How to create Email accounts using Plesk

1. Copy or type the following link
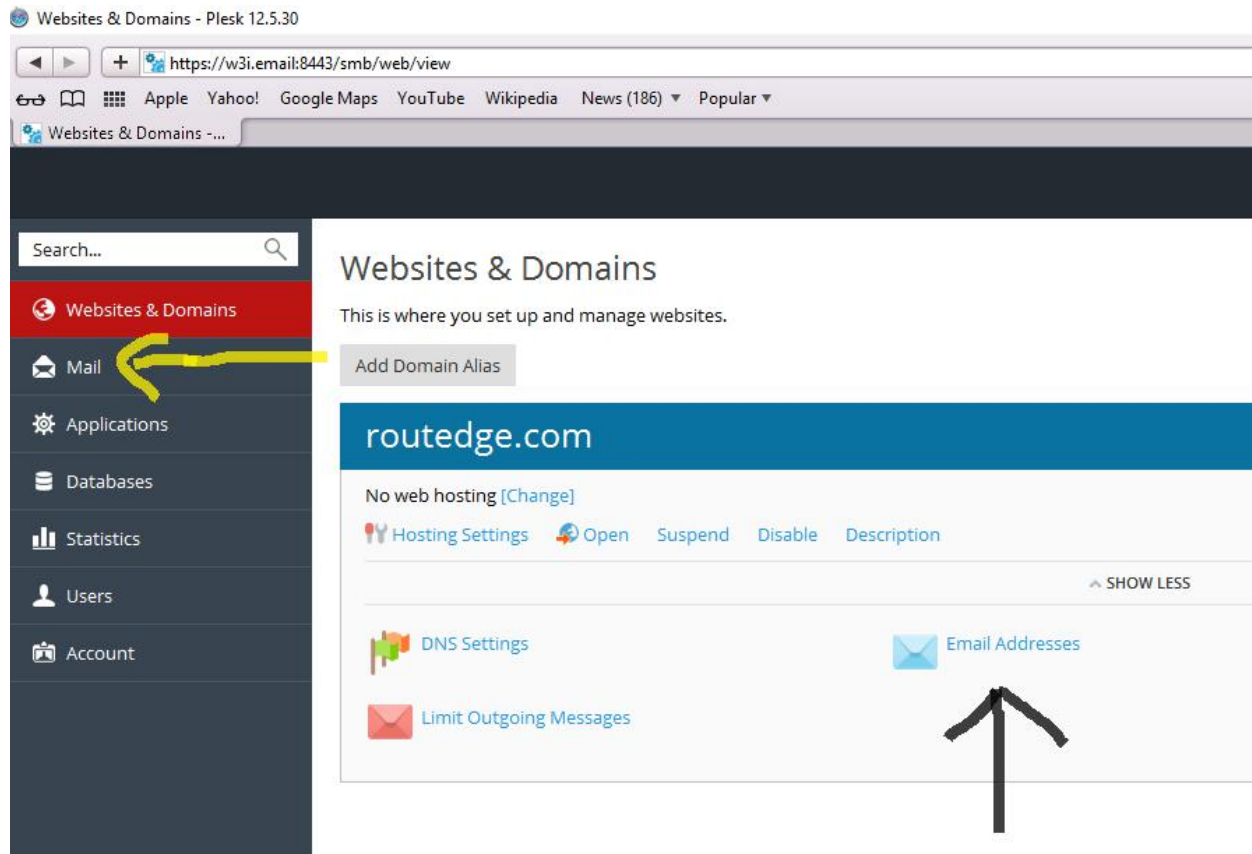
   https://mxa.w3i.email:8443
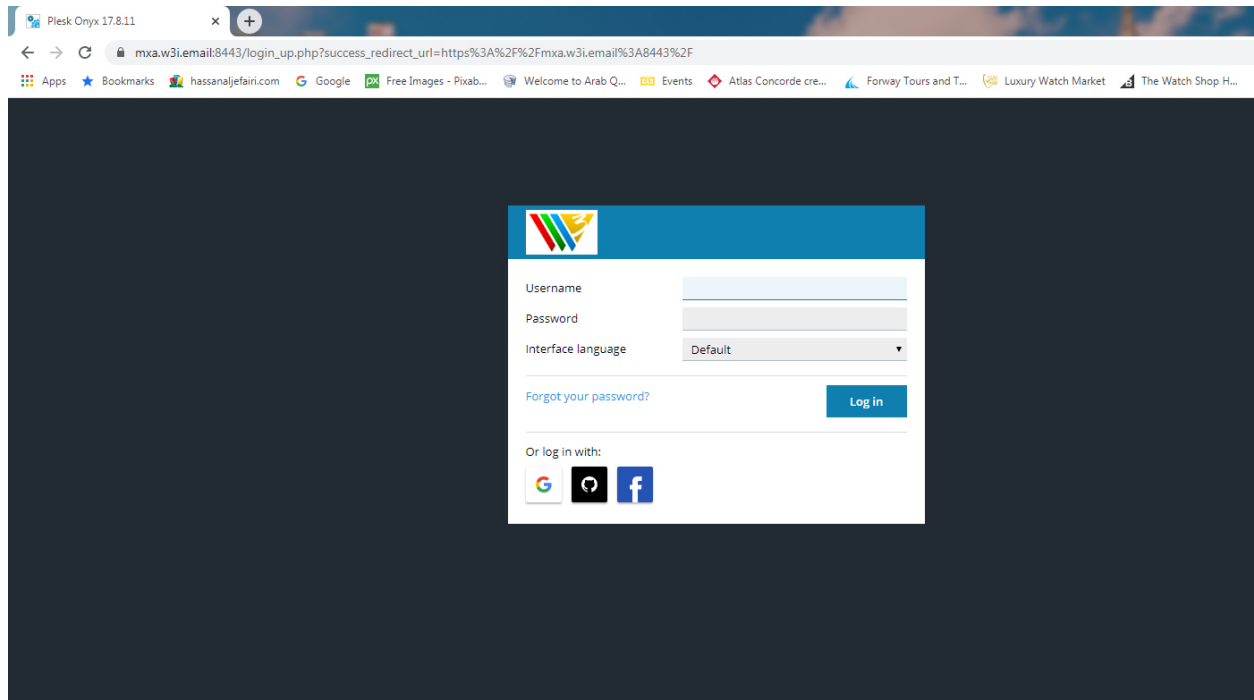
Username: Provided by W3infotech

