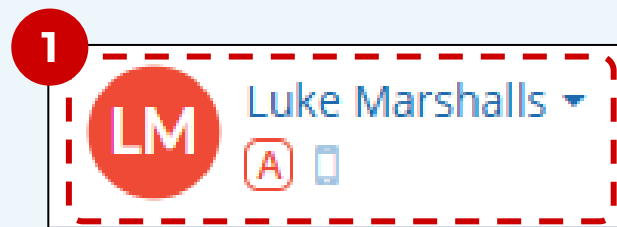


APPLICABLE TO:

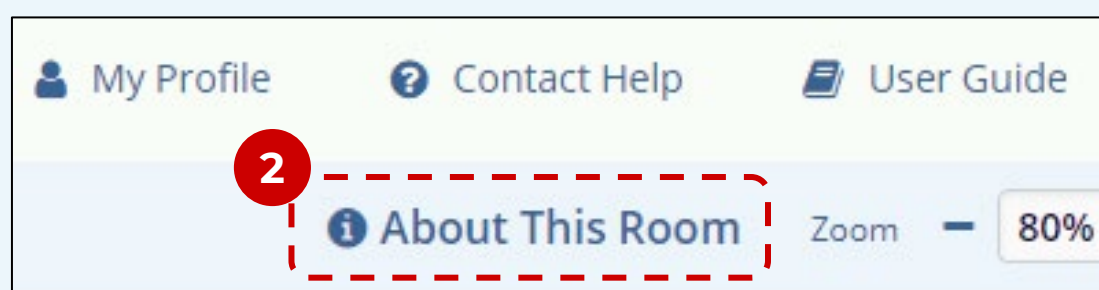
- Admin
- Manager
- Editor
- Reader
- eTMF

Locating the inbox address

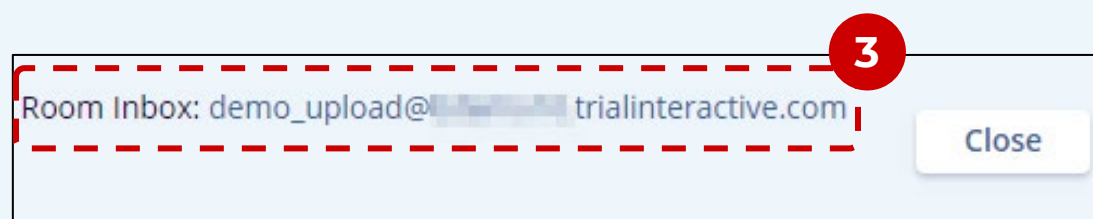
1 Log into the required eTMF room. Access the *User Name* menu.



2 Click on **About This Room**.

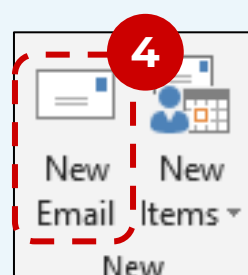


3 The inbox address will be displayed in the bottom ribbon, next to the *close window* button.

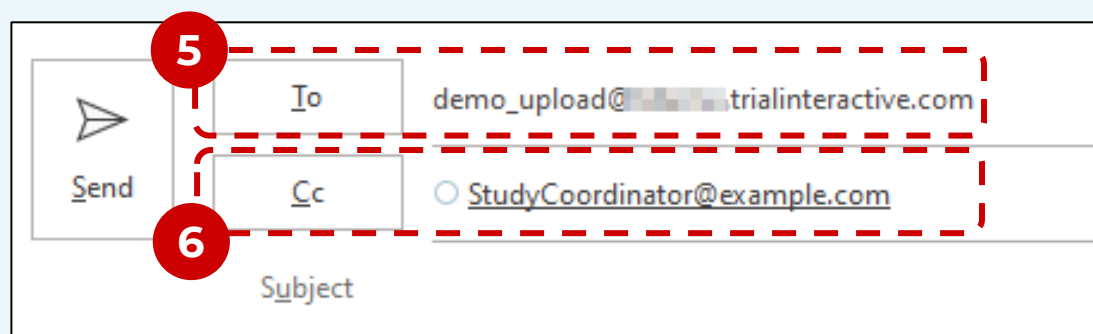


Submitting content to eTMF

4 Users can employ their preferred email service to send content.




5 Use the room inbox address as the recipient of your email (make sure no alteration is present).



6 You may copy other parties using the carbon copy function.

7 Attach the content you wish to send. Most document- and media-type files are accepted.



 Check with your eTMF team if compressed files are accepted. Mail size limits are enforced (currently max 1GB per upload).

8 Send your email. A receipt will be returned to you, detailing the processed attachments.

The submission status for the email listed below

Email Subject:
Sent: 10:24 AM ET
Sent By: [redacted]@transperfect.com
Study: Training Team eTMF 10_x2E_2
Site ID: 104

Document	Submission Status	Document ID	Comments
Certificate of Liability Insurance_pdf-r.pdf	Uploaded	58633	
FDF_19Jan2013.pdf	Uploaded	58634	
FDF_NoteToFile.pdf	Uploaded	58635	

If you need any further assistance, please forward this **receipt** email along with your queries.