APPLICABLE TO:

● Administrators
○ Room Managers
○ Editors
○ Readers

● eTMF
● Study Start-Up
○ myTI
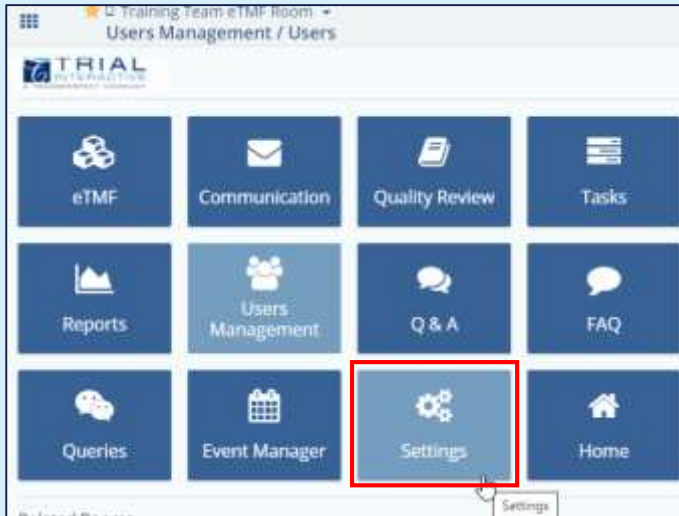
1. Enter the desired study room and click on **Settings** within the Navigation Grid at the top left.

2. In the navigation tree on your left, expand the **Email category** Menu and choose the sub-menu **Email Templates.**
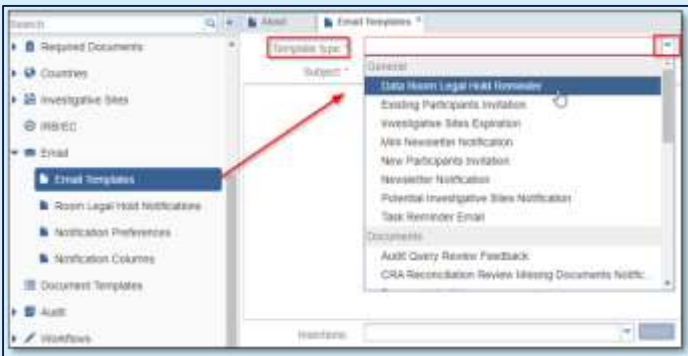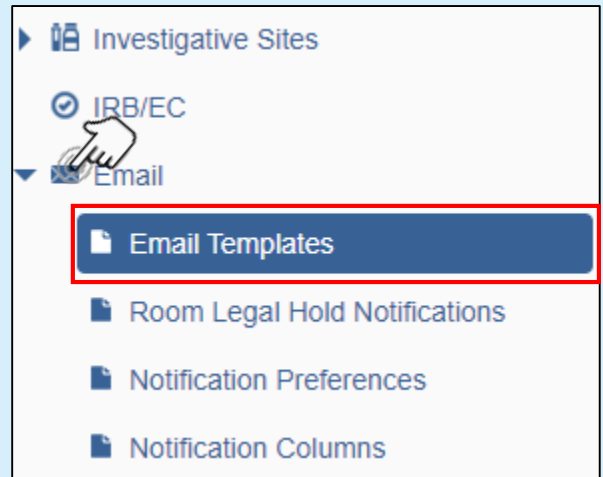
3. Choose your **Template Type** from the drop-down menu.

4. Modify the **Subject** field and **email body** with insertions (see below) or free text, as needed.
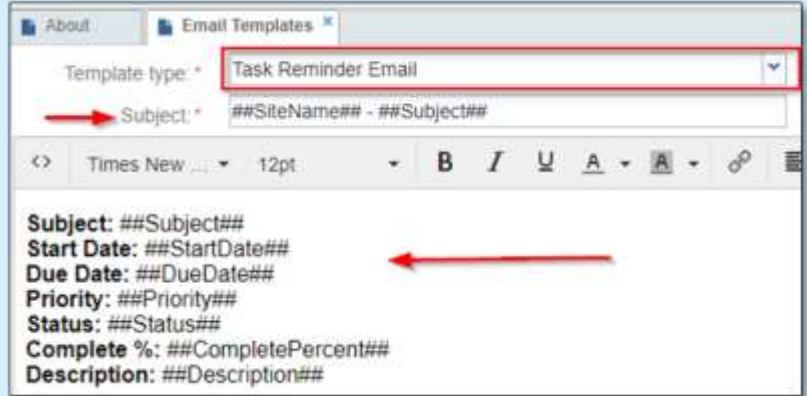
Insertions:

-Place cursor where the text should be entered.

-Choose the field to be used from the drop-down menu.

-Click **Insert.**

5. Click **Save** when finished.

6. Click **Change Log** to view template updates.