# UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

## Send a PEAR Message

**PEAR**, the Protected Email Attachment Repository, is a messaging service that allows users to communicate and exchange confidential electronic files.  **PEAR** allows you to send and receive information securely, in cases where University policy does not permit you to use conventional email (such as social security numbers, passwords, and confidential records).

You can access **PEAR** at http://go.uillinois.edu/pear, through an email notification, or through the OBFS home page.  Check out http://www.aits.uillinois.edu/services/application_services/PEAR/ for more information.

**NOTE:**  **PEAR** is appropriate for use under FERPA rules.  It does not yet meet the requirements for sending HIPAA data.

| Step | Task |
|------|------|
| 1. | Open **PEAR** at http://go.uillinois.edu/pear. |
| 2. | Enter your ID and password. |
| 3. | Click the **Login** button. |
| 4. | Click the **Create Message** tab. |
| 5. | Type the recipient's last name, NetID, or UIN in the **To:** field. |
| 6. | Select the appropriate name and click the **select** button. |
| 7. | To add more recipients, click the plus sign (**+**) button. |
| 8. | Repeat steps 5-7 until all recipients have been entered. |
| 9. | Type an appropriate subject line in the **Subject:** field. |
| 10. | Type your message in the **Body:** field. |
| 11. | To add an attachment, click the **Browse** button.  If you do not need to add an attachment, skip to step 14. |
| 12. | Find the file you want to attach. |
| 13. | Click the **Open** button. |
| 14. | Click the **Send Message** button to send the message. |
| 15. | Click the **Logout** tab to log out of **PEAR**. |
| 16. | Click the **OK** button to confirm your logout. |

For any questions about **PEAR**, contact the AITS Service Desk:  312-996-4806 (UIC); 217-333-3102 (UIS/UIUC); or servicedeskaits@uillinois.edu.