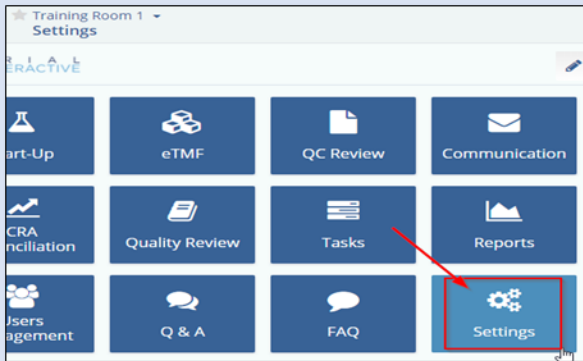


APPLICABLE TO:

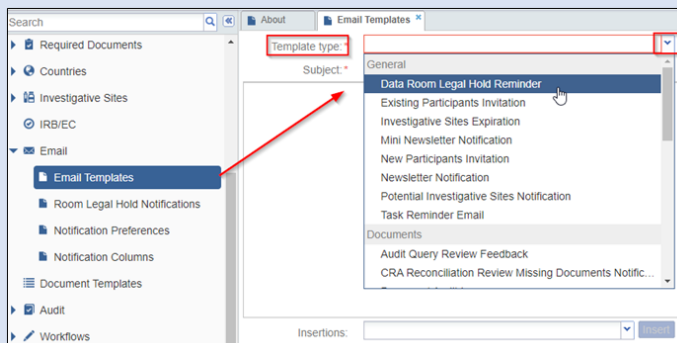
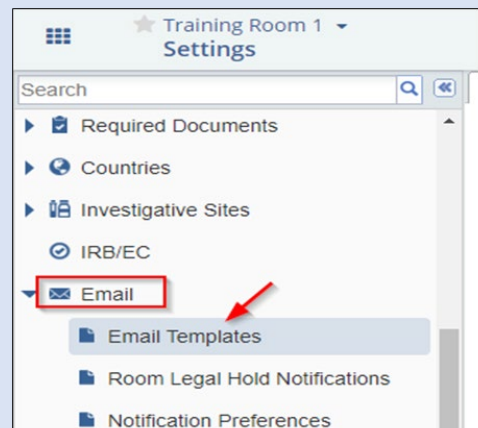
- Administrators
- Editors
- Readers

- eTMF
- Study Start-Up
- myTI



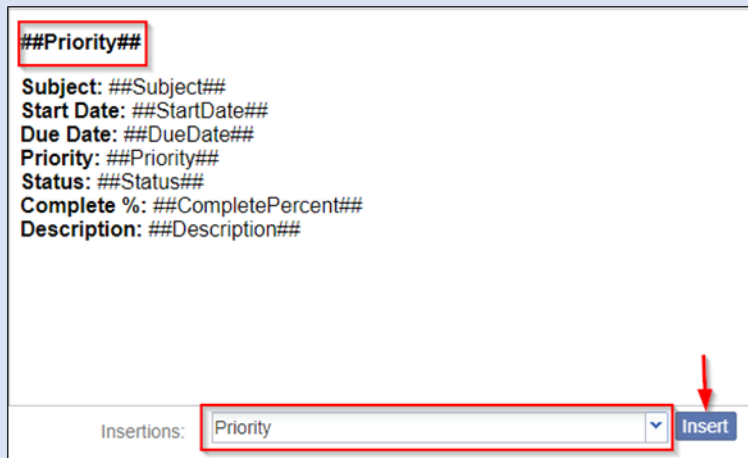
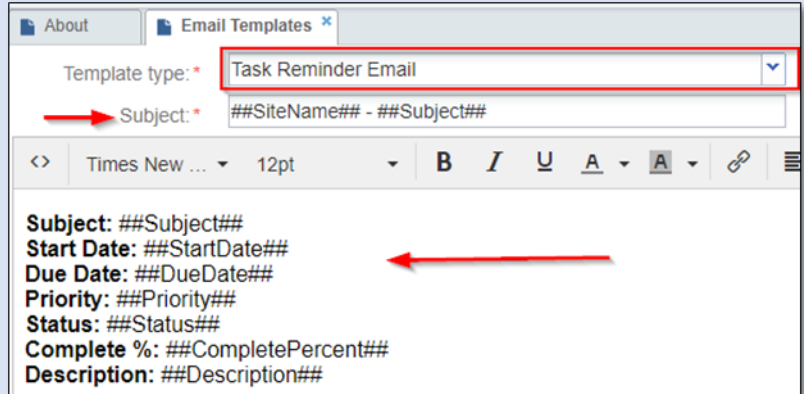
1. Enter the study room and click on **Settings** within the Navigation Grid at the top left.

2. Expand the **Email Menu** and choose the sub-menu **Email Templates**.



3. Choose your **Template Type** from the drop-down menu.

4. Modify the required **Subject field** and **email body** with insertions or free text, as needed.



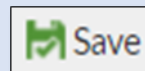
Insertions:

-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 updates.

