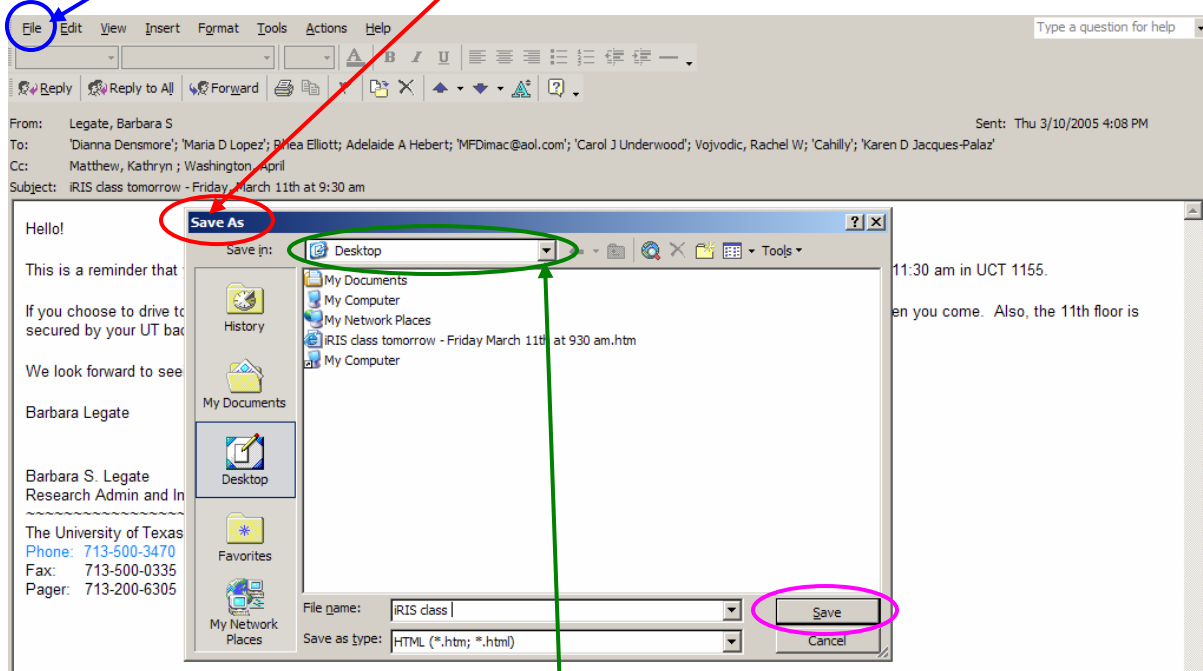


# Capturing External Email Messages



iRIS Support 713-500-3800

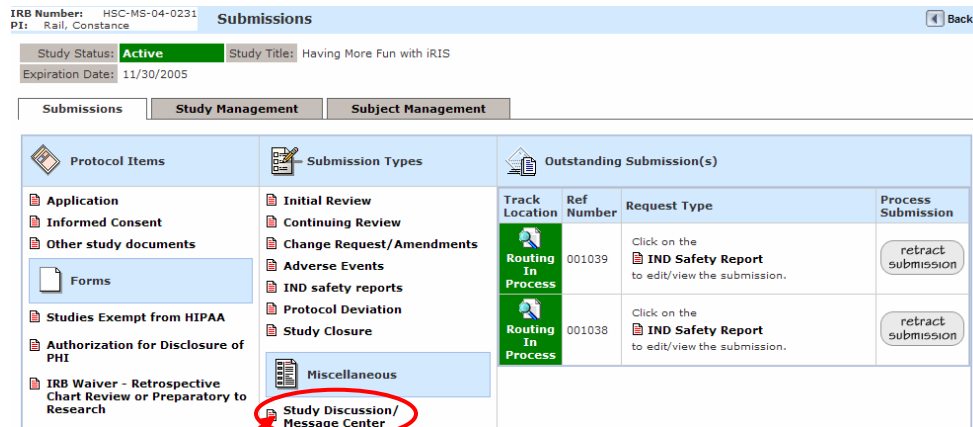
- When you open an email that you want to associate with one of your studies, under **File** in the menu bar select **Save As**.



