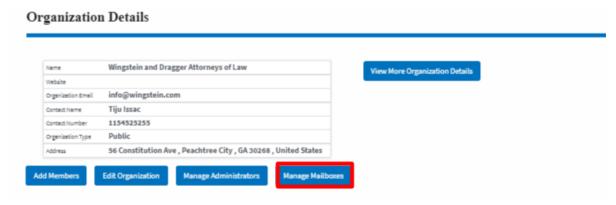


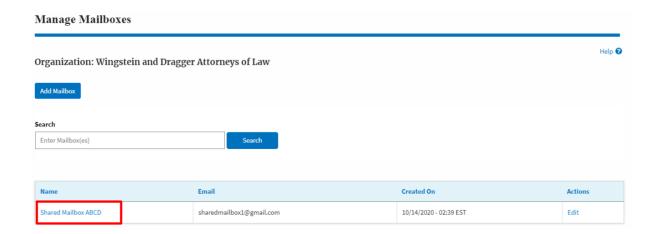
## eFile and eServe

## HOW TO REMOVE MEMBERS FROM SHARED MAILBOX?

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



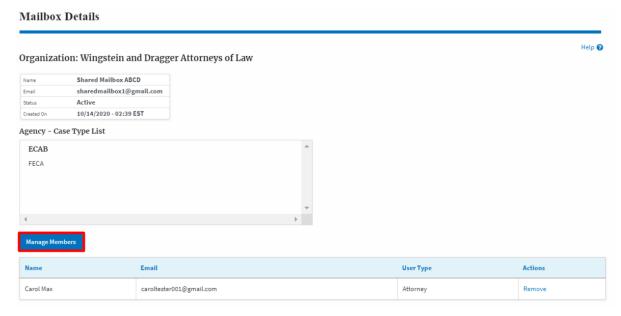
2. Click on the mailbox name from the table.



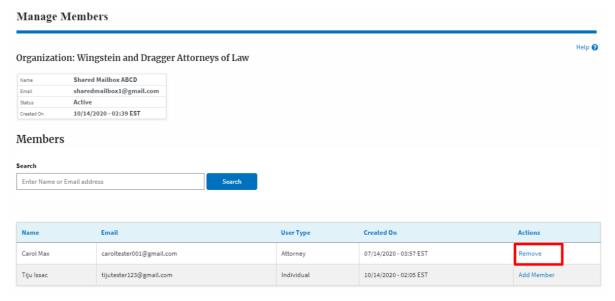


## eFile and eServe

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



4. Click on the Remove link against the member to be removed from the mailbox. a confirmation pop-up will be displayed. Confirm the pop-up.





## eFile and eServe

5. Remove Member confirmation will be displayed. Also the "Remove" link against removed member changes to "Add Member".

