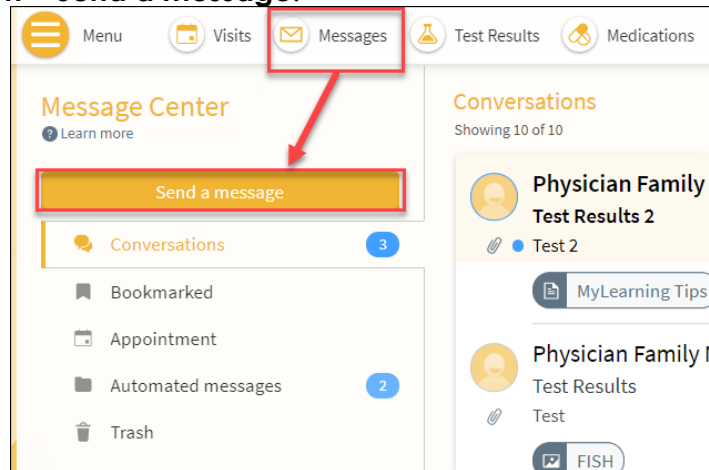## MyChart Sending Messages to your Provider (Web Version) – Patient Facing
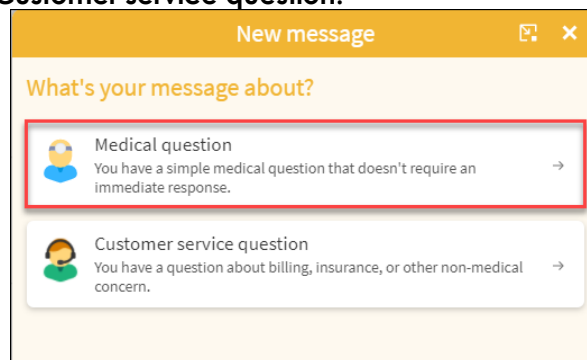
You have the option to communicate with your Provider through MyChart. This document shows you how to navigate the web version of MyChart messaging.

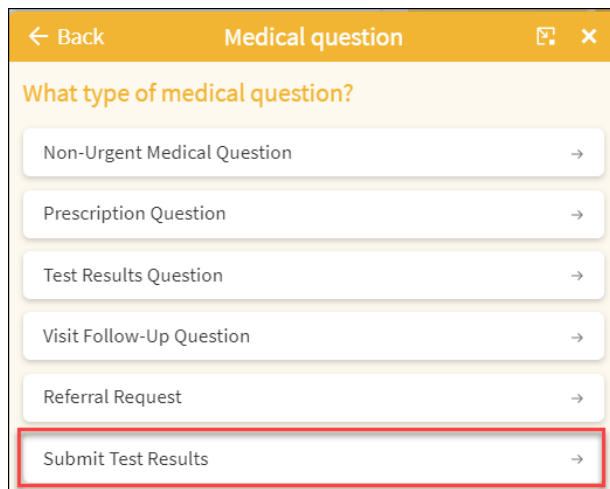### 📝 Send a Message via a Web Browser

1. *Log in* to **MyChart**.
2. *Click* **Messages button** > **Send a message**.

3. *Select* **Medical question** or **Customer service question**.

4. *Select* the **message type**.

5. *Choose* a **Recipient**.

6. *Enter* the appropriate **Subject** for the message.
7. *Enter* your **message** in the message box
   - Attach an Image if you would like to by clicking the paperclip at the bottom of the message box
     - You can attach up to 9 files.
     - The allowed file types are BMP, GIF, JPEG, JPG, PDF, PNG, TIF, TIFF.
     - The maximum file size is 5.86 MB for images & PDFs.
8. *Click* **Send** to send the message
   - When you receive a message from the provider it will show up in your health feed (home page).