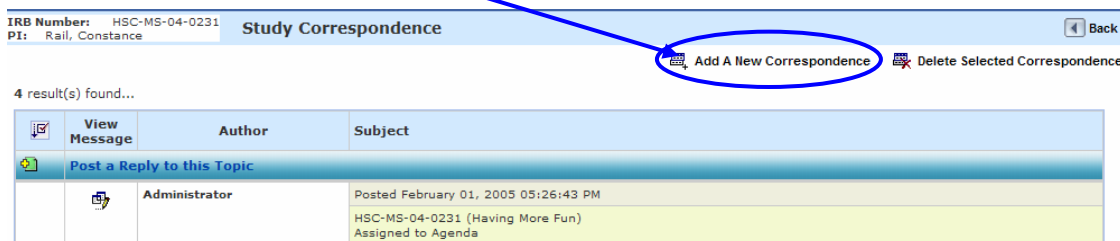
- Use the drop down arrow to select the **location** where you want to save the email and click **Save**.

## Option 1

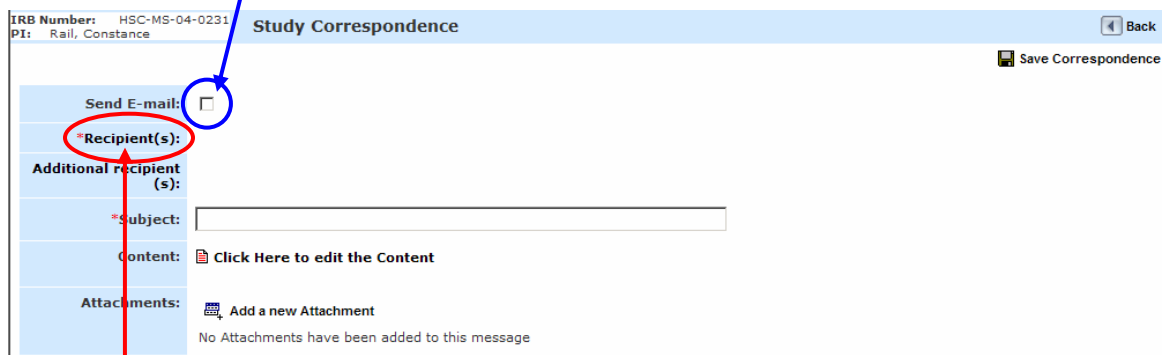
- This option saves the external email message in the Study Discussion Message Center with other email messages.
- Login to iRIS and open the study associated with the email message.



- Click **Study Discussion/Message Center**.
- Click **Add A New Correspondence**.



- Click the box to deselect **Send E-mail**. Normally when you send email in iRIS you want to leave the **Send E-mail** box selected to assure that the recipient gets the email both in iRIS and in their regular email account.



- Click **Recipient** to send the email to yourself in iRIS.

- Click the **box** in front of your name.

Correspondence contact Back

**Save Changes**

Contacts	Role	<input type="checkbox"/>	
<u>Key Study Personnel</u>	Principal Investigator	<input type="checkbox"/>	Rail, Constance
	Study Contact	<input type="checkbox"/>	Fall, Fannie
	Additional Coordinator	<input checked="" type="checkbox"/>	Fall, Fannie

- Click **Save Changes** in the top right corner of the screen.

- Type a **Subject** for the message and **Click here to edit the Content** if you want to put text in the message of the email.

**Save Correspondence**

Send E-mail:

\*Recipient(s): Fannie Fall

Additional recipient(s):

\*Subject: Email from Sponsor

Content: **Click Here to edit the Content**

Attachments: **Add a new Attachment**  
No Attachments have been added to this message

- Click **Add a new Attachment** in order to attach the email message you saved from your UT email account.

