



How to Use the Message Center

The DCF Self-Service Portal allows you to receive and view messages through the Message Center. After you log into the DCF Self-Service Portal, you'll be able to view any messages you have received.

First of all let's begin by logging into the DCF Self-Service Portal to see if you have any new messages.

Click the **1 New Message(s)** link

You can see the content of your mailbox. The inbox has an unopened message identifying the sender and the subject.

To read the message click the link for the subject.

You can open any attachments within the email by clicking on the attachment.

Then, after reading it, you can choose to open, save or cancel the attachment.

After you read your message you can choose to archive it or click the **Back** button to return to the inbox. When you click the **Close** button you are brought back to your Home page. On the Home page you can see if you have any new messages. Each time you log into the DCF Self-Service Portal, you can return to your mailbox by clicking the **Open** button.

To use the Message Center now, close this window to leave the tutorial.