## **Email**

## Do you offer email hosting?

Yes we do! We currently offer 4 plans to suit your business or personal needs. Starting from \$4.75 per month excluding GST for 5 mailboxes with 5Gb of storage. With your email hosting plans you will get unlimited email forwarders and aliases. You will be able to set up auto-responders to automatically reply to incoming messages while you are on leave or out of the office. Our email services support IMAP, POP3 and SMTP.

It's important to know that you must have your domain name registered with 1st Domains as well as have our Name Servers in order to purchase email hosting from us.

Get access from anywhere using a web browser and our fully featured webmail.

To purchase email hosting from us, please follow these steps:

- 1. Navigate to the <u>login page for your account</u> and log in using your 1st Domains Account ID and Password.
- 2. On the "Account Manager" page, click "Manage Domains & Services".
- 3. On the "Manage Domains & Services" page, click the domain name you wish to add hosting to (this will be in red).
- 4. On the "Domain Name Manager" page, under "Service", click "Purchase Email Hosting".
- 5. On the "Add Services" page, click the drop-down box to the right of your domain, select your desired plan, and click "Continue".
- 6. On the "Invoice Details" page, verify that the details shown are correct, and click "Continue".
- 7. On the "Checkout" page, enter your payment details, tick the box to "understand and accept the Service Agreement and Registry Terms & Conditions", and click "Process Order".
- 8. You will be taken to the payment gateway to complete the purchase.

Once the purchase is successful, you will be returned to the 1st Domains website. The email hosting provisioning will be done automatically, and you should now see the option to "Manage Email Hosting" instead of "Purchase Email Hosting". Click on that to create your new email address. Follow the instructions provided to complete the setup.

To view more about our email plans and features see here.

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