

Introduction

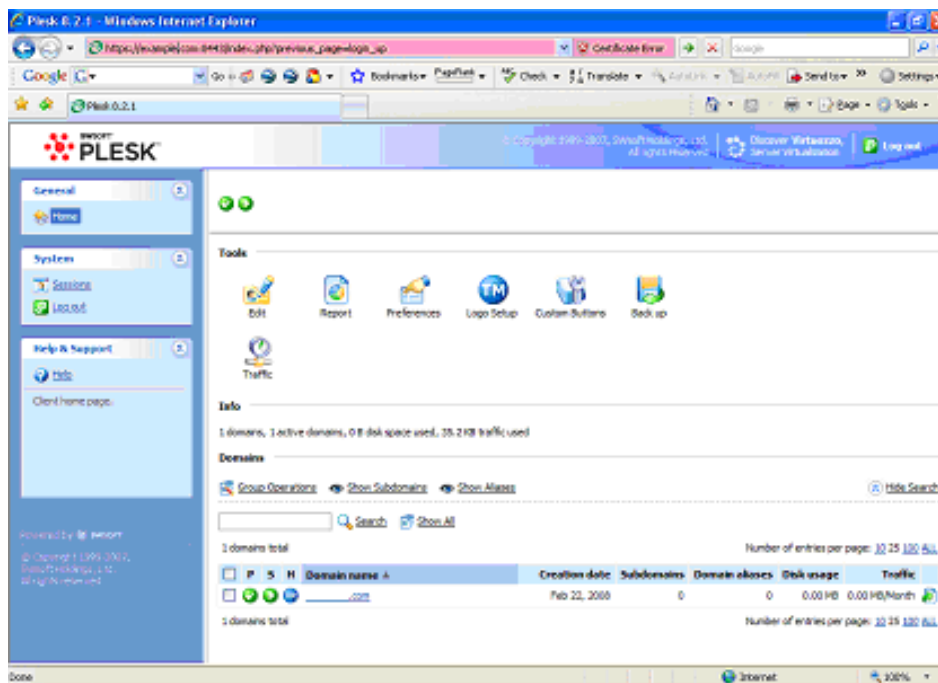
This tutorial covers the procedure for setting up email accounts within your Plesk control panel. Every ProserveUK hosting account has a set limit for email accounts; you can create as many accounts as required up to this limit.

Every account also has a web based email client with which you can send and receive email. This provides the ability to check and send mail from any computer that has an Internet connection. It is also possible to connect to your email server using email clients such as Microsoft Outlook, Outlook Express, Eudora or Thunderbird.

The last two features are covered in separate tutorials.

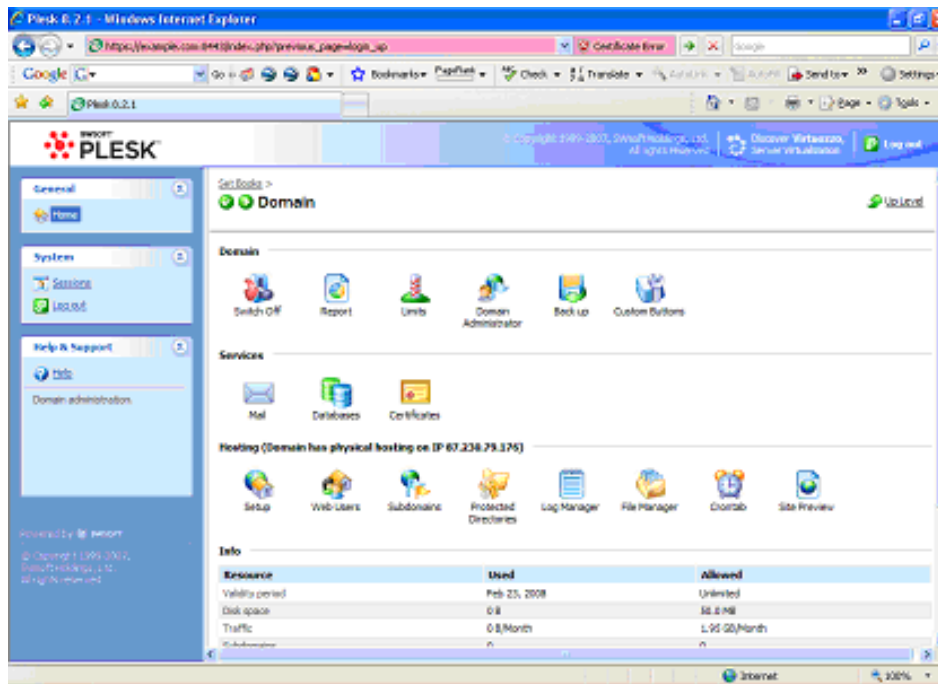
Creating a new email account

Log into your Plesk control panel, as detailed in a previous tutorial. This will take you to the main control panel page.



