



HOW TO ADD MEMBERS IN SHARED MAILBOX?

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

Organization Details

Details Members **Mailboxes**

Organization Name	People's Trusted Law Firm
Address	1010101 NE , 111th place , 11 G
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	peoples@ptlf.com
Organization Type	Trusted
Website	
Administrator 1 Name	Del User Nine
Administrator 1 Email	deluser@ptlf.com
Administrator 1 Contact Number	9999999999
Administrator 2 Name	Claire Cooper
Administrator 2 Email	cc@ptlf.com
Administrator 2 Contact Number	6666666666

2. Click on the mailbox name from the table.

Manage Mailboxes

Organization: People's Trusted Law Firm Help ?

Add Mailbox

Search

Enter Mailbox(es)

Name	Email	Created On	Actions
Your mailbox	peoples@ptlf.com	11/15/2020 - 20:49 EST	Edit
TestMailbox	peoples@ptlf.com	04/05/2022 - 15:53 EST	Edit



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

Mailbox Details

Organization: People's Trusted Law Firm

[Help ?](#)

Name	TestMailbox
Email	testmailbox@ptl.com
Status	Active
Created On	04/05/2022 - 15:53 EST

Agency - Case Type List

There are no Agency and Case Type Added.
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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: People's Trusted Law Firm

[Help ?](#)

Name	TestMailbox
Email	testmailbox@ptl.com
Status	Active
Created On	04/05/2022 - 15:53 EST

Members

Search

Name	Email	User Type	Created On	Actions
Claire Cooper	cc@ptl.com	Attorney	11/05/2020 - 18:44 EST	Add Member



eFile and eServe

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

Manage Members

- Added Claire Cooper to the mailbox TestMailbox
- An email notification has been sent to Claire Cooper at MadhuNair.Keerthi@dol.gov.
- An email notification has been sent to the organization administrator(s).

[Help](#) ?

Organization: People's Trusted Law Firm

Name	TestMailbox
Email	testmailbox@peoplestrustedlawfirm.com
Status	Active
Created On	04/05/2022 - 15:53 EST

Members

Search

Name	Email	User Type	Created On	Actions
Claire Cooper	MadhuNair.Keerthi@dol.gov	Attorney	11/05/2020 - 18:44 EST	Remove