

How to create an email address on Direct Admin Panel

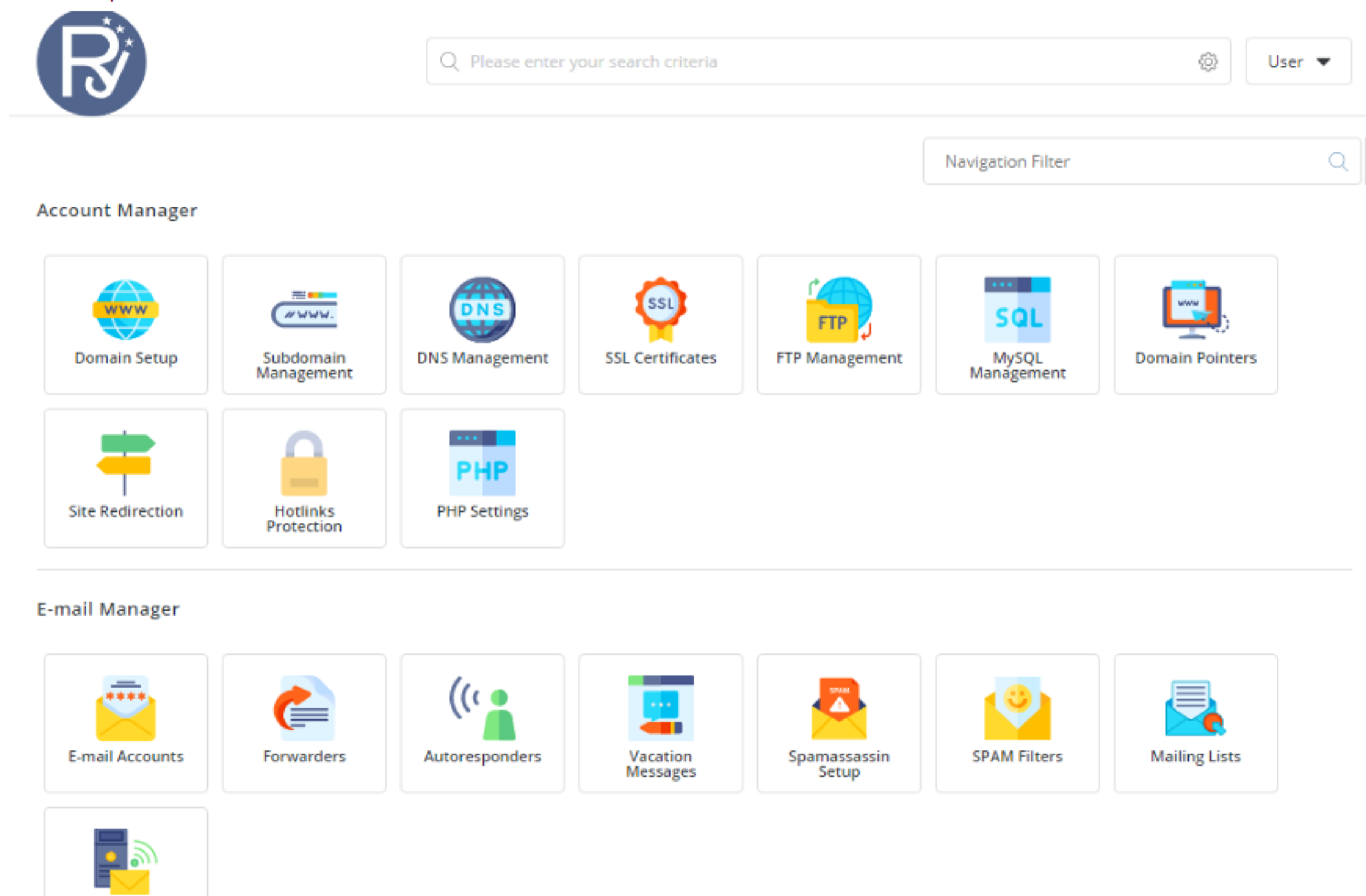
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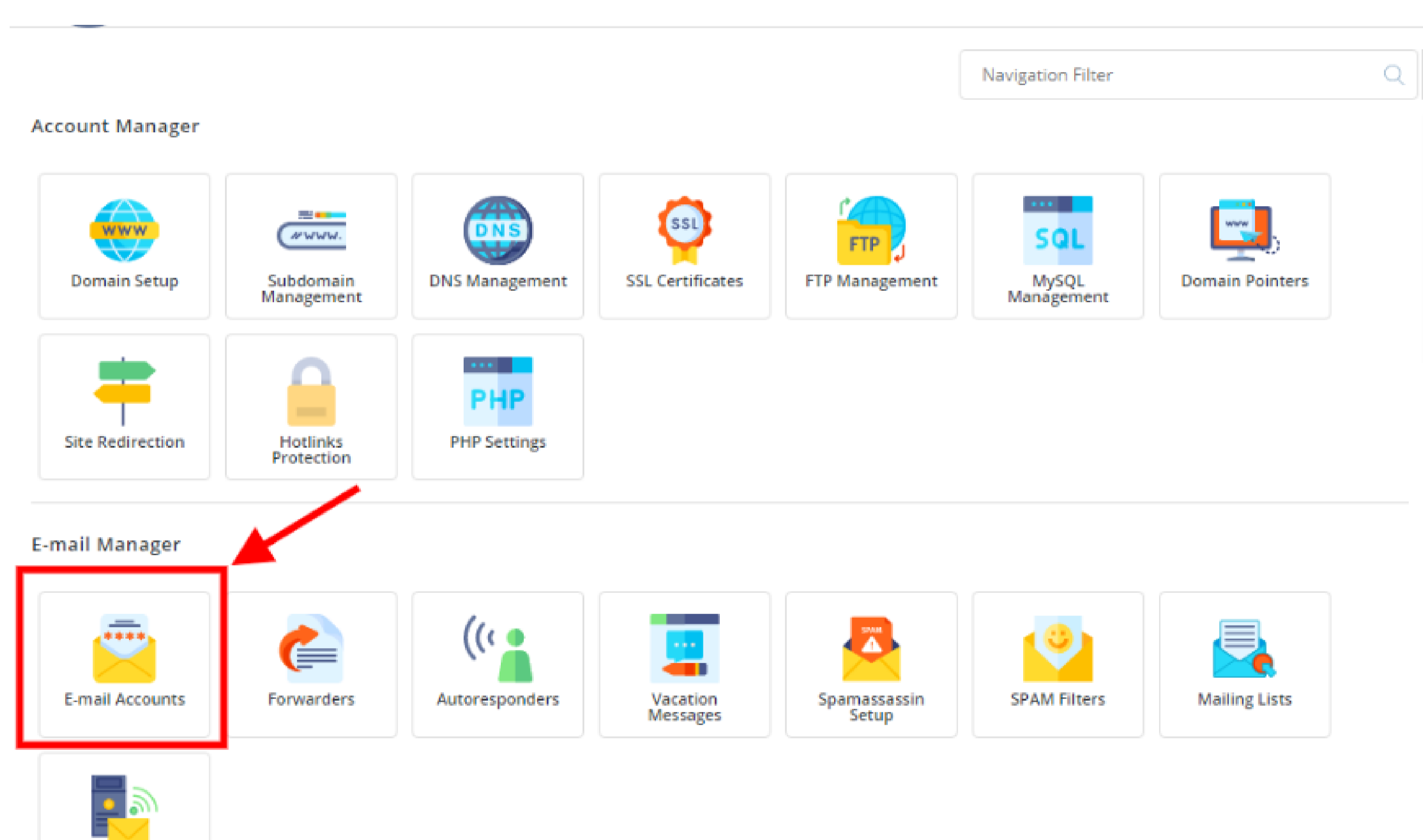
Welcome, And here in this article I will walk you through step by step on how to create a custom email address right from your direct admin control panel...

