

Email Account List

There are multiple Email account plans available and each comes standard with SMTP relay, Spam Protection, Virus Protection, Webmail, and more. **Note:** You must have a registered domain name in order to set up an email account.

To set up an email account:

1. Log in to the Account Manager and select **Email Accounts** from the *Hosting & Email* dropdown.
2. Choose which account you want to set up and click **Set up Account** next to it.

MANAGE FREE ACCOUNTS		MANAGE EMAIL ACCOUNTS		MANAGE EMAIL FORWARDING	
Email Account	Disk Space	Catch All	Auto Responder	Anti-Virus (3 remaining)	SMTP Relaying
Premium Email (2 GB/100 boxes) Upgrade Setup Account					Add 50
Premium Email (2 GB/100 boxes) Upgrade Setup Account					Add 50
username@ADDANEWDOMAINNAME.COM	20 MB			Activate	Activate Move Remove
name@SAMPLENAME.COM	20 MB			✓	250 / day Move Remove
Deluxe Email (1 GB/5 Boxes) Upgrade Setup Account					Add 50
customer@NAMESAMPLE.COM	200 MB	✓		✓	250 / day Move Remove

3. Select if the email account will use a domain name that is hosted here or elsewhere, type the name for the email address, then select the hosted/registered domain that you wish to use or type in the domain name that is registered at another company. For example: sales@my_domain.com.

Enter your Email Account:

This account will use a domain name hosted or registered here.

Email Account: @

This account will use a domain name hosted or registered elsewhere.

Email Account: @

Note: If you are hosting elsewhere, you will have to [modify the MX records of your domain](#) at the hosting company to point to ours. MX records take 4-8 hours for .COM and .NET domains and about 24-48 hours for all other domain extensions to propagate.

4. Enter and confirm your password for this account.

Please enter a password for this email account.
(5 to 32 characters)

Password:

Confirm Password:

5. If you would like to use the *Forward Carbon Copy* feature, enter one or more email addresses to receive carbon copies of all email sent to this account.

Forward Carbon Copy
You may specify one or more email addresses to receive copies of all messages sent to this account. This feature is great as a monitoring tool for parents, employers, site managers, etc.
Example: you1@emailaddress.com, you2@emailaddress.com

Send Carbon Copies To:

Warning: Auto-Responders will send a response back to the originating sender.

- Set the amount of disk space allocated to this account, select whether or not you would like this account to be your 'catch-all' account, and indicate if you would like to activate Virus Protection.

Incoming Mailbox Size
Set the amount of disk space allocated to this account.
Total Space on Plan: 2000 MB
Space Used: 40 MB
Space Remaining: 1960 MB
Space for this account: MB
Make This a Catch-All Account? Yes No
A catch-all email account will receive all messages that are sent to any undefined email address with your domain name, for example unknown@yourdomain.com.
Activate McAfee Virus Protection? Yes No

- Activate your SMTP relay service by selecting the number of relays per day that you would like to use. Then, select to use the default username and password or create a new SMTP user name and password. If you select default, the user name and password will be the same as for your email.

Outgoing Mail - SMTP Relaying
Bypass ISP restrictions on your outbound emails - with SMTP Email Relay.
Relays per Day: per day (250 available)
 Do not use different username or password. **(default option)**
 Use different username or password for SMTP Relaying.
User Name:
Password: (5 to 32 characters)
Confirm Password:
Your outgoing mail server will be "smtp.starfieldtech.com".

- If you wish, set up an auto-responder message for this account.

Set an auto-responder for this account? Yes No
If you're on vacation or expect to be unable to answer email for a period of time, you may want to set an auto-responder to your email account. While the auto-responder is set, the text you enter will automatically be sent to anyone who sends email to you. You will not lose any email - it will still all be delivered to you.
Auto-responder Message (limited to 1000 characters):

Define Custom Auto-responder Email Properties [What is this?](#)
From Name: Default: you@youremailaddress.com Custom Name:
Message Subject: Default: [Auto Response] Original Email Subject Custom Subject:

- Click **Save Settings** at the bottom of the page.

To change your email account password:

1. In the Email Account list, click the email address of the account you would like to edit.
2. On the *Edit Email Account* page, enter and confirm the new password for your email account.
3. Click **Save Settings** at the bottom of the page.

To change your SMTP Username and Password:

1. In the *Email Account* list, click the email address of the account, which has SMTP Relaying enabled, that you would like to edit.
2. Under Outgoing Mail - SMTP Relaying, set the number of *Relays per Day* to “0” and click **Save Settings** at the bottom of the page.
3. Back in the *Email Account* list, again click the email address of the account that you are editing.
4. Under Outgoing Mail - SMTP Relaying, re-select the number of relays per day that you would like to use. Then, you may select to use the default username and password or create a new SMTP user name and password, and click **Save Settings** at the bottom of the page.

To purchase more SMTP relays per day for your account:

1. In the *Email Account* list, click the email address of the account, which has SMTP Relaying enabled, for which you would like to add more relays per day.
2. Under Outgoing Mail - SMTP Relaying, click **Buy 50 More** next to the *Relays per Day* dropdown.
3. Proceed through the check out process to complete your purchase.

To move an email address to a different email account plan:

1. In the *Email Account* list, click Move next to the email address that you would like to move to a different email account plan.
2. On the *Move Email Account* page, in the Plan list, select the email account plan to which you wish to move this email address.
3. Click **Move Account**.

To remove an email address account:

1. In the *Email Account* list, click Remove next to the email address that you would like to delete from your email account plan.
2. On the *Remove Account* page, confirm the email address that you wish to delete and click **Yes Remove this Account** to delete the email account.

To upgrade your email account to another plan:

1. In the *Email Account* list, click **Upgrade** next to the email account that you would like to upgrade.
2. Proceed through the check out process to complete your purchase.