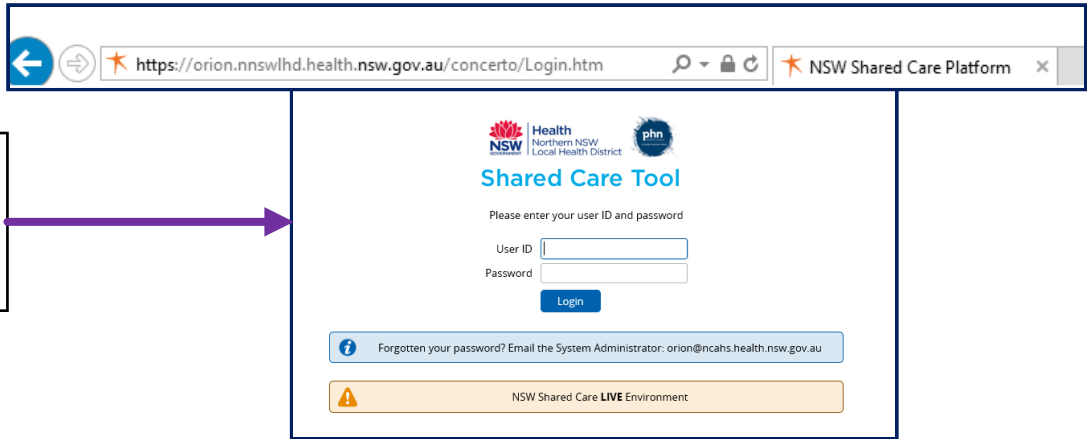


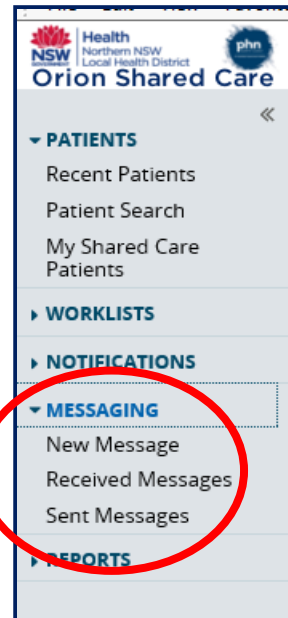
**Process for secure messaging** a service provider in the Care Team.  
 Note: Secure Messages do not provide an email notification, users must log onto Web Portal to view messages at:  
<https://orion.nswlhd.health.nsw.gov.au>

1. Log into the web portal page from your browser. Use your **username (firstname.lastname)** and **password**.

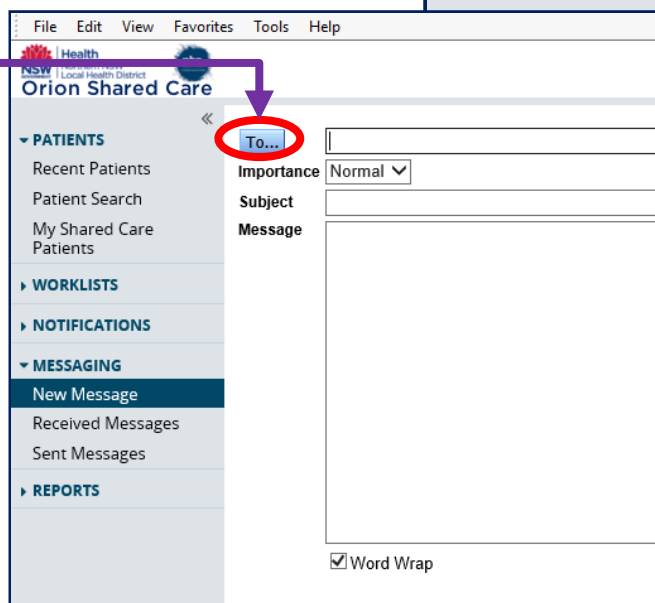


2. From the **sidebar**, open **messaging** and choose to either:

- Send a message
- Read a received message
- Read sent messages



3. When **sending a message**, clicking the **'To'** button will open up a list of **providers** listed on the Shared Care Tool.



4. When message written, click **send**.

**NB:** Develop a local workflow to decide when to review Orion for messages.