If you aren't a user of Realjossy, I am sure you don't have access to our control panel. Simple reach out to us via the comment section, or live chat so we can set up a control panel for you.

Without a control panel you won't be able to do what i am going to teach you here.

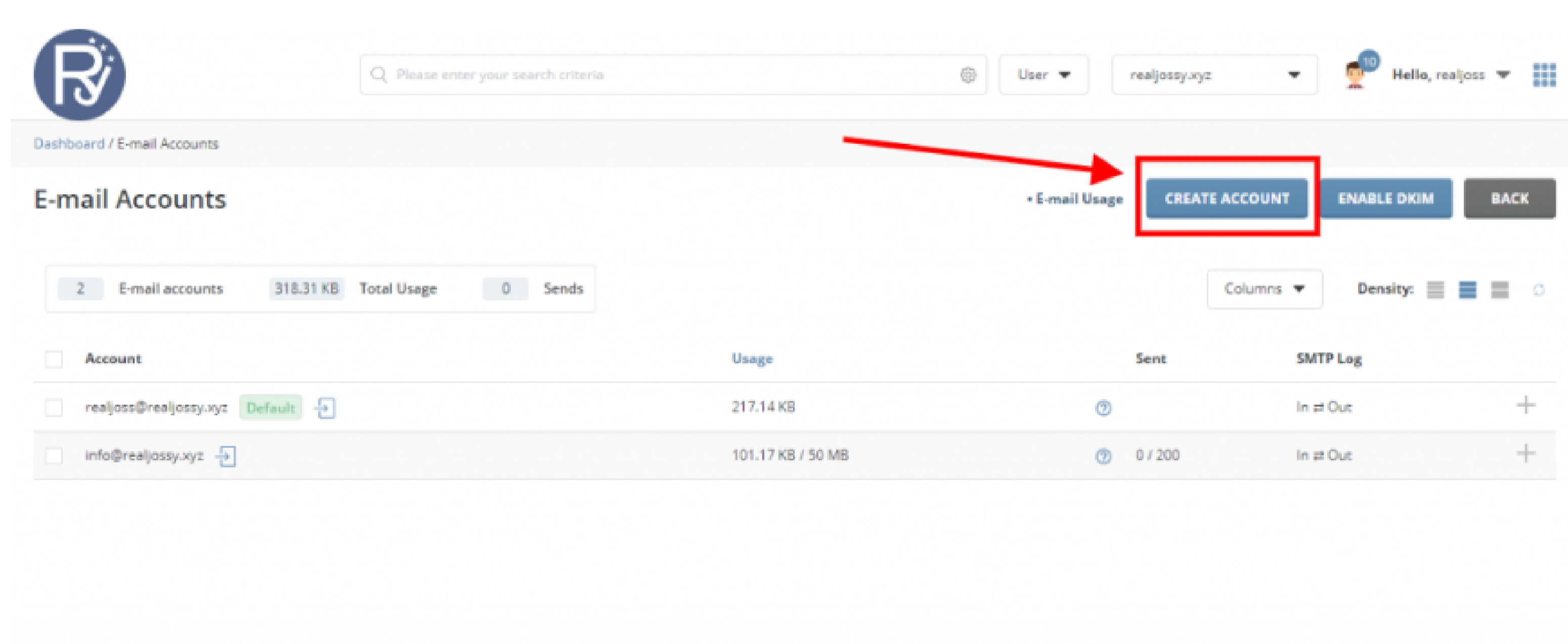
how to create a custom email address

First, Login to your control panel and locate **EMAIL ACCOUNTS** under the Email Manager as shown below



