

How to Export Emails from the Communications Module TI v 10.3

APPLICABLE TO:

- AdministratorsRoom ManagersEditorsEditorseTMFStudy Start-Up



1. Log into a room and select the **Communication** module within the Navigation Grid.

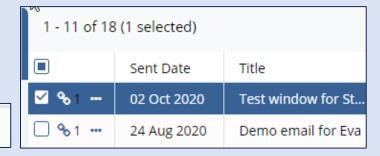
2. From the **Inbox**, choose the appropriate folder from which you want to export communications from





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





Source Selected messages
All messages in the current grid
All messages in the room

Room: Training Team eTMF Room
Finished
Operation was successfully completed!

Get Job Result

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

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