EaseMail Organization Administrator Guide

<div style="text-align: center; padding: 100px 50px; background: linear-gradient(135deg, #667eea 0%, #764ba2 100%); color: white; page-break-after: always;">

📧 EaseMail

Organization Administrator

Complete User Guide

Master Guide for Managing Teams, Members, Security & Integrations

Version 2.0
February 2026

For Organization Owners & Administrators

---

support@easemail.com

</div>

Executive Summary

This comprehensive guide provides organization administrators with everything needed to effectively manage teams, monitor activity, ensure security, and integrate EaseMail with your existing systems.

What You'll Master:

- Complete member and team management
- Advanced security and compliance monitoring
- Real-time webhook integrations
- Analytics and productivity insights
- Billing and subscription administration

Who Should Read This:

- Organization Owners (OWNER role)
- Organization Administrators (ADMIN role)
- IT Managers implementing EaseMail
- Compliance Officers reviewing audit capabilities

Table of Contents

---

1. Quick Start Guide

Your First 15 Minutes with EaseMail

Step 1: Create Your Organization (3 minutes)

Navigate to:

```
Login → Organization → "+ New Organization"
```

Enter Details:

```
Organization Name: [Your Company Name]
Example: "Acme Corporation"
```

Click: Create

Result: Organization created with FREE plan, you are OWNER

Step 2: Invite Your First Team Member (5 minutes)

Click: `+ Invite Member`

Fill In:

```
Email: colleague@company.com
Role: ADMIN (for your first invite)
```

Click: Send Invite

What Happens:

- Beautiful invitation email sent instantly
- 7-day expiration countdown starts
- Invitation appears in "Pending Invitations"

Email Template Preview:

```
┌─────────────────────────────────┐
│    🎉 You're Invited! 🎉        │
│                                 │
│ Join Acme Corporation           │
│ on EaseMail                     │
│                                 │
│ Role: ADMIN                     │
│                                 │
│ [ACCEPT INVITATION]             │
│                                 │
│ Expires in 7 days               │
└─────────────────────────────────┘
```

Step 3: Review Dashboard (3 minutes)

Navigate to: Dashboard tab

You'll See:

- Team Overview (members, seats)
- Feature Usage (last 30 days)
- Top Active Users
- Recent Activity feed

Bookmark this page for daily check-ins

Step 4: Upgrade Plan (Optional - 4 minutes)

If adding more than 1 person:

Navigate to: Settings ⚙️ → Change Plan

Select:

- **PRO** (5 seats) - $29/month - Small teams
- **BUSINESS** (10 seats) - $99/month - Growing teams
- **ENTERPRISE** (50+ seats) - Custom pricing - Large organizations

Confirm billing → Plan upgraded instantly

Next Steps Checklist

```
Immediate (Today):
☐ Wait for first member to accept invitation
☐ Add 2-3 more key team members
☐ Connect your email account
☐ Review audit logs

This Week:
☐ Invite remaining team members
☐ Set up webhooks (if integrating)
☐ Review analytics features
☐ Train team on EaseMail features

This Month:
☐ Monitor team activity and adoption
☐ Adjust roles as needed
☐ Export first analytics report
☐ Review security audit logs
```

---

2. Roles & Permissions

Role Hierarchy

```
OWNER (Highest Authority)
  ↓
ADMIN (Management Level)
  ↓
MEMBER (Standard User)
  ↓
VIEWER (Read-Only)
```

Complete Permissions Matrix

Feature	OWNER	ADMIN	MEMBER	VIEWER
Organization				
Rename Organization	☑	✕	✕	✕
Delete Organization	☑	✕	✕	✕
Transfer Ownership	☑	✕	✕	✕
View Settings	☑	☑	☑	✕
Members				
Invite Members	☑	☑	✕	✕
Remove Members	☑	☑*	✕	✕
Change Roles	☑	☑*	✕	✕
View Member List	☑	☑	☑	✕
Monitoring				
View Dashboard	☑	☑	☑	☑ (Limited)
View Analytics	☑	☑	☑	✕
Export Analytics	☑	☑	✕	✕
View Audit Logs	☑	☑	✕	✕
Integration				
Create Webhooks	☑	☑	✕	✕
Manage Webhooks	☑	☑	✕	✕
View API Keys	☑	☑	✕	✕
Billing				
Change Plan	☑	✕	✕	✕
Update Billing	☑	✕	✕	✕
View Plan Info	☑	☑	☑	✕
Email Features				
Send/Receive Email	☑	☑	☑	✕
Use AI Features	☑	☑	☑	✕
Calendar	☑	☑	☑	✕
Contacts	☑	☑	☑	✕

