How to Send/Receive Secure Messages in mySHS

TO SEND MESSAGES:

1. Open internet and go to www.uwec.edu/shs and click on mySHS to log into the portal.

2. After logging into the portal, you will see this screen. Click on “Messages.”
3. To send a new message, you click “New Message” and then pick from one of the three options listed. If you have an administrative or billing question, it is best to call SHS at 715-836-5360 and we will direct you to the person to best answer your question.

You will then be able to fill in the subject line and text box to answer your question.
TO RECEIVE MESSAGES:

1. Open outlook and log into your account. Once logged in, click your email message and you will see this screen. Click on the link in your email. It will bring you directly to the mySHS login portal. Enter your Blugold campus login information.

2. Once logged in, click on the “Messages” tab on the left side of the screen. Then you will see the screen below. Click on the button that says “READ IT” to open your message. You will then be able to see the message that was sent to you.