



HOW TO CREATE NEW SHARED MAILBOX?

1. Login to your account as an Organization administrator and navigate to the Organization page and click on the Manage Mailboxes button.

Organization Details

Name	Wingstein and Dragger Attorneys of Law	View More Organization Details
Website		
Organization Email	info@wingstein.com	
Contact Name	Tiju Issac	
Contact Number	1154525255	
Organization Type	Public	
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States	

[Add Members](#) [Edit Organization](#) [Manage Administrators](#) [Manage Mailboxes](#)

2. Click on the “Add Mailbox” button.

Manage Mailboxes

Organization: Wingstein and Dragger Attorneys of Law [Help](#)

[Add Mailbox](#)

Search

Enter Mailbox(es) [Search](#)

Name	Email	Created On	Actions
There are no mailboxes in this organization.			



3. Fill all the required data in the form and click the 'Save' button to create the mailbox.

Add Mailbox

[Help ?](#)

Name *

Email *

Agency *

ARB

BRB

ECAB

Case Types *

Search and Select Case Types

OALJ

Select any Agency

Description

Xyz

Status *


Select the Status.



eFile and eServe

- A new shared mailbox is created.

Manage Mailboxes

 Shared Mailbox ABCD shared mailbox has been added successfully

Organization: Wingstein and Dragger Attorneys of Law

[Help](#) 

[Add Mailbox](#)

Search

Enter Mailbox(es)

[Search](#)

Name	Email	Created On	Actions
Shared Mailbox ABCD	sharedmailbox1@gmail.com	10/14/2020 - 02:39 EST	Edit