

Login to a message box

Enter your **Log-in name** and **Password** to connect to a message box. If you are logging in for the first time, click on **Sign in here** in the right corner. Once in the sign in window, please complete the required fields.

After having logged in successfully, you will immediately access the inbox message window, and the forename and surname of the user having logged in will be shown in the upper right corner of the window.

How to interact with authorities

Message box window

After having logged in to a message box, you will see folders **Receive**, **Send out**, **Delete** and a menu item **Settings** in the left window menu.

In the upper menu you will see the menu items with help of which you will be able to write new messages and to delete the existing ones (see the figure below).

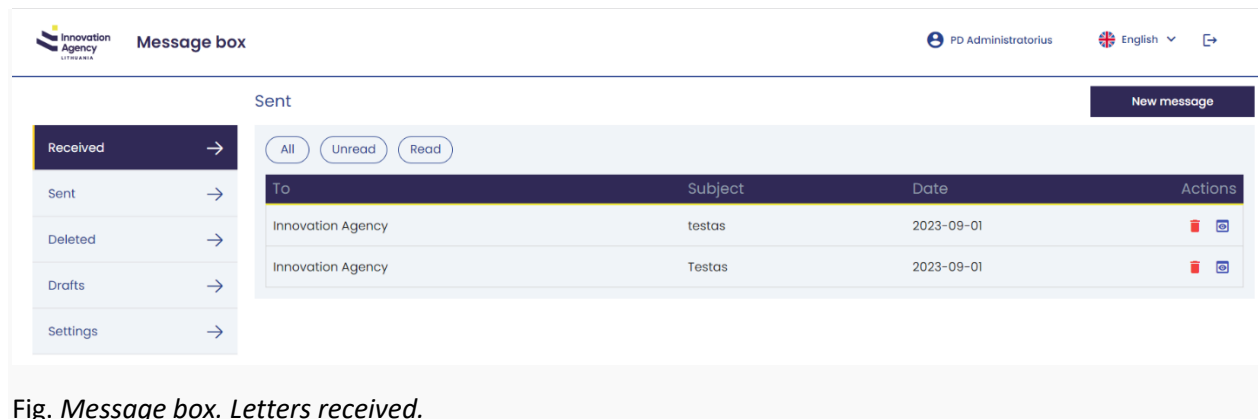


Fig. Message box. Letters received.

How to send out a message

To send a message to an authority, click on the menu item **New message** in the message box window. A new message window will open (see figure below).

