

How to Export Emails from the Communication Module

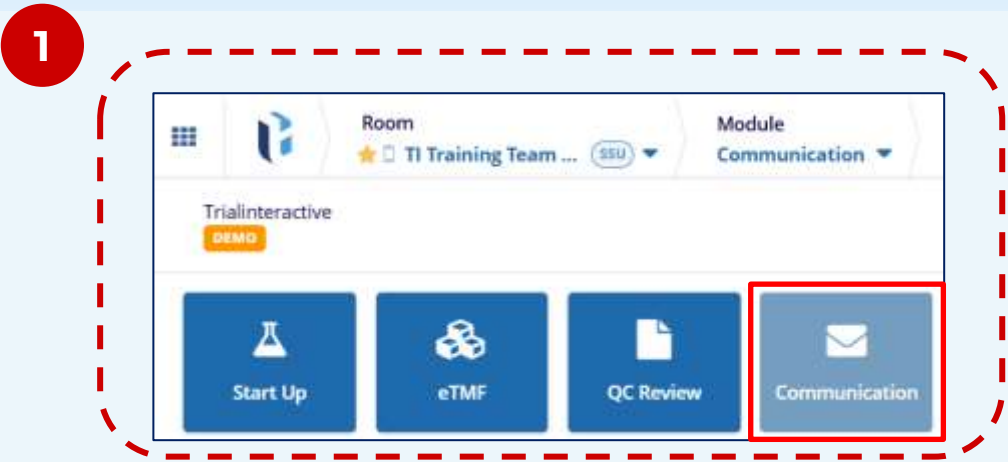
TI version 10.7

APPLICABLE TO:

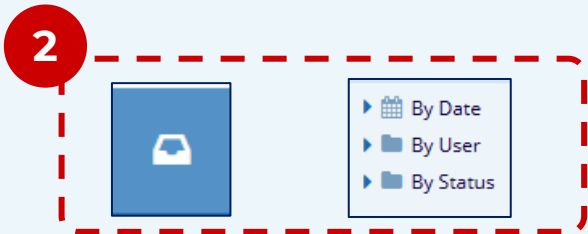
- Admin
- Manager
- Editor
- Reader

● eTMF

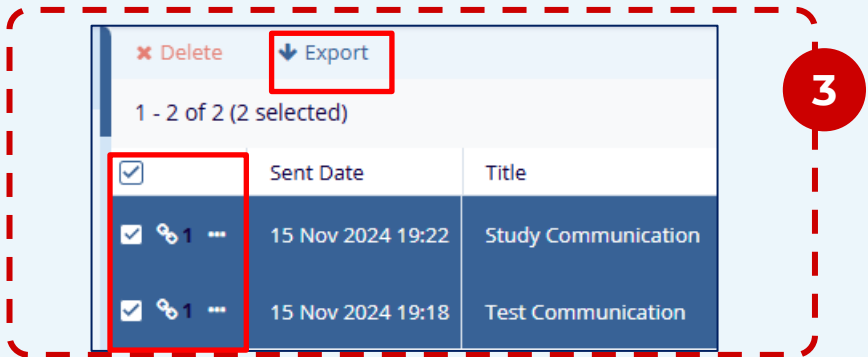
1 Log into a room and select the **Communication Module** within the Navigation Grid.



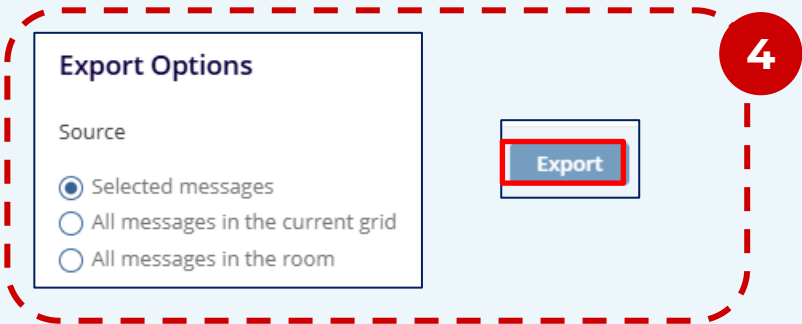
2 From the **Inbox**, choose the appropriate folder from which you want to export communications from.



3 Select the communication(s) you wish to export by checking the respective box(es), then click **Export** at the top.



4 Choose your preferred source. In this example, we're exporting the communications previously selected. Click **Export** to generate the job.



5 Once the job is finished click **Get Job Result** to execute the download

