ROUTEDGE روتدج ذ.م.م.
Managed Web Services

Accredited **Registrar** for
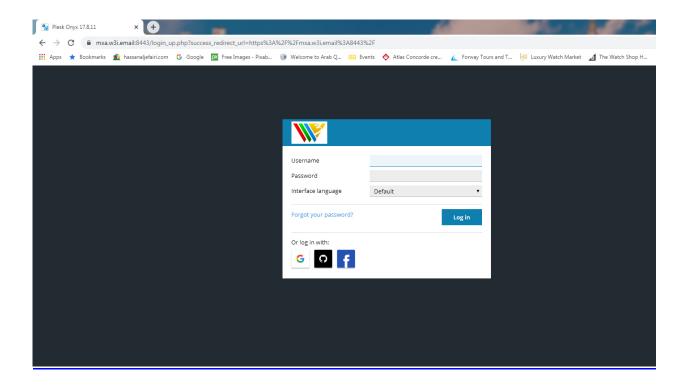.qa, .com.qa, .net.qa,
.name.qa & قطر.

How to create Email accounts using Plesk

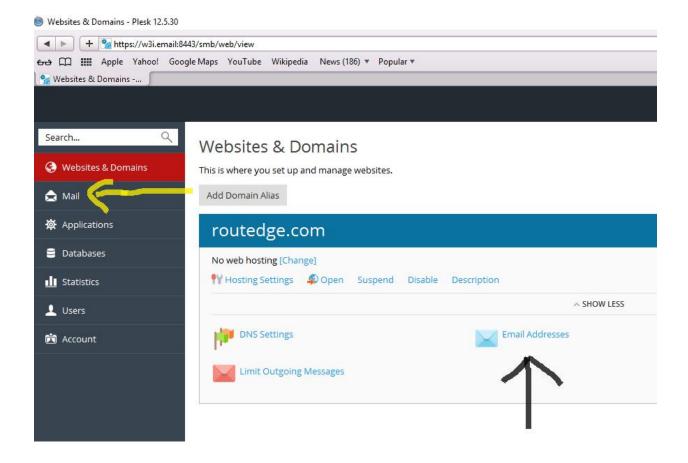1. Copy or type the following link

   https://mxa.w3i.email:8443

Username: Provided by W3infotech
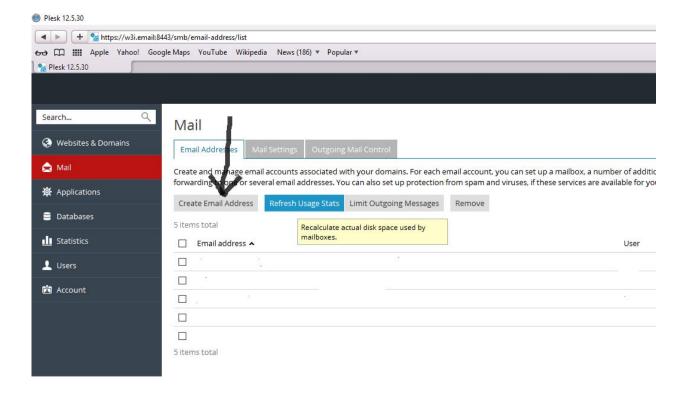
Password: ***************(Password provided before)

2. After you successfully login

   Click on the email button as shown below

Accredited **Registrar for**
.qa, .com.qa, .net.qa,
.name.qa & قطر.