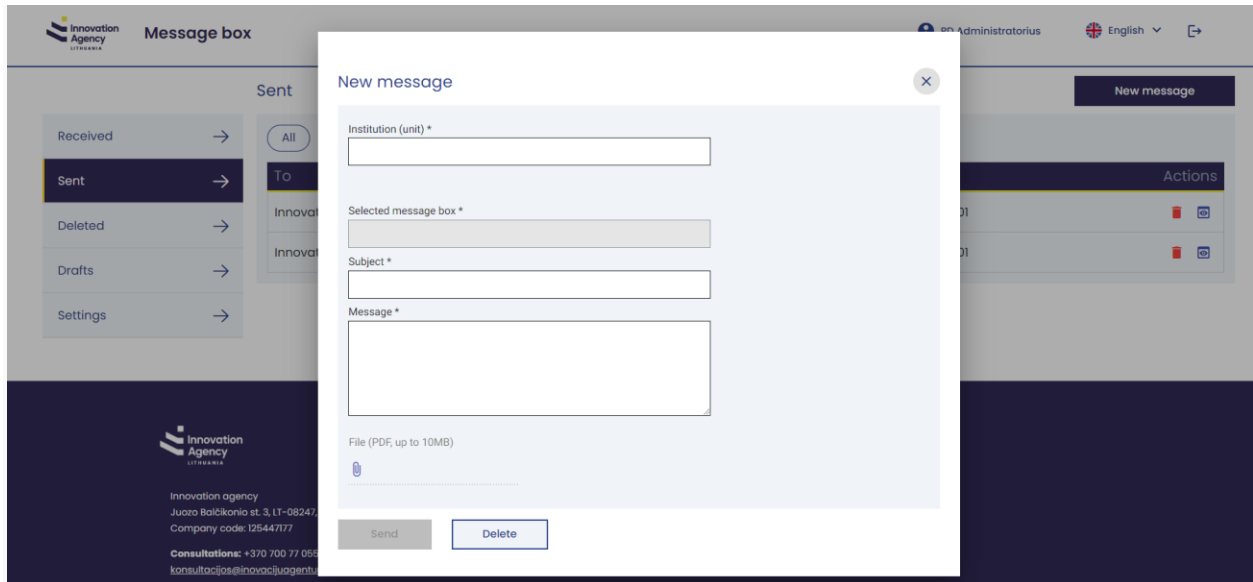


Fig. Message box. Sending a message

To. Specify the recipient (authority) of the message in this field: click on **Search** button, select a recipient from the list of authorities.

Subject. Specify a brief description of the message in this field.

Field of content (large field with no name in the centre of the window). Enter a message content in this field.

Click on **Send** after having specified a recipient, and subject and content of the message.

All sent messages automatically appear in the folder **Sent** (see figure below).

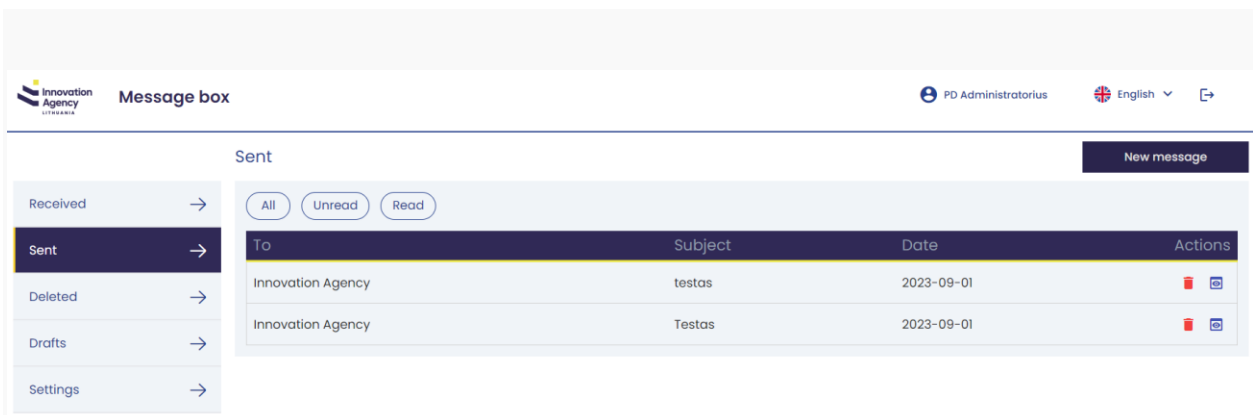


Fig. Message box. Sent messages.

Search for recipients (authorities)

After starting to write institution name in the message sending window, a list of possible recipients (authorities) is provided, with the possibility to search for a recipient by a fragment of the name (see figure below).

