

## How do I create a new email account for my domain name?

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Creating a new standard mail box is done easily within your eXtend Control Panel. Log into your eXtend Control Panel Click 'Mail Boxes' under 'Email' Under 'Email Address', enter in the name you would like the account to have (such as your.name@your-domain.co.uk) Click 'Add' The account will now be created and you can see it under 'Modify Mail Boxes' Once you have created the mailbox, it can take up to 60 minutes to be fully in place, but after that time, you will be able to send and receive emails to that address. If you click on the email address under 'Modify Mail Boxes', you will be automatically logged into Webmail. Alternatively, you can click on the starred-out field in the 'Password' column to see the password if you want to use your email on another device or using another program.

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