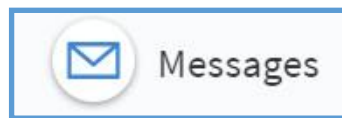


How to send a message on myUHN Patient Portal

1. Sign in to www.myUHN.ca



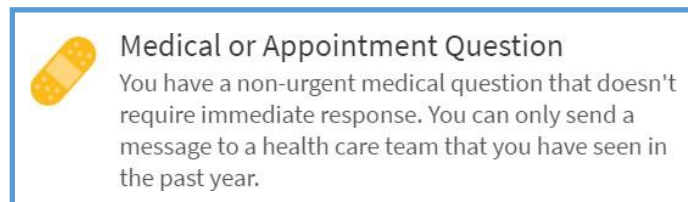
2. Click [Messages](#) in the shortcut bar at the top of the page.



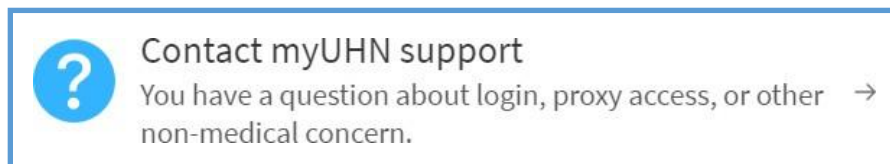
3. Click [Send a message](#).



4. For a non-urgent medical question, click [Medical or Appointment Question](#).



For a non-medical concern, click [Contact myUHN support](#).



5. Select the type of question from the list below.

What type of medical or appointment question?

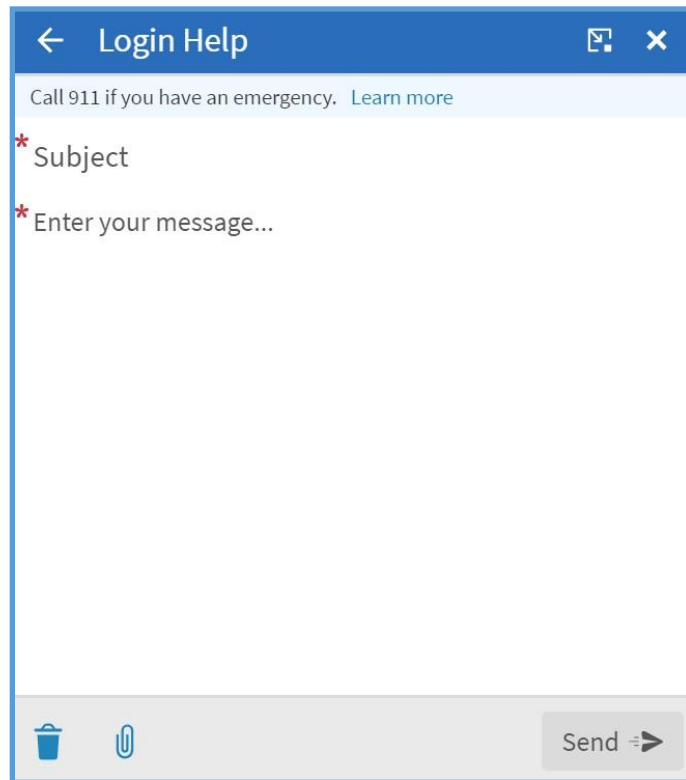
What type of myUHN support question?

- * If you selected a medical or appointment question, select the messaging pool to send a message.



- ! **TRANSPLANT PATIENTS:** Please allow 1 business day for a response. *Do not send a message if this is an emergency. For immediate help, call 911 or go to your nearest Emergency Department.*

6. Enter a subject and message, and **attach** relevant files.

A screenshot of a web form titled "Login Help". At the top left is a back arrow icon, and at the top right are a help icon and a close (X) icon. Below the title bar is a light blue banner with the text "Call 911 if you have an emergency. Learn more". The main form area contains two red asterisked labels: "* Subject" and "* Enter your message...". At the bottom of the form, there is a grey bar containing a trash can icon, a paperclip icon, and a "Send =>" button.

To **discard** your message, click . To **attach** a file, click .

7. When you enter a subject and message, the Send button will turn green. If you are happy with your message, click **Send**.

