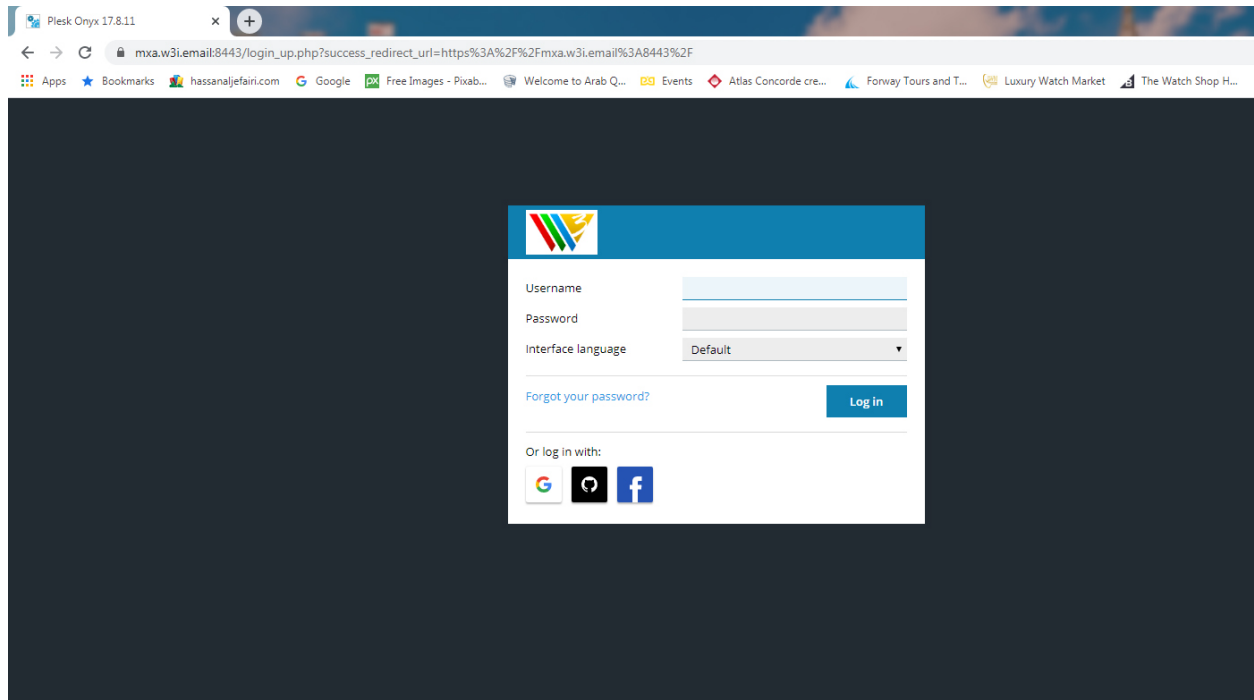


How to create Email accounts using Plesk

1. Copy or type the following link

<https://mxb.w3i.email:8443>

