
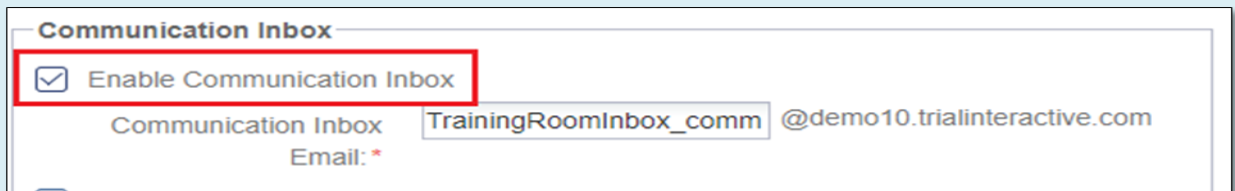


APPLICABLE TO:

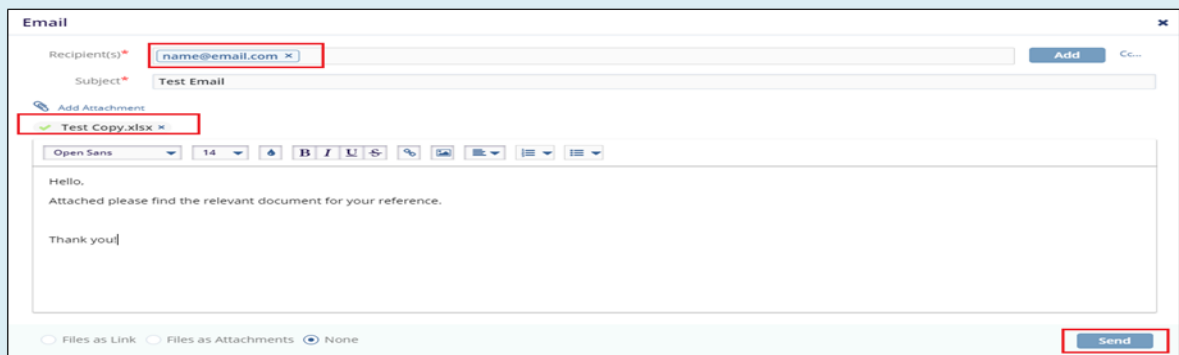
- Administrators
- Editors
- Readers

- eTMF
- Study Start-Up
- myTI

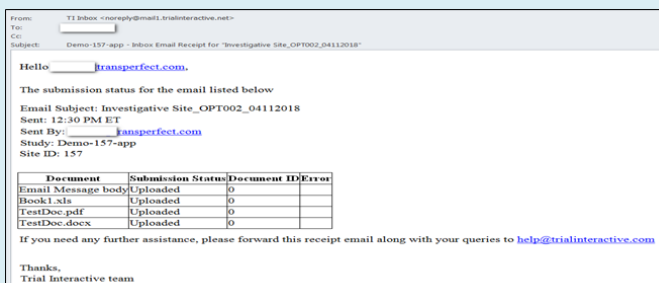
 Note: Prior to sending documents to the Trial Correspondence Inbox, the Communication module must be enabled. Also, the Communications Inbox must be configured by the room Administrators in the **Settings** menu.



1. Study staff (e.g., Sponsor, CRO, Manager, etc.) can send study emails to the Trial Correspondence Inbox with or without attachments.



2. The email sender will receive a confirmation email from the room upon receipt of the email.



See related job aid:  
How to Mark Communication as Relevant or Non-Relevant