Mailvio General Settings

Add your team members to your Mailvio account

Step 1: Click on your profile name and go to Company Profile.

Step 2: Click on the Staf tab then click the Add A Staff Member button.

Step 3: Simply add their email address then click Continue.

Step 4: You can choose the role of that member, either custom role or admin.

Step 5: If you want to customize the role, simply go to the Roles tab beside Staff and edit it on whatever role you want to put then click Continue.

Step 6: Make sure to give them access, whether they can write/edit, read, or have no access at all to that certain area.

Step 7: Once done, the added member will receive a confirmation email then just click Join.

Step 8: Fill in all the fields required then click the Activate button and the member already has access.

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