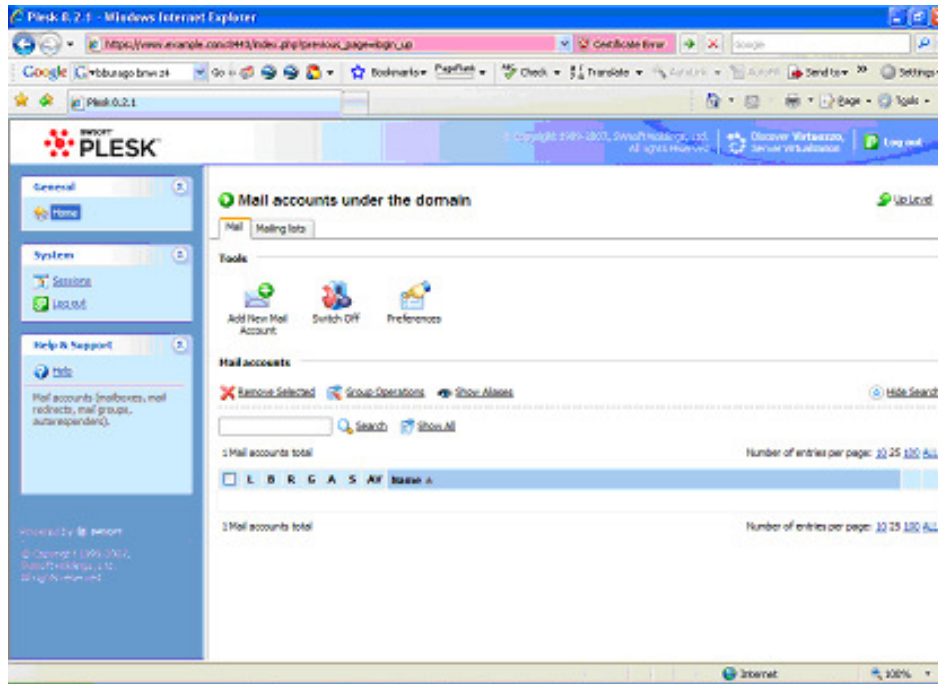
Plesk control panel main page

From here you can select the domain for which you wish to setup email accounts. Clicking on the domain name will take you to the domain management page.



Domain management page

Select the mail option from the services section. You will then be taken to the email control panel.

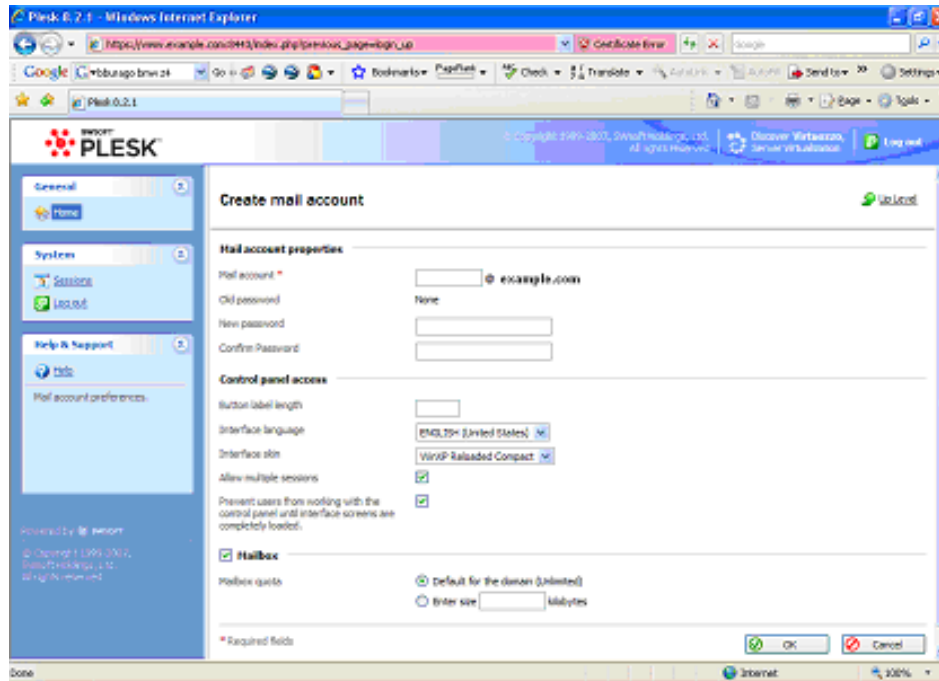


Email control panel

Now you need to decide on a name for your new email account. The name you choose will become part of the email address you are about to create. For example:

If your domain is called example.com and you decide on the name 'test', you will end up with the new email address 'test@example.com'.

Once you have decided on a name click on the 'Add New Mail Account' icon to add the account. You will then be taken to the create mail account page.



Create mail account page

Now enter your chosen name in the box marked 'Mail name' along with a password for accessing the account. You also need to ensure that the mailbox option is checked so the system knows you want this mail name to be used as an email address.

Once you have done this select 'OK' from the bottom of the screen. Your new account will be set up as a valid email address. You can then retrieve this via an email client or online via the web client.

On successful creation of the account you will be taken to the admin page for the new account.

Creating an auto-responder

An auto-responder sends an automated reply when an email is received – a typical use may be sending a notification that you are away from the office.

Click 'Auto-responder' and then click the 'Add New Auto-responder' button.

The Auto-responder name field should be a unique name for each auto-responder you create.

The Reply with text field is where you can add whatever text you would like the responder to reply with.

The 'Reply to the unique e-mail address not more than' field, should ideally be left at the default value of 10 (or set to another low number), and the Store up to field should be ideally be left at 100, this is to ensure that an 'auto-responder war' does not occur. (If the address you are replying to also has an auto-responder, the first setting will only reply up to 10 times each day to each unique email address).

When complete, click on the 'switch on' icon at the top of the page to enable the auto-responder and then click the 'OK' button at the base of the page to complete.

Changing your mailbox password

Click 'Preferences'.

Enter the password in the new password and Confirm password fields, and press OK.

About us

This tutorial has been produced by ProserveUK. A professional hosting company that provides affordable web hosting solutions. Large selection of plans available, one-month free trial offered on all plans.

For more information, please visit www.proserveuk.com
Or contact us as sales@proserveuk.com.