*ADMIN cannot remove/modify OWNER

Choosing the Right Role

Decision Tree

```
Adding New Member?
    ↓
Do they manage others?
    ├─ YES → ADMIN
    └─ NO → Do they need email features?
              ├─ YES → MEMBER
              └─ NO → VIEWER
```

Role Examples

OWNER - CEO, Founder, IT Director

- Full organizational control
- Billing responsibility
- 1 person only

ADMIN - Team Leads, HR Manager, IT Admin

- Member management
- Security monitoring
- 2-5 people recommended

MEMBER - Regular Employees (80-90% of users)

- Full email features
- No administrative duties
- Most common role

VIEWER - External Auditors, Consultants

- Read-only dashboard access
- Temporary access
- Rare use case

---

3. Organization Settings

Accessing Settings

```
Organization → [Select Org] → Settings ⚙
```

Settings Overview

```
┌──────────────────────────────────┐
│ BASIC INFORMATION                │
│                                  │
│ Organization Name                │
│ [Acme Corporation            ]   │
│                                  │
│ Organization ID                  │
│ org_abc123xyz789 (Read-Only)     │
│                                  │
│ Created: January 15, 2026        │
│                                  │
│ ─────────────────────────────    │
│                                  │
│ SUBSCRIPTION                     │
│                                  │
│ Plan: BUSINESS                   │
│ Seats: 8 / 10 (80% used)         │
│ Monthly: $99.00                  │
│ Next Billing: March 1, 2026      │
│                                  │
│ [ Change Plan ]                  │
│                                  │
│ ─────────────────────────────    │
│                                  │
│ DANGER ZONE                      │
│                                  │
│ [ Transfer Ownership ]           │
│ [ Delete Organization ]          │
│                                  │
│ [ Cancel ]         [ Save Changes ] │
└──────────────────────────────────┘
```

Renaming Organization

How to Rename:

1. Click in "Organization Name" field
2. Edit name
3. Click "Save Changes"

Result:

- ☑ Name updated everywhere
- ☑ Audit log entry created
- ☑ Webhooks fired (if configured)
- ⚠ Organization ID stays the same

Transfer Ownership

⚠ **CRITICAL:** This action is permanent and changes your role to ADMIN.

Requirements:

- You must be OWNER
- Organization must have 2+ members
- New owner must already be a member

Steps:

1. Settings → Transfer Ownership
2. Select new owner from dropdown
3. Type "TRANSFER" to confirm
4. Click Transfer button

What Happens:

- New owner receives OWNER role
- Your role changes to ADMIN
- Billing transferred to new owner
- Audit log records change
- **Cannot be undone** (new owner must transfer back)

Delete Organization

⚠ **EXTREME CAUTION:** This permanently deletes everything.

What Gets Deleted:

- ✕ All member access
- ✕ All organization data
- ✕ All audit logs
- ✕ All webhooks
- ✕ All billing history
- ✕ **CANNOT BE RECOVERED**

Alternatives to Consider:

1. **Downgrade to FREE** - Keep data, stop paying
2. **Remove all members** - Disable without deleting
3. **Transfer ownership** - Hand off to someone else

Deletion Steps:

1. Settings → Delete Organization
2. Read all warnings carefully
3. Type exact organization name
4. Check all confirmation boxes
5. Type "DELETE FOREVER"
6. Click Delete button

Result: Organization and all data permanently erased.

---

4. Member Management

Viewing Members

```
Organization → [Select Org] → Members Tab
```

Member List Layout

```
┌─────────────────────────────────────────────┐
│ Members (8)                [+ Invite Member]│
│ Seats: 8 / 10 ████████░░ 80%               │
├─────────────────────────────────────────────┤
│ CURRENT MEMBERS                             │
│ Email              Role    Joined  Actions│
│ sarah@acme.com    OWNER   Jan 15  [...]   │
│ john@acme.com     ADMIN   Jan 16  [Edit]  │
│ alice@acme.com    MEMBER  Jan 18  [Edit]  │
│ bob@acme.com      MEMBER  Jan 19  [Edit]  │
│                                             │
│ PENDING INVITATIONS (2)                     │
│ carol@acme.com    MEMBER  Feb 1  [Resend]│
│ dave@acme.com     ADMIN   Feb 2  [Resend]│
└─────────────────────────────────────────────┘
```

