**Frequently Asked Question (FAQ) Library**

**FAQ:** Email Logging (v1.0, 01/16/24)

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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 **Search emails** to view all emails.

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

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