- Type a **Title** for the attachment.

Add Attachment Back

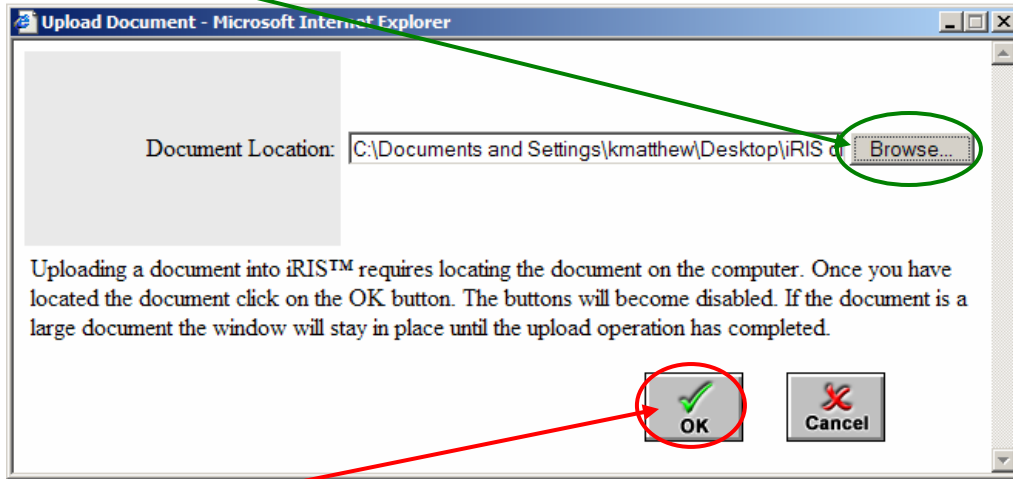
**Save And Return**

\*Title: Sponsor Letter

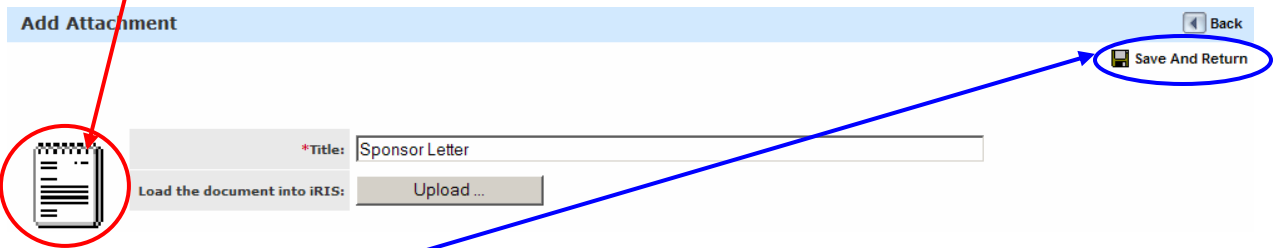
Load the document into iRIS: **Upload...**

- Click **Upload**.

