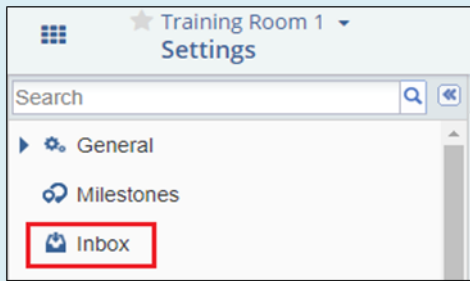
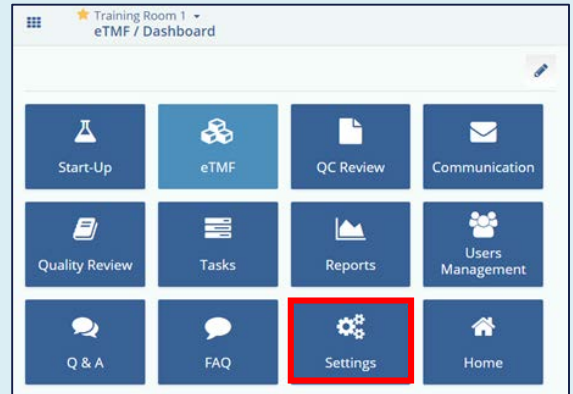


APPLICABLE TO:

- Administrators
- Editors
- Readers

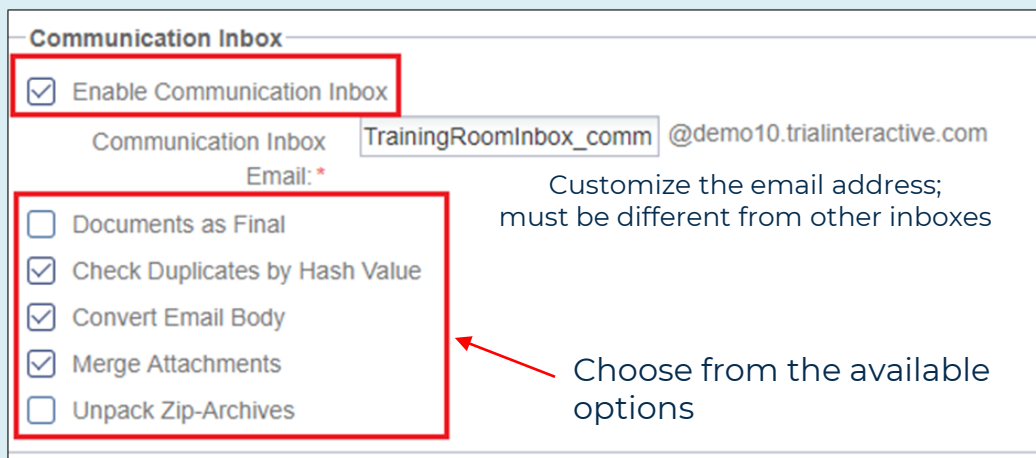
- eTMF
- Study Start-Up
- myTI

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



2. Click **Inbox**

3. Under Communication inbox, click the Enable box

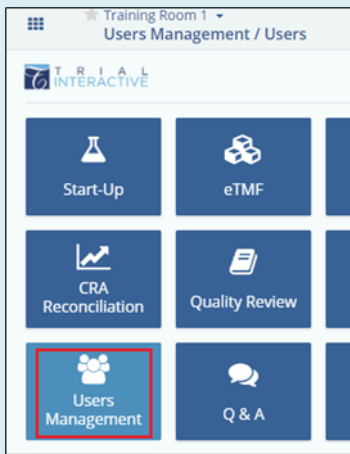
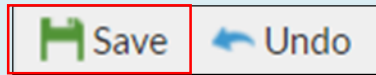


Note: The Communications inbox must be enabled by the Trial Interactive Super Admins (Service Desk) before it can be enabled here.

4. Select which emails 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: *

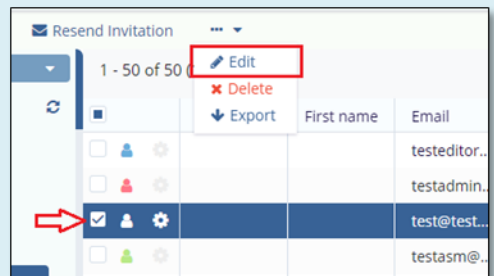
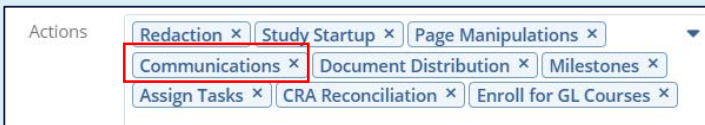
5. Click **Save**



6. Select **Users Management** from the Navigation Grid to update Actions in User Profiles for applicable users.

Note: Communications is not available to Reader level users. Communications is already enabled for Admin users.

7. Click **Edit**, then choose **Communications** from the Action List dropdown



8. Click **Save**

