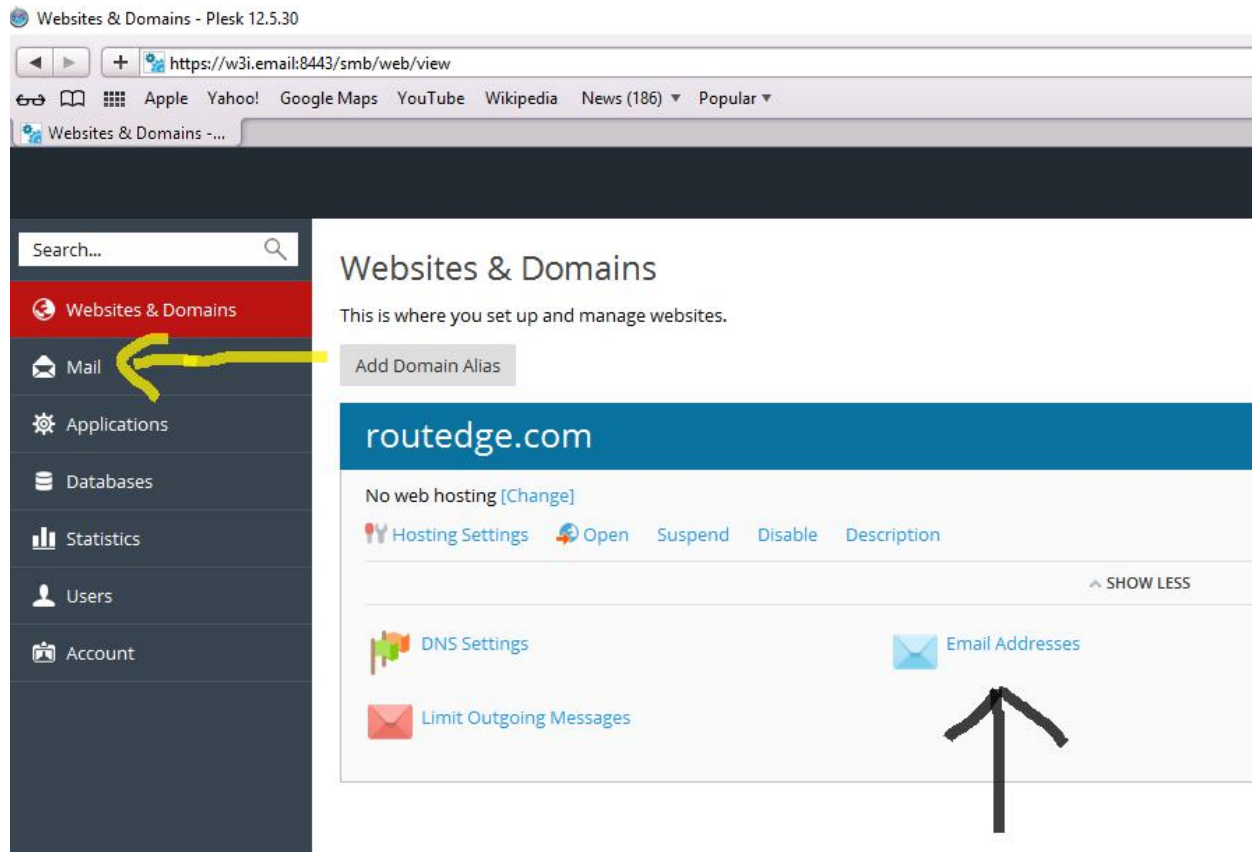
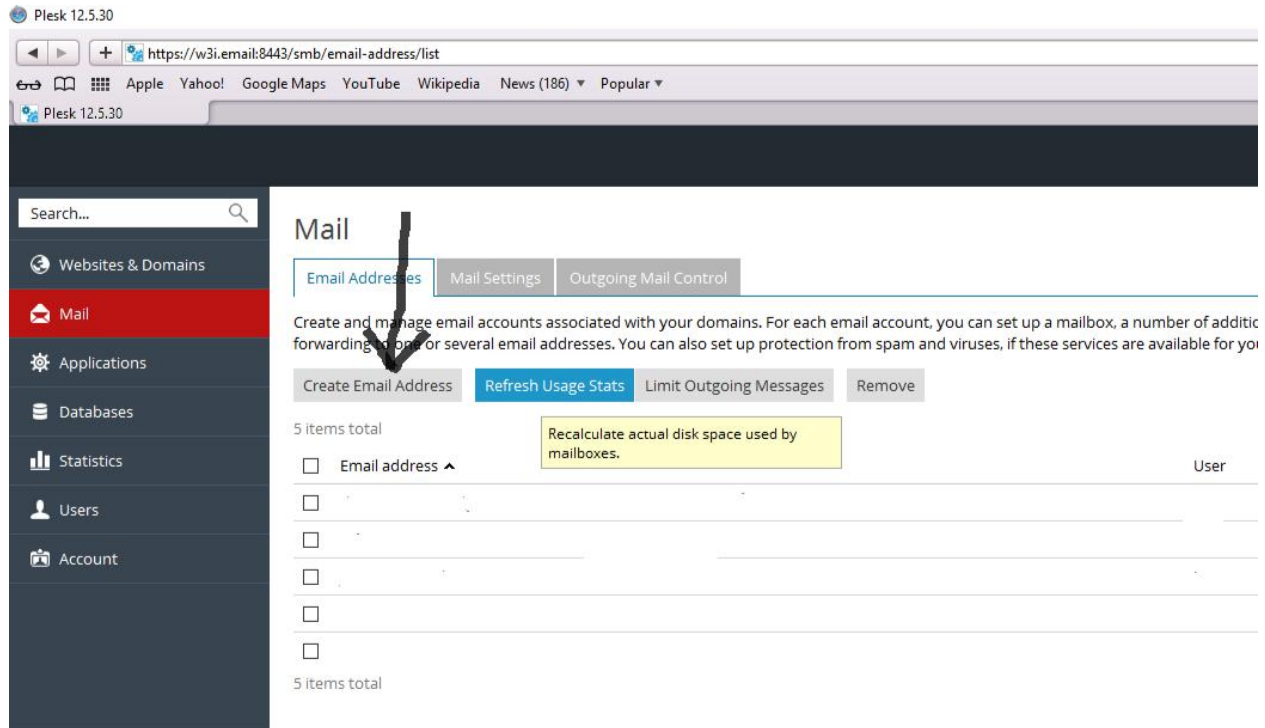


