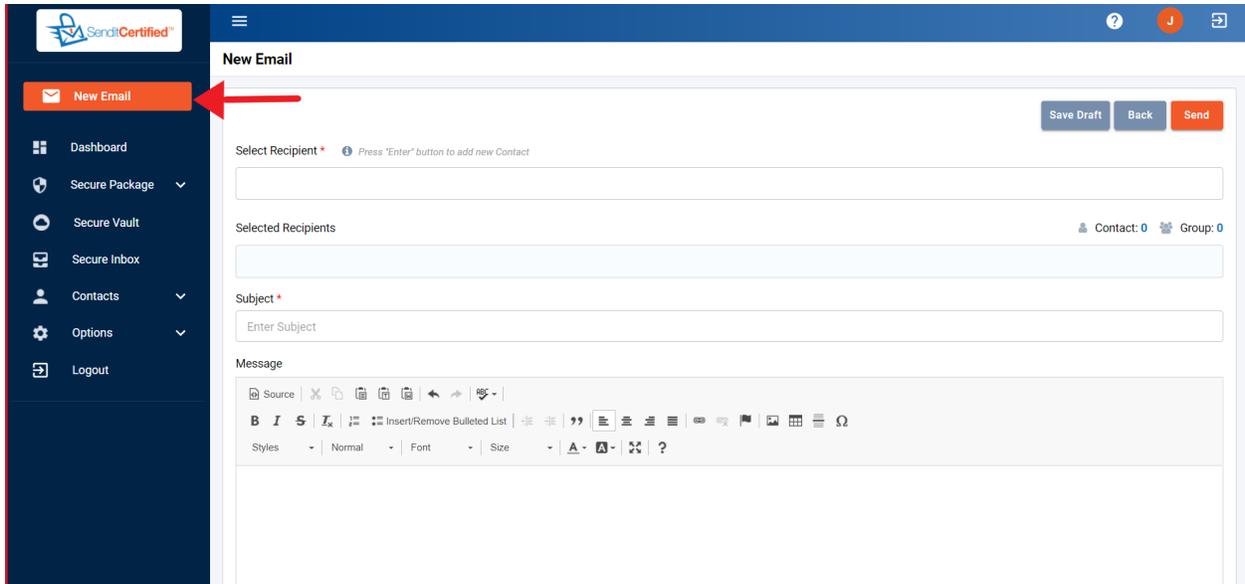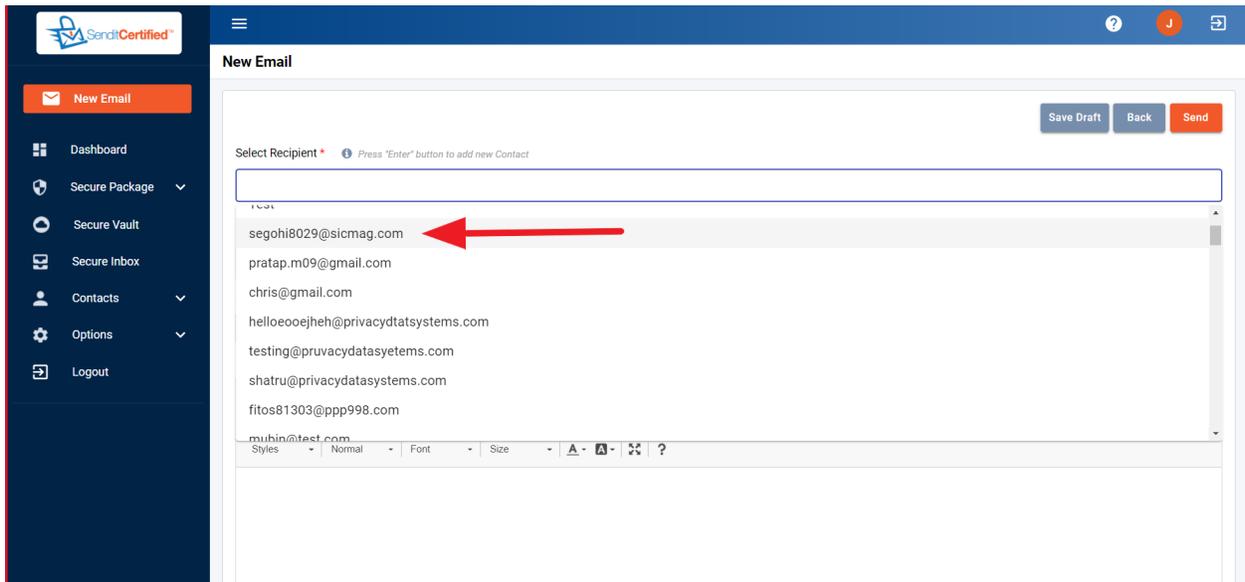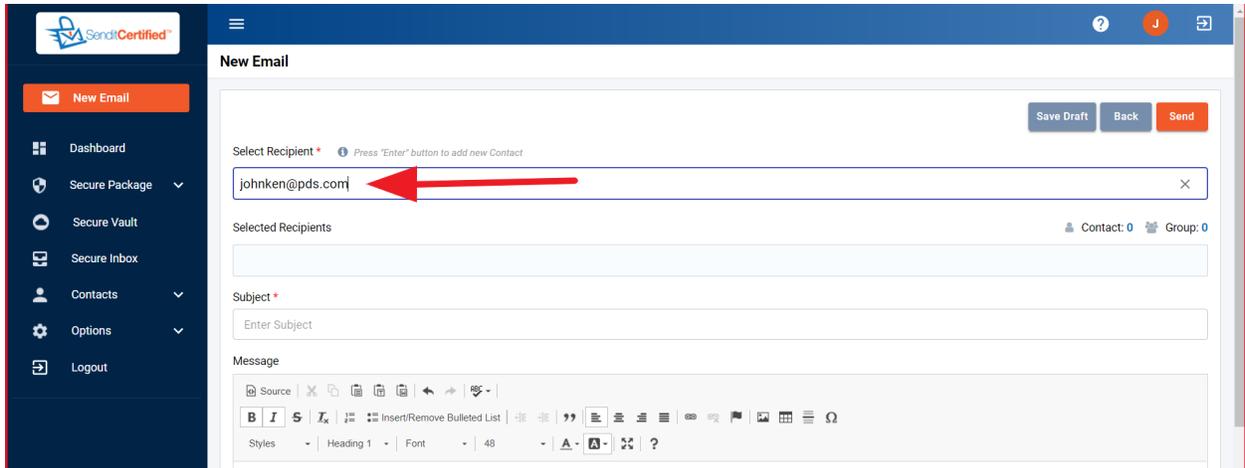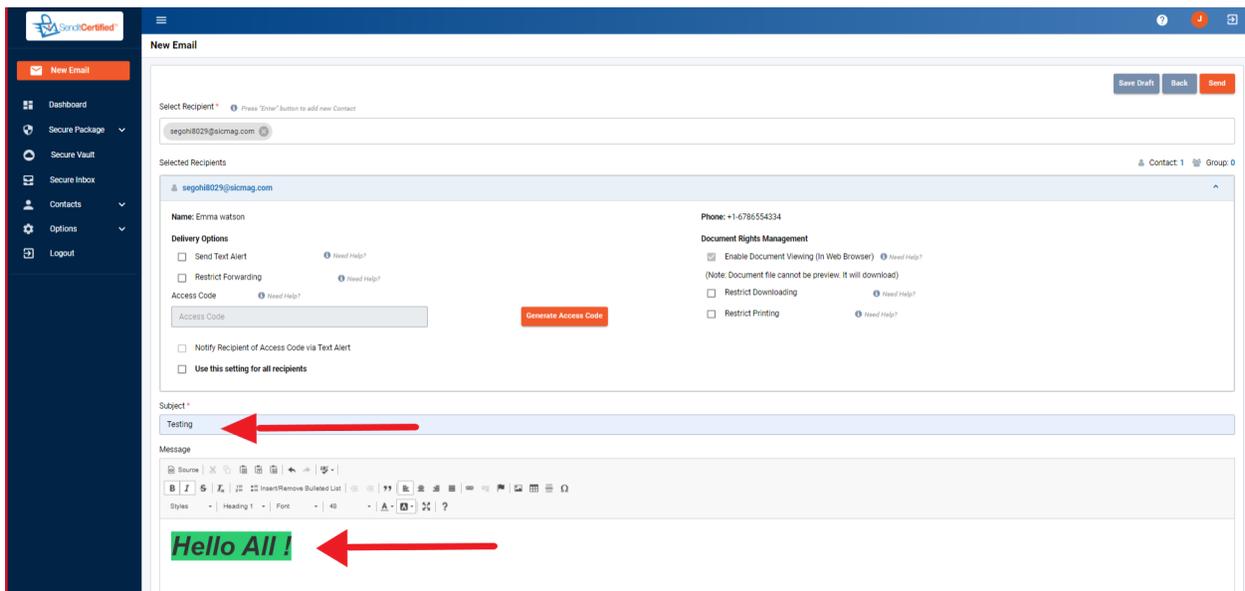# How to send a SecurePackage

