Northern Light Health℠

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.
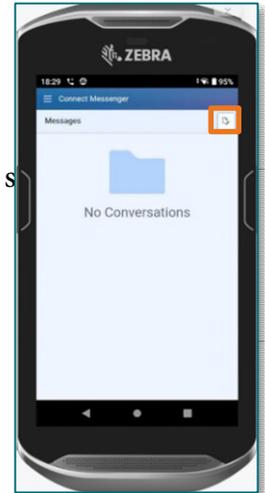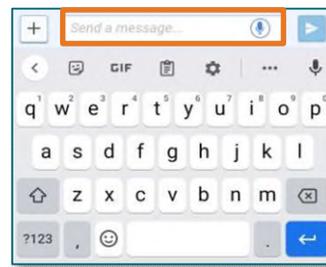
Creating a group message

STEP 1: Log into the **Messenger** app.

STEP 2: Click the 🖉 icon in the top right corner of the

STEP 3: In the **To:** section, type the participants names.

STEP 4: Enter a message in the text box.

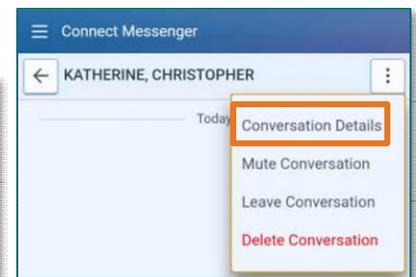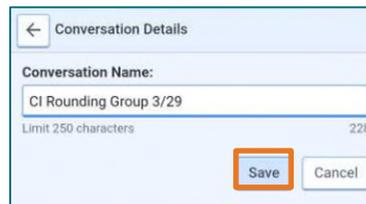- Send message by selecting the ➤ button.

Changing the Conversation Name:

STEP 1: Select the **ellipsis** ⋮ button on the right side of the message.

- Select **Conversation Details**.

STEP 2: Name the conversation.

- Click **Save**.

Add Participants to the Group Conversation

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

STEP 1: Select the **ellipsis** ⋮ button on the right side of the message.

- Select **Conversation Details**.

STEP 2: Select the **Add** button.

STEP 3: Add additional participants.

- The number of allowed remaining participants shows on the screen.

STEP 4: When complete, click **Add**.