How to Mail Documents To a Room

TI version 10.7

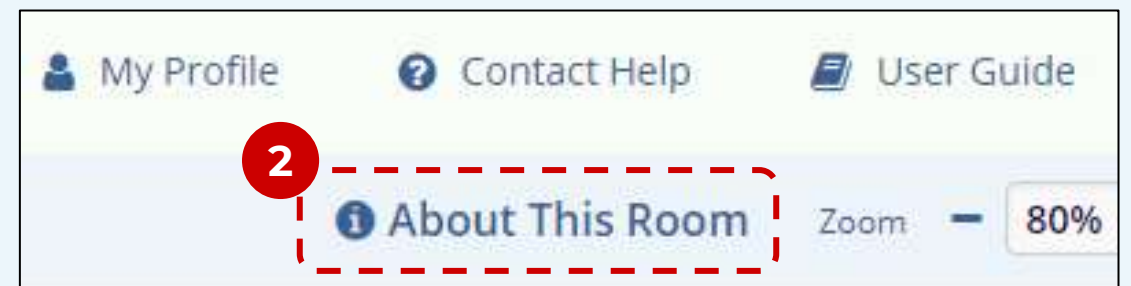**TRIAL INTERACTIVE**

APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader

- eTMF

Locating the inbox address

1 Log into the required eTMF room. Access the *User Name* menu.
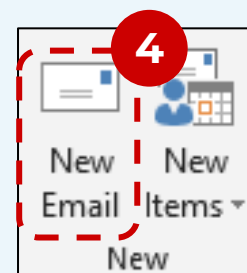
2 Click on **About This Room**.

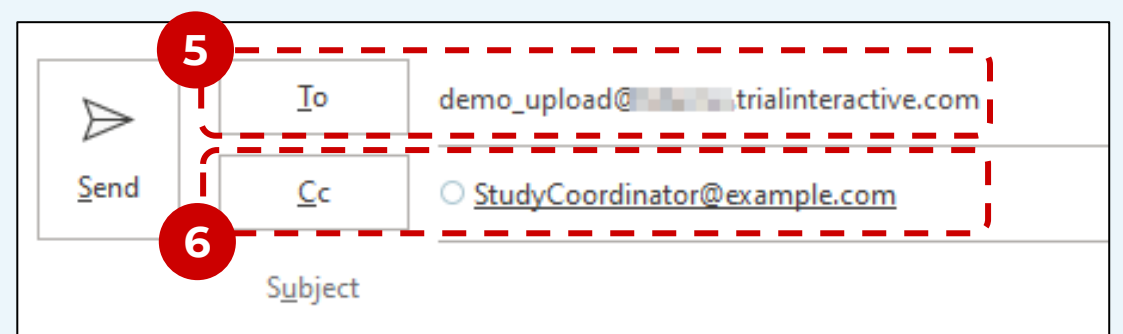**3** The inbox address will be displayed in the bottom ribbon, next to the *close window* button.

Submitting content to eTMF

4 Users can employ their preferred email service to send content.

5 Use the room inbox address as the recipient of your email (make sure no alteration is present).

6 You may copy other parties using the carbon copy function.

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7 Attach the content you wish to send. Most document- and media-type files are accepted.

Check with your eTMF team if compressed files are accepted. Mail size limits are enforced (currently max 1GB per upload).

8 Send your email. A receipt will be returned to you, detailing the processed attachments.

The submission status for the email listed below

Email Subject:
Sent: 10:24 AM ET
Sent By: ███████@transperfect.com
Study: Training Team eTMF 10_x2E_2
Site ID: 104

Document	Submission Status	Document ID	Comments
Certificate of Liability Insurance_pdf-r.pdf	Uploaded	158633	
FDF_19Jan2013.pdf	Uploaded	158634	
FDF_NoteToFile.pdf	Uploaded	158635	

If you need any further assistance, please forward this receipt email along with your queries

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