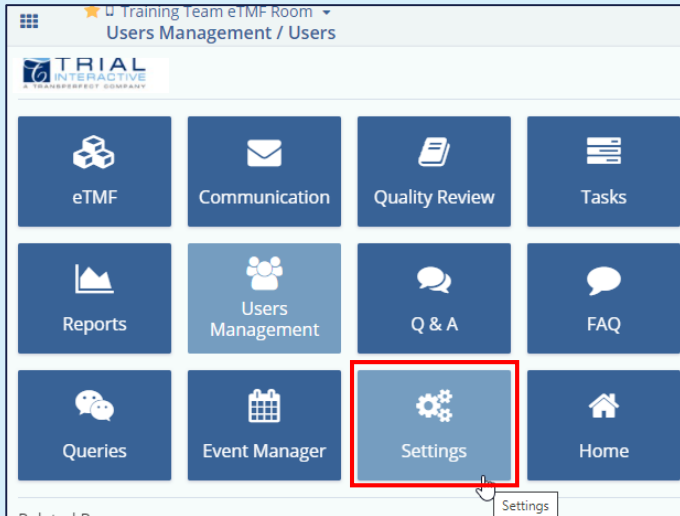


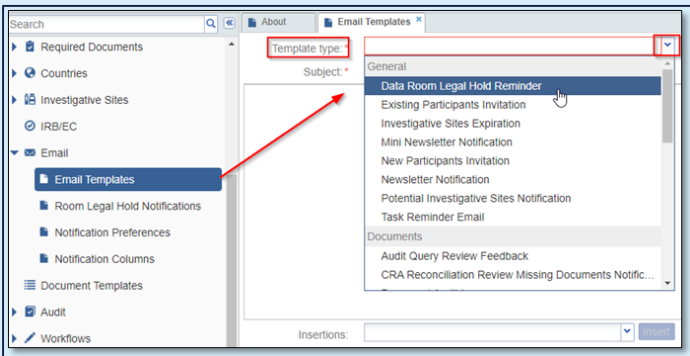
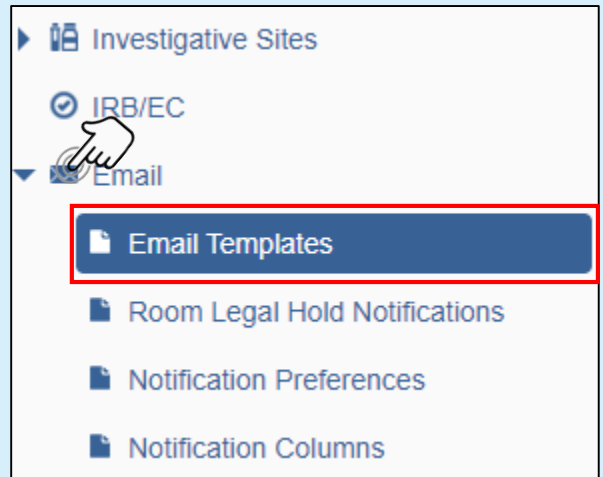
### APPLICABLE TO:

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



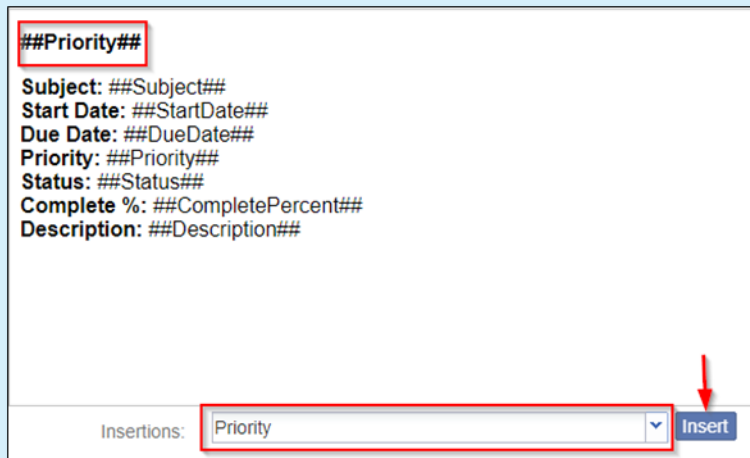
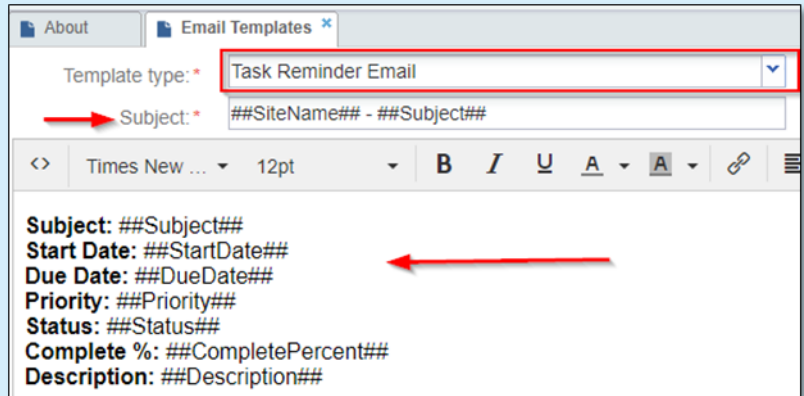
1. Enter the desired study room and click on **Settings** within the Navigation Grid at the top left.

2. In the navigation tree on your left, expand the **Email** category Menu and choose the sub-menu **Email Templates**.



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

4. Modify the **Subject** field and **email body** with insertions (see below) 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 template updates.

