



HOW TO REMOVE MEMBERS FROM SHARED MAILBOX?

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

Organization Details

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

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	Edit



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

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
Carol Max	caroltester001@gmail.com	Attorney	Remove

- Click on the Remove link against the member to be removed from the mailbox. a confirmation pop-up will be displayed. Confirm the pop-up.

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	Remove
Tiju Issac	tijutester123@gmail.com	Attorney	10/14/2020 - 02:05 EST	Add Member



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

Manage Members

- Removed Carol Max from 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).

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	Add Member
Tiju Issac	tijutester123@gmail.com	Attorney	10/14/2020 - 02:05 EST	Add Member