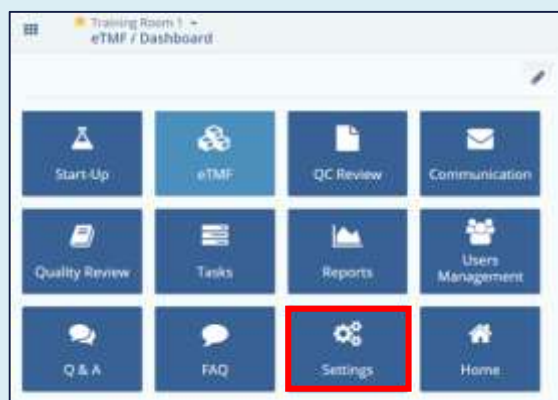**APPLICABLE TO:**

- ● Administrators
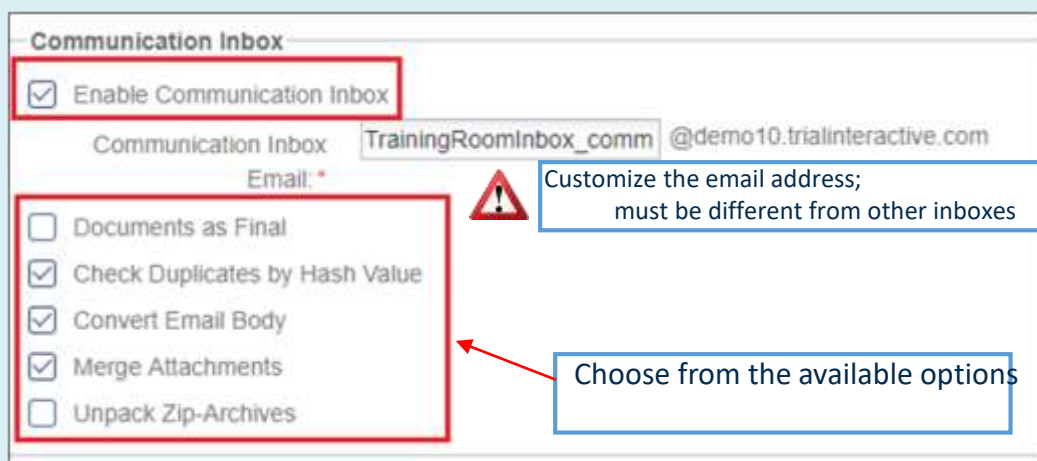- ○ Room Managers
- ○ Editors
- ○ Readers

- ● eTMF
- ○ Study Start-Up
- ○ myTI

1. Login to the room and click on Settings within the Navigation Grid.

2. Click on the **Inbox** section.

3. Under **Communication inbox**, click the **Enable** box.

Customize the email address; must be different from other inboxes

Choose from the available options

Note: The Communications Inbox must be enabled by the Trial Interactive Service Desk before it can be managed in your Settings menu.

4. Select which email sources will be accepted. This choice applies to all room inboxes.

○ Accept email from room participants only
● Accept email from ANY non-participant
○ Accept email from non-participants with these specific email domains
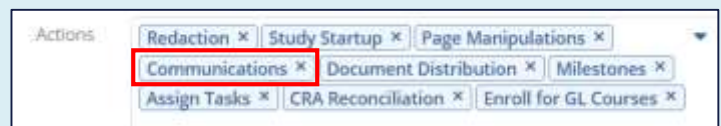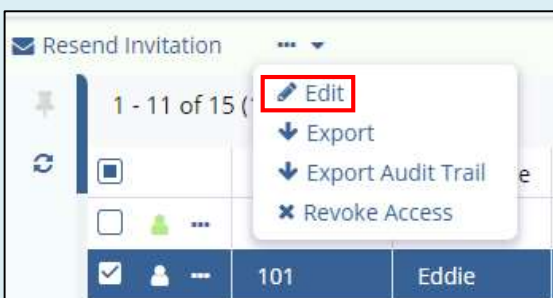
Email Domains: *

5. Once you complete setting up your inbox, click **Save.**
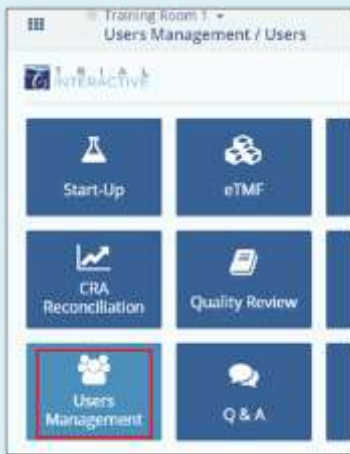
6. Select **Users Management** from the Navigation Grid to update Actions in User Profiles. This will allow you to assign access to communications to specific users.

Note: The Communication module is not available to Reader-level users. It is enabled natively for Admin users.

7. Click **Edit** for the desired user(s), then choose **Communications** from the Action List dropdown.

✉ Resend Invitation   ⋯ ▼

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✏ Edit
⬇ Export
⬇ Export Audit Trail
✖ Revoke Access

101   Eddie

Actions

Redaction ✕   Study Startup ✕   Page Manipulations ✕   ▼
Communications ✕   Document Distribution ✕   Milestones ✕
Assign Tasks ✕   CRA Reconciliation ✕   Enroll for GL Courses ✕

8. Click **Save.**

Save