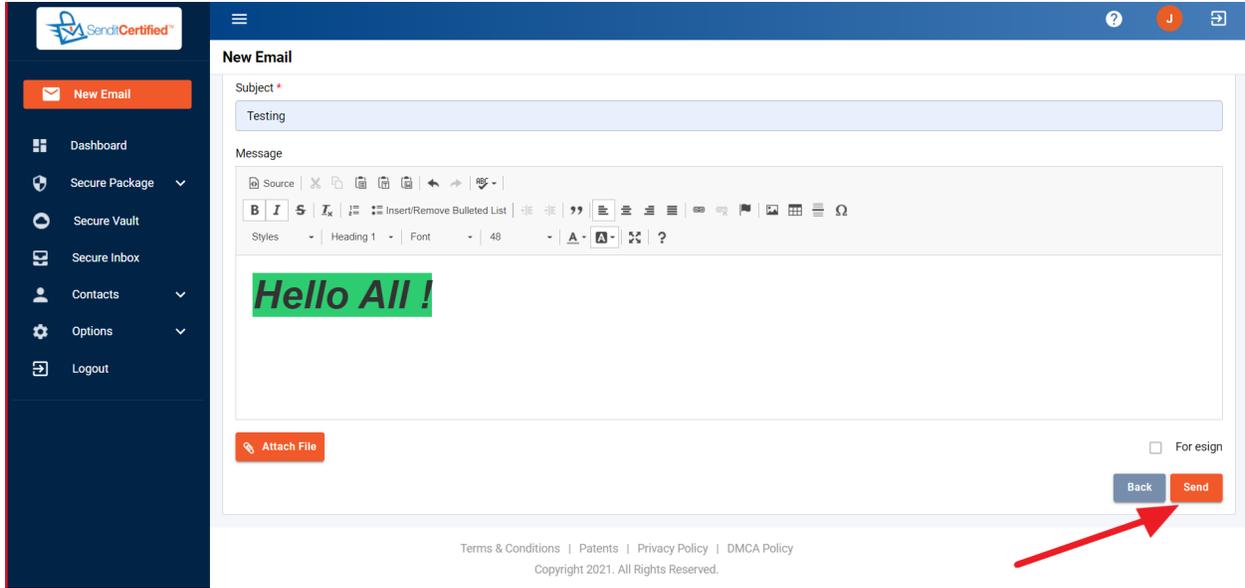From the Dashboard or Secure Inbox, click "**Send SecurePackage**".

The "**Recipients**" tab will appear first, you may either select a pre-existing contact using the drop down menu or create a new contact. You can send a SecurePackage to multiple recipients.

Type the **subject** & **Body** , and your message in the text box.

After Filling all the details Click on "**Send Button**".