Log on to CalMHSA Learn (LMS System)
(https://moodle.calmhsalearns.org/)

Live Chat for Support

MENU

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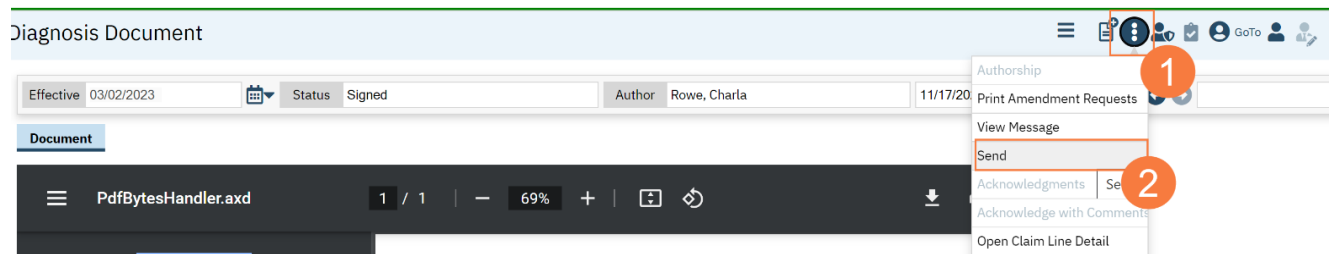
How to Send a Document in a Message

1. Open the document you want to send. **Click on the three dots icon** in the upper right side.

2. **Click Send** from the menu.

3. **Click in the To box and begin to type the staff member's name.**

   a. To save this person as a favorite **click the Star icon**.

4. **Click the radio button** to change the priority from Normal if it applies**.**

5. **Click in the empty box below** and **type the message.**

6. **Click the mail icon** to send the message.

Message Detail

General

Client: Asano, Jason (1096)

To: charl

Rowe, Charla

No data to display

Priority: ● Normal ○ Caution/Alert ○ Urgent

☑ Make message part of client record

Subject: Progress Note - Asano, Jason

Please review my service note.

(/)