

# Client Digital Capabilities: Step-By-Step Instructions

## Accessing the Secure Inbox

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### Accessing the Secure Inbox (Desktop):

1. Log on to MyMerrill® at <http://www.mymerrill.com>
2. Navigate to the top-right corner of the page and click on the envelope icon

### Accessing the Secure Inbox (Mobile App):

1. Log on to the MyMerrill® Mobile App
2. Click on “Secure Inbox”

### Accessing the Secure Inbox (Communications Tab):

1. Log on to MyMerrill® at <http://www.mymerrill.com>
2. Hover over the “Communications” tab in the top navigation bar
3. Click on “Secure Inbox”

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