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.

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