



HOW TO CREATE A NEW SHARED MAILBOX?

1. Login to your account as an Organization administrator and navigate to the Organization's Mailboxes button.

Organization Details

Details Members **Mailboxes**

Organization Name	People's Trusted Law Firm
Address	1010101 NE , 111th place , 11 G
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	peoples_trusted_law_firm@ohio.com
Organization Type	Trusted
Website	
Administrator 1 Name	Del User Nine
Administrator 1 Email	deluser9@ohio.com
Administrator 1 Contact Number	9999999999
Administrator 2 Name	Claire Cooper
Administrator 2 Email	cc@ohio.com
Administrator 2 Contact Number	6666666666

2. Click on the "Add Mailbox" button.

Manage Mailboxes

Organization: People's Trusted Law Firm Help ?

Add Mailbox

Search

Enter Mailbox(es)

Name	Email	Created On	Actions
------	-------	------------	---------



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.



eFile and eServe

- A new shared mailbox is created.

Manage Mailboxes

✓ Shared Mailbox ABCD shared mailbox has been added successfully

Organization: People's Trusted Law Firm

Add Mailbox

Search

Enter Mailbox(es)

Search

Name	Email	Created On	Actions
Shared Mailbox ABCD		10/14/2020 - 02:39 EST	Edit