

# CHI - How To Create Email Accounts

This article will assist in creating email accounts on a domain registered with UK2.NET. If your domain is not registered with UK2.NET, please see the corresponding guides for the services you have:

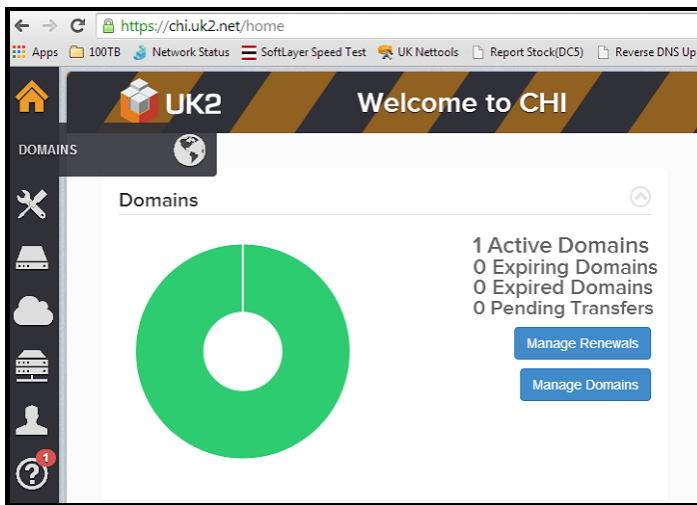
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- [Step 1: Navigate To The Email Section Of CHI](#)
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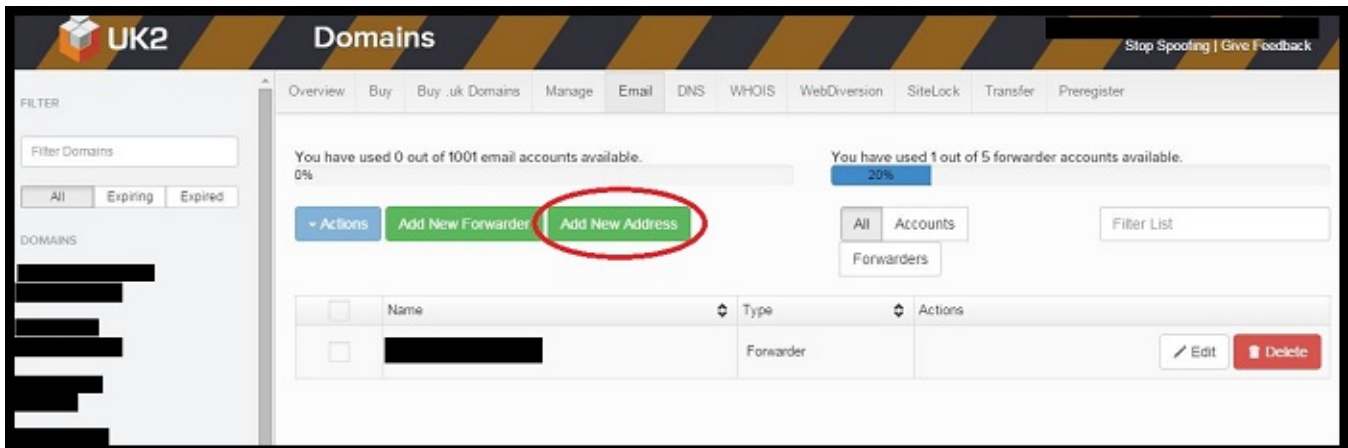
## Step 1: Navigate To The Email Section Of CHI

1. Login to your account at <https://chi.uk2.net>
2. Navigate to the Domains -> Email section



## Step 2: Add A New Email Address

1. Inside the Email section select "Add New Address"



2. Inside the box that appears, enter your email, password, and confirm your password and select "Save"

The image shows a modal dialog box titled "Create New Email Account" with a close button (X) in the top right corner. The dialog contains three input fields:

- Account name:** A text input field with the placeholder "Account Name" and a blacked-out value.
- Password:** A text input field with the placeholder "Password".
- Confirm Password:** A text input field with the placeholder "Confirm Password".

At the bottom right of the dialog, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted in green.

You now have your first email account created on your domain. 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 feel free to come into 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.