


- APPLICABLE TO:
- Admin

Manager

Editor

Reader
- eTMF

SSU



Note: Prior to sending documents to the Trial Correspondence Inbox, the Communication module must be enabled by Service Desk. Subsequently, **Administrators** can configure the inbox to match preferences.

See Job Aid: [“How to Enable the Correspondence Inbox”](#).

Activating an inbox for correspondence enables parties involved with a study to submit information that may be relevant, without having to codify that information as documents - which may be outside their area of expertise.

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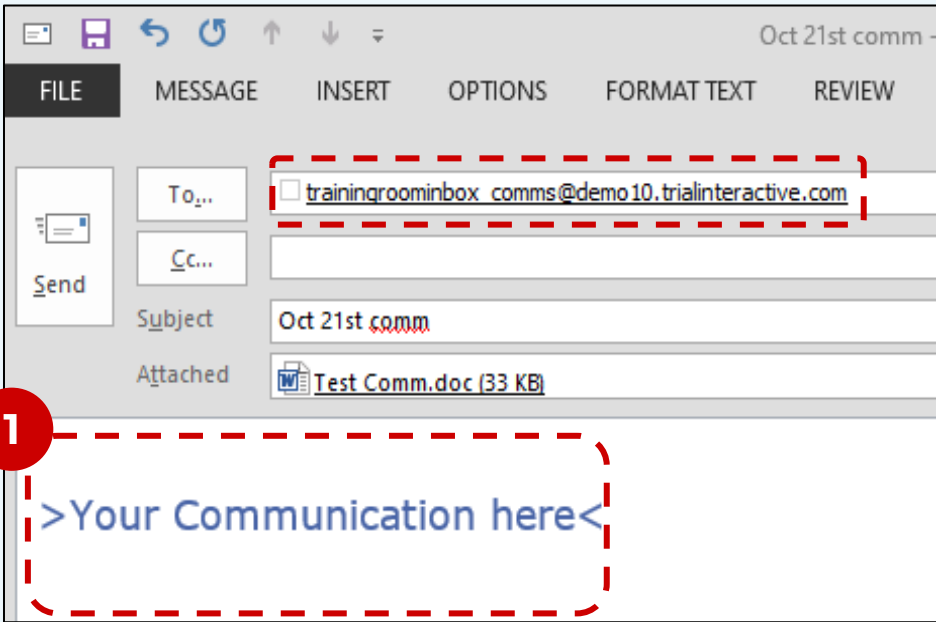
Staff can send email and other correspondence that may be relevant to the [Communications Inbox](#) for Rooms that have this enabled. Communications will then be evaluated by other users for relevance. You can use any email service provider to submit an email. Attachments are also allowed.

Send the communication as you would any email.



Unsure about the address to use? While logged into TI eTMF, click on your name and then on **About this Room**, the inbox will be listed at the bottom of the window. If you are not a registered user, contact the Owner of the eTMF for your study.

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