



## HOW TO ADD MEMBERS IN SHARED MAILBOX?

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

Details	Cases	Appeals	Members	Mailboxes
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	[REDACTED]			
Administrator 1 Contact Number	[REDACTED]			
Administrator 2 Name				
Administrator 2 Email				
Administrator 2 Contact Number				

2. Click on the mailbox name from the table.

### Manage Mailboxes

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>

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



# eFile and eServe

## Mailbox Details

Organization: Wingstein and Dragger Attorneys of Law

Help

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.			

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

## Manage Members

Organization: Wingstein and Dragger Attorneys of Law

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="#">Add Member</a>
Tiju Issac	tijutester123@gmail.com	Attorney	10/14/2020 - 02:05 EST	<a href="#">Add Member</a>

- 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).

[Help](#)

Organization: Wingstein and Dragger Attorneys of Law

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>