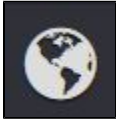


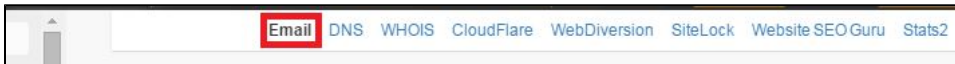
# How To Set Up Your Email Account

*This article will assist in creating an email account on a domain registered with [Midphase.com](https://midphase.com). If your domain is not registered with [Midphase.com](https://midphase.com), please see the corresponding guides for the services you have.*

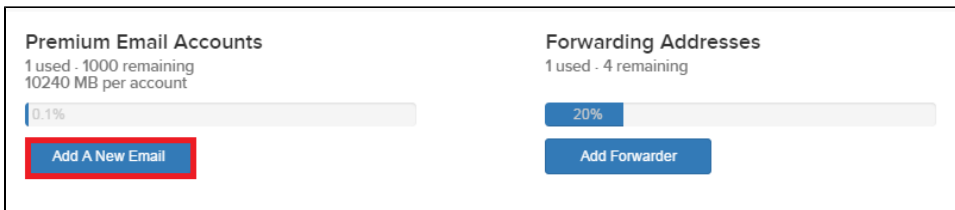
1. Login to your CHI account at <https://chi.midphase.com>
2. Navigate to the 'Domains' section located on the left hand side of your CHI Dashboard indicated by a globe icon.



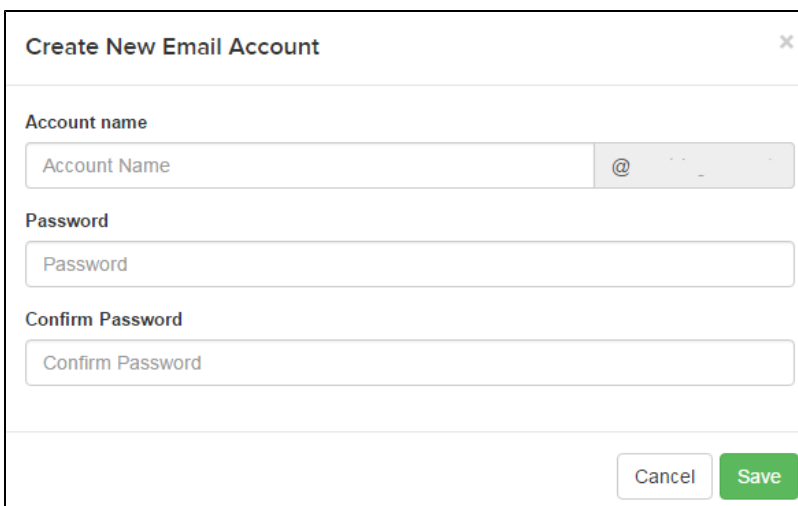
3. Next click on the 'Email' link in the top menu of your page.



4. Once you are inside of the Email section select "Add A New Email"



5. Inside the box that appears, you will need to enter your email, password, confirm your password, and select "Save"

A screenshot of a modal form titled 'Create New Email Account'. The form has a close button (X) in the top right corner. It contains three input fields: 'Account name' (with a placeholder 'Account Name' and an '@' symbol), 'Password', and 'Confirm Password' (with a placeholder 'Confirm Password'). At the bottom right of the form are two buttons: 'Cancel' and 'Save'.

You have now created a new email address attached to your domain. This email will be displayed inside the Email section in your CHI account. You may "Delete" or "Edit" this mailbox password as you wish.



Feel free to come into Live Chat or submit a ticket from the Support section in your CHI account if you have any questions or problems with this process. Our technical support team is happy to resolve any issues you may encounter.

## Related articles

- [How To Add My Email Account To Entourage](#)
- [Does My CHI Password Expire](#)
- [What Happens After I Submit A Support Ticket](#)
- [How To Merge CHI Accounts](#)
- [How To Recover Your Control Panel - Billing Management Login](#)