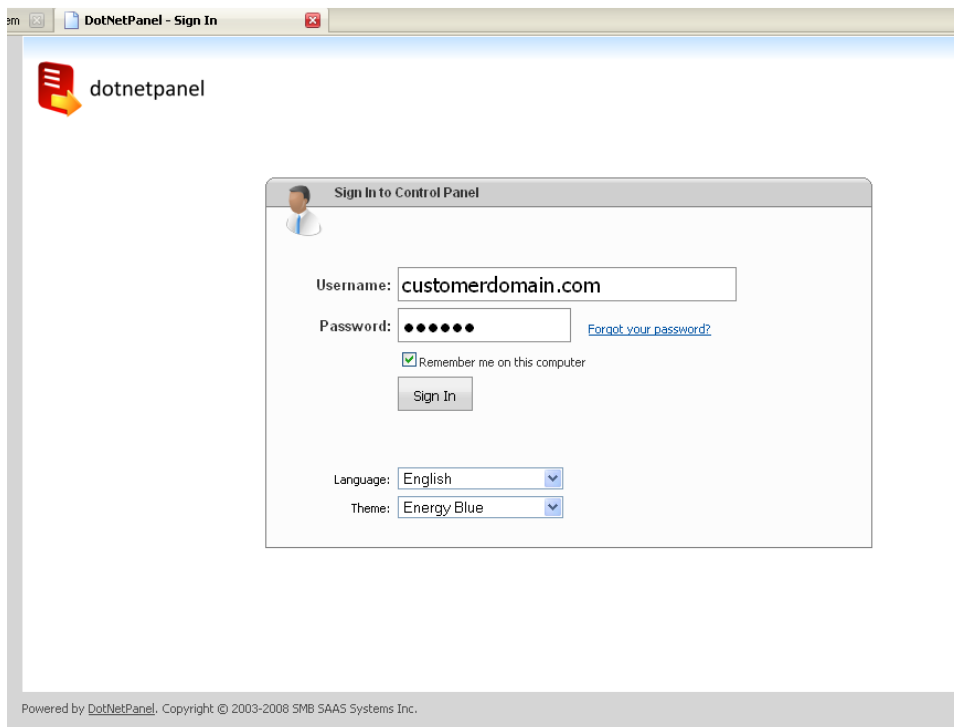


Creating Email Accounts- DotNetPanel

This guide will take you through the steps of creating a new email account on the DotNetPanel. There are additional walkthrough guides to will also show you how to use this email account with your email software.

1. The first step is to log into the DotNetPanel. Visit <https://cp.eurofasthost.com/> using your web browser- whether that is Internet Explorer or Firefox.
2. Type in your login information you were provided by your welcome email. Your username will generally be your domain. If you forgot your password you can use our *“Forgot your password”* link on the front page.



3. Once logged in you will greeted by our Account Home page. In the center of this page there will be a hyperlink with your domain name on it- click it.
4. On the left there will be a menu. On this menu, put your mouse over **Mail**, and select **Accounts**.
5. This will lead you to the email accounts page. Click the button that says *“Create Mail Account”*.

6. On the following page you can enter the information needed to create the email account. In the first box, type the name of the email account you want to create. In this case, I typed *sales* which would give me sales@customerdomain.com once it was finished.
7. Type your password in the following box (for security reasons it must contain at least one number) and the name of the email owner. We recommend a **100MB** mailbox size limit- this is enough for the general email user.

The screenshot shows a web form titled "Mail Account Properties". It contains several sections:

- E-mail Address:** A text box with "sales" and a dropdown menu with "customerdomain.com". An "Add Domain" button is next to it.
- Password:** Two text boxes for "Password" and "Confirm password", both filled with dots.
- Mailbox Size Limit, MB:** A text box with "100".
- Personal Information:** Text boxes for "First Name" (James), "Last Name" (Sparta), and "Reply to Address" (sales@customerdomain.com). A larger text box for "Signature" is below.
- Autoresponder:** A section with a "Enable Autoresponder" checkbox (unchecked), a "Subject" text box, and a "Message" text box.
- Mail Forwarding:** A section with a "Forward Mail to Address" text box and a "Delete Message on Forward" checkbox (unchecked).

8. If you intend to use our web based email system, you will need to enter a "Reply to Address" and optionally a Signature. This can be left blank if you intend to use Outlook or something similar.
9. The auto responder will allow you to generate auto-replies to anyone who emails that email account. Unless needed, this can be ignored.
10. We also offer the option to store and forward emails. This will enable you forward all your emails to an external account. Although useful for work email accounts, we don't recommend them due to the potential for spam.
11. Once you're done- click **Save**. If you ever need to change the details for this account- click on it to change them.

If you have any questions or comments, please don't hesitate to contact us- support@eurofasthost.com or call us on 02380 249 823