



## HOW TO CREATE A NEW SHARED MAILBOX?

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



Organization Name	People's Choice Law Firm
Address	554004 NE.444 ST
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	
Organization Type	Public
Website	
Administrator 1 Name	Claire Cooper
Administrator 1 Email	
Administrator 1 Contact Number	
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	

2. Click on the “Add Mailbox” button.

### Manage Mailboxes

Organization: Wingstein and Dragger Attorneys of Law

[Help](#)

[Add Mailbox](#)

Search

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

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



## Add Mailbox

**Name \*** Help ?

**Email \***

**Agency \***

ARB

BRB

ECAB

**Case Types \***

Search and Select Case Types

OALJ

Select any Agency

**Description**

Xyz

**Status \***

Select the Status.

**Save** **Cancel**

4. A new shared mailbox is created.



# eFile and eServe

## 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	<a href="#">Edit</a>