

## Using ESBOCES Secure Courier – For ESBOCES Staff

The ESBOCES Secure Courier can be used to send and receive large files, or multiple files in a single email.

To send a message via Courier go to <https://courier.esboces.org/>

Sign in to Courier with your ESBOCES email. Click *Next*.



Sign in

E-mail address

Your esboces email address

Next

[Getting Started?](#)

[Contact Us](#)

Enter your current ESBOCES password. Then click *sign in*.



Sign in

E-mail address

Your email address

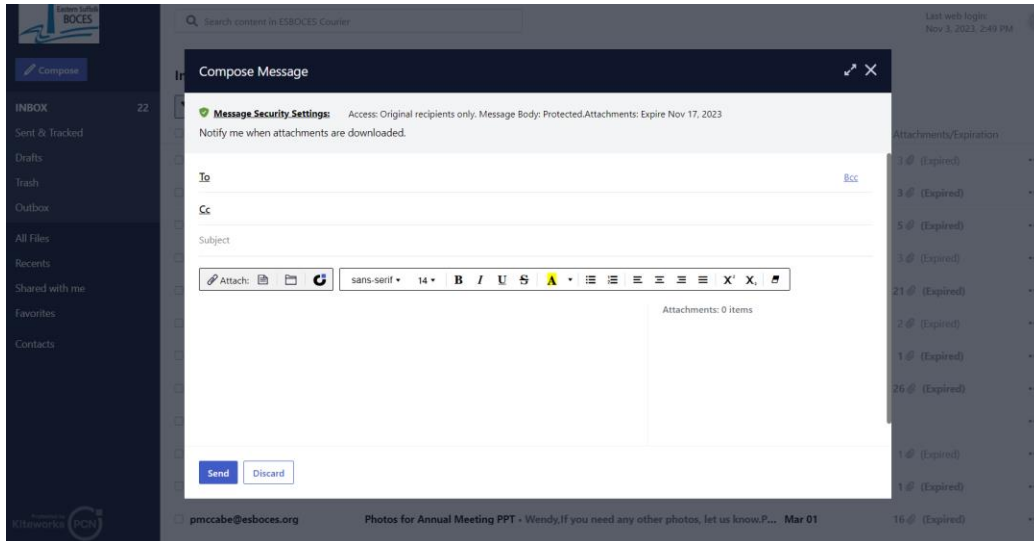
[Edit](#)

Password

Sign in

[Forgot password?](#)

**Courier will open and you can compose your message, just like a regular email, and send with any attachments.**



**When you receive a message via Courier, you will be asked to enter your ESBOCES email and password to access the message.**

**Note: Each time you update your ESBOCES email and password, the required email and password to sign in to Courier will update, too.**