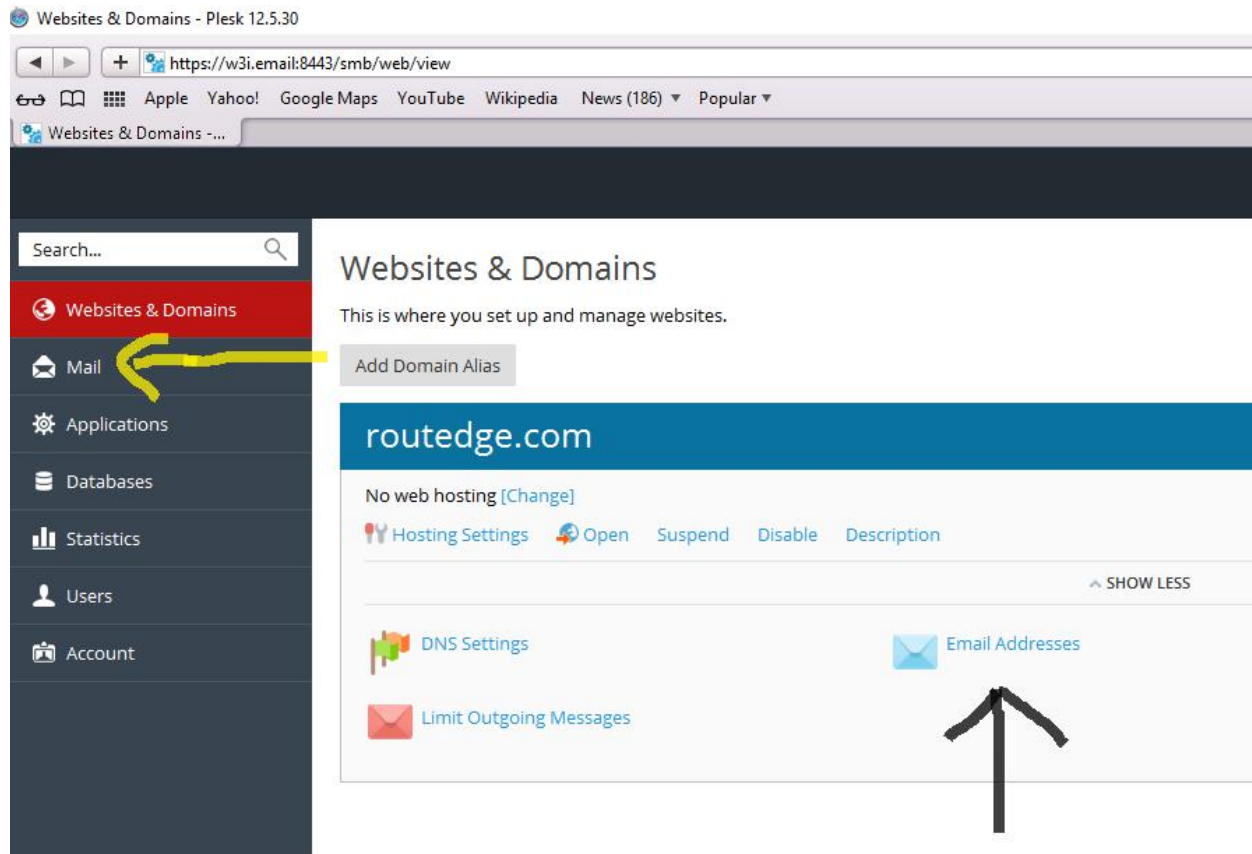


Username: Provided by W3infotech

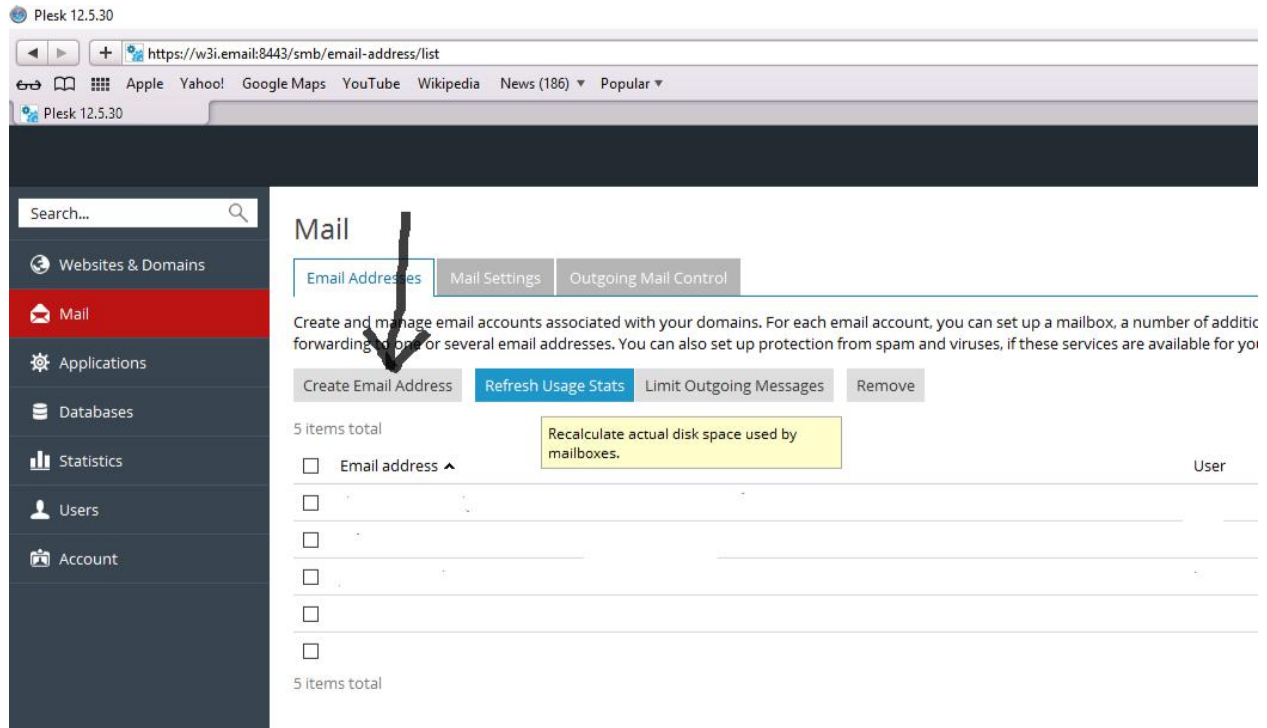
Password: ***** (Password provided before)

