

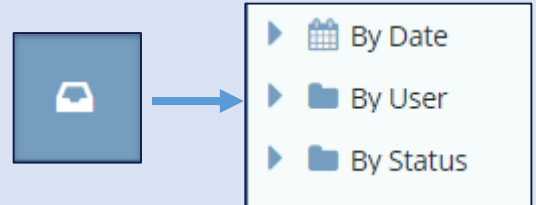
APPLICABLE TO:

- Administrators
- eTMF
- Room Managers
- Study Start-Up
- Editors
- myTI
- Readers

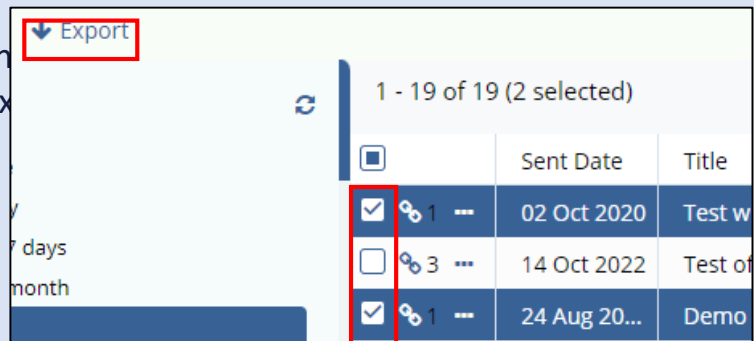


1. Log into a room and select the **Communication** module within the Navigation Grid.

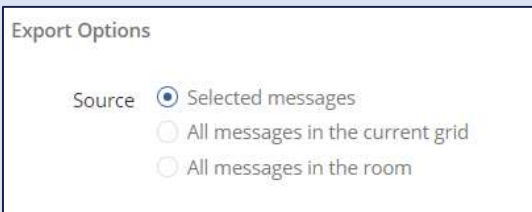
2. From the **Inbox**, choose the appropriate folder from which you want to export communications from



3. Select the communication(s) you wish to export by checking the respective box then click **Export** at the top.



4. Choose your preferred source. In this example, we're exporting the communications previously selected. Click **Export** to generate the export job.



5. Once the job is finished, be sure to click **Get Job Result**.

