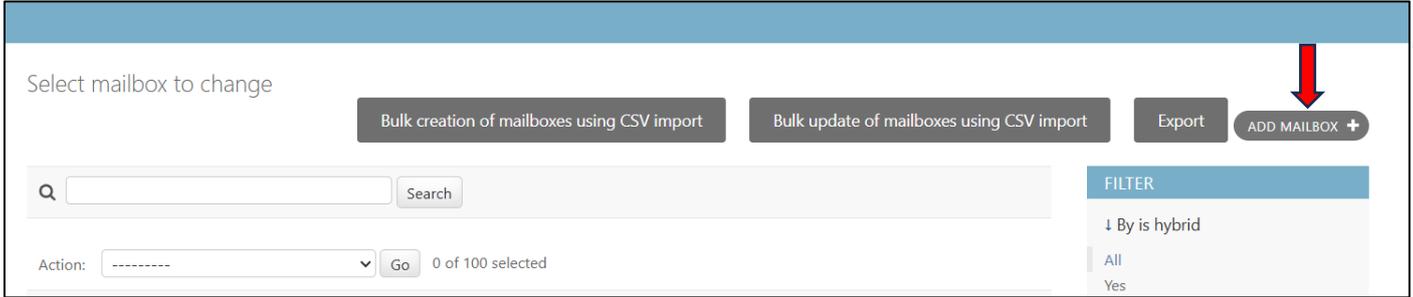# Mailbox Create and Delete

❖ **Follow below procedure to create Mailbox :**

1. Log in to the Admin Panel.

2. In the left-hand sidebar, navigate to **MAILMANAGER** and click on option **"Mailboxes".**

3. Then Click on the option **"ADD MAILBOX"** which is located at right hand side upper corner.

4. After this a new window will popup as shown in the below image . Kindly fill all the correct information to create a new Mailbox.

5. After filling all the information click on **CREATE** button.

6. After this the new mailbox will get create and simultaneously a new window will popup as shown in below image. If you want to make any further changes to newly created mailbox you can do in this window otherwise simply close this window.

❖ Follow below procedure to delete Mailbox/es :