Password: ***************(Password provided before)
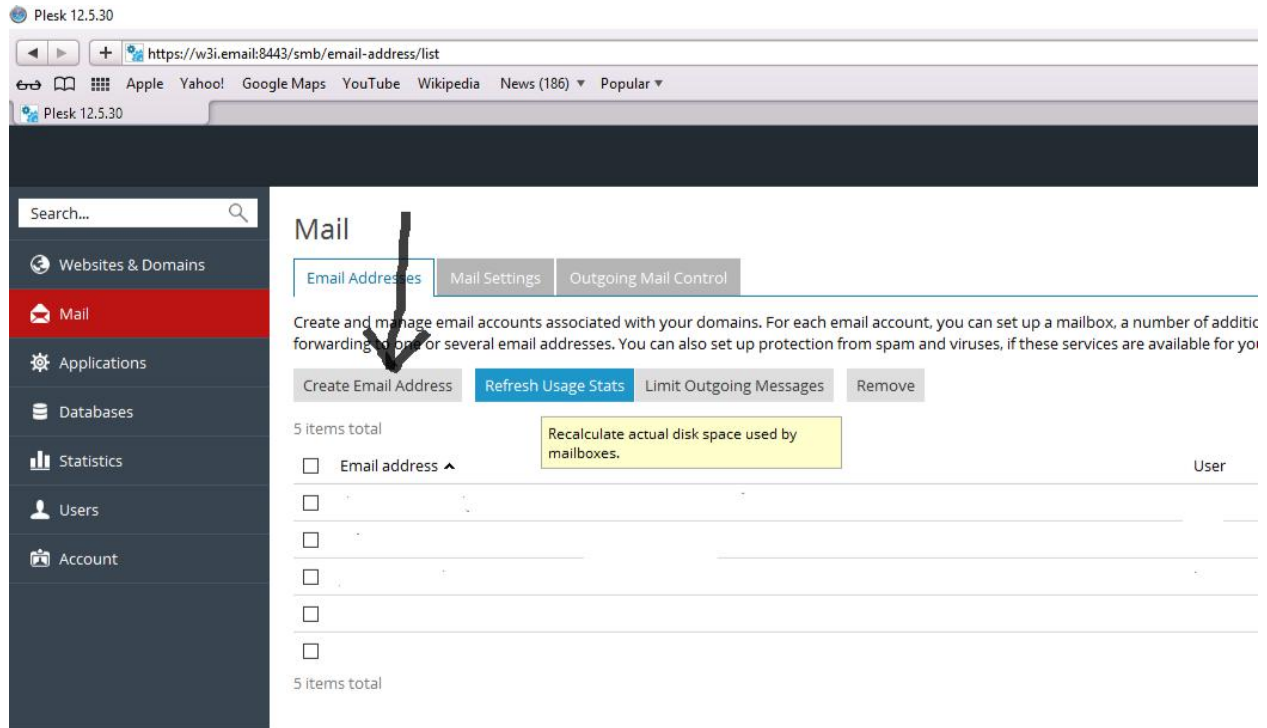
2. After you successfully login

