How to create Email accounts using Plesk

1. Copy or type the following link
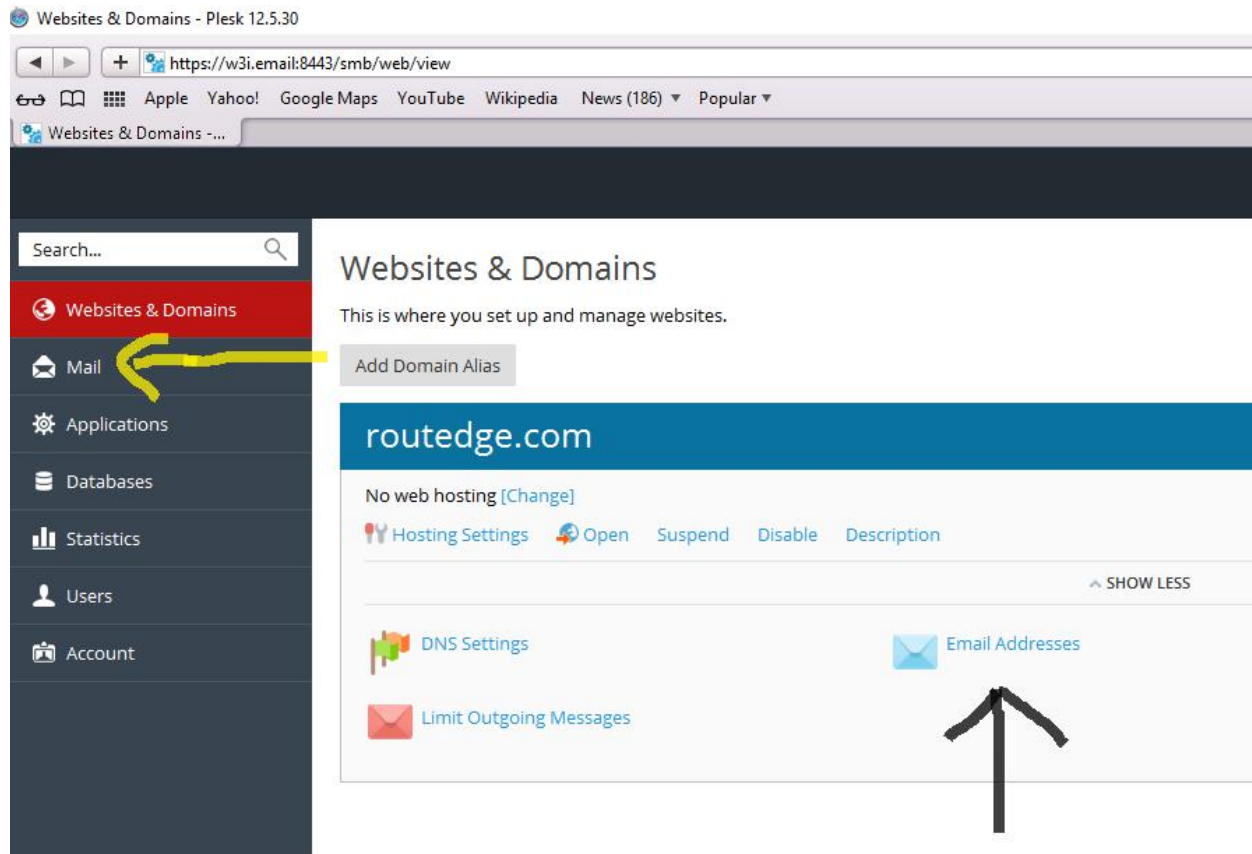
   https://mxb.w3i.email:8443
