
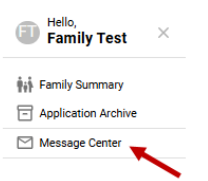
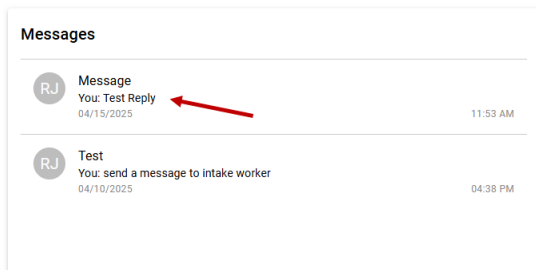



FamilyCentral – Family Messages

- A** Click on the **Menu** icon. 
- B** Select **Message Center**. 
- C** You may view your messages on the **Messages** screen. A list of all messages will be displayed to the left of the screen. Click on a message to open the conversation.



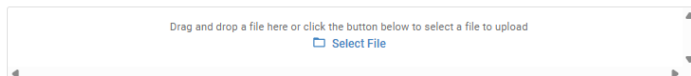
- D** To reply, type your message in the **Type a message** field.



- E** To attach a file click on the paperclip icon. 

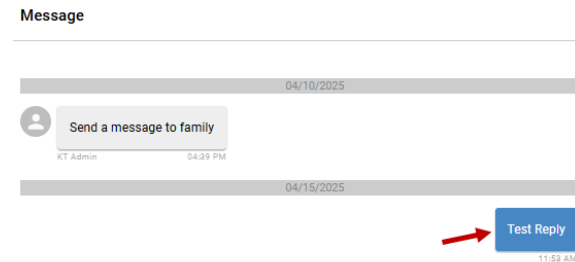
Click on the **Select File** link to search and upload the desired document or drag and drop the document into the box.

Attachments Supported file types: jpg, pdf, png, xml, doc, and docx. Limit of 5 MB per file.



- F** Press **Send**. 

Note: The messages you send are displayed in blue.

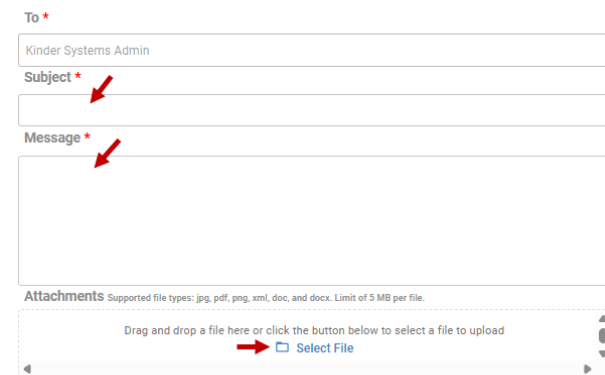


- G** To create a new message, click on the pencil icon. 

- H** Enter the **Subject** and the **Message**. Upload a file if needed, then press **Send**.

Note: The **To** field is populated by default and cannot be edited.

Compose New Message



 **SEND**