

# Emailing with your BHRS Staff

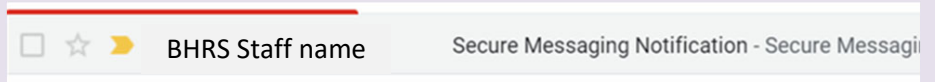
## How Clients Can Access Secure Emails



Clients will receive a notification that they have received a secure email in their regular email inbox. Clients will need to access the BHRS secure email portal to view the full contents of the email sent by staff. Below are instructions on how to do this.

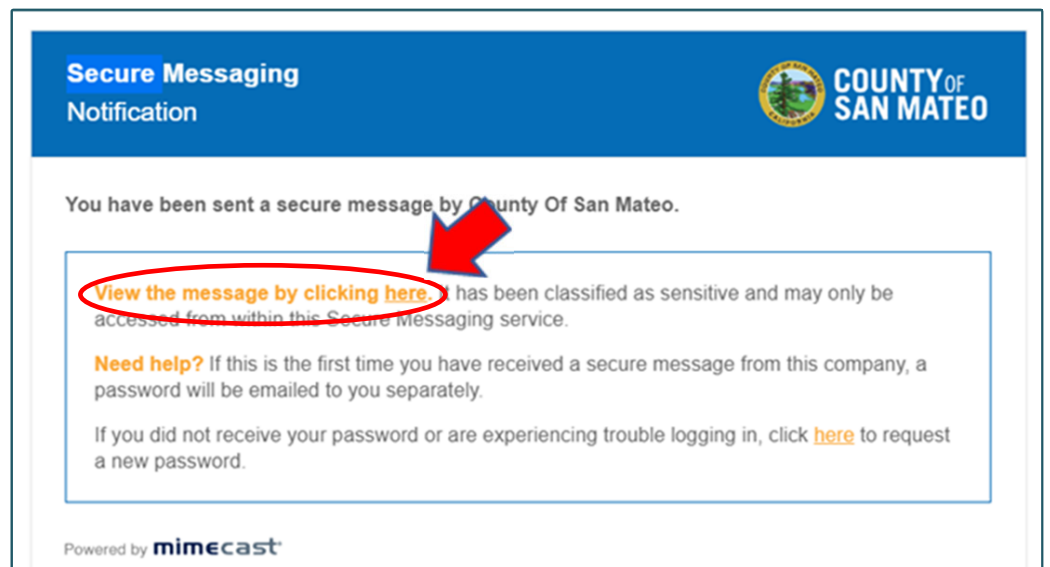
1

Open the email you receive from BHRS staff titled “Secure Messaging Notification”



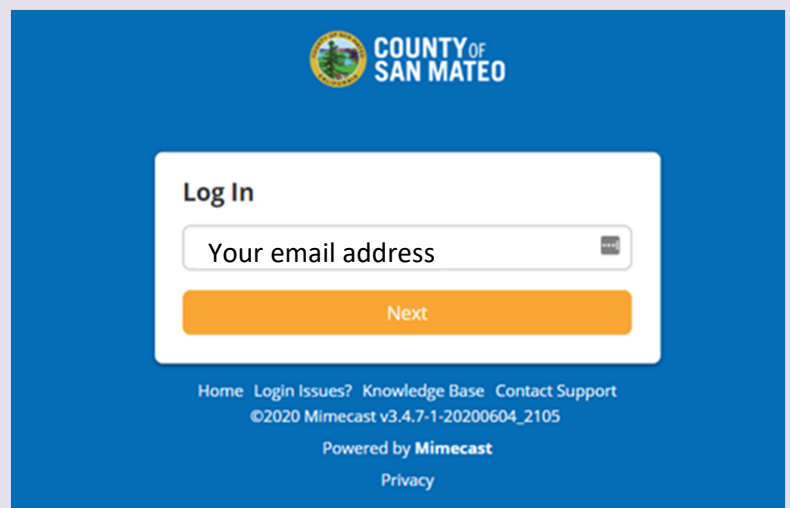
2

Click the “View the message by clicking here” link.



3

The screen to the right will open. Type in your email address and click next. You will be prompted to set up a password.



4

You will be taken to the secure server and can access the secure emails sent by BHRS staff, including Telehealth appointment links sent via secure email.