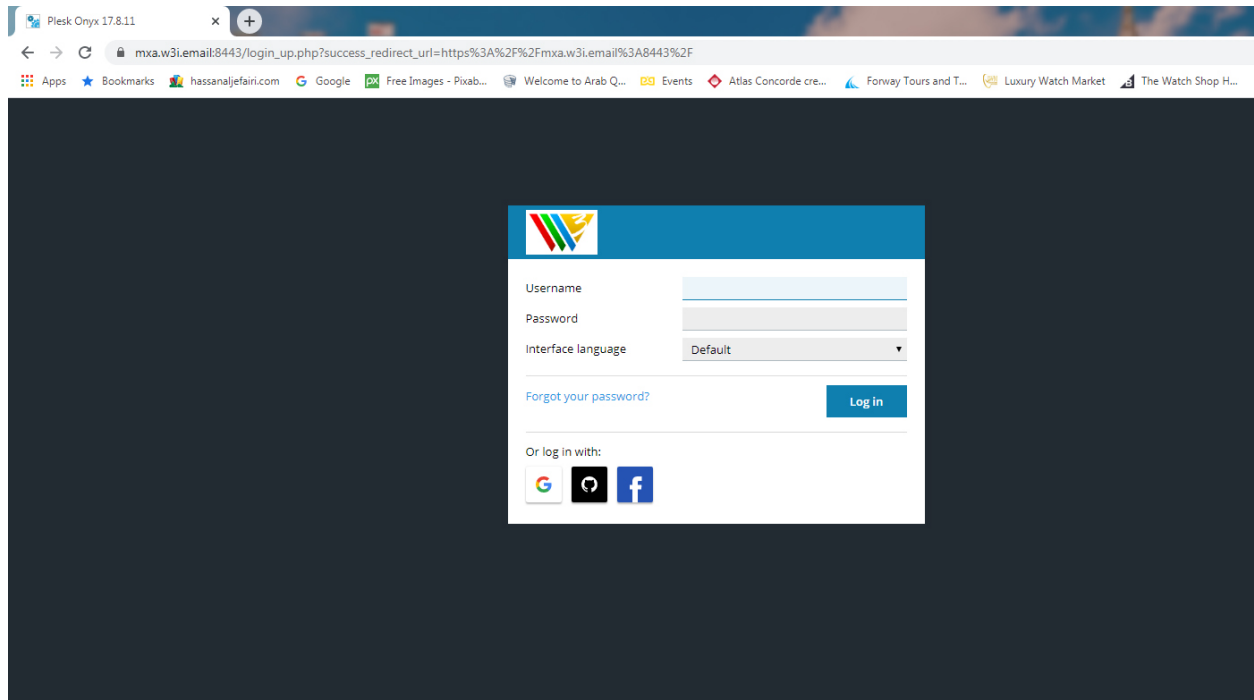
Username: Provided by W3infotech
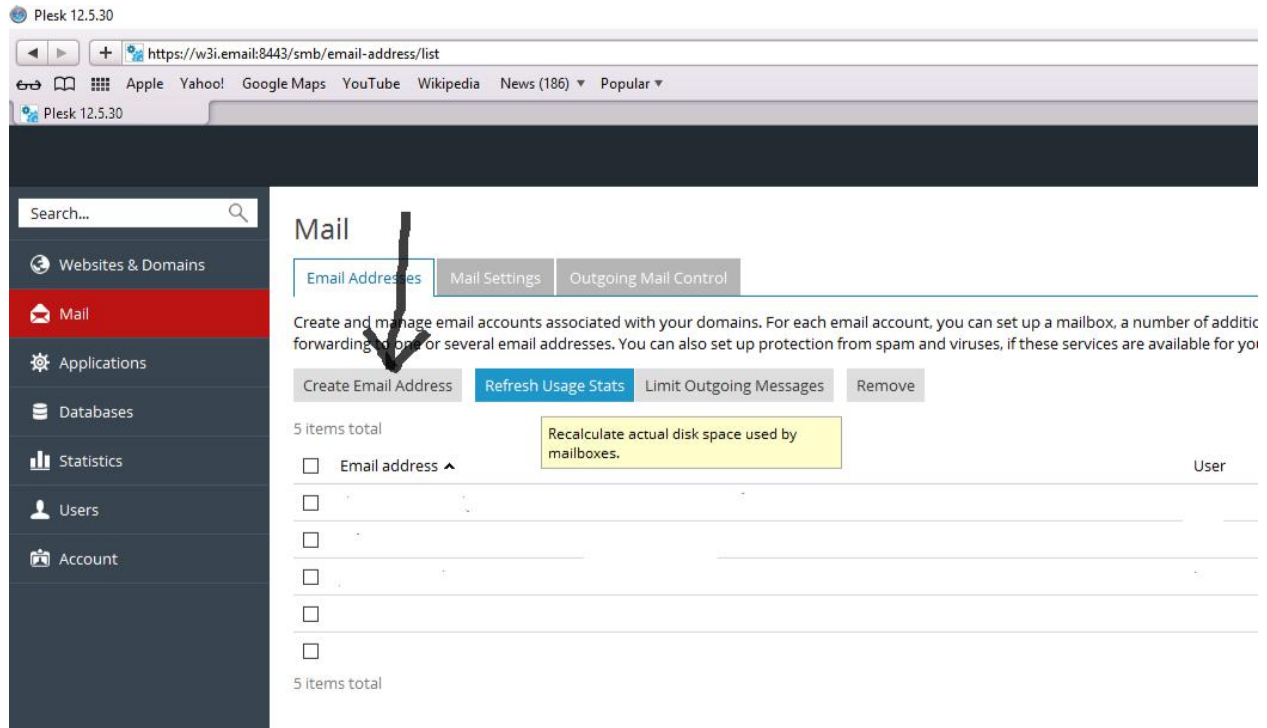
Password: ***************(Password provided before)

