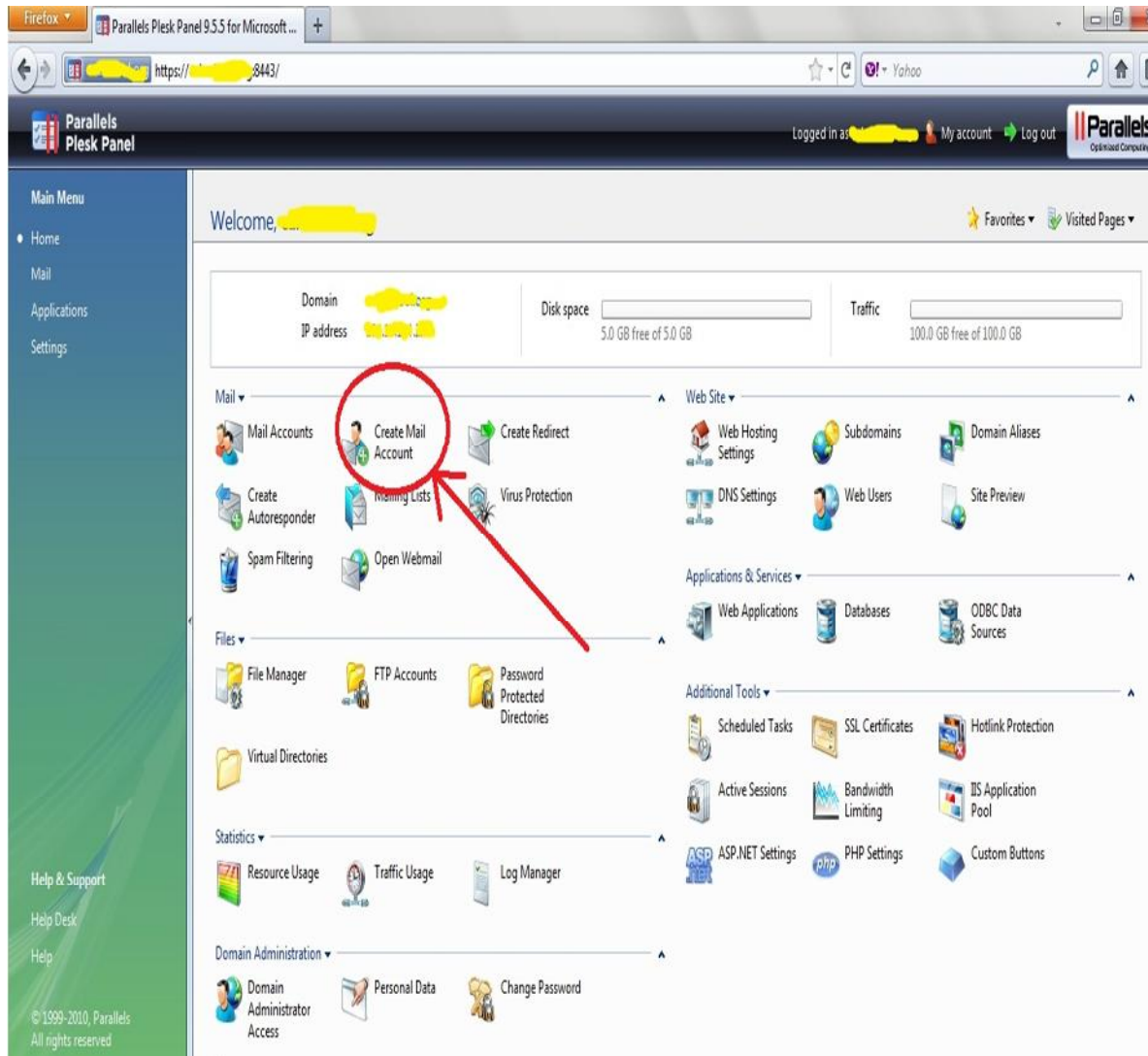


# How to Create E-Mail Account

1. Login into your control panel. You can find this login window. Now you can select **“Create Mail Account”**



2. Now fill details as given below:

Parallels Plesk Panel

Home » Mail Accounts »

### Create a Mail Account for Domain

Create mail account  
Click Next >> to create the mail account and proceed to configuring antivirus. Click Finish to create the mail account and exit the wizard.

