

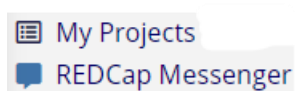
REDCap Messenger- REDCap – How-To Guide

REDCap Messenger

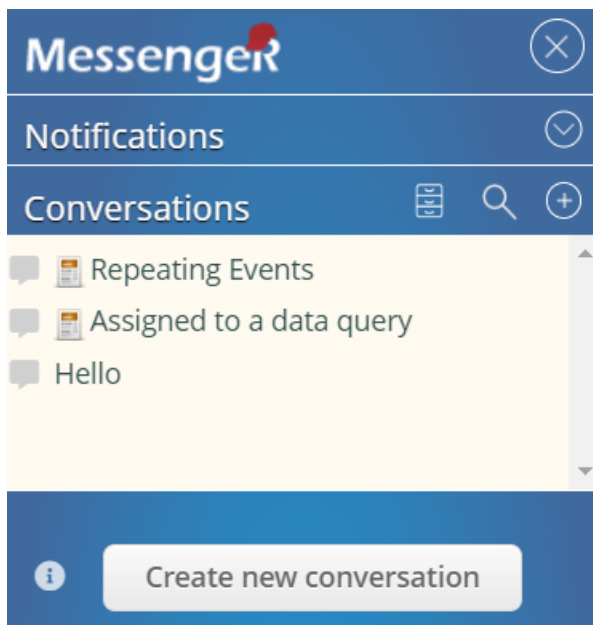
The REDCap messenger is used to send messages to other project users within the REDCap application. Users can navigate to it outside of projects by utilizing the [blue Messenger](#) link at the top of the webpage.



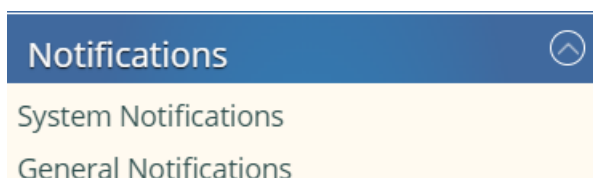
You can also find a link within projects, at the top left, above the **Project Home and Design** section.



Once the messenger is opened, users can choose to review notifications or conversations and can create new ones.



The notifications are either general or from the system. System notifications include the details for the application's upgrades.



When creating a new conversation, you'll be able to select from users in specific projects or across projects. Remember to provide a title for your message.

Create new conversation

Users List

Users in this project: (select all)

Users across all my projects: (select all)

Search Users

Search for user by username, name, or email

Selected users

Conversation Title (required)

Type a title...

Initial Message (optional)

Type a message...

Link Conversation to Project (optional) ?

No project selected

Create

Close