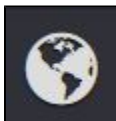


How To Change Email Forwarder Into Full Email Account

1. Log into your <https://chi.midphase.com> account with your username and password.
2. Click the 'Domains' tab on the left and side of your screen.



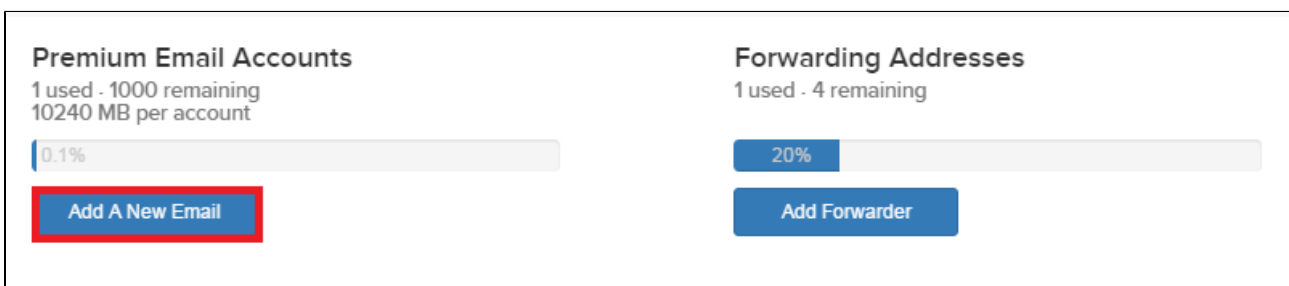
3. Click on the domain you want to create an email address for.



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, if you want info@example.com).
8. Enter your email password, and once again to confirm.

9. Click 'Save' and your new forwarding email account should be ready for use

The image shows a 'Create New Email Account' dialog box. It has a title bar with a close button (X). Below the title bar, there are three sections for input:

- Account name:** A text input field labeled 'Account Name' followed by a separate field for the '@' symbol.
- Password:** A text input field labeled 'Password'.
- Confirm Password:** A text input field labeled 'Confirm Password'.

At the bottom right of the dialog, there are two buttons: a 'Cancel' button and a green 'Save' button.

Related articles

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