

- APPLICABLE TO:
- ☒ Admin

☐ Manager

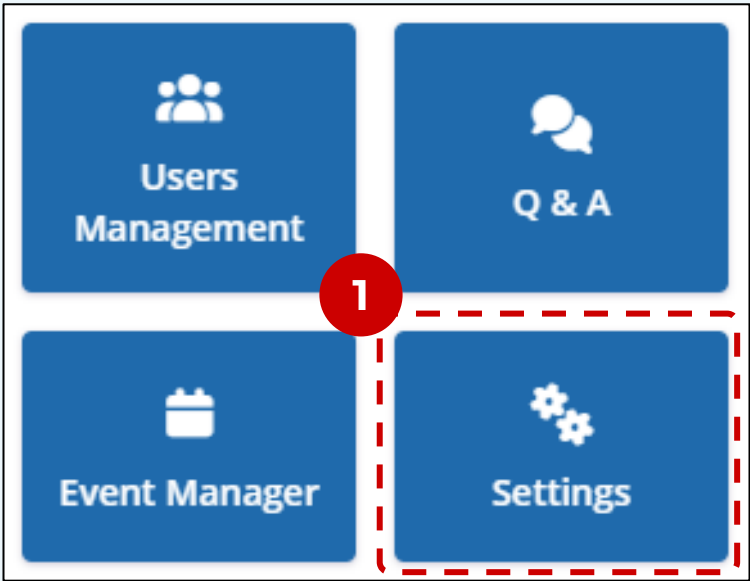
☐ Editor

☐ Reader

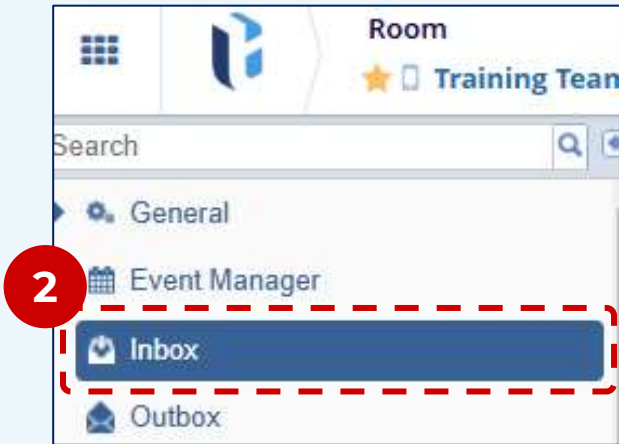
☒ eTMF

☒ Collaborate

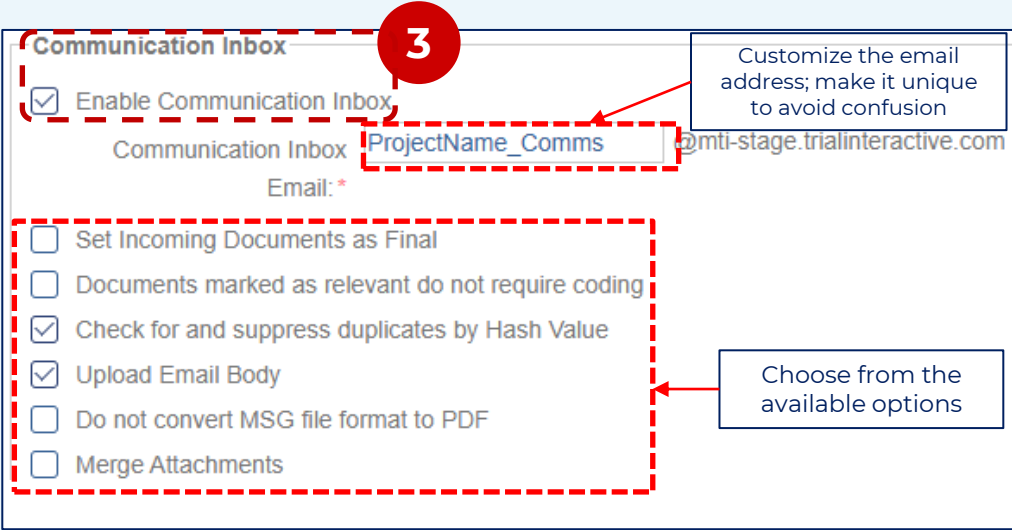
1 Enter a room and click on **Settings** within the Navigation Grid or module selector.