2. After you successfully login

Click on the email button as shown below



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 four buttons: "Create Email Address", "Refresh Usage Stats", "Limit Outgoing Messages", and "Remove". A yellow tooltip box is positioned over the "Refresh Usage Stats" button, containing the text: "Recalculate actual disk space used by mailboxes." Below the buttons 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"/>	

At the bottom of the table, it says "5 items total". The "User" column header is visible on the right side of the table.

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 * @ 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.

Confirm password

Mailbox

Default size (Unlimited)

Another size MB

The mailbox size cannot exceed the default size.

Default (100 messages per hour)

Custom value for the mailbox

messages Unlimited

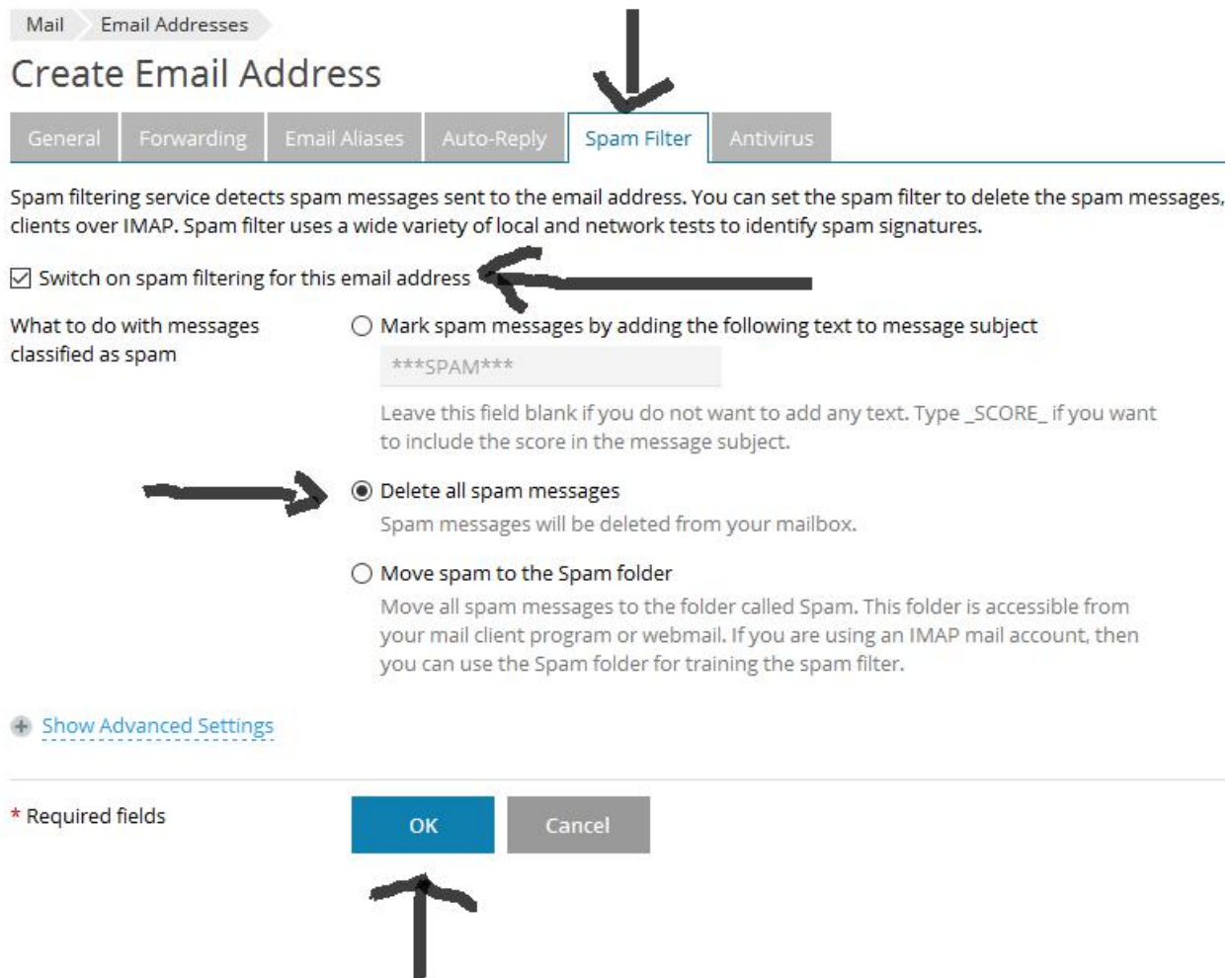
The maximum number of outgoing email messages

Description in Plesk

The description is visible to everyone who has access to this email account.

* Required fields

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

