

# Messages Tab

Last Modified on 01/23/2026 8:00 pm EST

[Create a message](#) | [View or manage a message](#) | [Reply to a message](#) | [Forward a message](#)

Select the **Messages** tab to view a list of your sent and received messages.

The screenshot shows the 'Messages' tab interface. On the left, a sidebar contains navigation icons for Home, Health, Family, Messages (highlighted with a red arrow), and Appointments. The main content area shows a list of messages. At the top right, there is a 'Locations' dropdown menu set to 'Dublin Medical Practice' and a help icon. The message list includes entries with subjects like 'Hey', 'Test Message', 'Hey Sally', and 'Please review my lab results'. A '+ SEND MSG' button is located at the top right of the message list.

## Create a message

1. Select **SEND MSG**.
2. Select the recipients from the dropdown.

The screenshot shows the 'NEW MESSAGE' form. The '+ SEND MSG' button is highlighted. The 'NEW MESSAGE' section shows a dropdown menu for selecting recipients, with 'Dublin Medical Group' selected. Other recipients listed are Alexander Macallan, Brian Penn, and Doreen Green.

3. Type a subject and your message, and then select **SEND**.

Refresh
+ SEND MSG
NEW MESSAGE

Hey  
Your lab results are normal. There is no...  
(2) 1:34 PM, Jan 24th, 2022

Test Message  
Test message  
11:17 AM, Dec 17th, 2021

Hey Sally  
Hey Sally  
8:51 AM, Dec 14th, 2021

Please review my lab results  
Please review my lab results  
11:17 AM, Dec 7th, 2021

Select one or more recipients

Subject

Type message here...

☐ Add this information to my medical chart.

SEND

CANCEL

Attach a file

## View or manage a message

- To view the contents of a message, select the message.
- You can [reply to](#) or [forward](#) a message.
- You can print, download a PDF of (select **Save**), or delete a message.

Refresh
+ SEND MSG

Print
Save
Delete

Hey  
Your lab results are normal. There is no...  
(2) 1:34 PM, Jan 24th, 2022

Test Message  
Test message  
11:17 AM, Dec 17th, 2021

Hey Sally  
Hey Sally  
8:51 AM, Dec 14th, 2021

Please review my lab results  
Please review my lab results

REPLY

FORWARD

**HEY**

1:34 PM, Jan 24th, 2022

**Brian Penn**

Your lab results are normal. There is no need to contact our office.

---

9:42 AM, Jan 11th, 2022

**Sally Taylor (1970-01-02, Chart # ZZZZZ000KG)**

Hey

## Reply to a message

- Select a message.
- Select **REPLY**.
- Type your response in the text box and select **SEND**.

Refresh	+ SEND MSG	Print Save Delete
<p><b>Hey</b> Your lab results are normal. There is no...</p> <p>(2) 1:34 PM, Jan 24th, 2022</p>	<div>Type message here...</div> <div>SEND CANCEL</div>	
<p><b>Test Message</b> Test message</p> <p>11:17 AM, Dec 17th, 2021</p>		
<p><b>Hey Sally</b> Hey Sally</p> <p>8:51 AM, Dec 14th, 2021</p>		
<p><b>Please review my lab results</b> Please review my lab results</p> <p>11:17 AM, Dec 7th, 2021</p>	<p><b>HEY</b></p> <p>1:34 PM, Jan 24th, 2022</p> <p><b>Brian Penn</b></p> <p>Your lab results are normal. There is no need to contact our office.</p>	
<p><b>Demo Message</b> Demo message</p> <p>11:16 AM, Dec 7th, 2021</p>	<p>9:42 AM, Jan 11th, 2022</p> <p><b>Sally Taylor (1970-01-02, Chart # ZZZZZ000KG)</b></p> <p>Hey</p>	

## Forward a message

1. Select a message.
2. Select **FORWARD**.
3. Enter the Direct email address.
4. Type your response in the text box and select **SEND**.

Refresh	+ SEND MSG	Print Save Delete
<p><b>Hey</b> Your lab results are normal. There is no...</p> <p>(2) 1:34 PM, Jan 24th, 2022</p>	<div>Enter valid Direct email forwarding address</div> <div>Please review my lab results</div> <div>Type message here...</div> <div>SEND CANCEL</div>	
<p><b>Hey Sally</b> Hey Sally</p> <p>8:51 AM, Dec 14th, 2021</p>		
<p><b>Please review my lab results</b> Please review my lab results</p> <p>11:17 AM, Dec 7th, 2021</p>		
<p><b>Demo Message</b> Demo message</p> <p>11:16 AM, Dec 7th, 2021</p>		