3. Click Create E-mail Address

روتدج ذ.م.م. **Accredited Registrar for**
ROUTEDGE .qa, .com.qa, .net.qa,
.name.qa & قطر.
Managed Web Services

4. Email-address: type your first name or firstname.lastname or whatever
    formats you wishes to use.

Password: Please provide an alphanumeric password with special
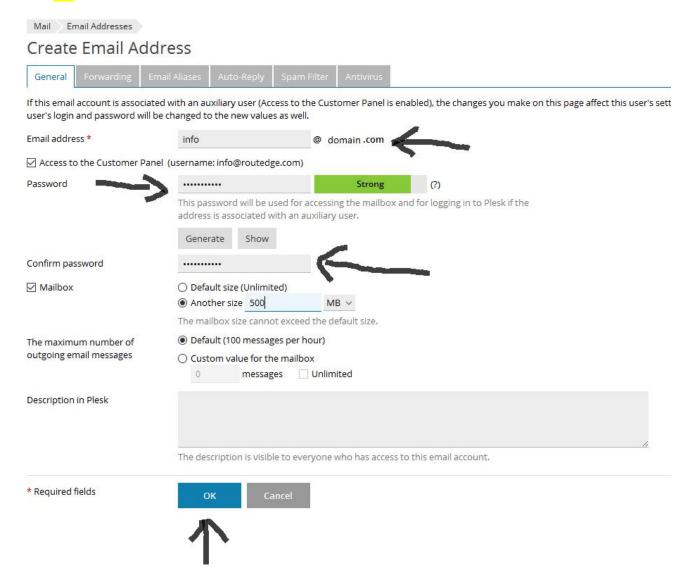   character or **"Generate"** using generate button, Make
               sure that it must show "**Strong**"

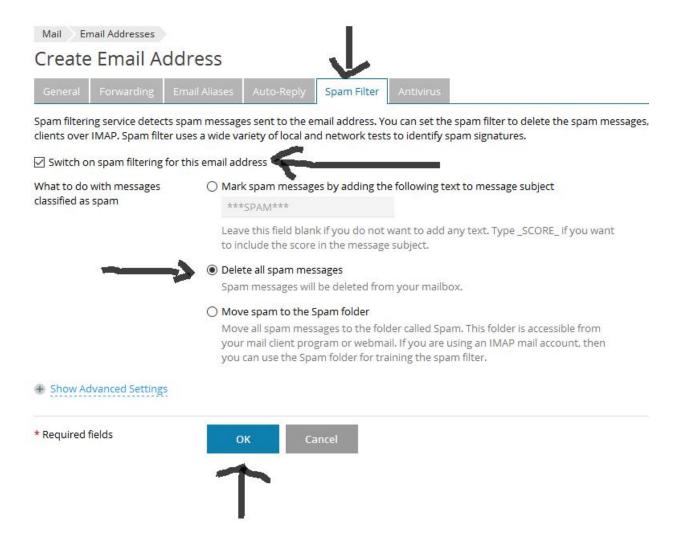Confirm Password: Please retype the password

Mailbox: Make sure there is a tick mark there

Click Ok to complete Email-id Creation

5. **Enable SPAM Filtering for the mailbox by clicking on the "Spam Filter" tab And Click on the check box "Click on SPAM Filtering for this email address" Please choose Delete all spam messages or Mark as ***SPAM*** if a message is classified as SPAM, as shown below**

Mail > Email Addresses

Create Email Address

General	Forwarding	Email Aliases	Auto-Reply	Spam Filter	Antivirus

Spam filtering service detects spam messages sent to the email address. You can set the spam filter to delete the spam messages, clients over IMAP. Spam filter uses a wide variety of local and network tests to identify spam signatures.

☑ Switch on spam filtering for this email address

What to do with messages classified as spam

○ Mark spam messages by adding the following text to message subject

SPAM

Leave this field blank if you do not want to add any text. Type _SCORE_ if you want to include the score in the message subject.

◉ Delete all spam messages
Spam messages will be deleted from your mailbox.

○ Move spam to the Spam folder
Move all spam messages to the folder called Spam. This folder is accessible from your mail client program or webmail. If you are using an IMAP mail account, then you can use the Spam folder for training the spam filter.

⊕ Show Advanced Settings

* Required fields   OK   Cancel

Accredited Registrar for
.qa, .com.qa, .net.qa,
.name.qa & قطر.

6. **Click on the <mark>Antivirus</mark> Tab and**

   Click and activate check box <mark>"Switch on antivirus protection for this email address"</mark>