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 additio forwarding to one 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 three buttons: "Create Email Address", "Refresh Usage Stats", "Limit Outgoing Messages", and "Remove". A table below shows a list of email addresses with columns for "Email address" and "User". The table indicates "5 items total" and has a yellow tooltip that says "Recalculate actual disk space used by mailboxes." A black arrow points from the "Create Email Address" button to the "Email Addresses" tab.

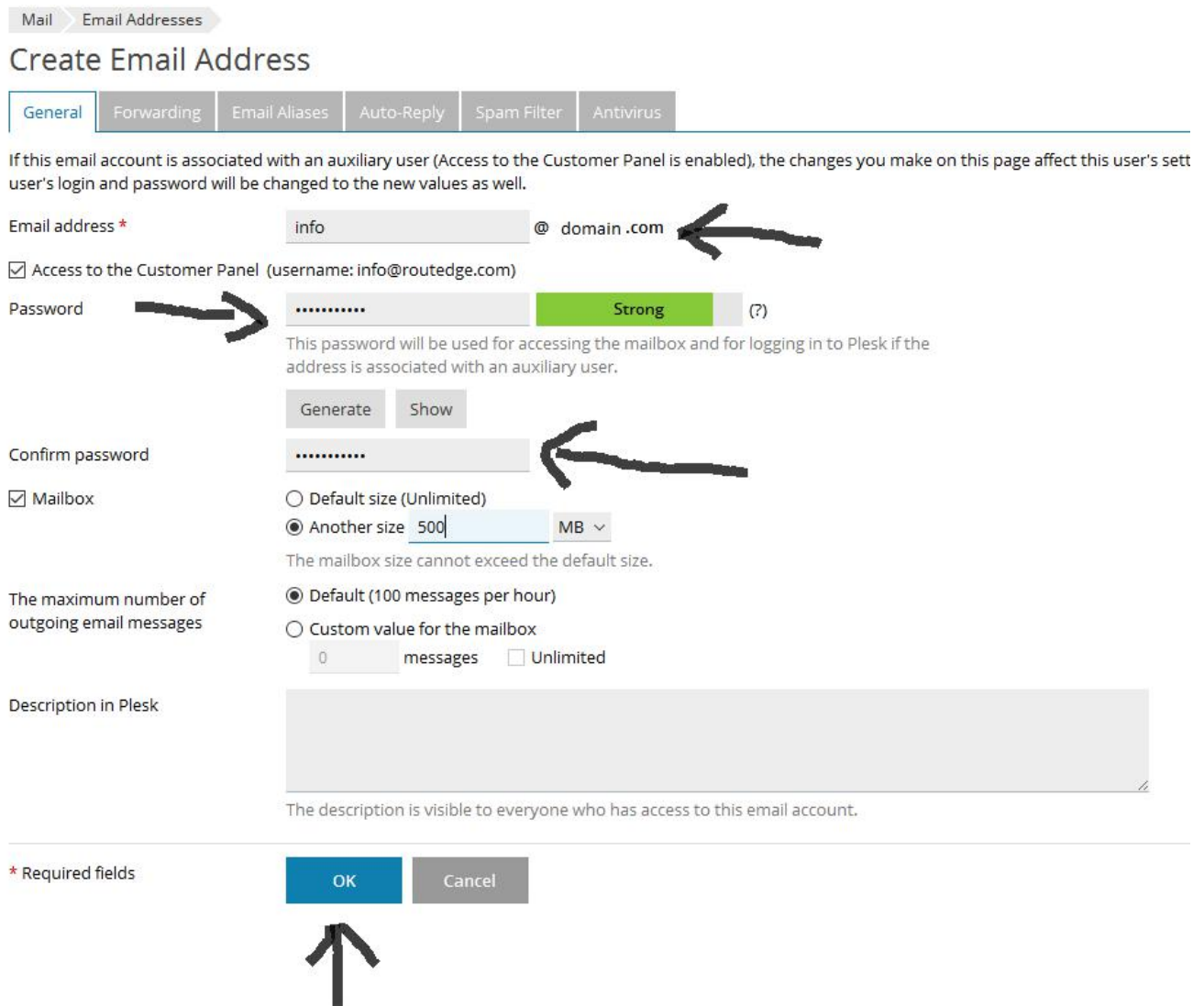
4. Email-address: type your **first name** or **firstname.lastname** or whatever formats you wishes to use.

