



## HOW TO CREATE A NEW 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

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

[View More Organization Details](#)

[Add Members](#)

[Edit Organization](#)

[Manage Administrators](#)

[Manage Mailboxes](#)

### 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	



## eFile and eServe

2. Click on the “Add Mailbox” button.

### Manage Mailboxes

Organization: Wingstein and Dragger Attorneys of Law

[Help](#)

[Add Mailbox](#)

Search

Name	Email	Created On	Actions
There are no mailboxes in this organization.			

3. Fill in all the required data in the form and click the ‘Save’ button to create the mailbox.



## Add Mailbox

[Help ?](#)

**Name \***

**Email \***

**Agency \***

ARB

BRB

ECAB

**Case Types \***

x FECA

Search and Select Case Types

OALJ

Select any Agency

**Description**

Xyz

**Status \***

Active

Select the Status.

Save Cancel



## eFile and eServe

- A new shared mailbox is created.

### Manage Mailboxes

✓ Shared Mailbox ABCD shared mailbox has been added successfully

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