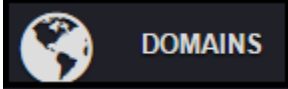


# Change An Email Forwarder Into An Email Account

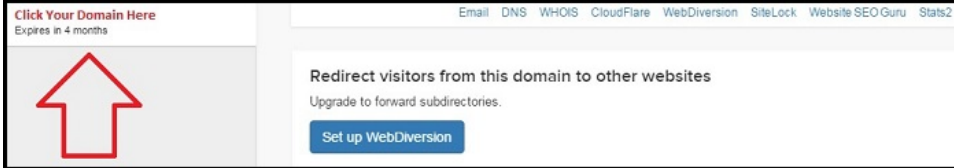
In this article we will show you how to change your email forwarder into a email address through your CHI account. Most UK2 clients will use this method.

\*\*If you are a UK2 Reseller, you will need to set up your email accounts within cPanel. To do so, please refer to this [article](#)

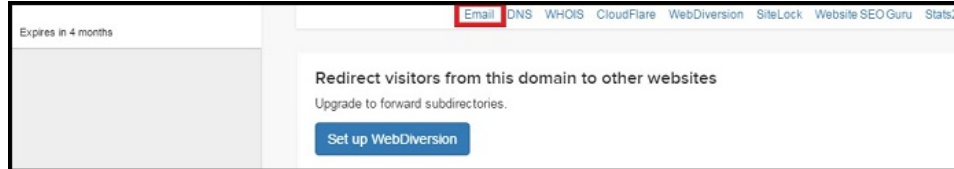
1. Log into your [chi.uk2.net](http://chi.uk2.net) account with your username and password.
2. Click the 'Domains' tab on the left hand side of your screen.



3. Click on the domain you want to create an email address for.



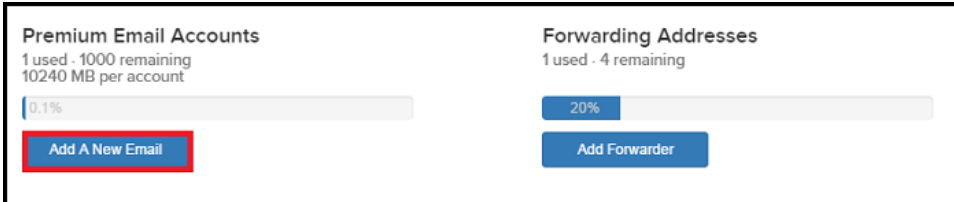
4. Click the 'Email' tab.



5. Delete the address you have currently saved as a forwarding address.



6. Click on the 'Add A New Email' button.



7. Enter the email you would like to use under 'Account name' (for example, yourname@yourdomain.co.uk).
8. Enter your email password, and once again to confirm.
9. Click 'Save' and your new forwarding email account should be ready for use.

A screenshot of the 'Create New Email Account' form. It has three input fields: 'Account name', 'Password', and 'Confirm Password'. The 'Account name' field has a placeholder 'Account Name' and an '@' symbol. The 'Password' and 'Confirm Password' fields have placeholders 'Password' and 'Confirm Password' respectively. There are 'Cancel' and 'Save' buttons at the bottom right.

- [How Do I Cancel](#)
- [How Do I Restore My Account From A Backup](#)
- [Two Factor Authentication Security - 2FA](#)
- [How To Upgrade A Shared Hosting Package](#)

- [Optimised Wordpress Hosting](#)