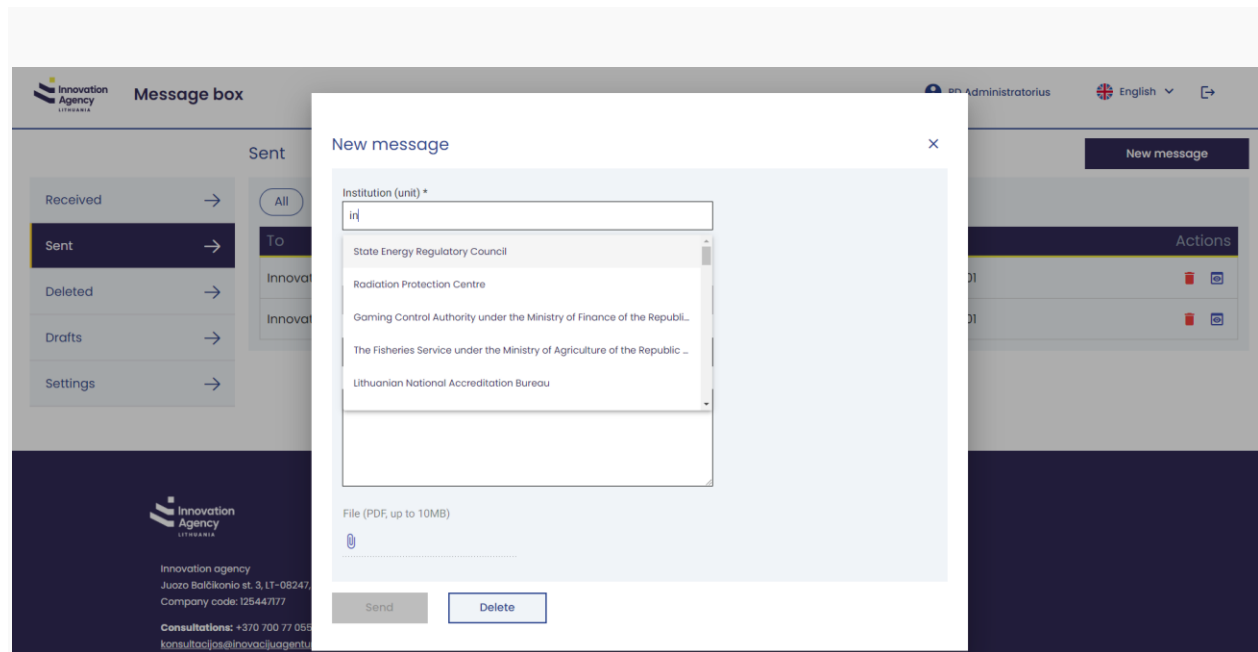


Fig. Message box. Search for authority.

To carry out search for a recipient (authority) by the name of authority or a fragment of the name, enter a keyword into the search box at the bottom of the window (for example, of Vilnius. The list of the authorities found will be displayed.

Select a recipient (authority) and you will be returned to a message creating window.

How to attach a file to a message

On the left side below of a new message creating window there is a button for attaching a file (see figure below).

