

# Creating subaccounts

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After you have created your administrative account, you will most likely want to create subaccounts for your users. If you are going to use your own domain, make sure you have added it in Settings -> Domain Names.

Select	Domain	host DNS	Custom login website
<input type="radio"/>	<a href="#">mydomain.com</a>	No	
	<input type="button" value="Edit Domain"/>		<input type="button" value="Delete Domain"/>
	<input type="button" value="Basic DNS Management"/>		<input type="button" value="Advanced DNS Management"/>

To start, go to Settings -> Email Account Management. This is where the majority of your administration is done. To create a subaccount, click on the “Add Email account” button.

Next fill out the details of your subaccounts. We recommend including your domain in the username because the username must be unique. Username “bill” is probably not available, but bill@yourdomain definitely will be. Please note that the name you enter here will be used to create your account’s identity. This will be shown in the “From” when sending messages via webmail. Also be sure to check the option to add a mail alias at the bottom of the form. Without this, your user will not be able to receive mail at your domain (if you have one of course).

Account Information	
User Name: *	<input type="text" value="bill@mydomain.com"/> <i>This name is used for logging in to your mailbox, you may choose a single <b>username</b> or <b>username@mydomain.com</b> however if you use a full email address the domain must be added to your account first.</i>
Password: *	<input type="password" value="****"/>
Disk Limit: *	<input type="text" value=""/> / 3000 <i>since your account is a shared package, you can limit this account to the amount of disk storage it can use of the package;use 0 for no limit.</i>

Personal Information	
First Name: *	<input type="text" value="Bill"/>
Last Name: *	<input type="text" value="Johnson"/>
Email Address:	<input type="text"/>
Street Address:	<input type="text" value="123 MyStreet"/>
City:	<input type="text" value="My City"/>
State:	<input type="text" value="Missouri"/>
Country:	<input type="text" value="UNITED STATES"/> ▼
Postal Code:	<input type="text" value="64108"/>
Mail Aliases to add:	<input type="checkbox"/> Add <input type="text" value="bill"/> @myfusemaildomain.com alias

After you have entered all of the relevant information, click “Create Sub - Account” to finalize the account creation.

[Create FuseMail Sub-Account](#)

If there are any errors, review and fix and then try again. If not, you will be returned to the Email Account Management page. Please note that it may take a few minutes for the subaccount to be created. You can click Email Account Management to refresh the list.

If you need to add more aliases, edit the account from the Email Account Management page. At the bottom there is a form that allows you to add more aliases.

Aliases for this Account	
<input type="button" value="Delete"/>	bill@myfusemaildomain.com
Add New:	<input type="text"/> @ myfusemaildomain.com ▼ <input type="button" value="Add Alias"/>