



Send instant messages

Start a new conversation

Task 1: Start

1. Start a new collaboration and send a message to your coworker

Task 2: Reply

1. Open the new entry that appears in your list of collaborations
2. Send a follow-up message inside the collaboration you just sent

Task 3: Archive

1. Archive the collaboration you started
2. Confirm that it now appears under Archived

Message multiple people

Task 4: Expand

1. Start a new collaboration that includes multiple people and send them a message.
2. Open the new entry that appears in your list of collaborations
3. Add one extra collaborator who wasn't included in the original message

The effective communicator

What other kinds of messages might you send to your colleagues?

When is it beneficial to include a link to a patient's record with your message?

What questions do you have about sending and managing collaborations?