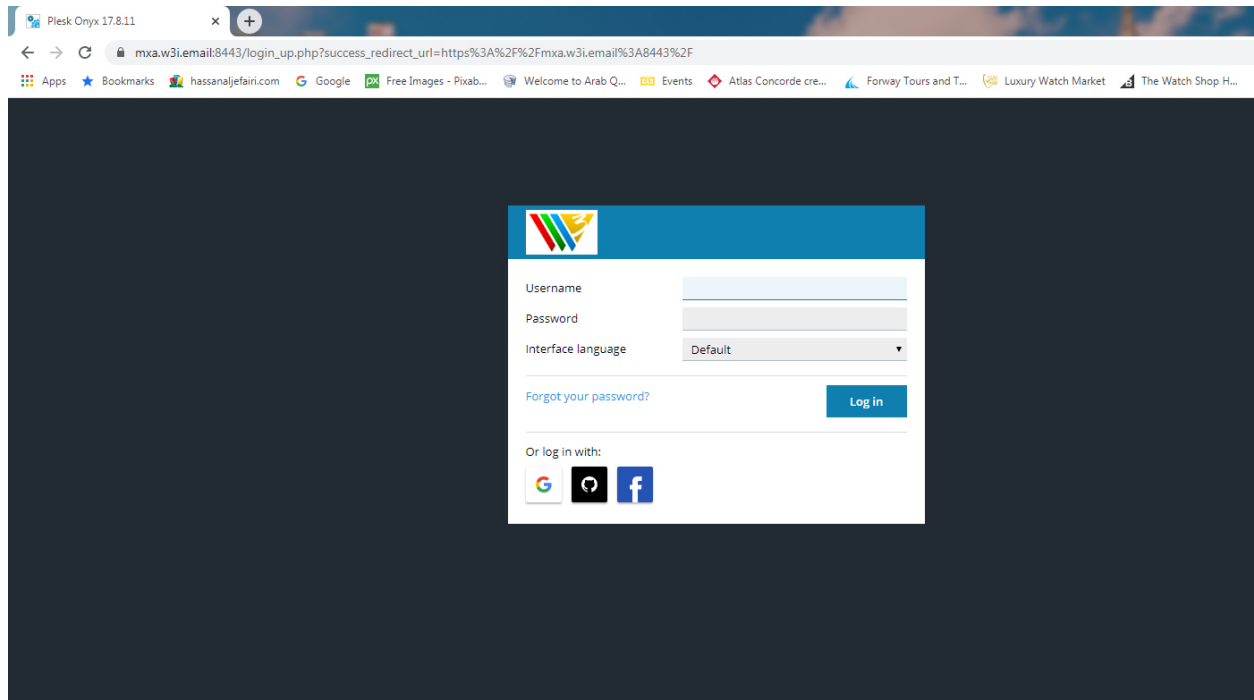


# How to create Email accounts using Plesk

1. Copy or type the following link

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



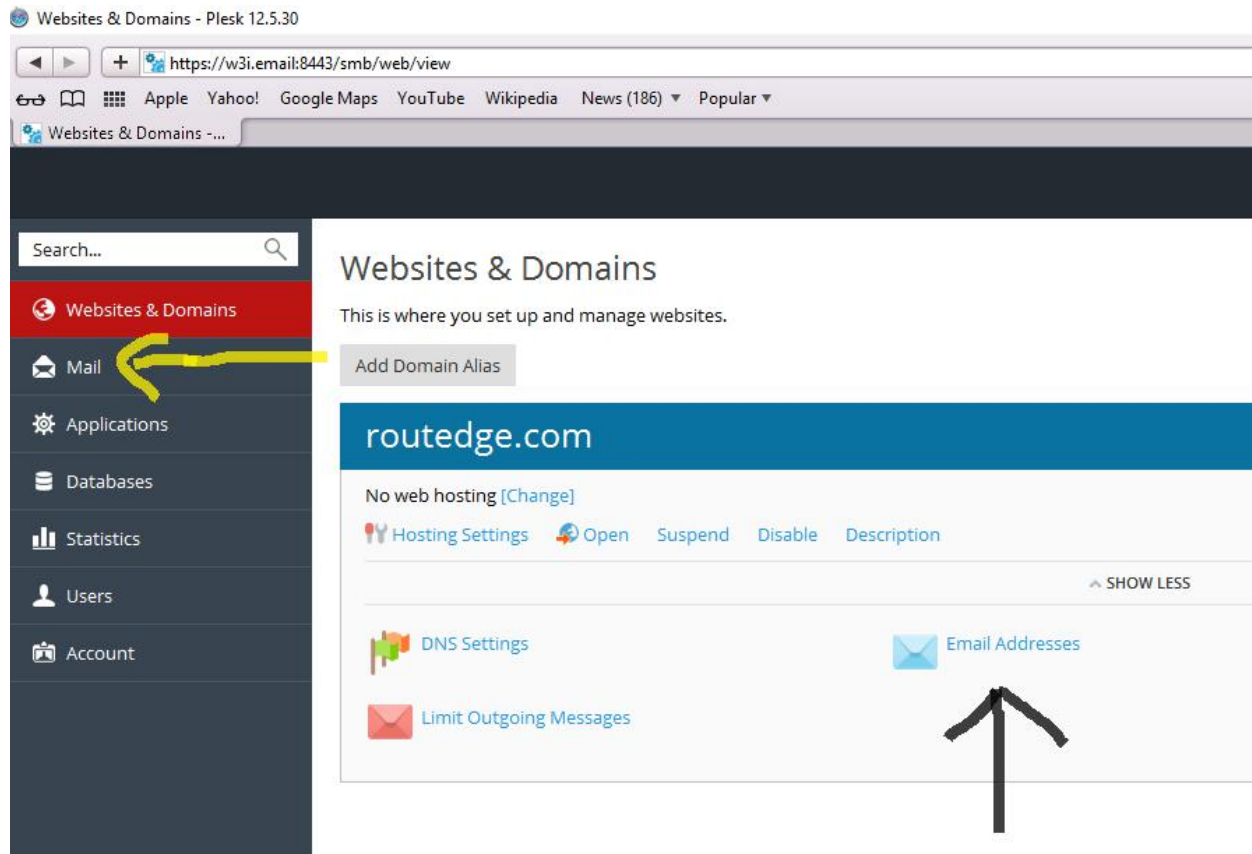
Username: Provided by W3infotech

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



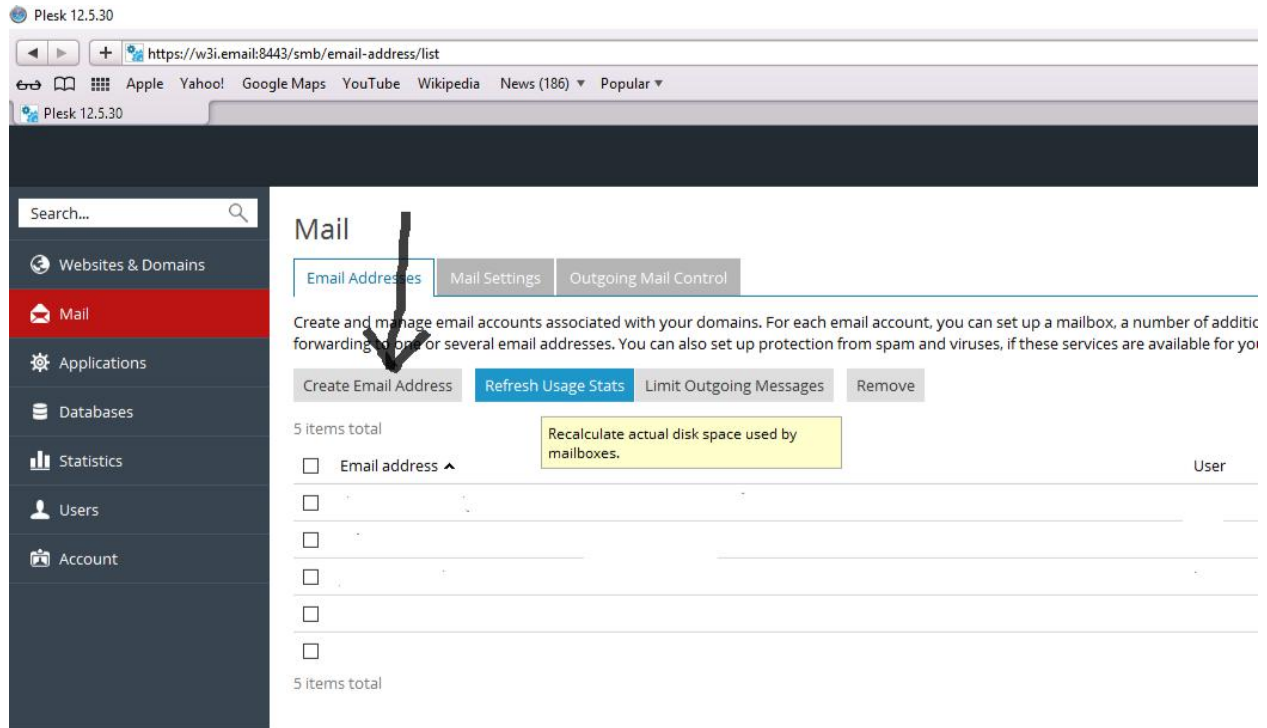
## 2. After you successfully login

Click on the email button as shown below



The screenshot shows the Plesk control panel interface. The browser address bar displays the URL `https://w3i.email:8443/smb/web/view`. The page title is "Websites & Domains - Plesk 12.5.30". The main heading is "Websites & Domains" with the subtext "This is where you set up and manage websites." and an "Add Domain Alias" button. The domain "routedge.com" is displayed in a blue header. Below this, there are several configuration options: "No web hosting [Change]", "Hosting Settings" (with sub-links for Open, Suspend, Disable, and Description), "DNS Settings", "Email Addresses" (highlighted with a black arrow), and "Limit Outgoing Messages". The left sidebar contains a search bar and navigation links for "Websites & Domains", "Mail" (highlighted with a yellow arrow), "Applications", "Databases", "Statistics", "Users", and "Account".