Changing Member Roles

Steps:

1. Find member in list
2. Click "Edit" button
3. Select new role from dropdown

4. Click "Update Role"

Example:

```
Promoting Member to Admin:
alice@acme.com: MEMBER → ADMIN

Result:
☑ Alice can now manage members
☑ Alice can access audit logs
☑ Audit log entry created
```

Removing Members

Steps:

1. Find member in list
2. Click "Remove" button
3. Type "REMOVE" to confirm
4. Click Remove button

Result:

- Member loses organization access
- Seat freed (seats used decrements)
- Personal EaseMail account remains active
- Can be re-invited later

⚠ **Restrictions:**

- Cannot remove OWNER (use transfer first)
- Cannot remove yourself if sole OWNER
- ADMIN cannot remove OWNER

---

5. Invitation System

How Invitations Work

```
SEND INVITE
    ↓
Email Sent (Beautiful HTML template)
    ↓
Recipient Clicks Link
    ↓
Accept Invitation
    ↓
MEMBER ADDED
```

Sending Invitations

Steps:

1. Click `+ Invite Member`
2. Enter email address
3. Select role (ADMIN/MEMBER/VIEWER)
4. Click "Send Invite"

Invitation Details:

- Secure token generated
- Expires in 7 days
- Email sent immediately
- Counts toward seat limit

Invitation Email Template

```
From: EaseMail <onboarding@resend.dev>
Subject: You're Invited to Join [Organization]

┌──────────────────────────────┐
│    You're Invited!           │
│                              │
│  [Inviter] has invited you to│
│  join [Organization].        │
│                              │
│  Role: [ADMIN/MEMBER/VIEWER] │
│                              │
│  [ACCEPT INVITATION]         │
│                              │
│  Expires: February 11, 2026  │
└──────────────────────────────┘
```

Managing Pending Invitations

Resend Invitation:

- Pending Invitations → Find invite → Resend
- Extends expiration by 7 days
- Same invitation token

Revoke Invitation:

- Pending Invitations → Find invite → Revoke
- Invitation link becomes invalid
- Frees up seat

Troubleshooting Invitations

Recipient Didn't Receive Email:

1. Check spam/junk folder (80% of cases)
2. Verify email address spelling
3. Resend invitation
4. Ask recipient to whitelist @easemail.com

No Seats Available:

1. Remove inactive member (frees seat)
2. Revoke pending invitation (frees seat)
3. Upgrade plan (immediate availability)

Email Already Invited:

- Resend existing invitation
- OR revoke and send new invite
- OR wait 7 days for expiration

---

6. Dashboard & Analytics

Organization Dashboard

```
Organization → [Select Org] → Dashboard
```

Dashboard Layout

```
┌──────────────────────────────────┐
│  TEAM OVERVIEW                   │
│  Members: 8  │  Seats: 8/10  │ BUSINESS│
├──────────────────────────────────┤
│  FEATURE USAGE (Last 30 Days)    │
│  📧 Emails Sent: 1,245            │
│  🤖 AI Requests: 328              │
│  📅 Calendar Events: 156          │
│  💬 SMS Messages: 89              │
├──────────────────────────────────┤
│  TOP ACTIVE USERS                │
│  1. sarah@acme.com  - 428 actions │
│  2. john@acme.com   - 392 actions │
│  3. alice@acme.com  - 276 actions │
├──────────────────────────────────┤
│  RECENT ACTIVITY                 │
│  sarah sent email · 2 min ago    │
│  john created event · 15 min ago │
│  alice used AI · 1 hour ago      │
└──────────────────────────────────┘
```

Advanced Analytics

```
Organization → [Select Org] → Analytics
```

Time Period Selection:

- Last 7 days (weekly overview)
- Last 30 days (monthly trends)
- Last 60 days (quarterly comparison)
- Last 90 days (full quarter)

Key Metrics:

```
┌──────────────────────────────────┐
│  Total Actions: 3,248            │
│  Active Users: 8                 │
│  Avg Daily: 108 actions/day      │
│  Growth Rate: +12.5% ↑           │
└──────────────────────────────────┘
```

Charts Available:

- Activity Over Time (line chart)
- Feature Usage Distribution (pie chart)
- Feature Comparison (bar chart)

Export Data:

- Click "Export CSV"
- Opens in Excel/Google Sheets
- Includes all time-series data

---

7. Audit Logs & Security

What Are Audit Logs?

