

## HOW DO EDIT THE USER TYPE OF MEMBERS OF AN ORGANIZATION?

 Log in to your account as an Organization Administrator and navigate to the Organization's All Members page. Click on the Edit link to edit the User Type (Attorney/Individual) of the member.

All Member	s								
Details	Members	Mailboxes							
Name	Wingstein ad Drag	gger Attorneys of Law							
Website									
Organization Email	Christian Dollard								
Contact Name	Christina Ballard								
Contact Number	Court Poportor								
Organization Type		Lipited States							
Address	444004 NE.444 SI	, United States							
Add Members	Edit Organization	Manage Administrato	ors						
dministrator	s								
Name	Email			User Type		User Role		Created On	
Tiju Issac 💄	tijutester123@	)gmail.com		Attorney		Court Reporter	-	10/14/2020 - 0	2:05 EST
Enter Name or Email	Email	Search	User1	Type	User Role		Created On		Actions
Swotha Suppy	Email		User Type		User Role		10/12/2020 04/20 EST		Edit   Pomovo
	tijuteter123@mail.com		Attorney		Court Reporter		10/14/2020 - 02:05 EST		Luit Keniove
Tiju issac 🦲	ujutester 125@gmail.com		Attorney Court R		соыткеро	20/21/2020-02:00			
oin Requests									
Enter Name or Email		Search							
Name	Email	User Type		User Rol	e		Created On		Actions
There are no join reques	ts to this organization.								
ote: Red colored emails s	show a mismatch with the	e organization domain.							
Pre-Approved	Members								
mail									
Enter Email Address		Search							
Email		St	atus			Created On			Actions



2. The user will be directed to the Edit User Info page.

## Edit User Info

ame	нер 😈
Swetha Sunny	
mail	
swethatester001@gmail.com	
ser Type	
<i>"</i>	•

3. Change the User Type of the member and click on the Update User button.

## Edit User Info

Swetha Sunny Email swethatester001@gmail.com User Type	Swetha Sunny Email swethatester001@gmail.com User Type Individual	Name	Help 😧
Email swethatester001@gmail.com User Type	Email swethatester001@gmail.com User Type Individual	Swetha Sunny	
swethatester001@gmail.com User Type	swethatester001@gmail.com User Type Individual	Email	
User Type	User Type	swethatester001@gmail.com	
	Individual \$	User Type	



4. A confirmation message will be displayed and in the Active Members table the user type of the member changes.

## All Members User Type updated for the profile (swethatester001@gmail.com) Details Members Mailboxes Name Wingstein ad Dragger Attorneys of Law Website Organization Email Contact Name Christina Ballard 1011011010 Contact Number Court Reporter Organization Type Address 444004 NE.444 ST , United States Add Members Edit Organization Manage Administrato Administrators Name Email User Type User Role Created On Tiju Issac 💄 tijutester123@gmail.com Court Reporter 10/14/2020 - 02:05 EST Attorney **Active Members** Name or Email Enter Name or Email User Role Created On Name Email User Type Actions Swetha Sunny swethatester001@gmail.com ndividual Court Reporter 10/13/2020 - 04:29 EST Edit | Remove Tiju Issac 💄 tijutester123@gmail.com Attorney Court Reporter 10/14/2020 - 02:05 EST Join Requests Name or Email Enter Name or Email Name Email User Type User Role Created On Actions There are no join requests to this organization. Note: Red colored emails show a mismatch with the organization domain. Pre-Approved Members Email Enter Email Address Email Status Created On Actions digger@gmail.com PENDING 10/16/2020 Remove