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Step by step guide: How to send an E-boks mail to the Agency of Family Law

This guide will show you step by step how to send a mail to the Agency of Family Law (in Danish: Familieretshuset) by using E-boks:

- 1) Go to www.eboks.dk and log in to your account
- 2) Press the tab "Write new mail"



3) Press "Select recipient" next to the field "To: " to select a recipient





4) Now type "Familieretshuset" in the search box and click on the red search button

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♠ My overview	Select recipient		
✓ Show my mail in fol	Familieretshuset X Q		ers 🛛 🚯 Upload document
📩 Inbox	Or find via category Search category •		
🐱 Unread mail			

5) Select the search result "Familieretshuset" which gives you a list of the various recipients (departments) in the Agency of Family Law. Here, you must roll down and click on the recipient who is relevant to your inquiry

✓ Show my mail in fol	Familieretshuset	×Q	ers Dpload document
📩 Inbox	Or find via category Search category	*	
Unread mail Receipts	✓ Familieretshuset	Information	
Drafts	✓ Adoption		
🔔 Sent mail	Adoption	Information	

6) After you have chosen the recipient, you must write the subject of your inquiry (that is, what your inquiry is about in a few words). You can now write your message, and you can also attach documents to your mail by pressing the attach icon and upload files from your computer

🐱 Unre	ead mail	Subject: PDF	
E Rece	eipts		
🗐 Draf	fts	Specify what your inquiry relates to	· ·
👛 Sent	t mail	Add senders/subjects to favourites	
👕 Dele	eted mail	A %	Switch to text format
Create fo	lder More •	Attach file from your computer Attach document from your a hive	1

7) Finish by pressing "Send". Your mail is now sent to the Agency of Family Law