Audit logs are a complete, chronological record of all actions in your organization. Essential for:

- **Security** - Detect unauthorized access
- **Compliance** - Meet SOC 2, GDPR, HIPAA requirements
- **Troubleshooting** - Identify when issues occurred
- **Accountability** - Track who did what and when

Accessing Audit Logs

```
Organization → [Select Org] → Audit Logs
```

Requirements: OWNER or ADMIN role only

Audit Log View

```
┌──────────────────────────────────────┐
│  Audit Logs                          │
│  Search: [     ]  Filter: [All Actions ▼]│
│  [ Export CSV ]                      │
├──────────────────────────────────────┤
│  Date      User           Action  Details│
│  Feb 4 9AM sarah@acme.com member_added   │
│  Feb 4 8AM john@acme.com  invite_sent    │
│  Feb 3 4PM sarah@acme.com role_changed   │
│  Feb 3 2PM john@acme.com  member_removed │
└──────────────────────────────────────┘
```

Action Types Logged

Member Management:

- `member_added` - New member joined
- `member_removed` - Member was removed
- `member_role_changed` - Role updated
- `invite_sent` - Invitation sent
- `invite_accepted` - Invitation accepted

Organization:

- `organization_updated` - Settings changed
- `transfer_ownership` - Ownership transferred
- `plan_changed` - Subscription changed

Integration:

- `webhook_created` - Webhook configured
- `webhook_updated` - Webhook modified
- `webhook_deleted` - Webhook removed

Viewing Log Details

Click "View" on any log entry:

```
┌──────────────────────────────────────┐
│  Audit Log Details                   │
├──────────────────────────────────────┤
│  Action: member_role_changed         │
│  Timestamp: Feb 3, 2026 4:30 PM PST  │
│  User: sarah@acme.com                │
│  IP Address: 192.168.1.100           │
│                                      │
│  Details:                            │
│  {                                   │
│    "member": "john@acme.com",        │
│    "old_role": "MEMBER",             │
│    "new_role": "ADMIN"               │
│  }                                   │
│                                      │
│  [ Close ]                           │
└──────────────────────────────────────┘
```

Filtering and Searching

Search by User:

```
Search box: john@acme.com
Result: Shows all actions by john
```

Filter by Action:

```
Filter dropdown: member_added
Result: Shows only member additions
```

Export Logs:

- Click "Export CSV"
- Save for compliance records
- Import into SIEM tools

Security Best Practices

Review Schedule:

```
Weekly (Recommended):
☐ Review logs every Monday
☐ Check for unexpected changes
☐ Verify all role changes
☐ Investigate after-hours activity

Monthly:
☐ Export logs for archiving
☐ Review access patterns
☐ Update security policies
```

Red Flags to Watch For:

- Member additions at unusual hours
- Unexpected role escalations
- Rapid member removals
- Failed access attempts (if logged)

---

8. Webhooks Complete Guide

What Are Webhooks?

Webhooks send real-time HTTP notifications to your external systems when events occur in your organization.

Use Cases:

- **Slack Notifications** - Alert team when members join
- **CRM Sync** - Auto-create contacts
- **Analytics** - Track events in data warehouse
- **Automation** - Trigger workflows in Zapier/Make

How Webhooks Work

```
Event Occurs in EaseMail
    ↓
Webhook Fires
    ↓
HTTP POST to Your URL
    ↓
Your Server Processes Event
    ↓
Returns 200 OK
    ↓
Delivery Marked Successful
```

Creating a Webhook

```
Organization → [Select Org] → Webhooks → Create Webhook
```

Form Fields:

```
┌─────────────────────────────────────┐
│  Webhook Name *                     │
│  [Production CRM Sync       ]       │
│                                     │
│  Endpoint URL * (HTTPS only)        │
│  [https://api.acme.com/webhook]     │
│                                     │
│  Secret Key (recommended)           │
│  [whsec_abc123...  ] [Generate]     │
│                                     │
│  Events to Subscribe *              │
│  ☑ member.added                     │
│  ☑ member.removed                   │
│  ☑ member.role_changed              │
│  ☐ invite.sent                      │
│  ☐ organization.updated             │
│                                     │
│  [ Cancel ]      [ Create Webhook ] │
└─────────────────────────────────────┘
```

