

How can I create an email account?

- 2022-10-19 - Email

Depending on the email service you have, you will need to follow the instructions below:

[- Email in Titan](#)

[- Email in Plesk](#)

Email in Titan

1. Log into Plesk, with the login details you received in the hosting activation email.
2. On the Mail tab, select the domain name for which you want to create an email account and log into the Titan control panel.
3. On the first page, select Create new email account.

- In the Email field, select the prefix you want the new email to have, e.g. info@domain.com

- In the Password field, specify the password with which the user of the email you create will be able to log into the email service.

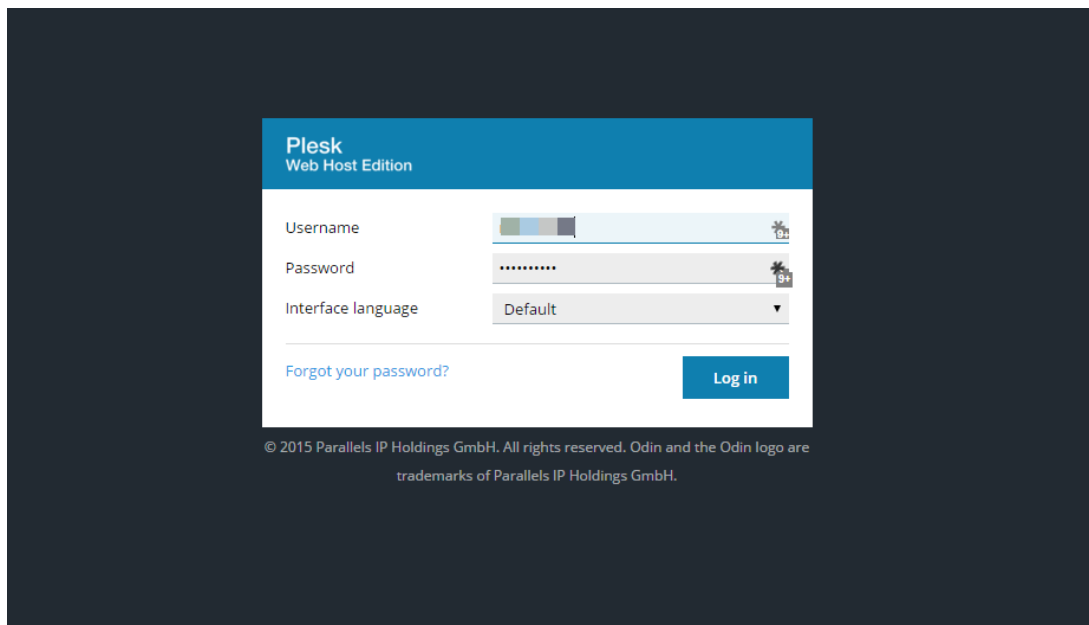
- In the Password recovery email address field, enter an alternative email, from which you will be able to retrieve access to the email you are creating now, in case you do not remember the password.

4. Your account has been created. Click Webmail Access so you can connect to it directly.

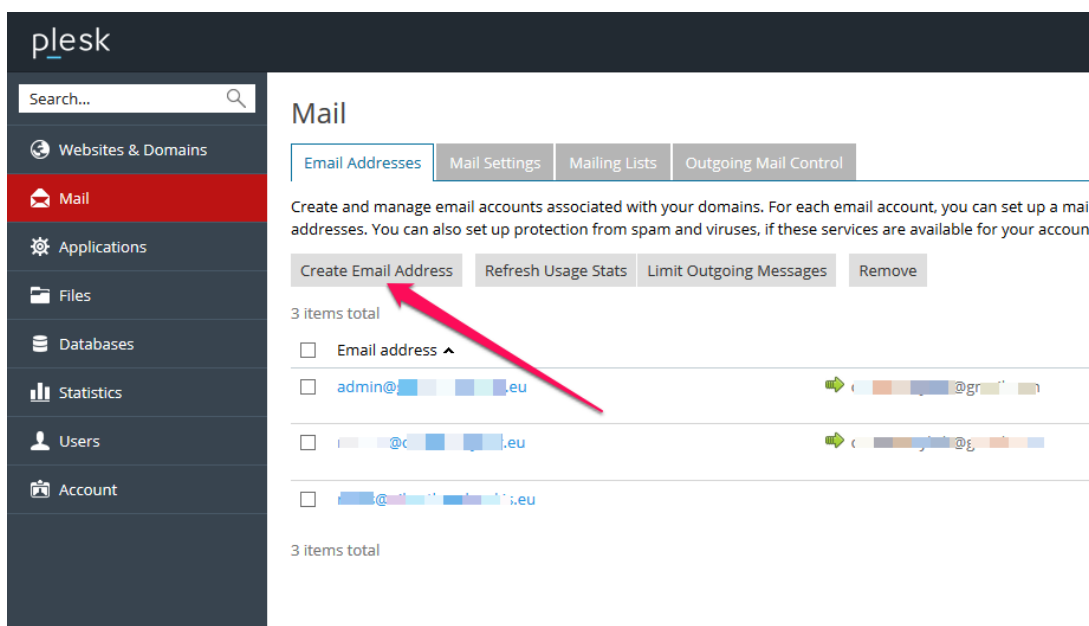
5. In the login pop-up, enter the email and password you stated above.

Email in Plesk

1. Log into Plesk, with the login details you received in the hosting activation email.



2. In the tab Mail, click Create Email Address.



3. In order to create the account, you have to state the following information:

- In the Email address field, select the prefix you want the new email to have, e.g. info@domain.com. If you have more than one active websites, choose the website for which

you want to create your email account, from the drop down menu.

- In the Password field, specify the password with which the user of the email you create will be able to log into the email service. Confirm the password by typing it one more time.

- Then, click OK and your email account is good to go.

Mail > Email Addresses

Create Email Address

General Forwarding Email Aliases Auto-Reply Spam Filter

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 as well.

Email address * **1** info @ [domain] ▼

Access to the Customer Panel (username: info@...)

Password **2** 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 **3**

Mailbox
 Default size (200 MB)
 Another size [input] MB ▼
The mailbox size cannot exceed the default size.

The maximum number of outgoing email messages
 Default
 Custom value for the mailbox
[input] messages Unlimited

Description in Plesk
[text area]
The description is visible to everyone who has access to this email account.

* Required fields **4** OK Cancel