

Create A New Email Account

To create an e-mail address:

1. Log into your hosting Control Panel using the login details you've been provided.
2. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
3. Click the **Mail** tab.
4. Click **Create E-mail Address**.
5. Type the left part of the e-mail address before the @ sign, and, if you have several domain names on your account, select the domain name under which the email address will be created.
6. Leave the **Mailbox** checkbox selected.
7. Clearing this checkbox makes sense only if you want to use this address as a mail forwarder, which will forward all incoming mail to another address.
8. Specify the mailbox size or use the default size defined by the provider's policy or your service plan.
9. Specify a password consisting of five or more Latin characters.
10. Click **OK**.