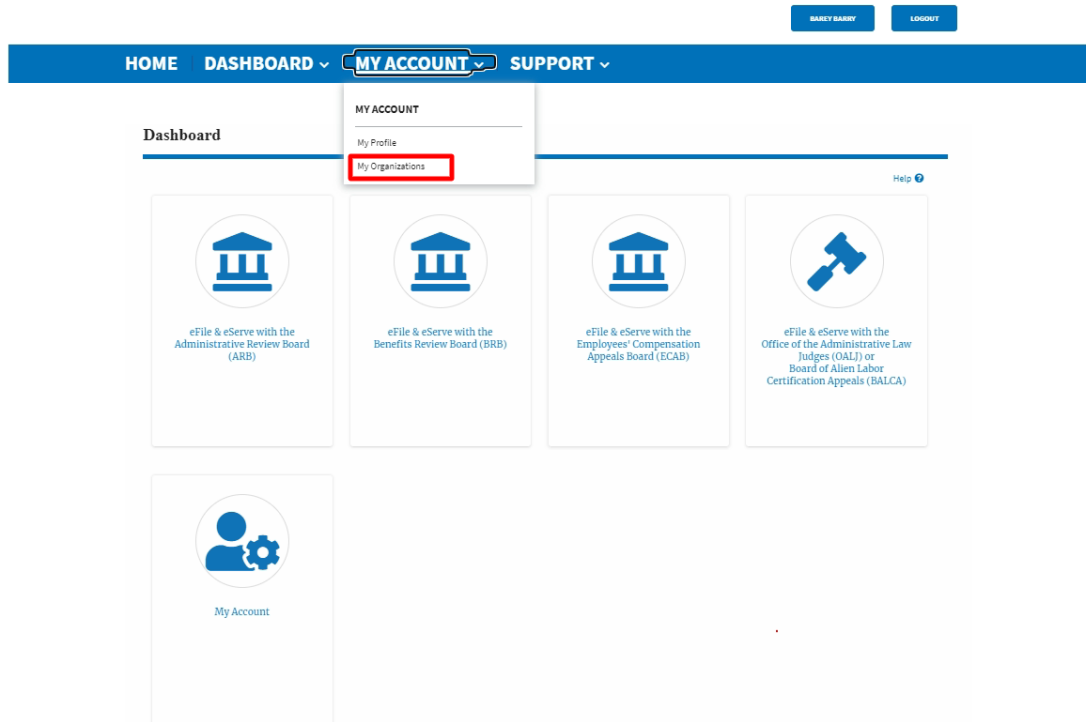




HOW DO YOU ACCESS THE ORGANIZATION PAGE?

1. Login to your account and click on the “My Account” dropdown and select “My Organization”



2. My Organization main page will be displayed and click on the organization name to see details of the organization

My Organizations

[Add Organization](#) [Search Organizations](#) [Help](#)

Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
People's Trusted Law Firm	Trusted		Paul H.	9999999999	1010101 NE , 111th place , 11 G , Ohio , United States	Edit

3. The Organization Details page will be loaded with the Members and 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	
Organization Type	Trusted
Website	
Administrator 1 Name	Del User Nine
Administrator 1 Email	
Administrator 1 Contact Number	9999999999
Administrator 2 Name	Claire Cooper
Administrator 2 Email	
Administrator 2 Contact Number	6666666666

- Click on the Members button to Add or Remove members to the organization, Edit the Organization and manage the administrators

All Members

- Details
- Members**
- Mailboxes

Name	People's Trusted Law Firm
Website	
Organization Email	
Contact Name	Del User Nine
Contact Number	9999999999
Organization Type	Trusted
Address	1010101 NE , 111th place , 11 G , United States

Help ?

- Add Members**
- Edit Organization
- Manage Administrators

Administrators

Name	Email	User Type	User Role	Created On
Claire Cooper		Attorney	Trusted	11/05/2020 - 18:44 EST
Del User Nine		Individual	Trusted	05/31/2022 - 10:32 EST

- Click on the Mailboxes button to create and manage mailboxes.



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	www_prls_law_firm@outlook.com
Organization Type	Trusted
Website	
Administrator 1 Name	Del User Nine
Administrator 1 Email	www_prls_law_firm@outlook.com
Administrator 1 Contact Number	9999999999
Administrator 2 Name	Claire Cooper
Administrator 2 Email	www_prls_law_firm@outlook.com
Administrator 2 Contact Number	6666666666