

APPLICABLE TO:

- Admin
- eTMF
- Manager
- SSU
- Editor
-
- Reader

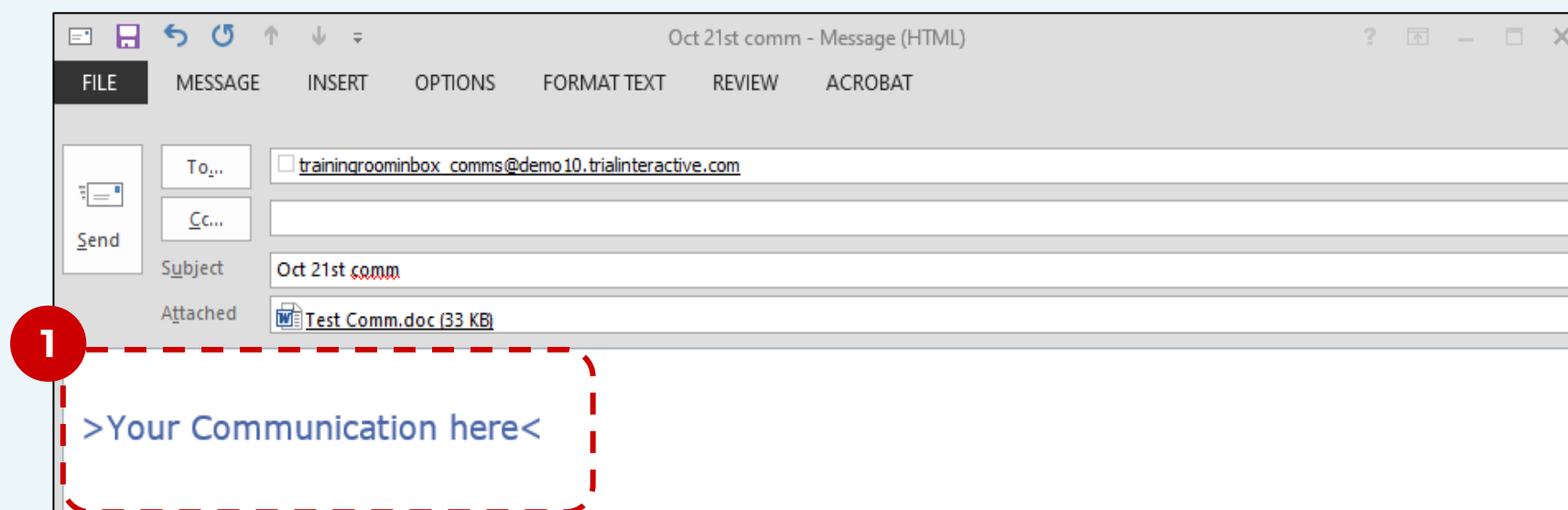


Note: Prior to sending documents to the Trial Correspondence Inbox, the Communication module must be enabled by Service Desk. Subsequently, **Administrators** must configure the inbox for use.

To do so, access [Settings](#) from the Navigation Grid and look for “Communications Inbox”. **Check the box** to enable the feature.



- 1** Staff can send email communications to the [Communications Inbox](#) for the chosen Study Room. Communications will be evaluated by other users. You can use any email service provider. Attachments are allowed.



- 2** The email sender will receive a confirmation of receipt.

To learn more about the Comms evaluation process, please see job aid: **How to Review Communications.**

