# Create new mailboxes

In this how-to guide you will be shown how to create new mailboxes from within your web hosting control panel. This will provide the ability to view the settings you will need to configure your email account on a local piece of email software such as Microsoft Outlook or Mozilla Thunderbird.

Access your web hosting control panel area by submitting the username and password for your account into the login form. Position the mouse pointer directly over the "Mail Boxes" button located within the "Email" section then click on the button. This will result in the mail boxes graphical user interface being loaded within the web browser.
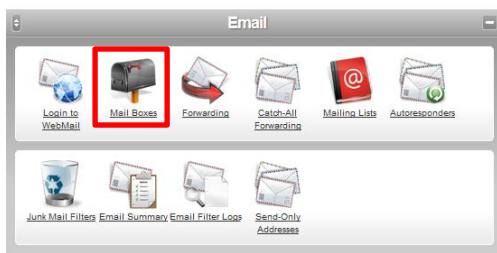
Enter your desired email address into the email address input box through the use of the keyboard ensuring that the format of the email address corresponds to **myname@mywebsite.co.uk** Make sure that the domain name that wish to create a new email account is selected from the drop down menu. Email address specified here will be used to send and receive messages within your mailbox.

Next scroll down the page until you reach the "Modify Mail Boxes" section and select the "Generate Suggested Password" button located in the bottom left side of the screen. This will subsequently result in the password generator randomly generating a secure password that contains a combination of special characters, uppercase, lowercase and numbers. Alternatively you can specify your own password through the use of the keyboard.

After all of the settings have been set, scroll back up towards the "Add a New Mail Box" section and click on the "Add" button. This will result in the new mailbox account being created and ready for

usage within a few minutes. The new email account will become visible within the mailbox account table meaning that you have successfully created a new mailbox.

Email Address	Password	Password Expiry	Delete	Usage	Check Junk
johnsmith@mywebsite.co.uk	P455w0rd	Expired	☐	0MB / 400MB (00%)	Check