



HOW DO YOU EDIT THE USER TYPE OF A MEMBER?

1. Login to your account as an Organization administrator and navigate to the Organization page. Click on the Edit link to edit the User Type (Attorney/Individual) of the member.

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](#)

[Help ?](#)

Add Members

Edit Organization

Manage Administrators

Manage Mailboxes

Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac	tijutester123@gmail.com	Attorney	Public	10/14/2020 - 02:05 EST

Active Members

Name or Email

Search

Name	Email	User Type	User Role	Created On	Actions
Swetha Sunny	swethatester001@gmail.com	Attorney	Public	10/13/2020 - 04:29 EST	Edit Remove
Tiju Issac	tijutester123@gmail.com	Attorney	Public	10/14/2020 - 02:05 EST	

Join Requests

Name or Email

Search

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

Search

Email	Status	Created On	Actions
digger@gmail.com	PENDING	10/16/2020	Remove



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

Edit User Info

[Help ?](#)

Name

Email

User Type

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

Edit User Info

[Help ?](#)

Name

Email

User Type



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

Organization Details

✔ User Type updated for the profile (swthatester001@gmail.com)

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Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac	tijutester123@gmail.com	Attorney	Public	10/14/2020 - 02:05 EST

Active Members

Name or Email

Name	Email	User Type	User Role	Created On	Actions
Swetha Sunny	swthatester001@gmail.com	Individual	Public	10/13/2020 - 04:29 EST	Edit Remove
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Join Requests

Name or Email

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Pre-Approved Members

Email

Email	Status	Created On	Actions
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