Mail account properties

Mail account \*  1

Old password

New password  2

Confirm password  2

Control panel access

Button label length

Interface language

Interface skin

Allow multiple sessions  3

Prevent users from working with the control panel until interface screens are completely loaded  3

Mailbox

Mailbox  4

Mailbox quota  Default for the domain (Unlimited) 4  
 Enter size  KBytes

\* Required fields

Next >> 5 Finish Cancel

1: Type mail account id

2: type proper password

3: check this options

4: check this options

5: click on next.

3. Now You can find this window. Follow given instructions.

Home > Mail Accounts > contct@[redacted].c >

## Create a Mail Account for Domain

### Antivirus Preferences

Set the virus protection settings. Click Next >> to proceed to configuring spam protection. Click Finish to save virus protection settings and exit the wizard.

**Information:** Mail account contct@[redacted].c has been created.

Antivirus Preferences

Incoming mail: Scan for viruses

Outgoing mail: Scan for viruses


Next >> Finish Cancel

The screenshot shows a web-based wizard for creating a mail account. At the top, there is a breadcrumb trail: Home > Mail Accounts > contct@[redacted].c >. Below this is a header with a person icon and the title 'Create a Mail Account for Domain'. The main section is titled 'Antivirus Preferences' and contains instructions: 'Set the virus protection settings. Click Next >> to proceed to configuring spam protection. Click Finish to save virus protection settings and exit the wizard.' A green information banner states: 'Information: Mail account contct@[redacted].c has been created.' Below this, there are two dropdown menus for 'Incoming mail' and 'Outgoing mail', both set to 'Scan for viruses'. A red circle labeled '1' highlights these dropdowns. At the bottom right, there are three buttons: 'Next >>', 'Finish', and 'Cancel'. A red circle labeled '2' highlights the 'Next >>' button.

1:select **“Scan for viruses”**

2:Click on **“Next”**.

4. Now follow this instructions:

 **Information:** Antivirus settings for the mail account contct@cakschool.org were changed.

Allow personal settings

Switch on spam filtering  **1**

Use server-wide settings

Hits required for spam

What to do with spam mail

Delete

Mark as spam and store in mailbox

Modify spam mail subject  by tag

Spam detection alert text

Trusted languages

Available languages

- Afrikaans
- Albanian
- Amharic
- Arabic
- Armenian
- Basque
- Bosnian
- Bulgarian

Add >>

<< Remove

Chosen trusted languages

Trusted locales

Available locale groups

- Western
- Japanese
- Korean
- Cyrillic
- Thai
- Chinese (traditional and simplified)

Add >>

<< Remove

Chosen trusted locale groups

<< Back **2** Finish Cancel

1:Click on this details

2: Click on **Finish**

5. Now you can find mail control window like this:

Home ▶ Mail Accounts ▶

contct@... Favorites Visited Pages

Information: Spam filter settings for mail account contct@... have been updated.

Tools

- Add New Mail Alias
- Preferences
- Permissions
- Mailbox
- Redirect
- Mail Group
- Groups
- Autoresponders
- Spam Filter
- Antivirus
- WebMail

Info

Control panel access	On	Mailbox	On
Redirect	Off	Autoresponders	Off
Mail group	Off	Spam Filter	On
Antivirus protection	Incoming and outgoing mail		

No Mail aliases

You can change or update any kind of settings from this window.

6. This is your mail account window. You can find like this type of information:

The screenshot displays a webmail interface with the following elements:

- Home navigation link.
- Page title: Mail Accounts Under the Domain [redacted].c
- Navigation tabs: Mail Accounts (selected), Mailing Lists.
- Utility links: Favorites, Visited Pages, Up Level.
- Tools section with two options: Create Mail Account and Mail Settings (circled in red).
- Search bar with Search and Reset Search buttons.
- Action buttons: Remove, Modify, Show Aliases, and Hide Search.
- Summary: 3 Mail accounts total. Number of entries per page: 10, 25, 100, All.
- Table of mail accounts:

	L	B	R	G	A	S	AV	Name			
								contact@[redacted].c			
								feedback@[redacted].c			
								info@[redacted].c			

3 Mail accounts total. Number of entries per page: 10, 25, 100, All.

If you want to divert mails to your specific yahoo or gmail account, click on “Mail Settings”

7. U can find this:

Home ▶ Mail Accounts ▶

## Mail preferences

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Mail service

Activate mail service on domain

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Preferences

Mail to nonexistent user

Bounce This address no longer accepts mail (not supported by the mail server)

Forward to address:

Redirect to external mail server with IP address:

Reject

WebMail

▼

Use DomainKeys spam protection system to sign outgoing e-mail messages  Server policy

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You can forward your mails to gmail or yahoo.