How to Export Emails from the Communication Module

TI version 10.6
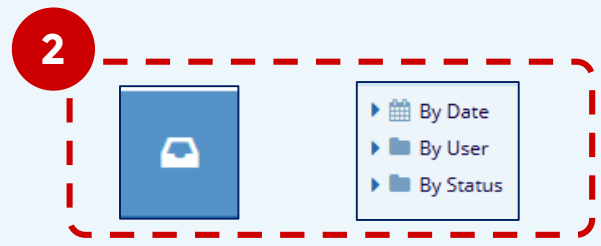
TRIAL INTERACTIVE

APPLICABLE TO:

- ● Admin
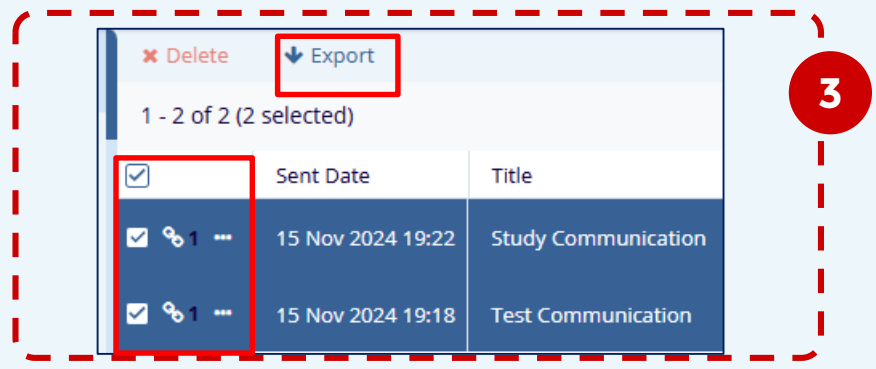- ● Manager
- ● Editor
- ○ Reader

● eTMF

**1** Log into a room and select the **Communication Module** within the Navigation Grid.
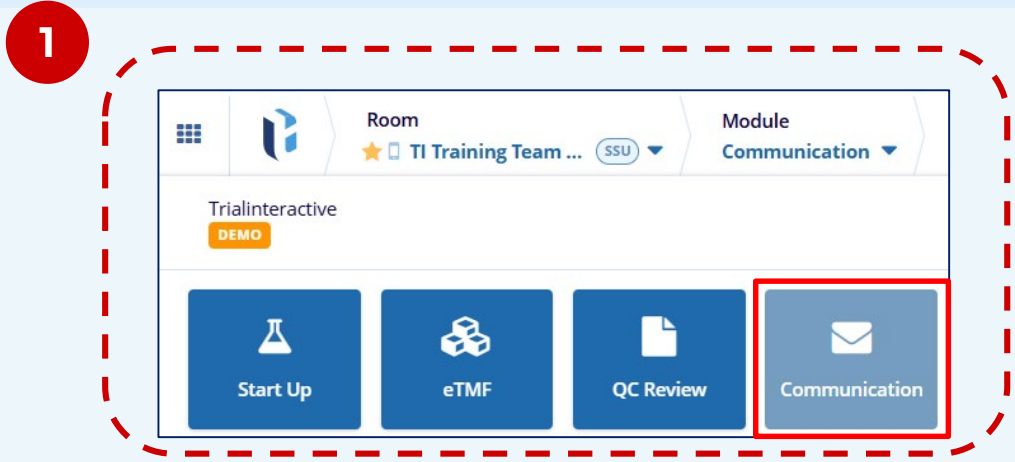
2 From the **Inbox**, choose the appropriate folder from which you want to export communications from.

3 Select the communication(s) you wish to export by checking the respective box(es), 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 job.
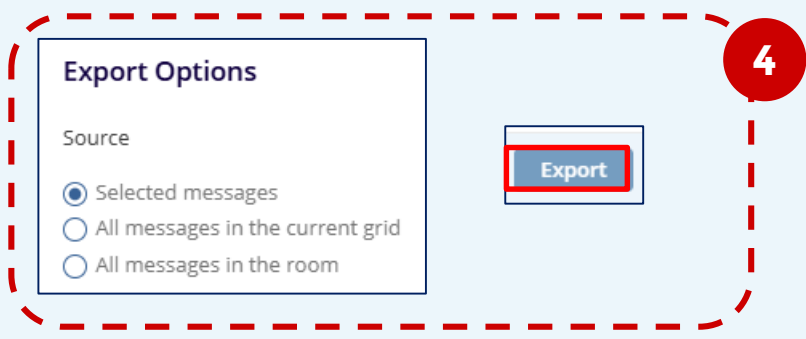
5 Once the job is finished click **Get Job Result** to execute the download