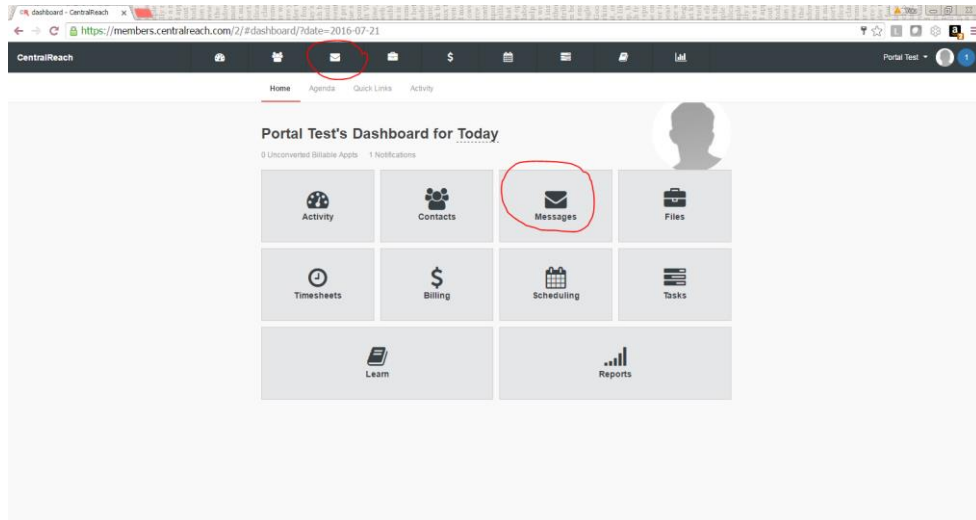
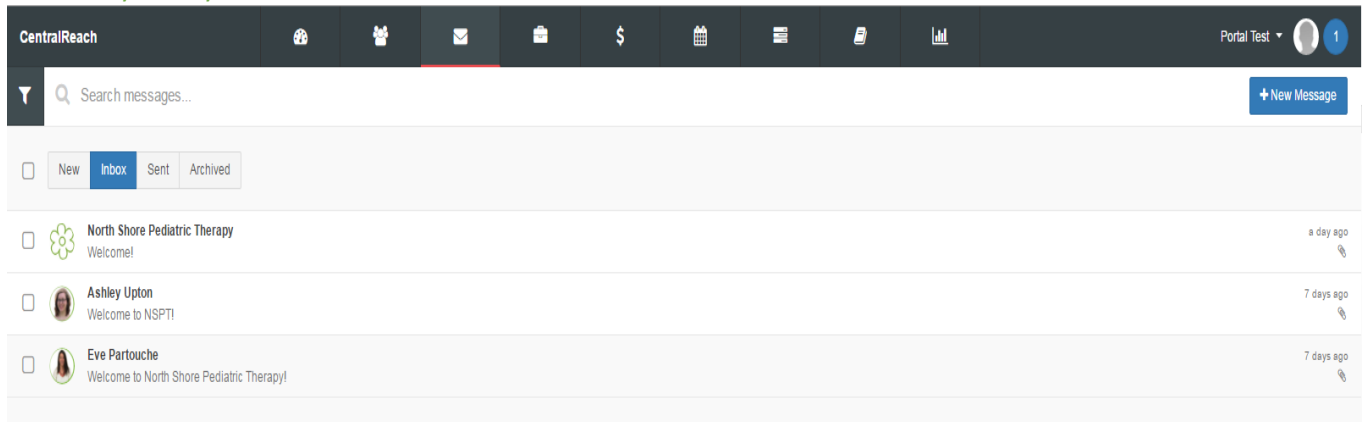


# Messaging through our Client Portal Account

1. Go to [kidsblossom.com](https://kidsblossom.com)
2. Click the “Client Portal” link at the top
3. Log in using the username and password you created
4. To access your messages click the small envelope icon at the top of your screen or on your portal home page



5. This will take you to your inbox



6. Click directly on the message to open it.
7. If you would like to clear a message from your inbox simply select it and choose “archive”
  - a. This will clear it out of your inbox, but can always be accessed in your archives if needed for future reference.
8. To compose a new message
  - a. Select the blue + sign in the top right corner
  - b. Type and search for your recipient’s name in the “Add recipients” box
  - c. Add a subject
  - d. Type your message
  - e. Upload any files you would like to send
  - f. Click “Send”