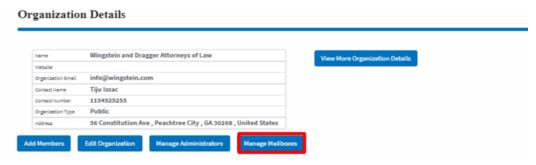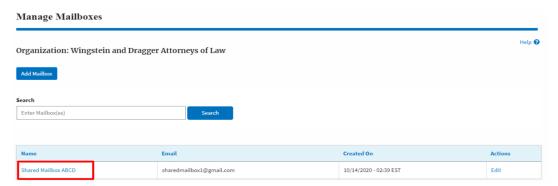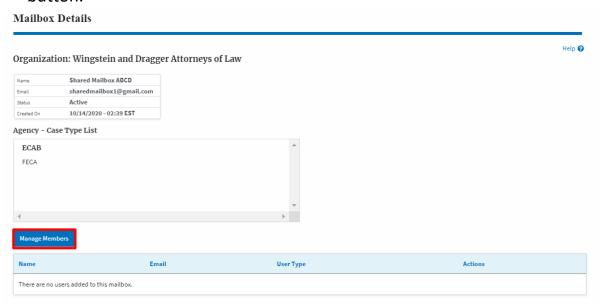# HOW TO ADD MEMBERS IN SHARED MAILBOX?

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

Organization Details

Name	Wingstein and Dragger Attorneys of Law
Website	
Organization Email	info@wingstein.com
Contact Name	Tiju Issac
Contact Number	1154525255
Organization Type	Public
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States

View More Organization Details

Add Members   Edit Organization   Manage Administrators   **Manage Mailboxes**

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

3. 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
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

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

Enter Name or Email address	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	Individual	10/14/2020 - 02:05 EST	Add Member

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).

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

Enter Name or Email address	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	Individual	10/14/2020 - 02:05 EST	Add Member