

From the Office of Health Informatics CareAware Connect Group Messaging

May 27, 2025

Group conversations allow staff to communicate with multiple people simultaneously. CareAware Connect Messenger allows staff to send a group conversation to up to 200 participants. The group message history will disappear after 5 days of inactivity.

Creating a group message					秋. ZEBRA
<u>STEP 1</u> :	Log into the <b>Messenger</b> app.			18	29 C @ 19 95 Connect Messenger essages C
<u>STEP 2</u> :	Click the 🔯 icon in the top right corner of the screen.				No Conversations
<u>STEP 3</u> :	In the <b>To:</b> section, type the participants names.		+ Send a message	•	
<u>STEP 4</u> :	Enter a message in the text box.		< ତ ⊫ È ¢ q'we'r t'y'u'	 i° o° p°	
	<ul> <li>Send message by selecting the button.</li> </ul>		asdfghj ☆zxcvbn	k I m ⊗	
Changing the Conversation Name:		7123 , 🙂			
<u>STEP 1</u> :	Select the <b>ellipsis</b> on the right side of the message. $\Box$				er
	<ul> <li>Select Conversation Details.</li> </ul>	← Conversation Details		KATHERINE, CHRI	STOPHER :
<u>STEP 2</u> :	Name the conversation.	Conversation Name: CI Rounding Group 3/29			Mute Conversation
	<ul> <li>Click Save.</li> </ul>	Limit 250 characters	228 Save Cancel		Leave Conversation Delete Conversation

## Add participants to the group conversation

Staff can add participants after the group message has been created by following the steps below.

- **<u>STEP 1</u>**: Select the **ellipsis** on the right side of the message.
  - Select Conversation Details.
- **STEP 2:** Select the **Add** button.
- **<u>STEP 3</u>**: Add additional participants.
  - The number of allowed remaining participants will show on the screen.



STEP 4: When complete, click Add. Add.

For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please <u>place a ticket</u> to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.