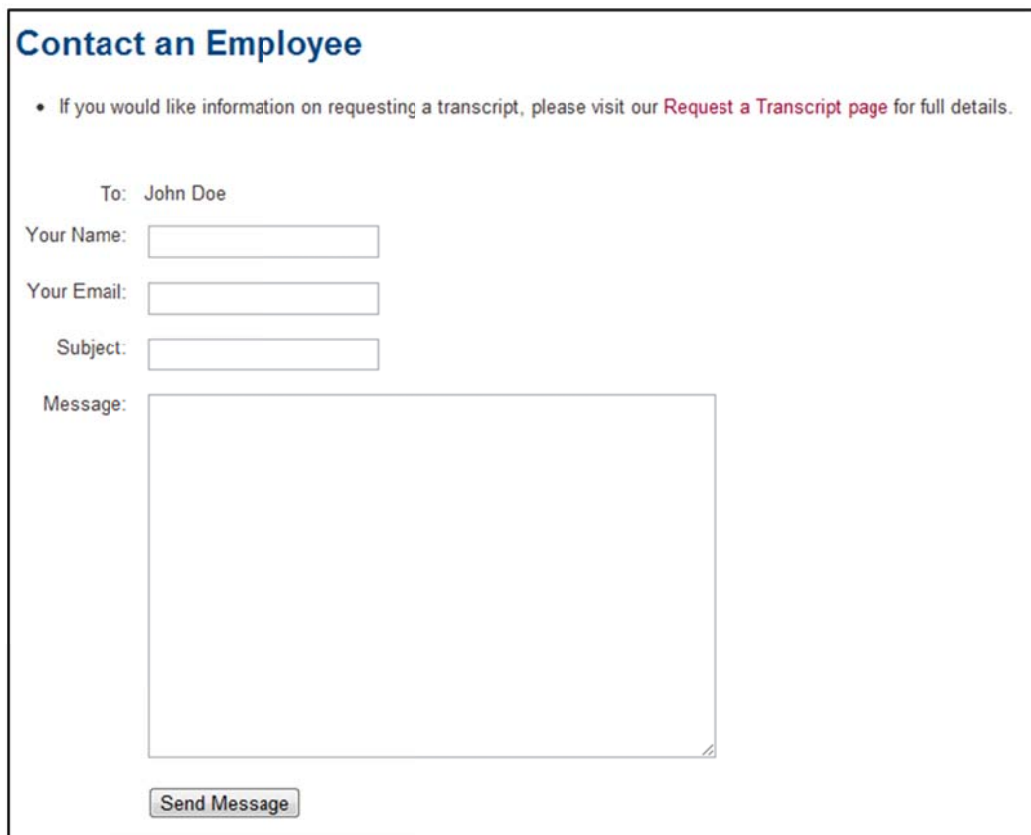


## How do I send a message to an employee?

To send a message to an employee, follow the steps below:

- 1) There are two ways to access the **Send Message** form for a specific employee.
  - a. After searching for an employee, a **Send Message** button will populate on the far right column next to their campus and phone number.
  - b. When viewing someone's profile, a **Send Message** button will also appear on the top left of the profile.
- 2) Click on the **Send Message** button.
- 3) You will see this form.



The screenshot shows a web form titled "Contact an Employee" in blue text. Below the title is a bullet point: "• If you would like information on requesting a transcript, please visit our [Request a Transcript page](#) for full details." The form contains the following fields: "To: John Doe" (pre-filled), "Your Name:" with a text input box, "Your Email:" with a text input box, "Subject:" with a text input box, and "Message:" with a large text area. At the bottom left of the form is a "Send Message" button.

- 4) Fill out your name, email, subject, and message, and then click **Send Message**.