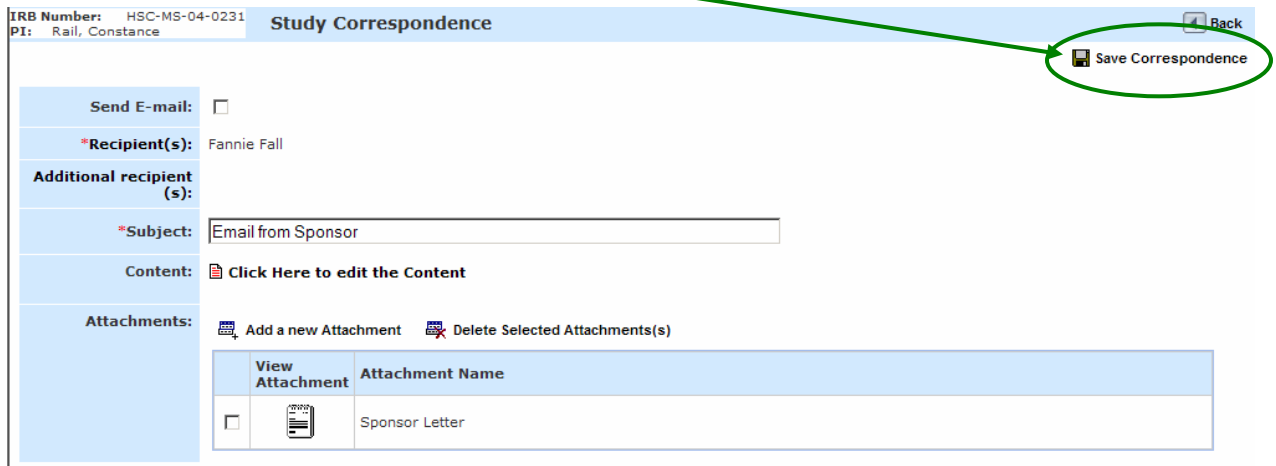
- Click **Browse** to locate the document.



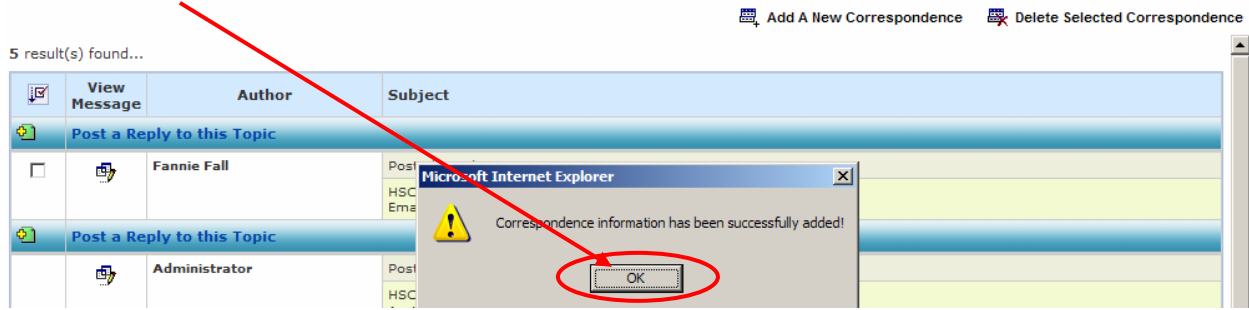
- Click **OK**.
- This **icon** indicates that you have uploaded the document.



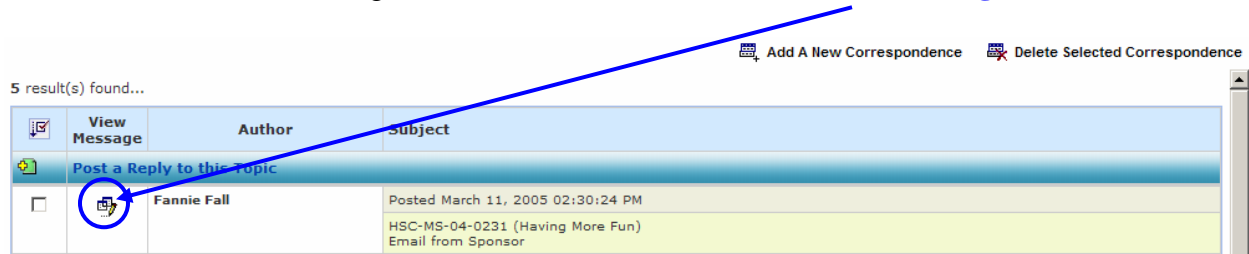
- Click **Save and Return**.
- Click **Save Correspondence**.



- Click **OK**.

