HOW TO REMOVE MEMBERS FROM SHARED MAILBOX?
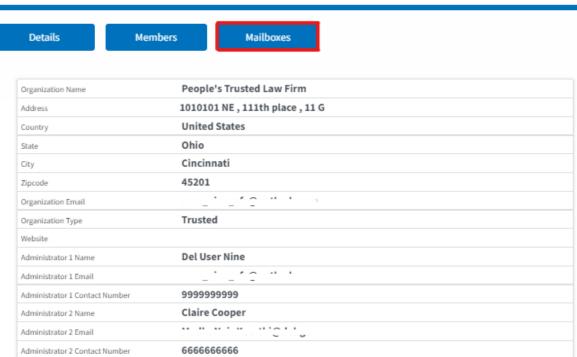
1. Log in to your account as an Organization administrator and navigate to the Organization page and click on the Mailboxes button.

Organization Details

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**

2. Click on the mailbox name from the table.

Manage Mailboxes

Organization: People's Trusted Law Firm

Help ❓

Add Mailbox

Search

Enter Mailbox(es)   Search

Name	Email	Created On	Actions
K... mailbox		11/15/2020 - 20:49 EST	Edit
TestMailbox		04/05/2022 - 15:53 EST	Edit

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

Mailbox Details

Help ❓

Organization: People's Trusted Law Firm

Name	**TestMailbox**
Email	te~~~~~~~~~~~~~~~~~~l.com
Status	**Active**
Created On	**04/05/2022 - 15:53 EST**

Agency - Case Type List

There are no Agency and Case Type Added.

[Manage Members]

Name	Email	User Type	Actions
Claire Cooper		Attorney	Remove

4. Click on the Remove link against the member to be removed from the mailbox. a confirmation pop-up will be displayed. Confirm the pop-up.

Manage Members

Help ❓

Organization: People's Trusted Law Firm

Name	**TestMailbox**
Email	t ⠀⠀⠀⠀⠀ɔm
Status	**Active**
Created On	**04/05/2022 - 15:53 EST**

Members

Search

Enter Name or Email address	Search

Name	Email	User Type	Created On	Actions
Claire Cooper		Attorney	11/05/2020 - 18:44 EST	Remove
		Individual	05/06/2022 - 18:29 EST	Add Member

5. Remove Member confirmation will be displayed. Also the "Remove" link against removed member changes to "Add Member".

Manage Members

- ✅ • Removed Claire Cooper from the mailbox TestMailbox
  - • An email notification has been sent to Claire Cooper at N⠀⠀⠀⠀⠀⠀⠀gov.
  - • An email notification has been sent to the organization administrator(s).

Help ❓

Organization: People's Trusted Law Firm

Name	**TestMailbox**
Email	te ⠀⠀⠀⠀⠀ɔm
Status	**Active**
Created On	**04/05/2022 - 15:53 EST**

Members

Search

Enter Name or Email address	Search

Name	Email	User Type	Created On	Actions
Claire Cooper		Attorney	11/05/2020 - 18:44 EST	Add Member
Vij⠀⠀⠀	vij⠀⠀⠀⠀⠀	Individual	05/06/2022 - 18:29 EST	Add Member