

Title: Setting up Your Email Account in the new Email Control Center

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Your new email account should be ready to use within 30 to 45 minutes of setup. Once you purchase email accounts or hosting with email accounts, you need to set up and customize your email address and mailbox. **NOTE:** If you would like to set up multiple email addresses at once, see [Setting Up Multiple Email Addresses in your Email Account](#). To Set Up an Email Address Log in to your [Account Manager](#). In the **My Products** section, click **Email/Email Forwarding**. **NOTE:** If you want to use a free email credit, you need to assign it to a domain. Click Use Credit. Then, from the drop-down list on the right, select the domain you want to use and click Continue. The account displays as a new account in the Email Account list. Next to the account you want to use, click **Manage Account**. The Email Control Center displays. If you have unused email plans, and have not previously disabled the pop-in message that displays, click **Add Address** to go to the Unused Email folder, or click **View All** to view your complete list of email plans. Click **Add** in the listing for the account to which you want to add an email address. The Add Email page displays. On the Single Address tab, in the **Add Email** area, select whether you are using a domain registered or hosted with us or a domain registered or hosted elsewhere, then in the **Email Address** field, enter the first part of the email address that you want to create and specify the domain. In the **Password** and **Confirm Password** fields, enter your password. Use the remaining fields to finish customizing and setting up your email address. Forward Carbon Copy Enter one or more email addresses to receive copies of all messages sent to this account. Incoming Box Size Specify the amount of storage space within your account to allot to this email address. Incoming Mail Settings Select **Make Catchall Account** to have all messages sent to unknown addresses at your domain forwarded to this account. Select **Enable Spam Filtering for this account** to use our state-of-the-art spam filtering. SMTP Relaying From the **Relays per Day** list, select the number of relays you want to send per day. Set Auto-Responder Select **Auto-Responder** if you want to set an automatic response. Specify the **From Name** and **Message Subject** you want to use. Click **OK** when you are finished. For information about setting up your email account to work with a specific email client, see one of the following tutorials: [Setting up email in Outlook](#) [Setting up email in Outlook Express](#) [Setting up email in Mozilla Thunderbird](#) [Setting up email in Microsoft Entourage](#)