**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.

Graphical user interface

Description automatically generated with medium confidence

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

Graphical user interface, text, application, chat or text message

Description automatically generated

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

Graphical user interface, text, application

Description automatically generated

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.

Graphical user interface, application

Description automatically generated