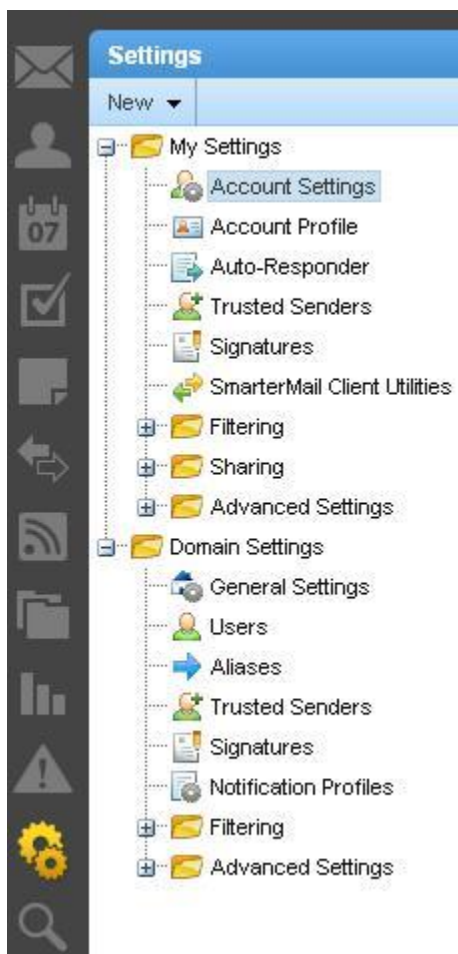


# Create a New Email Account in SmarterMail

The following article explains how to create a new email account through the SmarterMail interface. New accounts may be created only by the root user or the system administrator. Once the email account is created, users can begin sending and receiving email.

## To create a new email account in the SmarterMail interface, please follow these steps:

1. Open a browser window and go to one of the following URLs depending on how your email system is configured:
  - o <http://mail.cybersharks.net>
2. Login as **admin@yourdomainname.com** with the password supplied in your setup email.
3. From the side menu bar, click **Settings**.



- 4.
5. From the left side bar, expand **My Settings > Domain Settings**.

6. Click **Users**. Next, click **New** to add the new user.



7. Enter the requested information:

- **Username:** enter the name of the user, not the full email address. For example, "user" would be the username for user@yourdomainname.com
- **Password:** enter a [secure password](#) for this user.
- **Confirm Password:** re-enter the secure password for this user for verification.
- **Display Name:** name as displayed in outgoing email
- **Reply-To Email Address:** replies would go to this address
- **Time Zone**
- **Backup Email Address:** use a remote email address for password changes for this user if enabled.
- **Disable User:** Leave as Enabled
- **Mailbox Size Limit** and other options

8. Click **Save**.

The remaining information on the **Users** screen (the tabs at the top of the screen) is not required and can be entered at a later time. This is further configuration of the specific user. For detailed information about each feature, you can view the SmarterMail support documentation by clicking on the **Help** menu in the upper right corner of the SmarterMail Interface.

You can access the new email account by logging in the same way you did as root except you will use the new email address, user@yourdomainname.com.