2 Click on **Inbox** from the menu on the left.

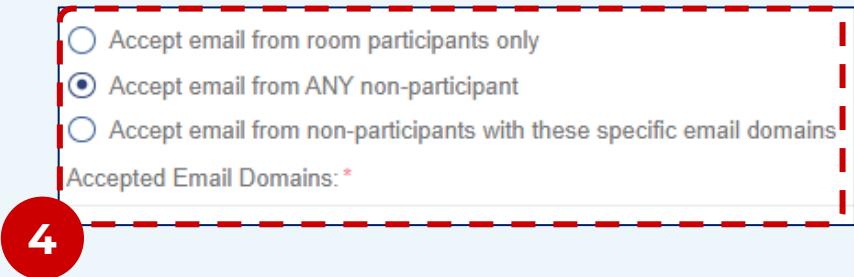


3 Under Communication Inbox, click the **Enable** box. Set up your preferences (examples in the image beside).

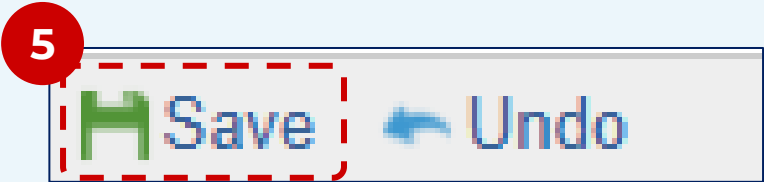


 The Communications Inbox must be configured by the Trial Interactive Service Desk before it appears in your Settings menu.

4 Select what email sources will be accepted. This choice applies to all incoming mails not just Communications.



**5** Once you complete setting up your inbox, click **Save** (at the bottom of the screen).

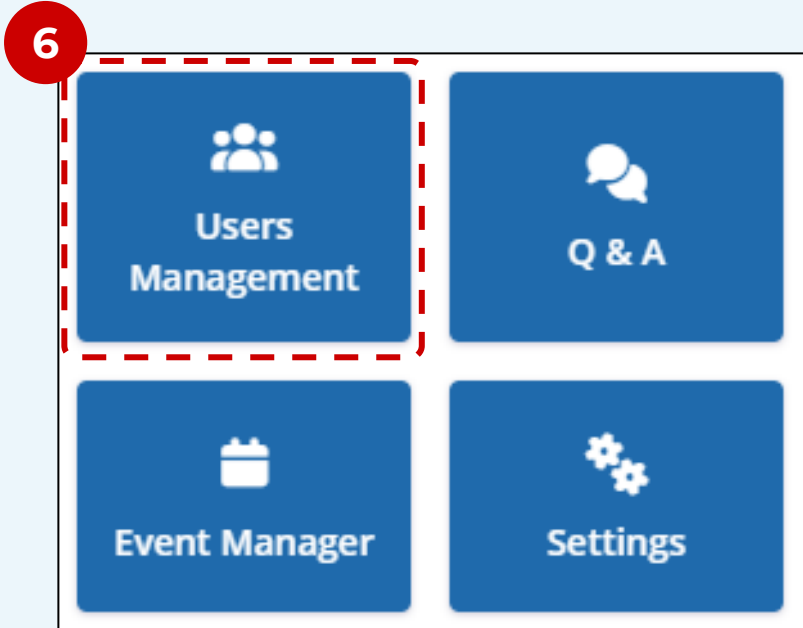


This section contains additional information about setting up users so that they can perform the necessary review of incoming communications.

**6** Select **Users Management** from the Navigation Grid to update **Actions** in **User Profiles**.  
This will allow you to assign access to the **Communication Module** to specific users.



The Communication module is not available to Reader users.  
Admins can access this module without any additional configuration.



**7** Double-click on a user's name, then choose **Communications** from the Action List dropdown, then click **Save**.

