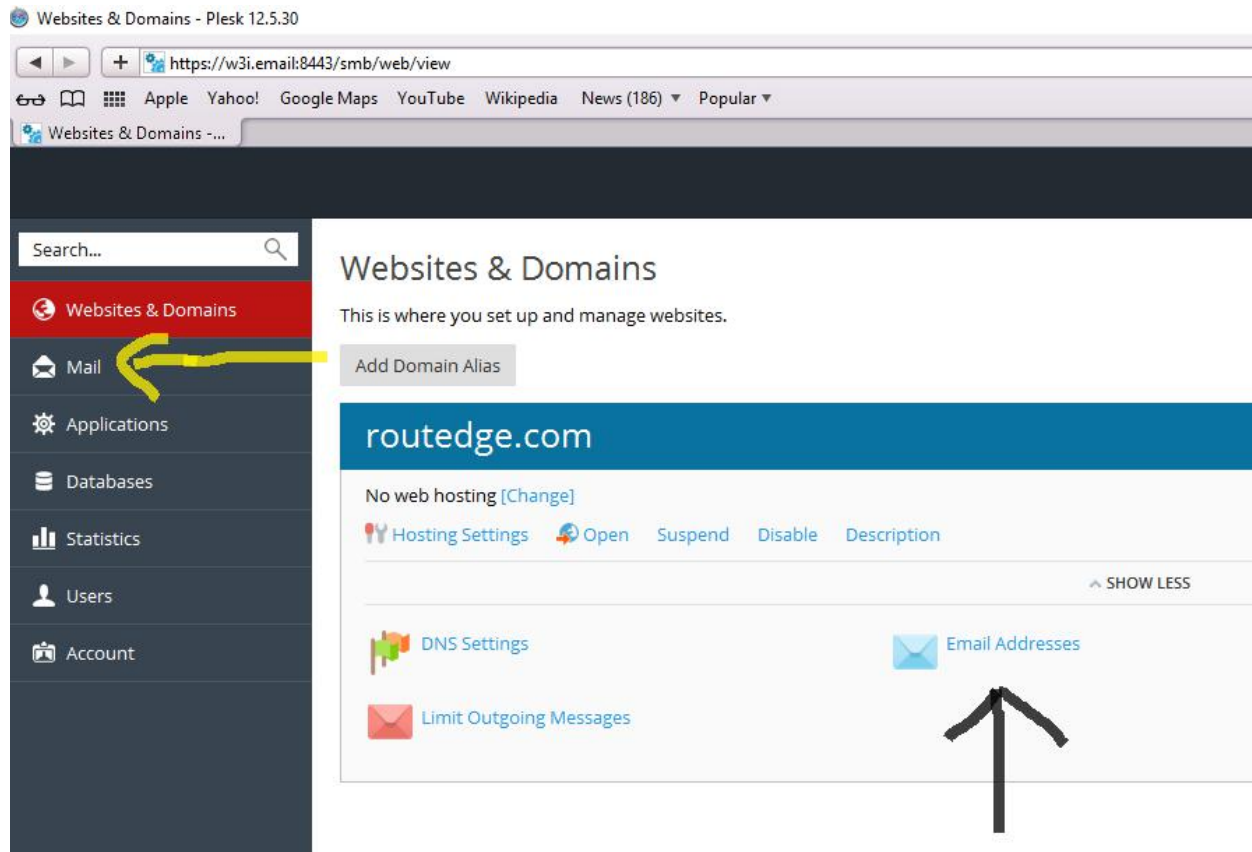
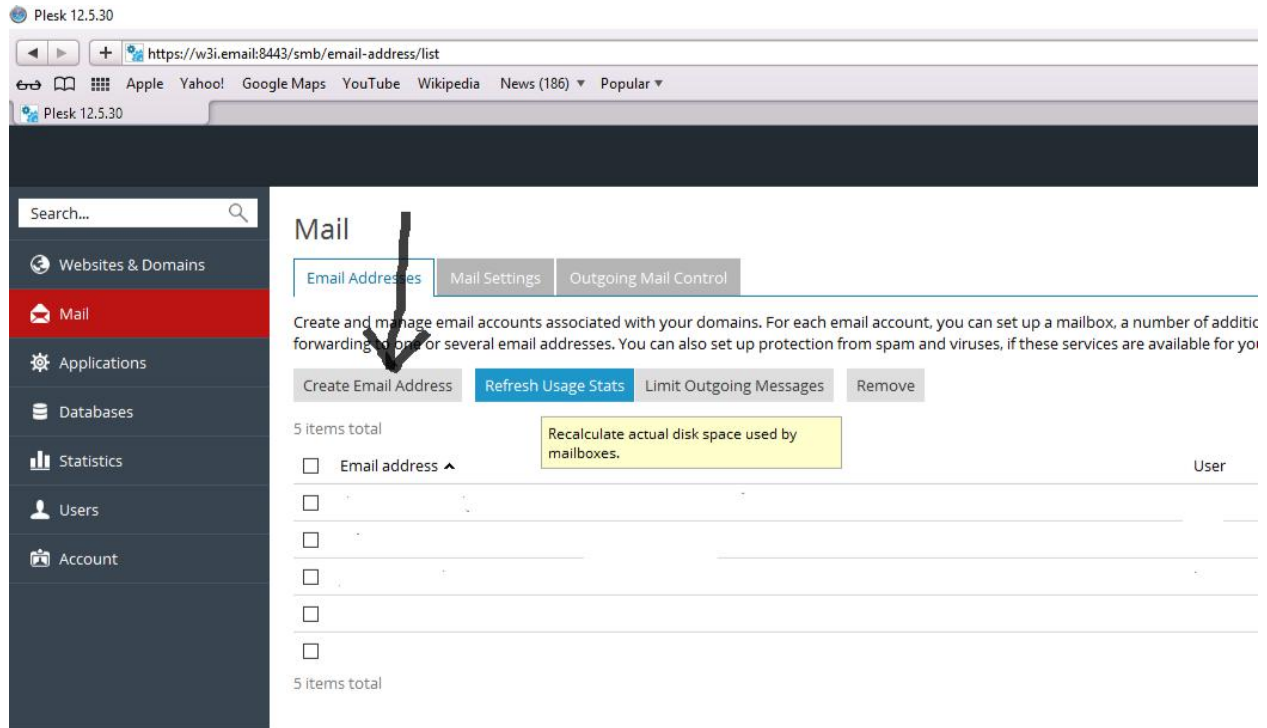


