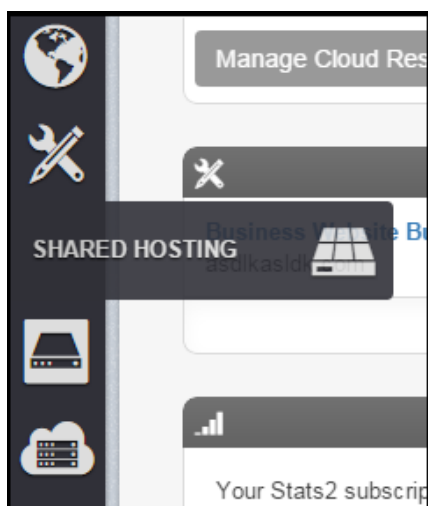


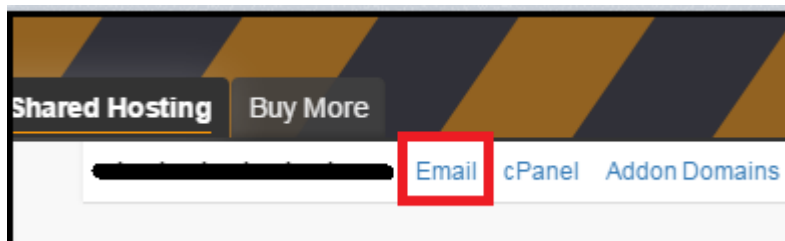
How To Create Email Account Via Shared Hosting

The following steps show how to create a new email account for a domain with Shared Hosting.

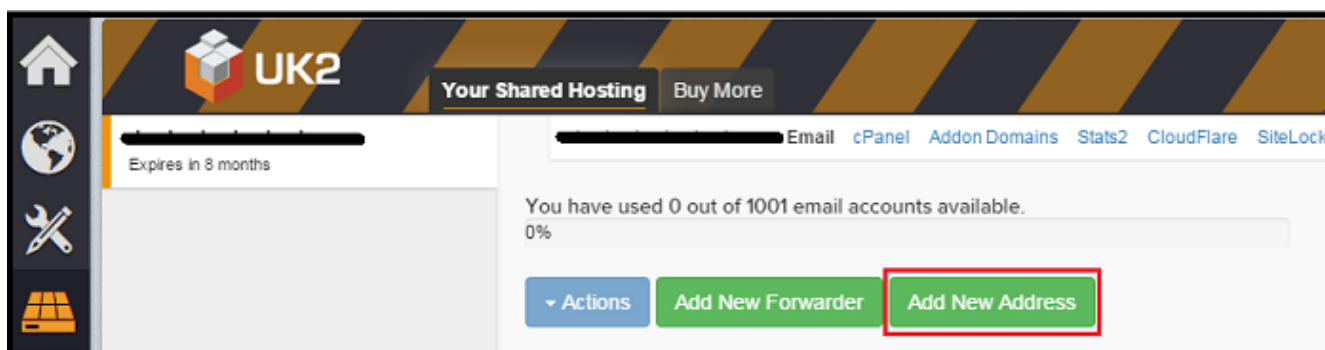
1. Login to your CHI account at <https://chi.uk2.net>
2. Navigate to the “Shared Hosting” icon and select the domain from the list on the left that you wish to create the email account for.



Then select the “Email” option towards the top of the page.



3. Inside the Email section select “Add New Address”.



4. Inside the box that appears, enter the new email account and a new password.

Confirm the password and click “Save”.

Create New Email Account ✕

Account name

Password

Confirm Password

You now have your first email account created. This email will now be displayed inside of the Email section in your CHI account. You may "Delete" or "Edit" this mailbox password.

If you have questions on this process please contact us via Live Chat or submit a ticket from the Support section in your CHI account. If you do choose to contact us via Live Chat please ensure you have your account verification ready so we may assist you more efficiently.

[Page:How Do I Restore My Account From A Backup](#)

[Page:Two Factor Authentication Security - 2FA](#)

[Page:How Do I Cancel](#)

[Page:How To Upgrade A Shared Hosting Package](#)

[Page:Optimised Wordpress Hosting](#)