Email

How to Update/Manage Your Mailbox Storage or Quota. Access Email Hosting Panel

- 1. Navigate to <u>1st Domains Login</u> and log in using your 1st Domains Account ID and Password.
- 2. On the 'Account Manager' page, under 'Domain Names & Hosting Services', click 'Manage Domains & Services'.
- 3. On the 'Manage Domains & Services' page, click the domain name you wish to manage.
- 4. On the 'Domain Name Manager' page, under 'Services', click 'Manage Email'.

Modify Mailbox Storage/Quota

- 1. On the "Mail Users for [YOUR-DOMAIN-NAME]" page, click the email address you wish to configure.
- 2. Scroll down to locate the "Mailbox Quota" section. Note "User Defined Quota (MB)" and "Mailbox Quota Utilization".
- 3. Use the slider bar to modify how much usage each mail account gets from your "Account Storage Pool".
- 4. Finally, click the "Update" button.

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