1. Log in to the Admin Panel.

2. In the left-hand sidebar, navigate to **MAILMANAGER** and click on option **"Mailboxes".**

3. Here you will see a list of the mailboxes with checkbox . Select the mailboxes that you want to delete by checking the checkbox as shown in below image.
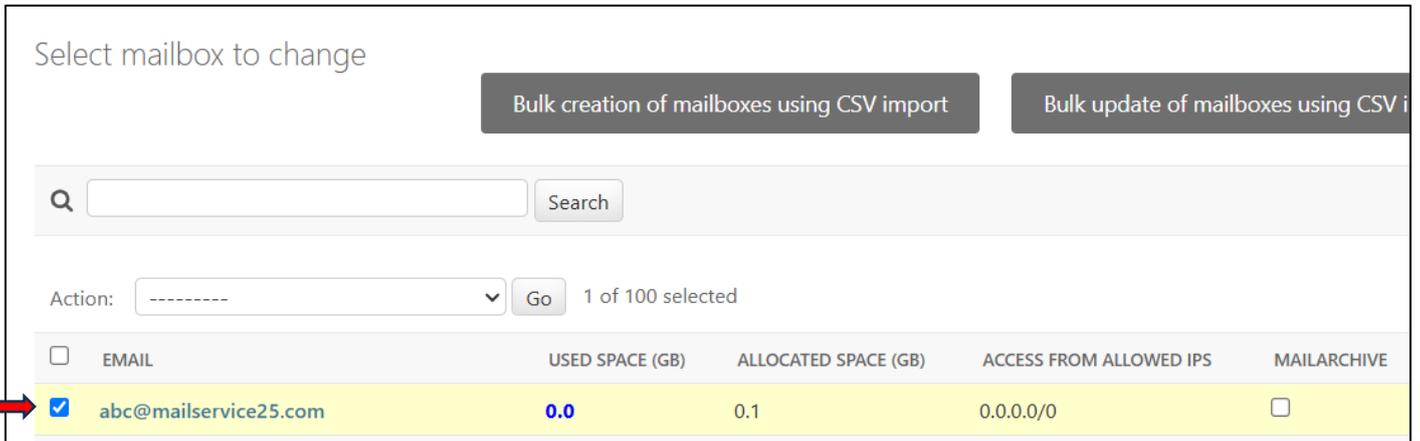
4. Then click on the **downward arrow** under **action** as shown in below image
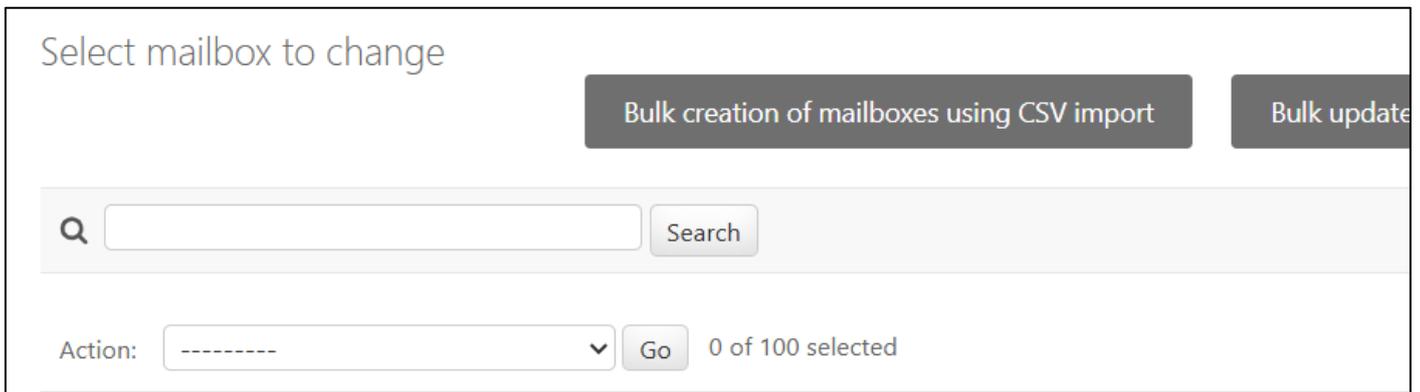
5. After this you will see below options , out of which select the option **"Delete selected Mailboxes"** And click on **Go.**
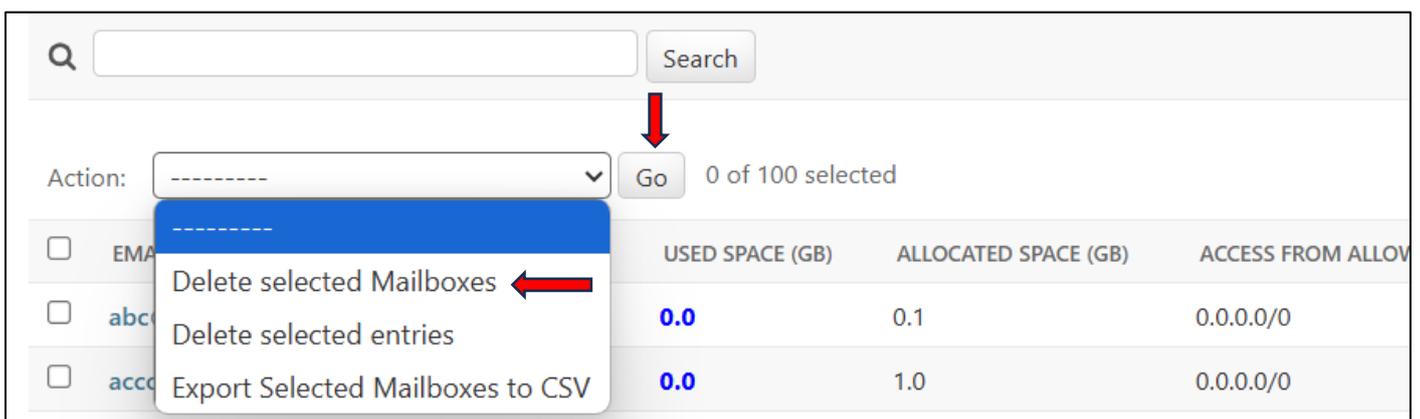
6. After this you will see a confirmation window click on button **"Yes I'm sure"** and then selected mailboxes will get deleted.

