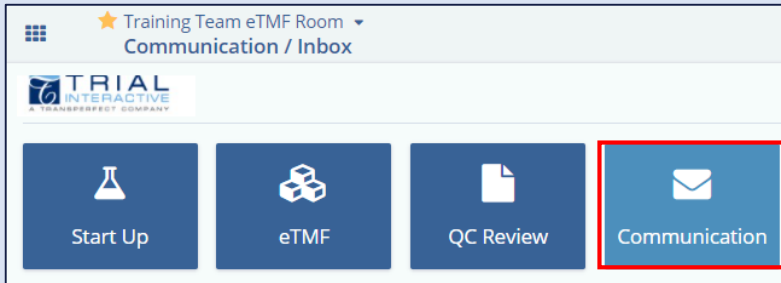


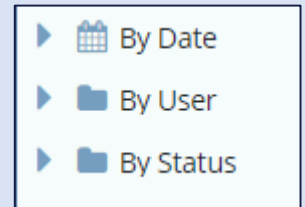
**APPLICABLE TO:**

- Administrators
- eTMF
- Room Managers
- Study Start-Up
- Editors
- myTI
- Readers



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



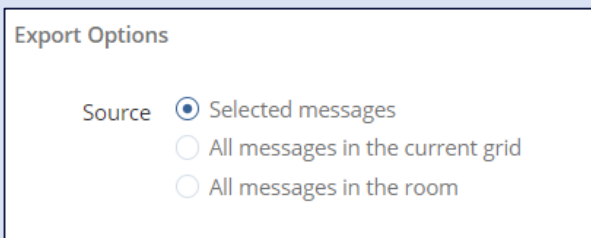
3. Select the communication(s) you wish to export by checking the box, then click **Export** at the top.



1 - 11 of 18 (1 selected)

<input type="checkbox"/>	Sent Date	Title
<input checked="" type="checkbox"/>	02 Oct 2020	Test window for St...
<input type="checkbox"/>	24 Aug 2020	Demo email for Eva

4. Choose the appropriate source, then click **Export**.



5. When finished, be sure to get the **Job Result**.

