How to Enable the Communications Inbox

TRIAL INTERACTIVE

TI version 10.7

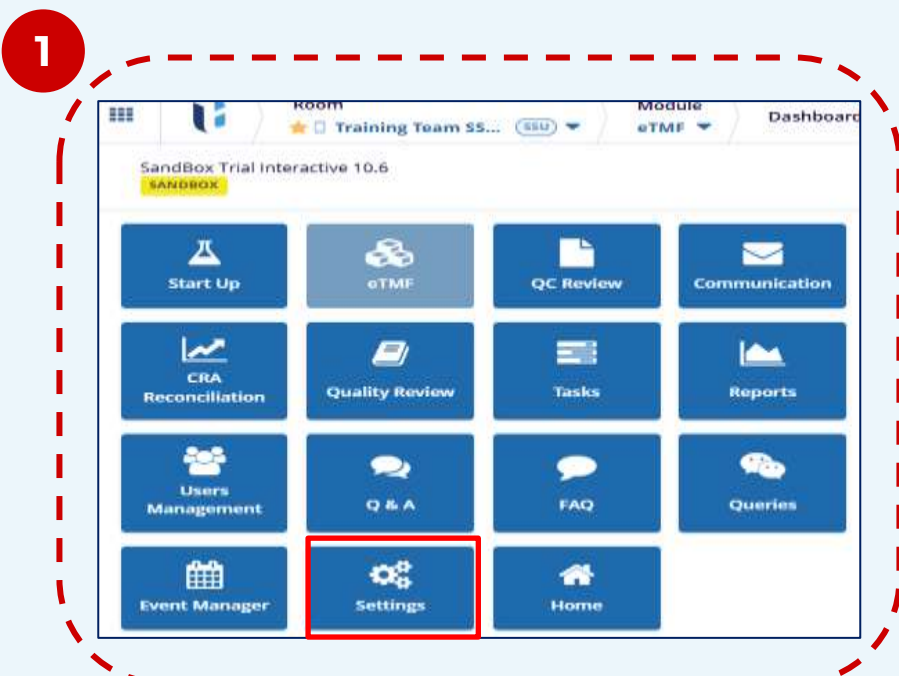**APPLICABLE TO:**
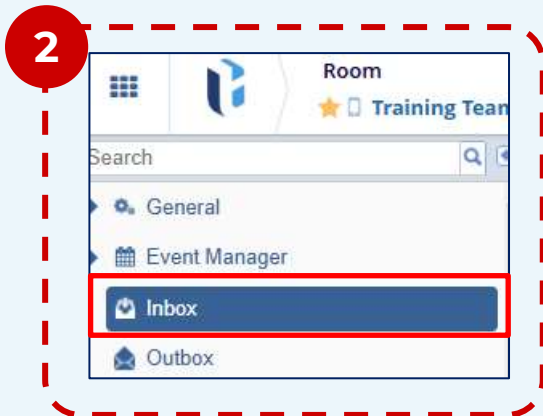
● Admin
○ Manager
○ Editor
○ Reader

● eTMF
○

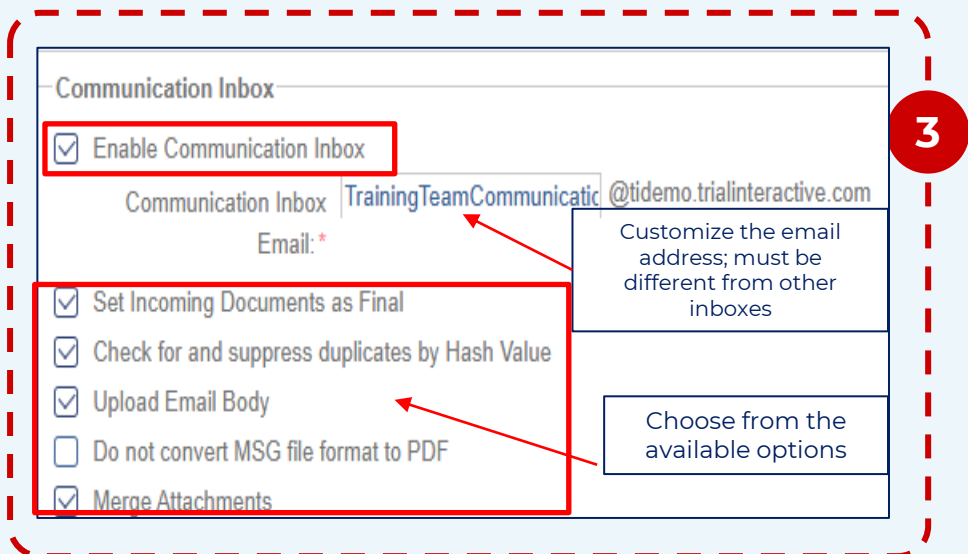**1** Enter a room and click on **Settings** within the Navigation Grid.

