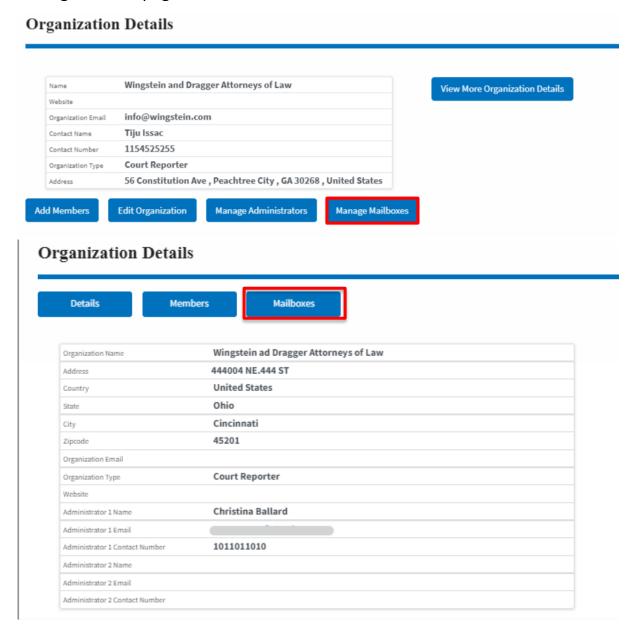


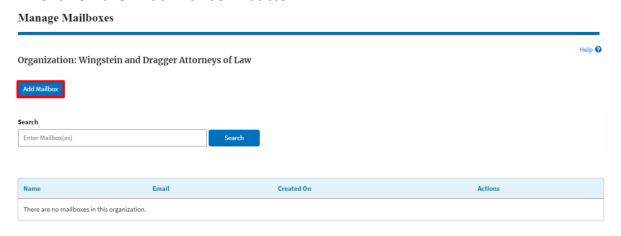
HOW TO CREATE A NEW SHARED MAILBOX?

1. Log in to your account as an organization administrator and navigate to the Organization page and click on the Mailboxes button.





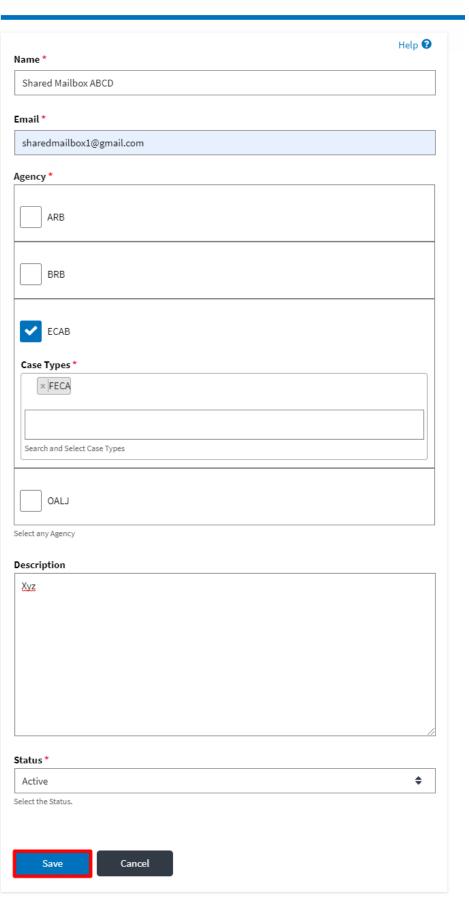
2. Click on the "Add Mailbox" button.



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



Add Mailbox





4. A new shared mailbox is created.

