APPLICABLE TO:

- ● Administrators
- ● Room Managers
- ● 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.
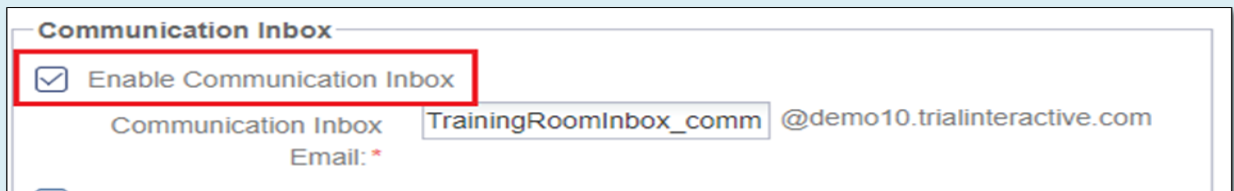
1. Study staff (e.g., Sponsor, CRO, Manager, etc.) can send study emails to the Trial Correspondence Inbox with or without attachments.
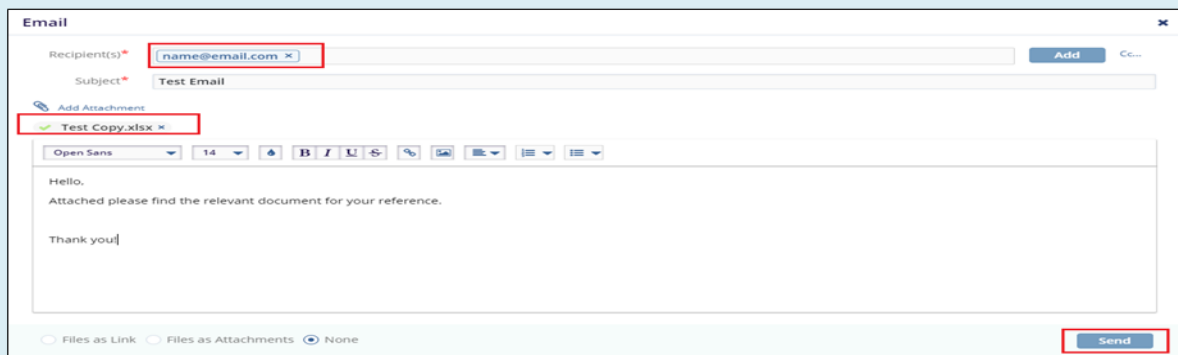
2. The email sender will receive a confirmation email from the room upon receipt of the email.
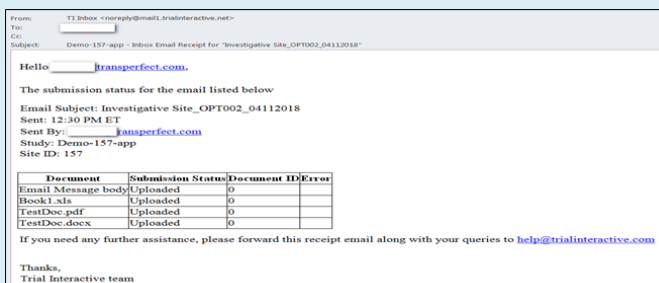
See related job aid:
How to Mark Communication as
Relevant or Non-Relevant