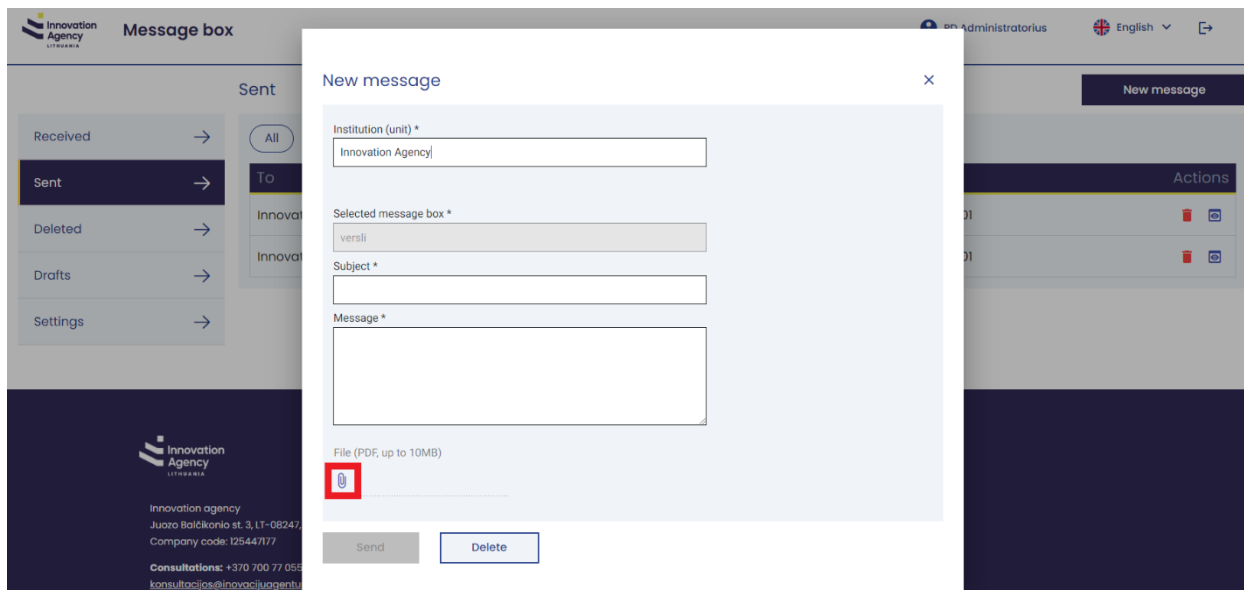


Fig. Message box. New message creating.

You may also attach to a message the documents signed with a qualified electronic signature.

Note: The attachment cannot be bigger than 10 MB in size.

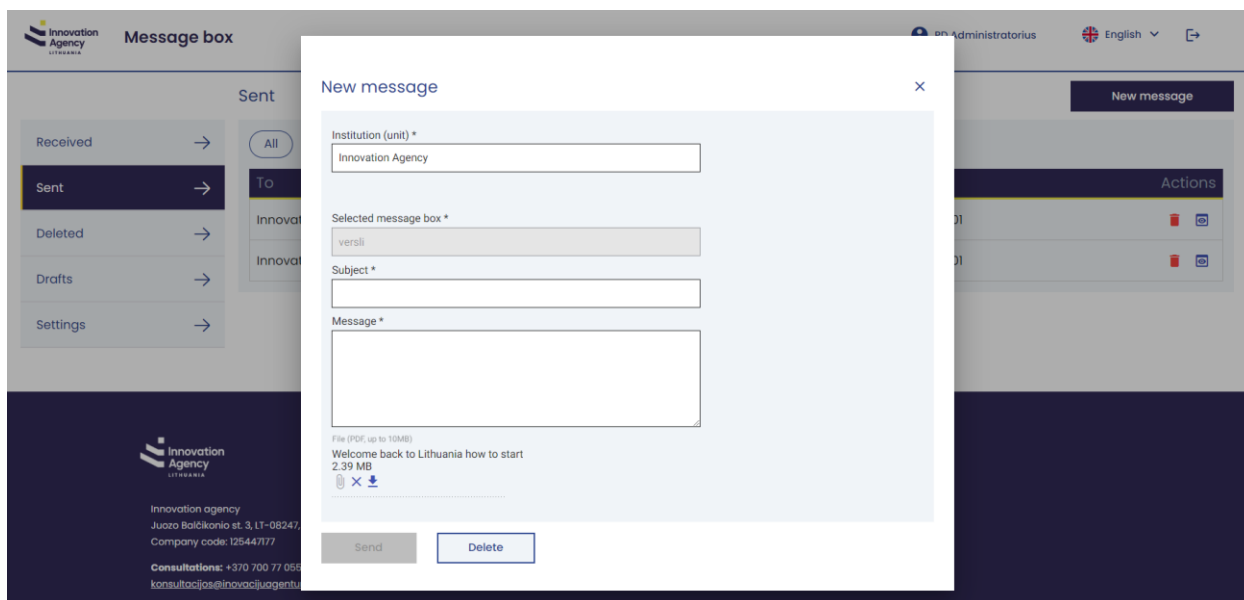


Fig. Message box. Preview window for a message sent.

How to receive a reply

After arrival of a new message, you will receive a notification to the e-mail address that you have specified at the time you have created a message box.

All messages received to a message box fall within a folder **Received**.

How to read a message received

All messages received to a message box fall within a folder **Received**. Unread (newly received) messages are written in bold.

