



## HOW TO ADD MEMBERS IN SHARED MAILBOX?

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

### Organization Details

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Details   Members   **Mailboxes**

Organization Name	Wingstein ad Dragger Attorneys of Law
Address	444004 NE.444 ST
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	
Organization Type	Court Reporter
Website	
Administrator 1 Name	Christina Ballard
Administrator 1 Email	
Administrator 1 Contact Number	1011011010
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	

2. Click on the mailbox name from the table.

### Manage Mailboxes

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Organization: Wingstein and Dragger Attorneys of Law Help ?

[Add Mailbox](#)

Search

Enter Mailbox(es)

Name	Email	Created On	Actions
<b>Shared Mailbox ABCD</b>	sharedmailbox1@gmail.com	10/14/2020 - 02:39 EST	Edit



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

## Mailbox Details

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Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

Agency - Case Type List

ECAB

FECA

**Manage Members**

Name	Email	User Type	Actions
There are no users added to this mailbox.			

4. Click on the Add Member link against the member to be added to the mailbox.

## Manage Members

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Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

### Members

Search



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

## Manage Members

- Added Carol Max to the mailbox Shared Mailbox ABCD
- An email notification has been sent to Carol Max at caroltester001@gmail.com.
- An email notification has been sent to the organization administrator(s).

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[Help](#)

Name	Shared Mailbox ABCD
Email	sharedmailbox1@gmail.com
Status	Active
Created On	10/14/2020 - 02:39 EST

## Members

Search

 

Name	Email	User Type	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	07/14/2020 - 03:57 EST	<a href="#">Remove</a>
Tiju Issac	tijutester123@gmail.com	Attorney	10/14/2020 - 02:05 EST	<a href="#">Add Member</a>