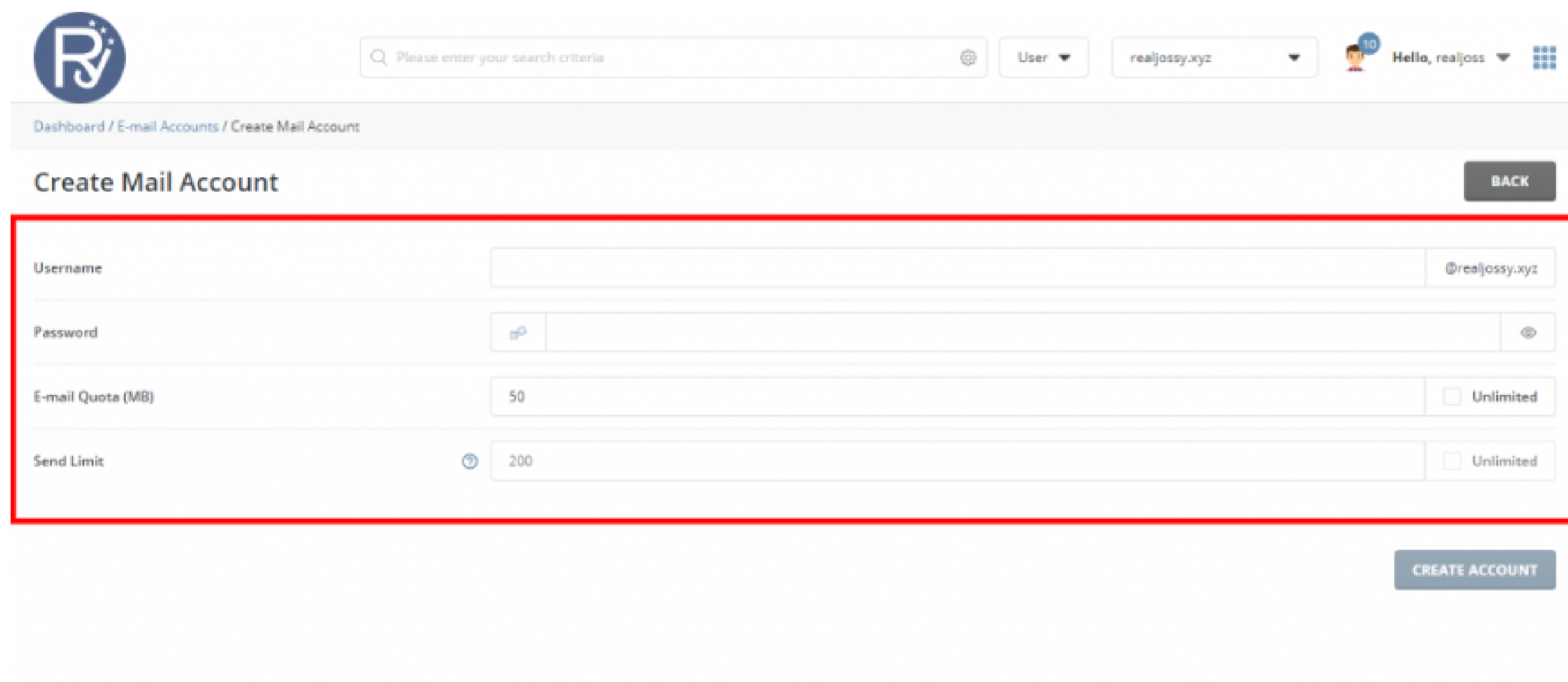
Click on **EMAIL ACCOUNTS** and you will be taken to another page

Now, locate and click on **CREATE ACCOUNT** at the top right on your screen as shown below



DirectAdmin Web Control Panel © 2020 JBMC Software

This is where you will be able to put your information to create your business email



