

Title: Adding Multiple Addresses to your Email Account

Subtitle: Email

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You can add multiple email addresses to your email account at one time using the Bulk Addresses feature. This is helpful if you are setting up multiple email addresses for various departments or employees using the same email account. Your new email account should be ready to use within 30 minutes of setup. To Set Up Multiple Email Addresses 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**. 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 email addresses. Go to the **Bulk Addresses** tab. In the **Add Email** section, enter the account names separated with commas, for the email addresses that you want to set up. For example, enter "info, sales, marketing, support" in the field, without the quotation marks. **NOTE:** You can add email addresses for multiple domains at once by specifying a domain for one or more of your email address entries. For example, enter "info@coolexample.info, sales, marketing, support" in the field, and then select a different domain in the next step to assign to the remaining email addresses. Select whether you are using a domain registered or hosted with us or a domain registered or hosted elsewhere, then 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 **Enable Spam Filtering for this account** to use our state-of-the-art spam filtering. Click **OK** when you are finished.