Are you sure?

Are you sure you want to delete the selected mailbox? All of the following objects and their related items will be deleted:

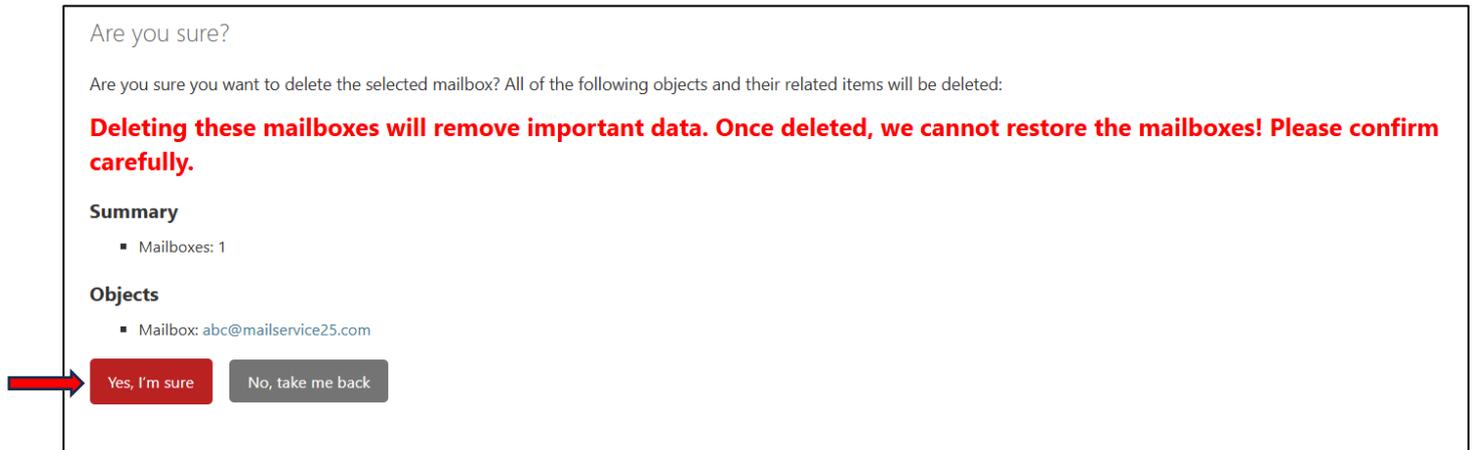**Deleting these mailboxes will remove important data. Once deleted, we cannot restore the mailboxes! Please confirm carefully.**

Summary
- Mailboxes: 1

Objects
- Mailbox: abc@mailservice25.com

[Yes, I'm sure]　[No, take me back]

❖ **Common Error's and troubleshooting:**

No	Error Message	Troubleshooting
1.	**Mobile number must be exactly 10 digits**	**Check mobile no. it should not be less than or greater than 10 digits**
2.	**Invalid prefix**	**Check Mobile prefix and use a valid Prefix**
3.	**local_part must contain only alphanumeric characters with (.) dots, (-) hyphens, and (_) underscores**	**Check local part and do not use special characters in except (.) dots, (-) hyphens, and (_) underscores . Also do not use Capital letter.**
4.	**Local part test109 already exists.**	**Check for local part it is already exists**
5.	**Must contain at least one uppercase letter (A-Z) Must contain at least one special character (@$!%*?&)** **Must contain at least one number (0-9)** **Password must be at least 8 characters**	**Password must contain at least one UPPERCASE letter , one number and one special character and password must contain 8 or more than 8 characters.**
6.	**Allocated space must be at least 0.1 GB**	**Check allocated space , it must be equal to or greater than 0.1 GB**

7. Done.