

How to Add Email Address

Step 1

Log in to your account and select the hosting plan then click Manage Hosting link

The screenshot shows the Pangalan.com user dashboard. At the top, there is a red navigation bar with the Pangalan.com logo on the left and a 'Subscriber Subscription' dropdown menu on the right, followed by a 'logout' link. Below the navigation bar is a horizontal menu with tabs for 'Home', 'Profile', 'Tools & Utilities', 'Domains', 'Service Plans', 'Customers', 'Subscriptions', 'Account', and 'Help and Support'. The main content area is titled 'Home' and is divided into two columns. The left column is titled 'Overview' and contains a table with the following data: Setup date: Mar 21, 2013; Service plan: Custom; Disk space: 0.5 MB used of 5 GB; Traffic: 0 MB/month used of Unlimited. Below the table are links for 'View detailed resource usage' and 'My resources and permissions overview'. At the bottom of the 'Overview' section, there are two summary rows: 'All subscriptions' with '1 total' and '0 overusing', and 'Service plans' with '0 total' and a '[add new]' link. The right column is titled 'My Subscriptions' and contains a '[Manage Hosting]' link with a red arrow pointing to it, and a 'Create own subscription' link below it.

Step 2

Go to Mail tab, under Email Addresses tab, click Create Email Address Button

The screenshot displays the Pangalan.com user interface. At the top, there is a red navigation bar with the logo and a menu containing 'Home', 'Profile', 'Tools & Utilities', 'Domains', 'Service Plans', 'Customers', 'Subscriptions', 'Account', and 'Help and Support'. Below this, a secondary navigation bar includes 'General', 'Websites & Domains', 'Mail', 'Applications', 'Files', 'Statistics', and 'Account'. The 'Mail' tab is selected, and a red arrow points to it. Underneath, there are sub-tabs for 'Email Addresses', 'Mail Settings', and 'Mailing Lists'. A text block explains: 'Create and manage email accounts associated with your domains. For each email account, you can set up a mailbox, a number of additional email addresses that will point to the same mailbox (email aliases), an auto-reply, and mail forwarding to one or several email addresses. You can also set up protection from spam and viruses, if these services are available for your account.' Below this text is a control bar with buttons for 'Create Email Address', 'Refresh Usage Stats', and 'Remove', along with a search input field. A red arrow points to the 'Create Email Address' button. The bottom of the page shows the text 'No items found.'

Step 3

You may create now an email address and also you may put a limit per size

Pangalan.com Subscriber Subscription [dropdown] [logout](#)

Home Profile Tools & Utilities Domains Service Plans Customers Subscriptions Account Help and Support

Home > Subscriptions > [dropdown] > Mail > [Up Level](#)

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 Control Panel is enabled), the changes you make on this page affect this user's settings. Particularly, if you change the email address and password, the auxiliary user's login and password will be changed to the new values as well.

Email address * @ [dropdown] [dropdown]

Access to the Control Panel

Password Very weak (?)

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 (500 MB)

Another size MB

The mailbox size cannot exceed the default size.

Description in Plesk

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

* Required fields