Top.Host HELP
EXTREME SUPPORT

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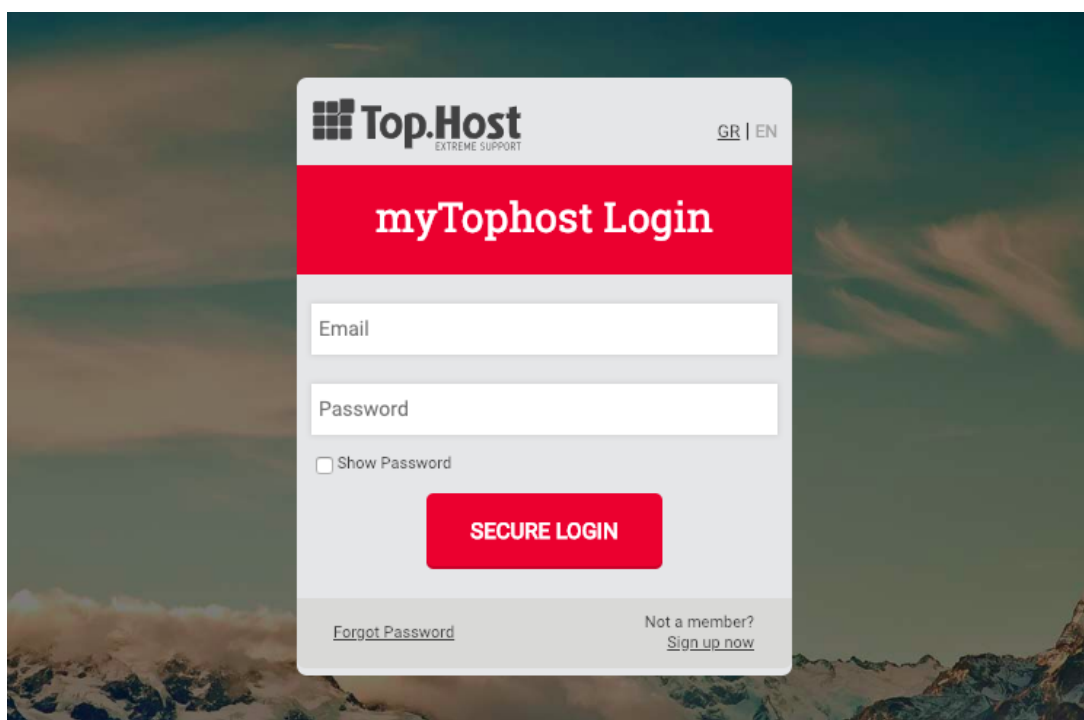
3. How can I create an email account through Plesk Onyx?

Lila TEST - 2019-10-21 - Email

To create an email account through Plesk, take the following steps:

1. Log into myTophost Panel and click **Plesk Login** to connect to the Plesk panel of the plan for which you want to create an account.

2. In the **Mail** tab, select **Create Email Address.**

3. In the next tab, (Create Email Address) fill in the following:
- the **email account** (e.g. info). If you have more than one active sites, select the one you wish to create an email account for, from the drop down menu (1).
- the **password** you want for your email account (it must contain symbols, letters and numbers) (2).

Confirm the password by typing it one more time (3) and then click **OK** (4).

General | Forwarding | Email Aliases | Auto-Reply

If this email account is associated with an additional user (Access to the Customer Panel is enabled), the changes email address and password, the additional user's login and password will be changed to the new values as well.

Email address * **1**

☐ @ fre⬛⬛⬛⬛⬛ce.gr

☑ Access to the Customer Panel

Password **2**

This password will be used for accessing the mailbox and for logging in to Ples the address is associated with an additional user.

[Generate] [Show]

Confirm password **3**

☑ Mailbox
  ● Default size (500 MB)
  ○ Another size [   ] [MB ↕]
  The mailbox size cannot exceed the default size.

The maximum number of outgoing email messages
  ● Default (300 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   **4**   [OK]   [Cancel]