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Next is to choose a USERNAME for your email... For example, I want to create an email address that looks like this:

customer@realjossy.com

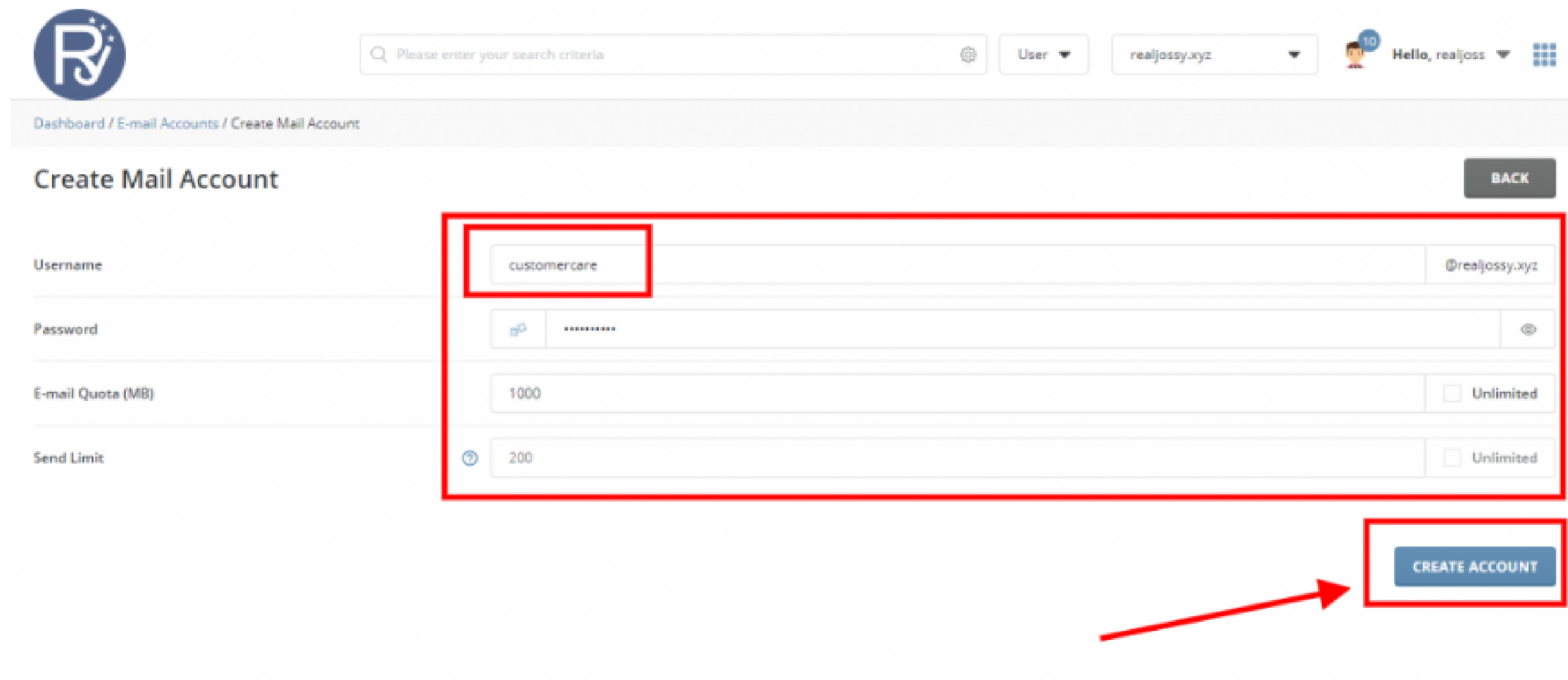
What I will have to do is put my username which is **CUSTOMERCARE** inside the username box. Automatically my domain name has been selected. so, it going to create the email to look exactly like this **customer@realjossy.com**

I don't need to include @realjossy.com. the system will automatically do that for me

Next is to create your **PASSWORD**

Next is to set your **E-mail Quota (MB)**. This will be the size of your email address. you can also set it to **unlimited** by clicking the unlimited box

Next is to set your **Send Limit**. This will be the amount of email you can send **Per day**. Automatically you can only send 200 emails per day



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After you have put all your informatons, Click the **Create Account** button Under the form

And your account will be created with a message as shown below.

