

### 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.



[Home](#) > [My services](#)

Shared Hosting							BUY NEW PLAN
Pack Id	Package	Services	Status	Expiration date	Plesk Login	Manage	
204621	<a href="#">Linux Star</a> fre...ce.gr		On	18/07/2019	<a href="#">Plesk Login</a>	<a href="#">Renew</a> <a href="#">Manage</a>	

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

# Mail

**Email Addresses** | Mail Settings | Mailing Lists | Outgoing Mail Control

Create and manage email accounts associated with your domains. For each email account, you can set up a mailbox, a number of (email aliases), an auto-reply, and mail forwarding to one or several email addresses. You can also set up protection from spam a

[+ Create Email Address](#) | [Refresh Usage Stats](#) | [Limit Outgoing Messages](#) | [Remove](#)

1 items total

<input type="checkbox"/> Email address ^	User
<input type="checkbox"/> al@e.gr	al@ce.gr

1 items total

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).

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 Ple: 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