

Frequently Asked Question (FAQ) Library

How do I find and resend an outgoing email sent from my REDCap project?

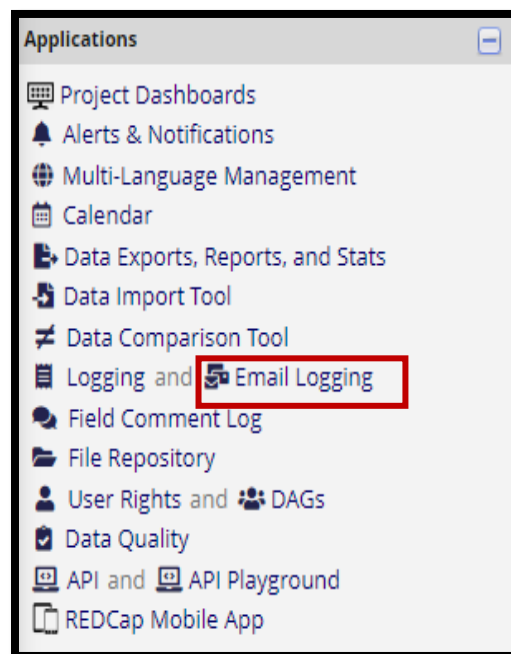
The Email Logging feature allows users to search and view all outgoing emails related to the REDCap project, which includes being able to view the recipient(s), sender, subject, message body, and attachment names. These emails can also be resent to the original recipient.

Only users with User Rights privileges enabled can access Email Logging.

Important: If your project has data access groups (DAGs), individuals given user right privileges can view emails related to all DAGs (and any data piped into the body of the email communications).

To find and resend an email message:

1. To search and view outgoing emails, open your REDCap project. In the left navigation menu, click on **'Email Logging'**.



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2. Click  to view all emails.

Email Logging

All outgoing emails for this project can be searched and accessed below by any user having User Rights privileges in this project. The Email Logging feature allows users to search and view *all* outgoing emails related to this project, which includes being able to view all aspects of any given email - i.e., the recipient(s), sender, subject, message body, and attachment names. Any email returned from a search may be viewed and (if desired) re-sent to the original recipient (e.g., in case they did not receive it). NOTE: If you are using anonymous surveys in this project, keep in mind that viewing this page and the emails displayed therein might inadvertently cause anonymous survey responses to be identifiable/de-anonymized. Additionally, if the project is using Data Access Groups, you will be able to view the emails related to all DAGs in this project (and thus possibly any data piped into the body of those emails).


Search all outgoing emails for this project

Search for in

Type:





Pertaining to a specific record:

Search within a window of time from to



3. Click on the envelope icon to view the email message.

4 matching results

View msg	Time sent	Record	Summary email content and attributes <small>(click icon on left to view full email)</small>
	09/14/2022 11:13am	31	From: REDCap@yale.edu, To: sui.tsang@yale.edu Subject: [REDCap] Survey completed: "Demo eConsent (Scanned Image)" [This message was automatically generated by REDCap] A respondent completed your survey titled "Demo eConsent (Sc
	09/12/2022 8:44pm	30	From: REDCap@yale.edu, To: sui.tsang@yale.edu Subject: [REDCap] Survey completed: "Demo eConsent (Scanned Image)" [This message was automatically generated by REDCap] A respondent completed your survey titled "Demo eConsent (Sc
	09/12/2022 5:12pm	29	From: REDCap@yale.edu, To: sui.tsang@yale.edu Subject: [REDCap] Survey completed: "Demo eConsent (Scanned Image)" [This message was automatically generated by REDCap] A respondent completed your survey titled "Demo eConsent (Sc
	09/12/2022 5:09pm	28	From: REDCap@yale.edu, To: sui.tsang@yale.edu Subject: [REDCap] Survey completed: "Demo eConsent (Scanned Image)" [This message was automatically generated by REDCap] A respondent completed your survey titled "Demo eConsent (Sc

4. In the view message screen, you will also have the option to resend the email to the original recipient.