Click: Create Webhook

Available Events

Event	When It Fires	Payload Includes
`member.added`	New member joins	email, role, joined_at
`member.removed`	Member removed	email, role, removed_by
`member.role_changed`	Role updated	email, old_role, new_role
`invite.sent`	Invitation sent	email, role, expires_at
`invite.accepted`	Invite accepted	email, role, accepted_at
`organization.updated`	Org settings changed	changed_fields
`plan.changed`	Plan upgraded/downgraded	old_plan, new_plan, seats
`payment.succeeded`	Payment processed	amount, plan, period
`payment.failed`	Payment failed	amount, reason

Example Webhook Payload


```
{
  "event": "member.added",
  "organization_id": "org_abc123",
  "organization_name": "Acme Corporation",
  "timestamp": "2026-02-04T09:15:00Z",
  "data": {
    "member_id": "mem_xyz789",
    "email": "alice@acme.com",
    "role": "MEMBER",
    "invited_by": "sarah@acme.com",
    "joined_at": "2026-02-04T09:15:00Z"
  }
}
```


Managing Webhooks

Enable/Disable:

- Toggle switch on webhook card
- Disabled webhooks don't send events
- No data lost (can re-enable anytime)

Test Webhook:

- Click "Test" button
- Sends sample payload to your endpoint
- Verifies connectivity
- Shows response status

Edit Webhook:

- Click "Edit"
- Change URL, events, or secret
- Save changes

Delete Webhook:

- Click "Delete"
- Type "DELETE" to confirm
- Permanently removes webhook

Webhook Delivery Logs

```
Webhooks → [Select Webhook] → View Logs
```

Delivery Status:

- ☑ **Success** (200-299) - Delivered successfully
- ✕ **Failed** (400+) - Delivery failed
- ⌛ **Pending Retry** - Scheduled for retry

Retry Logic:

```
Attempt 1: Immediate
Attempt 2: 1 minute later
Attempt 3: 5 minutes later
Attempt 4: 30 minutes later

After 4 failures: Manual retry required
```

Manual Retry:

- Find failed delivery in logs
- Click "Retry" button
- Immediate resend attempt

Webhook Security

Best Practices:

1. **Always Use HTTPS**
    - Never HTTP (insecure)
    - Valid SSL certificate required
2. **Verify Signatures**
    - Check `X-EaseMail-Signature` header
    - Use webhook secret key
    - Prevents spoofed webhooks
3. **Respond Quickly**
    - Return 200 OK within 5 seconds
    - Process asynchronously if needed
4. **Validate Payload**
    - Check event type is expected
    - Verify organization ID
    - Sanitize all inputs
5. **Rate Limiting**
    - Implement on your endpoint
    - Prevent abuse

Example Implementation (Node.js)

```
const express = require('express');
const crypto = require('crypto');

const app = express();
app.use(express.json());

const WEBHOOK_SECRET = process.env.EASEMAIL_WEBHOOK_SECRET;

// Verify signature
function verifySignature(payload, signature) {
  const hmac = crypto.createHmac('sha256', WEBHOOK_SECRET);
  const digest = hmac.update(JSON.stringify(payload)).digest('hex');
  return crypto.timingSafeEqual(
    Buffer.from(signature),
    Buffer.from(digest)
  );
}

// Webhook endpoint
app.post('/webhooks/easemail', async (req, res) => {
  // Verify signature
  const signature = req.headers['x-easemail-signature'];
  if (!verifySignature(req.body, signature)) {
    return res.status(401).json({ error: 'Invalid signature' });
  }

  // Respond quickly
  res.status(200).json({ received: true });

  // Process asynchronously
  const { event, organization_id, data } = req.body;

  if (event === 'member.added') {
    await syncMemberToCRM(data.email, data.role);
  }
});

app.listen(3000);
```

---

9. API Reference

Base URL

```
Production: https://easemail-terminal.vercel.app/api
```

Authentication

All API requests require authentication via session cookies (handled by browser).

