



HOW TO ADD MEMBERS IN 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 mailbox name from the table.

Manage Mailboxes

Organization: Wingstein and Dragger Attorneys of Law

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[Add Mailbox](#)

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[Search](#)

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



3. The mailbox details page is displayed. Click on the “Manage Members” button.

Mailbox Details

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

Agency - Case Type List

ECAB

FECA

Manage Members

Name	Email	User Type	Actions
There are no users added to this mailbox.			

4. Click on the Add Member link against the member to be added to the mailbox.

Manage Members

Organization: Wingstein and Dragger Attorneys of Law Help ?

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

Members

Search



5. Add Member confirmation will be displayed. Also the “Add Member” link against the added member changes to “Remove”.

Manage Members

- Added Carol Max to the mailbox Shared Mailbox ABCD
- An email notification has been sent to Carol Max at caroltester001@gmail.com.
- An email notification has been sent to the organization administrator(s).

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[Help](#)

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

Members

Search

Name	Email	User Type	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	07/14/2020 - 03:57 EST	Remove
Tiju Issac	tijutester123@gmail.com	Attorney	10/14/2020 - 02:05 EST	Add Member