

Doteasy KB

How do I create email accounts?

You can create, edit and manage your email accounts through your Doteasy SmartMail administrator account.

To login to your SmartMail administrator account:

a) Login to the Email Administrator account via the Webmail Sign-In panel on our homepage, <http://www.doteasy.com>

or

b) Click on the Manage/Create Email Accounts link in your Member Zone.

Once you are logged into your admin account:

From the Domain Settings menu, select Email Users. Click on Add User. Enter the Username, Password, Display Name, and Mailbox Size Limit for your new email account. You can also the Webmail, Compose, Forwarding, Groups and Plus Addressing tabs to set other specific details for the account, including email forwarding. Click on Save when you are finished.

Once you have created an email account you can use Doteasy Webmail to send and receive emails. You can also configure your email program to retrieve emails.

You can also refer to the Doteasy SmartMail Flash Tutorial on how to create email user accounts.

<https://kb.doteasy.com/questions/210/>