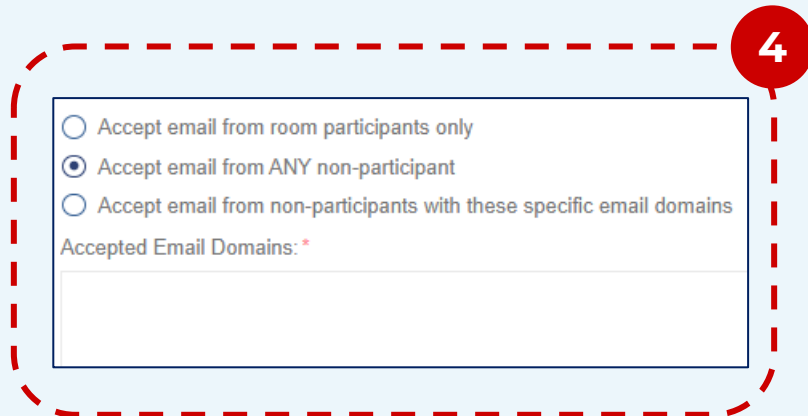**2** Click on **Inbox** from the menu on the left.

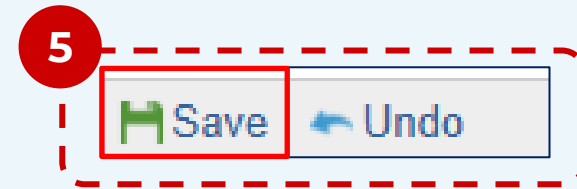**3** Under Communication Inbox, click the **Enable** box

The Communications Inbox must be enabled by the Trial Interactive Service Desk before it can be managed in your Settings menu.

**4** Select which email sources will be accepted. This choice applies to <u>all</u> room inboxes.

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5 Once you complete setting up your inbox, click **Save.**

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

The Communication module is not available to Reader-level users. It is enabled natively for Admin users.
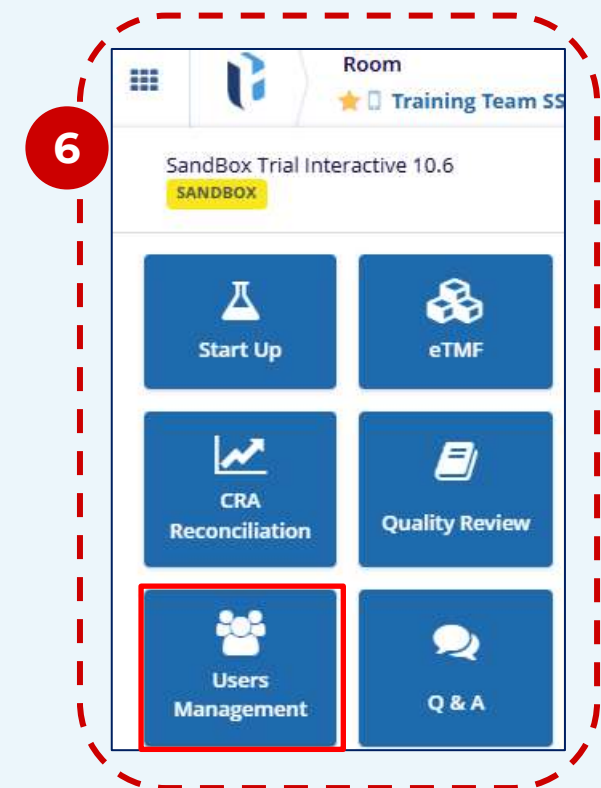
7 Click **Edit** for the desired user(s), then choose **Communications** from the Action List dropdown, then click **Save.**