2. After you successfully login

Click on the email button as shown below



3. Click Create E-mail Address



The screenshot shows the Plesk 12.5.30 interface for managing email addresses. The browser address bar shows the URL: `https://w3i.email:8443/smb/email-address/list`. The left sidebar contains navigation options: Search..., Websites & Domains, Mail (highlighted in red), Applications, Databases, Statistics, Users, and Account. The main content area is titled "Mail" and has three tabs: "Email Addresses" (selected), "Mail Settings", and "Outgoing Mail Control". Below the tabs, there is a descriptive paragraph: "Create and manage email accounts associated with your domains. For each email account, you can set up a mailbox, a number of additional forwarding addresses or several email addresses. You can also set up protection from spam and viruses, if these services are available for you". Below this text are four buttons: "Create Email Address", "Refresh Usage Stats", "Limit Outgoing Messages", and "Remove". A yellow tooltip box is positioned over the "Refresh Usage Stats" button, containing the text: "Recalculate actual disk space used by mailboxes." Below the buttons is a table with the heading "5 items total" and a "Recalculate actual disk space used by mailboxes" tooltip. The table has two columns: "Email address" and "User". There are five rows, each with a checkbox in the "Email address" column and a blank space in the "User" column. The table footer indicates "5 items total".

4. Email-address: type your **first name** or **firstname.lastname** or whatever formats you wishes to use.

Password: Please provide an **alphanumeric password** with special character or **“Generate”** using generate button, Make sure that it must show **“Strong”**

Confirm Password: Please retype the password

Mailbox: Make sure there is a **tick mark** there


Click **Ok** to complete Email-id Creation

Mail > Email Addresses


Create Email Address

General | Forwarding | Email Aliases | Auto-Reply | Spam Filter | Antivirus


If this email account is associated with an auxiliary user (Access to the Customer Panel is enabled), the changes you make on this page affect this user's sett user's login and password will be changed to the new values as well.

Email address * @ domain .com 

Access to the Customer Panel (username: info@routedge.com)

Password  **Strong** (?)

This password will be used for accessing the mailbox and for logging in to Plesk if the address is associated with an auxiliary user.

Confirm password 

Mailbox

Default size (Unlimited)

Another size MB

The mailbox size cannot exceed the default size.

Default (100 messages per hour)

Custom value for the mailbox

messages Unlimited

The maximum number of outgoing email messages

Description in Plesk

The description is visible to everyone who has access to this email account.

* Required fields

