

## How do I create a mailbox on my Windows server?

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This applies to Windows servers that are not running Plesk. By default, a Windows server will not allow incoming connections for POP3 and SMTP. You will need to update the firewall to allow connections on the required ports. To update the firewall: Go to Start Run 'Windows Firewall with Advanced Security' Click 'Inbound Rules' Click 'New Rule' Choose 'Port' as the rule type Enter '110,25' as the specific ports Name the new rule Click 'Finish' Once the firewall has been updated, you can then create the mailboxes. To create a mailbox: Go to Start Run 'MailEnable Administrator' Go to 'Messaging Manager' Click 'Create Postoffice' Enter the domain name as the name of the post office Go to the newly created post office and click 'Create Mailbox' Enter the local part of the email address (the mailbox name) Enter the password Set a size limit Click 'OK' The mailbox is now created To connect to the mailbox you have created, use these settings:  
Incoming POP3 Server: IP address of your server

Port: 110

SSL Encryption: Off Outgoing SMTP Server: IP address of your server

Port: 25

SSL Encryption: Off Username: The whole email address (mailboxname@postoffice)

Password: As set when you created the mailbox

Authentication Type: Plain Password Authentication IMAP is not supported by MailEnable.

Posted - Thu, Mar 5, 2015 at 3:12 PM.

Online URL:

<https://www.heartinternet.uk/support/article/how-do-i-create-a-mailbox-on-my-windows-server.html>