

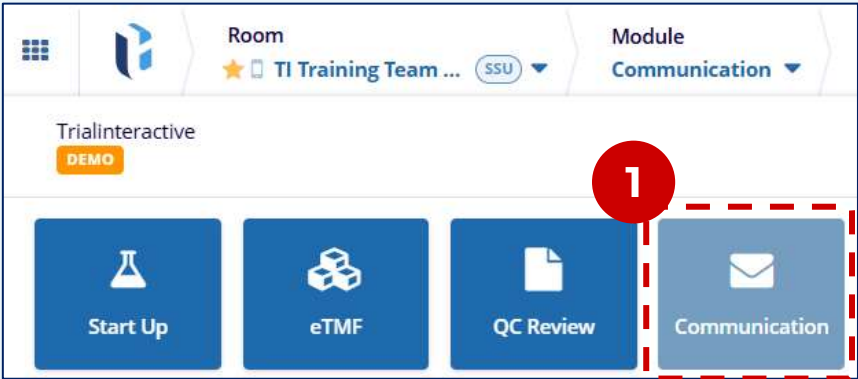
How to Export Emails from the Communication Module

TI version 10.8

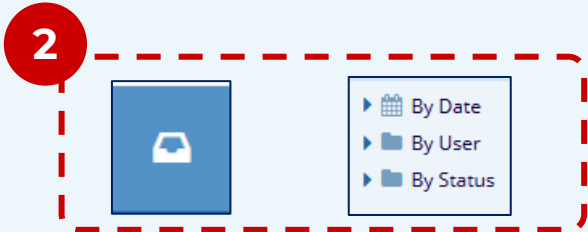
APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader
- eTMF
- Collaborate

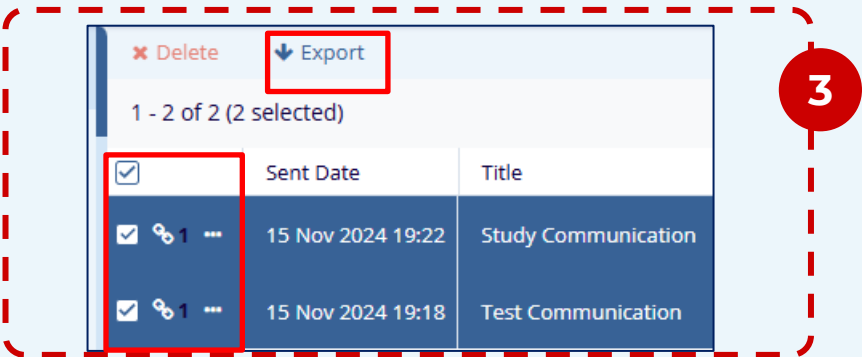
1 Log into a room and select the **Communication Module** within the Navigation Grid.



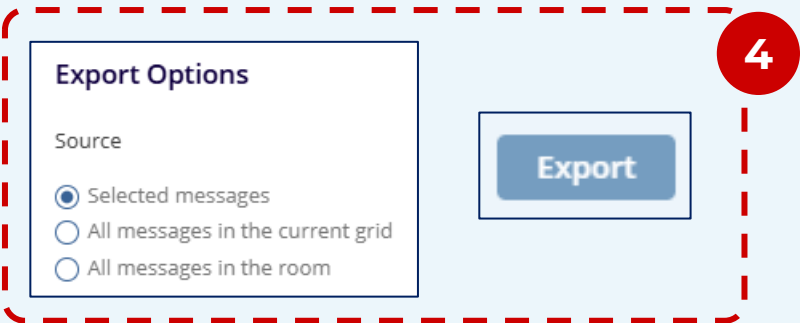
2 From the **Inbox**, choose the appropriate folder from which you want to export communications.



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 we previously selected. Click **Export** to generate the file(s) – button located at the lower end of the active window.



5 Once the file is loaded click **Get Job Result** to execute the download.

