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

Manage Members

- Removed Carol Max from the mailbox Shared Mailbox ABCD
  - An email notification has been sent to Carol Max at carolmax001@gmail.com.
  - An email notification has been sent to the organization administrator(s).