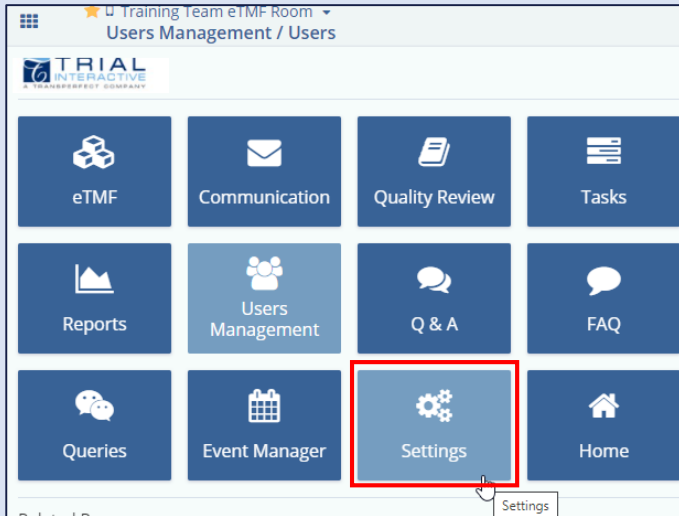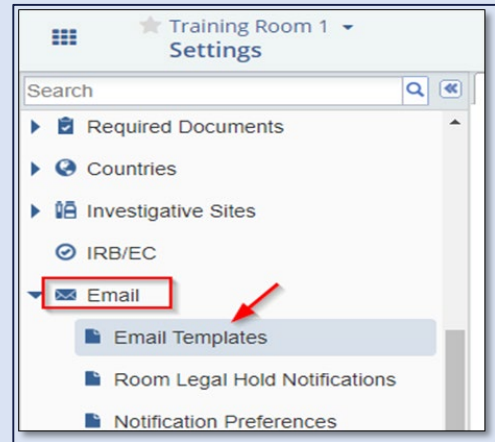**TRIAL INTERACTIVE**

APPLICABLE TO:

- ● Administrators
- ○ Room Managers
- ○ Editors
- ○ Readers

- ● eTMF
- ● Study Start-Up
- ○ myTI

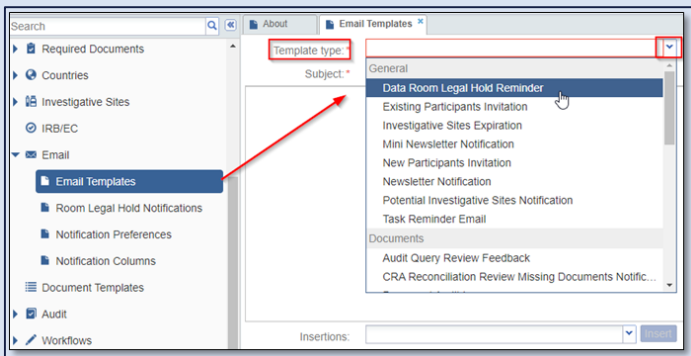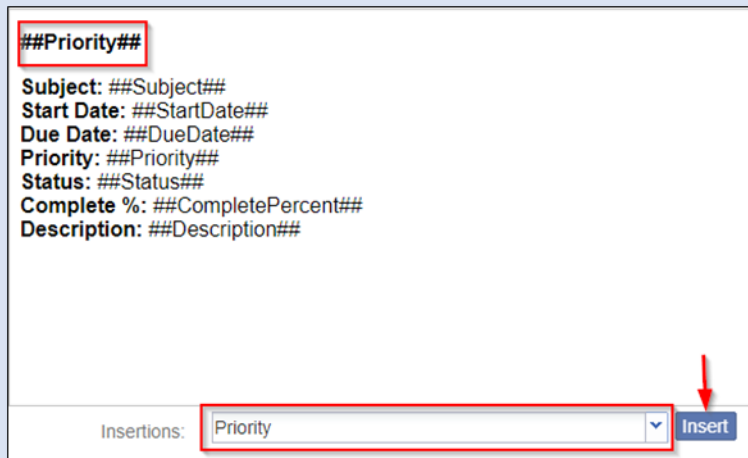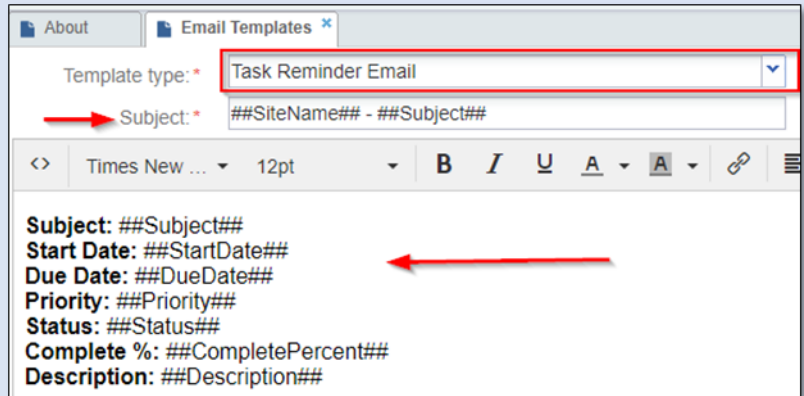**1. Enter the study room and click on Settings within the Navigation Grid at the top left.**

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

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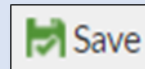
TRANSPERFECT

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.