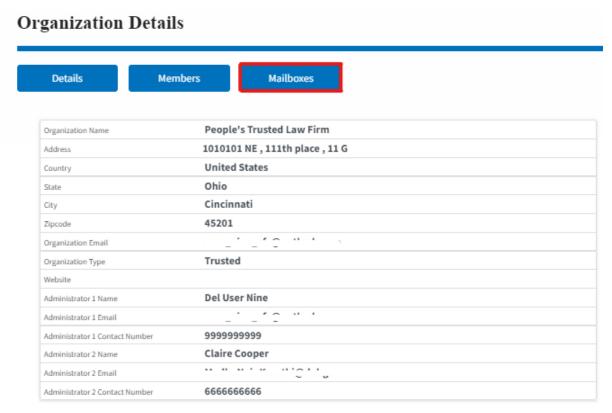


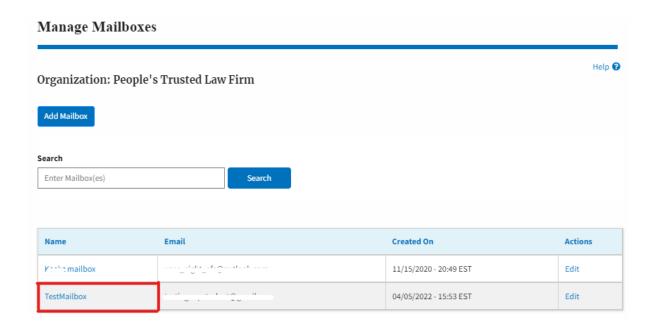
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HOW TO ADD MEMBERS IN SHARED MAILBOX?

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



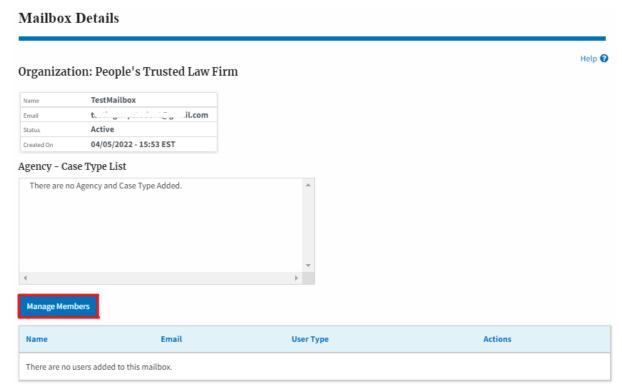
2. Click on the mailbox name from the table.



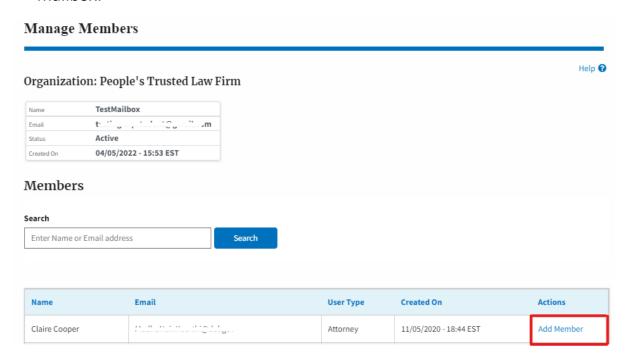


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3. The mailbox details page is displayed. Click on the "Manage Members" button.



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





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