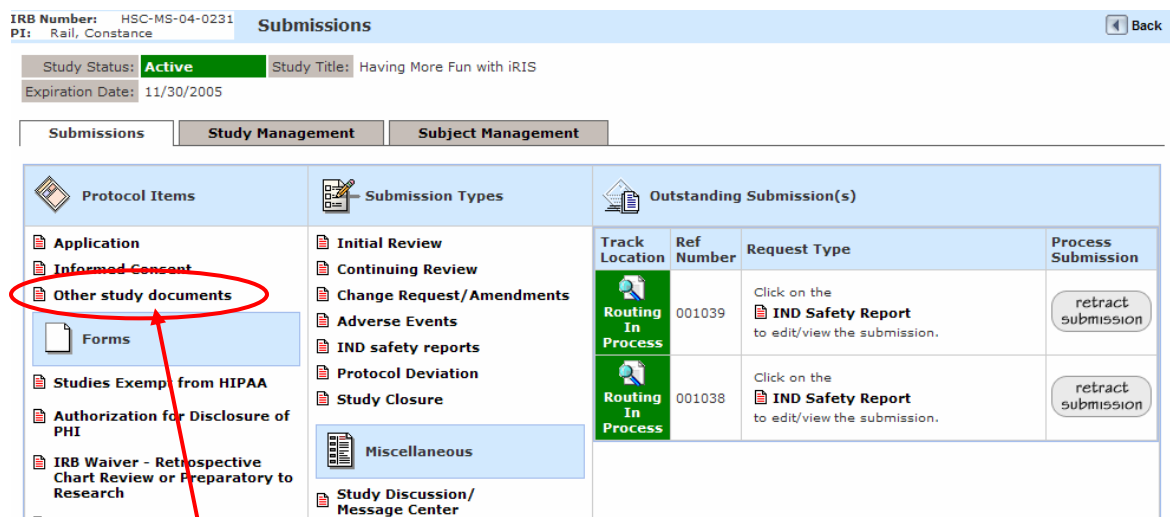


- To view the email message and the attachment click on the **View Message** icon.



## Option 2

- This option saves the external email message in the Other Study Documents with other study documents.
- Login to iRIS and open the study associated with the email message.



- Click **Other Study Documents**.

- Click **Add New Document**.

IRB Number: HSC-MS-04-0231 Study Documents Back

PI: Rail, Constance Add New Document Delete Selected Document(s)

List of electronic documents associated with this study.

6 result(s) found...

Edit/View	View File	Version	Title	Last Modified by	Date Modified	Create a Revised Document
		1.0	SPONSOR REPORT	Fannie Fall	03/09/2005	

- Type a **title** for the document. Note that you can also type a description of the document if that is useful to you.

Add a document associated with this study.

\*Title: Sponsor Email

Version: 1.0

Description:

Load the document into iRIS Upload ... Save Document

- Click **Upload**.

- Browse** to locate the document.

Upload Document - Microsoft Internet Explorer

Document Location: C:\Documents and Settings\kmatthew\Desktop\iRIS\... Browse...

Uploading a document into iRIS™ requires locating the document on the computer. Once you have located the document click on the OK button. The buttons will become disabled. If the document is a large document the window will stay in place until the upload operation has completed.

OK Cancel

- Click **OK**.

- This **icon** indicates that you have uploaded the document.

Add a document associated with this study.

\*Title: Sponsor Email

Version: 1.0

Description:

Load the document into iRIS: Upload ...

Save Document

- Click **Save Document**.

- Click **OK**.

List of electronic documents associated with this study.

7 result(s) found...

<input type="checkbox"/>	Edit/View	View File	Version	Title	Last Modified by	Date Modified	Create a Revised Document
<input type="checkbox"/>			1.0	Sponsor Email	ie Fall	03/11/2005	Add Revision
<input type="checkbox"/>			1.0	SPONSOR REPORT	ie Fall	03/09/2005	Add Revision

Microsoft Internet Explorer

Study Document information has been successfully added!

OK

- Other Study Documents is where iRIS stores all of the study documents you attach to your submissions.