Common Endpoints

Endpoint	Method	Purpose
`/api/organizations`	GET	List user's organizations
`/api/organizations`	POST	Create organization
`/api/organizations/[id]`	GET	Get org details
`/api/organizations/[id]`	PATCH	Update org
`/api/organizations/[id]`	DELETE	Delete org
`/api/organizations/[id]/members`	POST	Invite member
`/api/organizations/[id]/members`	DELETE	Remove member
`/api/organizations/[id]/members/role`	PATCH	Change role
`/api/organizations/[id]/dashboard`	GET	Get dashboard data
`/api/organizations/[id]/analytics`	GET	Get analytics
`/api/organizations/[id]/audit-logs`	GET	Get audit logs
`/api/organizations/[id]/webhooks`	GET/POST	Manage webhooks

Example: Invite Member

Request:

```
POST /api/organizations/org_abc123/members
Content-Type: application/json

{
  "email": "alice@acme.com",
  "role": "MEMBER"
}
```

Response:


```
{
  "success": true,
  "message": "Invitation sent successfully",
  "invite": {
    "id": "inv_xyz789",
    "email": "alice@acme.com",
    "role": "MEMBER",
    "expires_at": "2026-02-11T09:30:00Z"
  }
}
```


10. Billing & Subscriptions

Available Plans

Plan	Price/Month	Seats	Features
FREE	$0	1	Basic email
PRO	$29	5	Full AI, Priority support
BUSINESS	$99	10	Webhooks, Audit logs
ENTERPRISE	Custom	50+	Custom integration, SLA

Viewing Current Plan

```
Organization → [Select Org] → Settings
```

Displays:

- Current plan name
- Total seats
- Seats used
- Monthly cost
- Next billing date

Upgrading/Downgrading

Steps:

1. Settings → "Change Plan"
2. Select new plan
3. Review changes
4. Confirm

Upgrade:

- Immediate seat increase
- Prorated charge for current period

Downgrade:

- Must remove members if over new seat limit
- Effective at end of current billing period

11. Troubleshooting

Common Issues & Solutions

Invitation Problems

Problem: Recipient didn't receive email
Solution:

1. Check spam folder
2. Verify email spelling
3. Resend invitation
4. Ask to whitelist @easemail.com

Problem: No seats available
Solution:

1. Remove inactive member
2. Revoke pending invitation
3. Upgrade plan

Role Issues

Problem: Cannot remove OWNER
Solution: ADMIN cannot remove OWNER by design. Use Transfer Ownership first.

Problem: Cannot change OWNER role
Solution: Use Transfer Ownership feature instead.

Webhook Issues

Problem: Webhook deliveries failing
Solutions:

1. Test endpoint with curl
2. Verify HTTPS (not HTTP)
3. Check firewall settings
4. Review server logs
5. Ensure response within 5 seconds

Problem: Webhooks not sending
Solutions:

1. Check webhook is enabled (not disabled)
2. Verify event subscriptions
3. Confirm events are actually occurring

Dashboard Issues

Problem: Analytics show zero
Solutions:

1. Switch to "Last 7 days" (most recent)
2. Wait for team activity
3. Check Recent Activity feed

Problem: Export CSV not working
Solutions:

1. Check browser popup blocker
2. Try different browser
3. Clear cache

Appendix A: Keyboard Shortcuts

Action	Shortcut
Open Search	`Ctrl+K` (Win) / `Cmd+K` (Mac)
Compose Email	`C`
Go to Inbox	`G` then `I`
Go to Organization	`G` then `O`
Refresh Page	`R`
Open Help	`?`

Appendix B: Glossary

Audit Log - Chronological record of all actions in organization

Invitation - Secure email link to join organization (7-day expiration)

Member - User with organization access

Organization - Group of users (like workspace or team)

Role - Permission level (OWNER, ADMIN, MEMBER, VIEWER)

Seat - Single user slot in organization; each member uses 1 seat

Token - Secure random string for invitations and webhooks

Webhook - Automated HTTP callback for real-time event notifications

Support & Resources

Help Center:

- In-app: Click "Help" in sidebar
- Web: https://easemail.com/help

Contact Support:

- Email: support@easemail.com
- Response Time: < 24 hours (PRO+)

System Status:

- https://status.easemail.com

Community:

- Discord: https://discord.gg/easemail
- Forum: https://community.easemail.com

Document Information

Version: 2.0
Published: February 2026
Last Updated: February 4, 2026
For: EaseMail 1.0+

END OF GUIDE