

# 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.



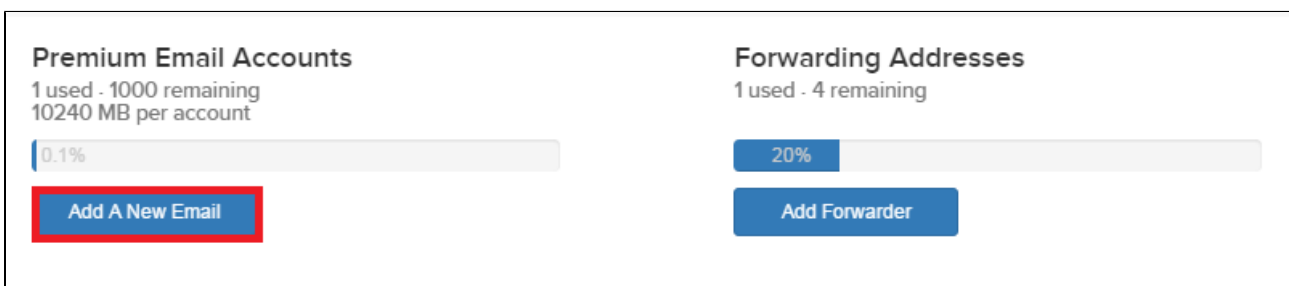
3. Click on the domain you want to create an email address for.



4. Click the 'Email' tab.
5. Delete the address you have currently saved as a forwarding address.

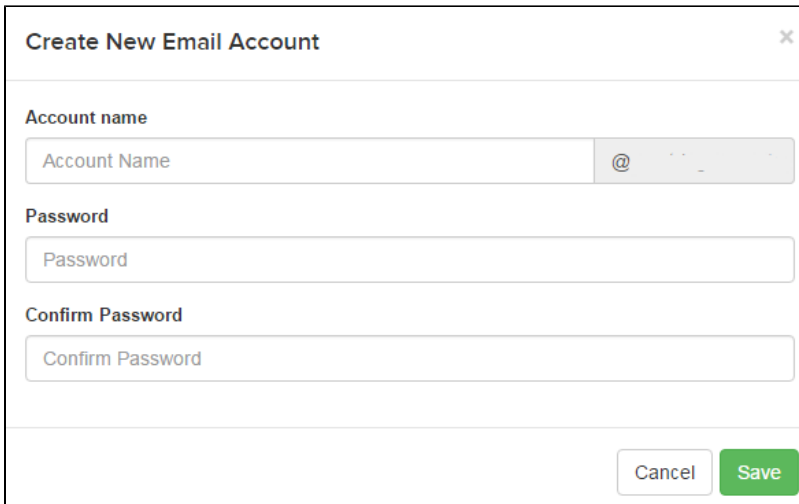


6. Click on the 'Add A New Email' button.



7. Enter the email you would like to use under 'Account name' (for example, if you want [info@example.com](mailto: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



**Create New Email Account** ✕

**Account name**

Account Name @

**Password**

Password

**Confirm Password**

Confirm Password

Cancel Save

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