Click on the email button as shown below

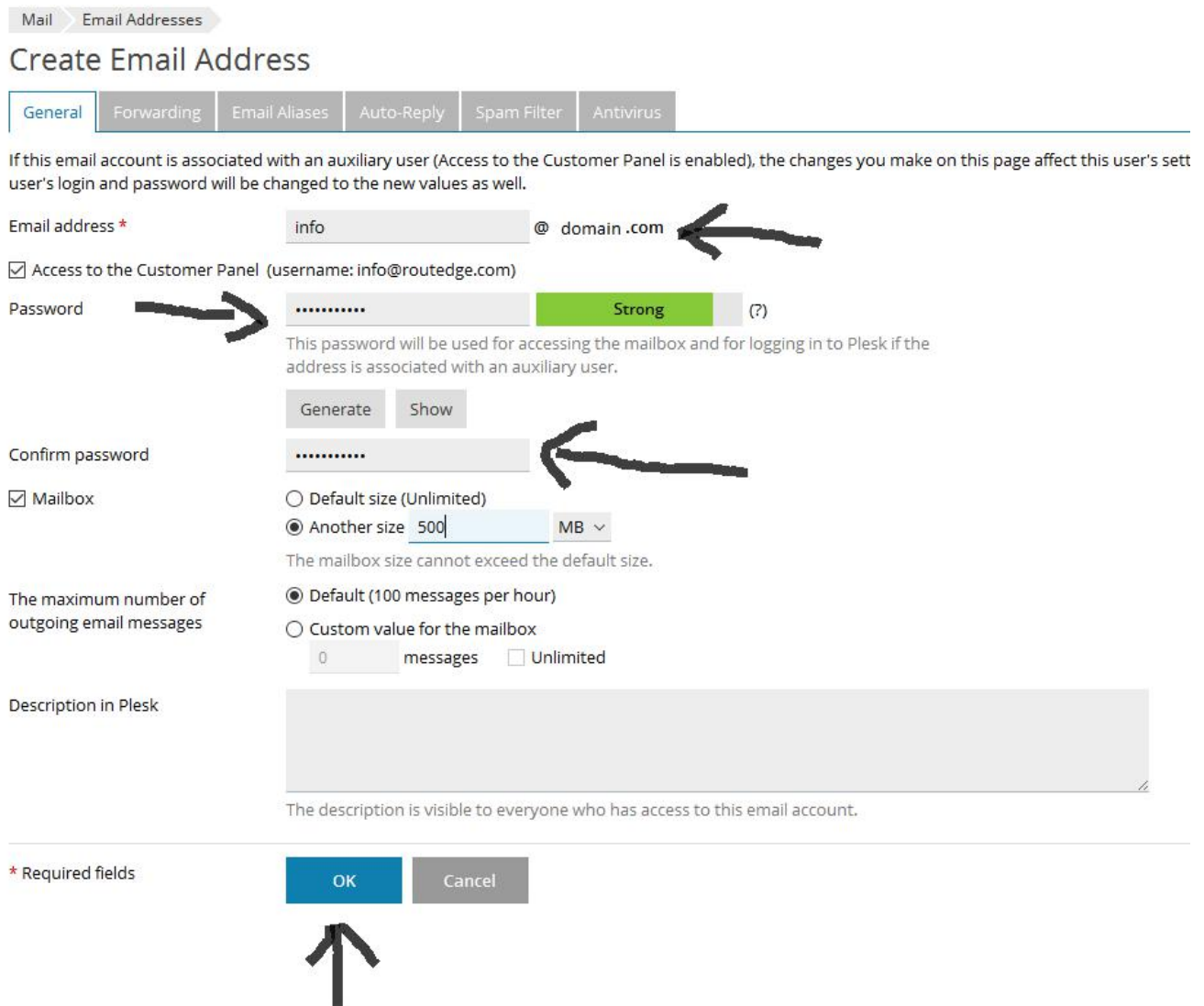## 3. Click Create E-mail Address

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

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 *   info   @ 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.

Generate   Show

Confirm password   •••••••••

☑ Mailbox   ○ Default size (Unlimited)
           ◉ Another size   500   MB ⌄

The mailbox size cannot exceed the default size.

The maximum number of outgoing email messages   ◉ Default (100 messages per hour)
           ○ Custom value for the mailbox
           0   messages   ☐ Unlimited

Description in Plesk

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

* Required fields   **OK**   Cancel

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** <mark>Antivirus</mark> **Tab and**

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

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]