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2. After you successfully login

Click on the email button as shown below

3. Click Create E-mail Address
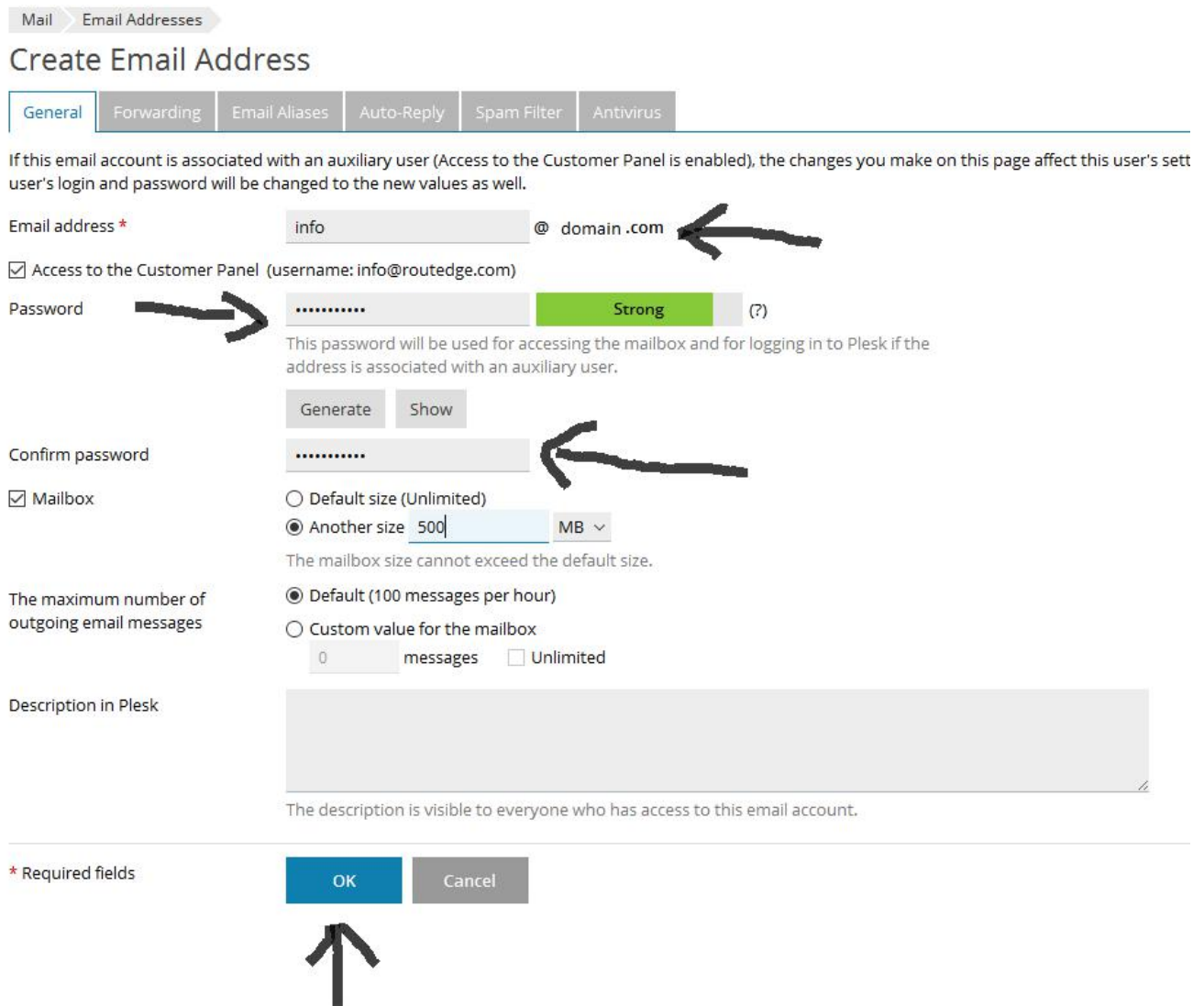
4. Email-address: type your <mark>first name</mark> or <mark>firstname.lastname</mark> or whatever **formats you wishes to use.**

Password: Please provide an <mark>alphanumeric password</mark> 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 <mark>tick mark</mark> there

Click <mark>Ok</mark> to complete Email-id Creation

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**

6. **Click on the** <mark>Antivirus</mark> **Tab and**

   Click and activate check box <mark>"Switch on antivirus protection for this email address"</mark>