Practice Chat

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Send a message | **Reply to a message**

You can use **Practice Chat** to message other members of your practice group.
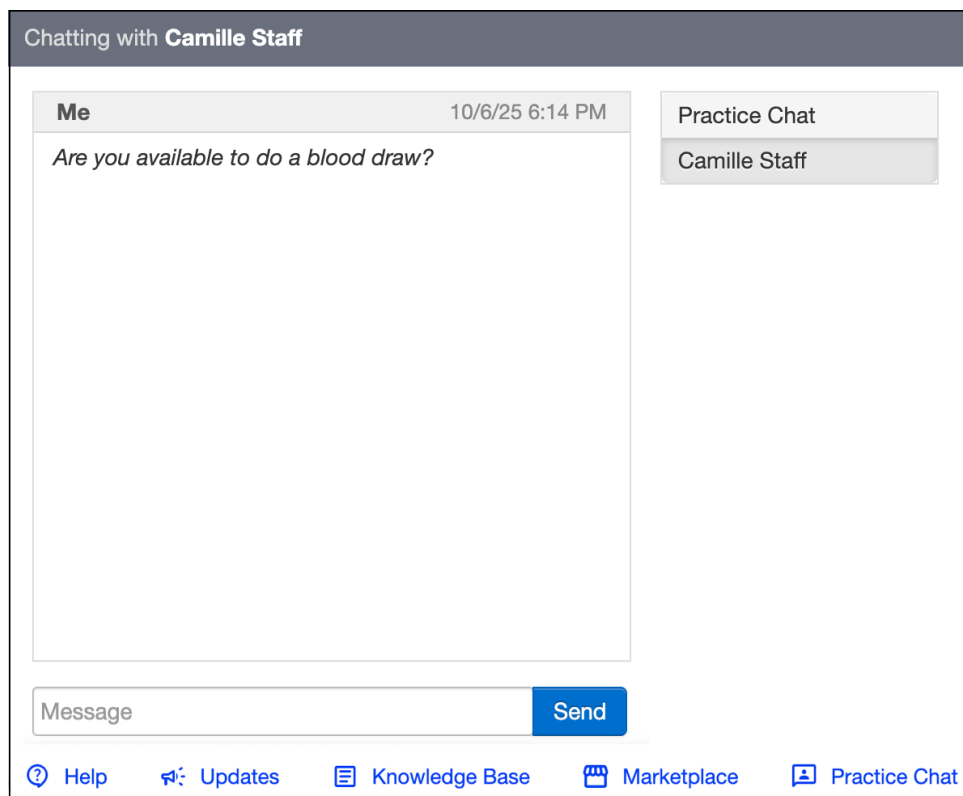
Send a message

1. Select **Practice Chat** in the bottom right corner of the footer.

The chat window opens.

2. Select the message recipient (we selected a staff member), or send a message to the entire practice group.

3. Type your message in the **Message** box and select **Send**.

Reply to a message

A notification badge indicates the number of chat messages you have. If the chat window is open, you see the new messages appear.

- Select **Practice Chat** and reply to the message. All messages remain in the chat for later viewing.
- Select **Practice Chat** again to close the window.

Messages can't be deleted once they are posted. Older messages disappear as newer ones are posted over time. We show the 25 most recent messages sent within the last 14 days.