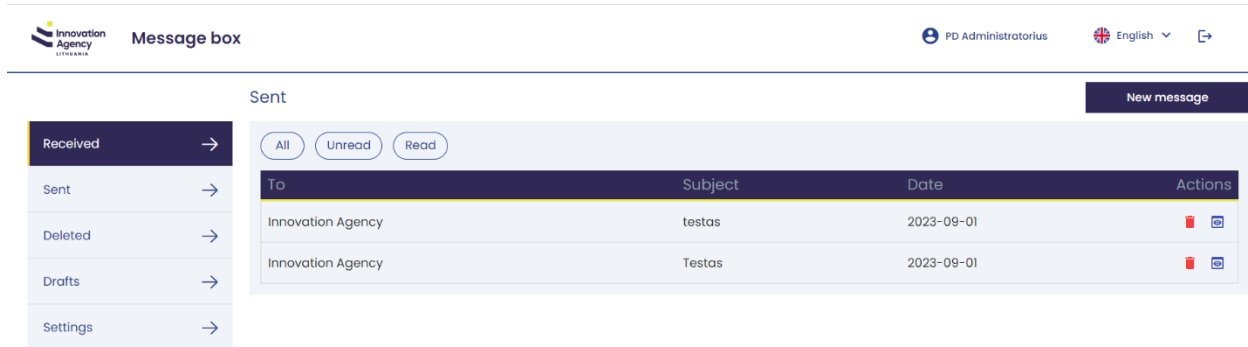


Fig. Message box. Message.

Preview/save of the file attached

If a message contains a file(s) attached, click on the attachment link that can be seen in the lower left corner of the opened message. After clicking on the link, you will be offered to open an attachment file or to save it to your computer.

How to handle messages

How to change settings of a message box

In the left menu, after pressing a menu item **Settings**, you will enter a window of settings change. In this window you can change the e-mail address to which notifications will be sent of messages received, and the language in which notification messages will be sent (see figure bellow).

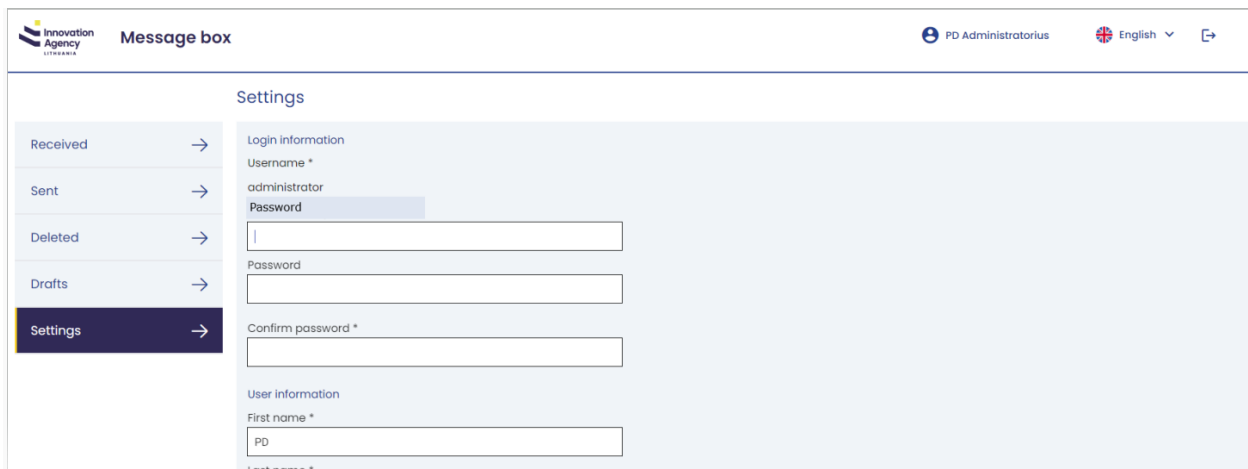


Fig. Message box. Settings.

How to finish work

After having finished work in a message box of the Business gateway, click on a link **Log out** in the right upper corner of the window.

Note: after having finished work do not forget to log out since after closing the browser window without logging out, the message box remains locked for 30 minutes!

If you have further questions

If using a message box raised further questions, send an inquiry to the e-mail address konsultacijos@inovacijuagentura.lt or call a number +370 700 77 055.