### 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 three buttons: "Create Email Address", "Refresh Usage Stats", and "Limit Outgoing Messages". A "Remove" button is also present. A yellow tooltip box with the text "Recalculate actual disk space used by mailboxes." is positioned over the "Refresh Usage Stats" button. Below the buttons, there is a table with the following structure:

5 items total	
<input type="checkbox"/>	Email address ^
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

5 items total

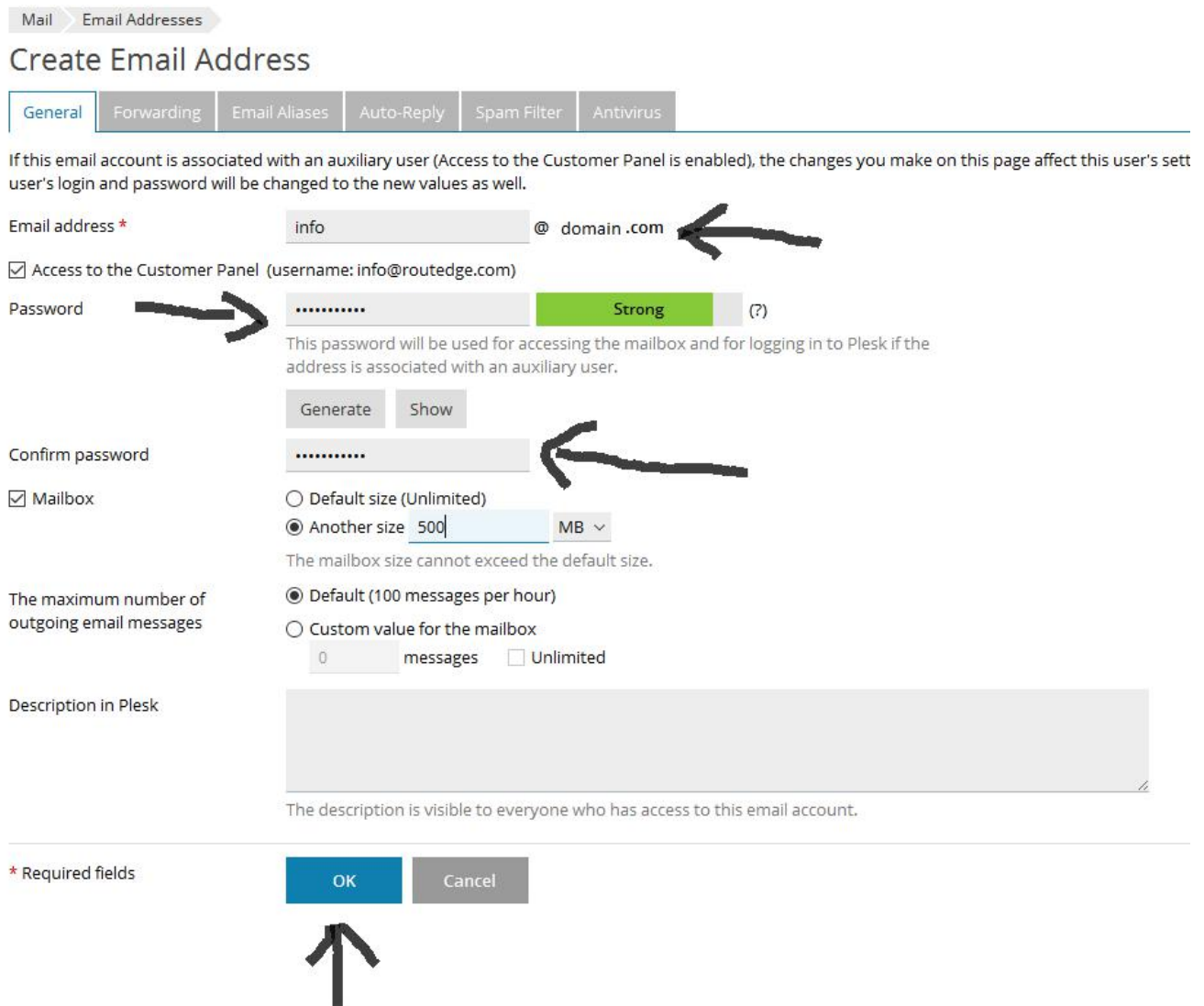
**4. Email-address:** type your **first name** or **firstname.lastname** or whatever formats you wishes to use.

**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 \* 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.

Default (100 messages per hour)

Custom value for the mailbox

0 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

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 **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