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



The screenshot shows the 'Create Email Address' form in a web interface. The form has several sections: 'General' (selected), 'Forwarding', 'Email Aliases', 'Auto-Reply', 'Spam Filter', and 'Antivirus'. Below the tabs, there is a note: '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.' The form fields include: 'Email address *' with 'info' in the input and '@ domain .com' in the dropdown; 'Access to the Customer Panel (username: info@routedge.com)' with a checked checkbox; 'Password' with a masked input, a 'Strong' strength indicator, and a '?' help icon; 'Confirm password' with a masked input; 'Mailbox' with a checked checkbox and radio buttons for 'Default size (Unlimited)', 'Another size 500 MB', and 'Default (100 messages per hour)'; 'The maximum number of outgoing email messages' with radio buttons for 'Default (100 messages per hour)' and 'Custom value for the mailbox'; and 'Description in Plesk' with a text area. At the bottom, there are 'OK' and 'Cancel' buttons. Hand-drawn arrows point to the email address dropdown, the password strength indicator, the confirm password field, and the OK button.

5. Enable SPAM Filtering for the mailbox by clicking on the “Spam Filter” tab
And Click on the check box “Click on SPAM Filtering for this email address” Please choose **Delete all spam messages** or Mark as *****SPAM***** if a message is classified as SPAM, as shown below

Mail > Email Addresses

Create Email Address

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

Spam filtering service detects spam messages sent to the email address. You can set the spam filter to delete the spam messages, clients over IMAP. Spam filter uses a wide variety of local and network tests to identify spam signatures.

Switch on spam filtering for this email address

What to do with messages classified as spam

Mark spam messages by adding the following text to message subject

SPAM

Leave this field blank if you do not want to add any text. Type `_SCORE_` if you want to include the score in the message subject.

Delete all spam messages

Spam messages will be deleted from your mailbox.

Move spam to the Spam folder


Move all spam messages to the folder called Spam. This folder is accessible from your mail client program or webmail. If you are using an IMAP mail account, then you can use the Spam folder for training the spam filter.

[+ Show Advanced Settings](#)

* Required fields

OK Cancel

6. Click on the **Antivirus** Tab and
Click and activate check box **“Switch on antivirus protection for this email address”**



Mail > Email Addresses

Create Email Address

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

Antivirus service blocks email messages that contain viruses and notifies both the sender and the recipient about it.

Switch on antivirus protection for this email address

Check for viruses

- only incoming mail
- only outgoing mail
- incoming and outgoing mail

* Required fields

OK Cancel