WEBSITE 101

STEP 2: CREATE A PROFESSIONAL EMAIL

Give your new business a professional first impression!

Now that you've purchased your domain, let's create an email address that matches it.

Instead of using a personal Gmail address like **yourname@gmail.com**, you can have an email address like **hello@yourbusiness.com**.

This is called a **professional or domain-based email address**, and it's a great way to start building your brand.

For this tutorial, we'll use Namecheap Private Email.

HOW TO SET UP YOUR EMAIL ON NAMECHEAP

1 **Log in to Namecheap**

Visit **www.namecheap.com** and sign in to the account where you purchased your domain.

2 **Purchase Private Email**

If you haven't already purchased it, navigate to the Email section of your Namecheap account.

- Select Private Email.
- Choose the plan that works for you.
- Select the domain you want to use.
- Complete your purchase.

TIP: If you purchased Private Email when buying your domain, you may already have a subscription. Check your account before purchasing it again!

3 **Manage your email subscription**

From your Namecheap Dashboard:

- Click **Private Email** in the left-hand menu.
- Find your domain.
- Click **Manage** next to your subscription.

4 Create your mailbox

Click **Create Mailbox**.

Now you'll choose your new email address.

For example, if your domain is **mybusiness.com**, you could create:

- **hello@mybusiness.com**
- **info@mybusiness.com**
- **yourname@mybusiness.com**

Enter the mailbox name (the part before the @ symbol), create a secure password, review your mailbox storage, and click **Save Changes**.

If you don't see Create Mailbox, you may need to purchase an additional mailbox.

5 Your professional email is ready!

Once you see the success message, your new email address has been created.

Keep your email address and password handy. You'll need them to log in!

HOW TO LOG IN FOR THE FIRST TIME

You don't have to download anything to start using your new email. You can access it directly through your internet browser.

1 Open your browser

Go to:

https://privateemail.com

2 Enter your login information

- Username: Your complete new email address (example: **hello@mybusiness.com**).
- Password: The password you created when setting up the mailbox.

3 Click Login

That's it! You should now be inside your new email inbox.

4 Send yourself a test email

Try sending an email to your personal Gmail account to make sure everything is working. Then reply to that message to test receiving email, too.

BONUS TIP: ADD YOUR EMAIL TO YOUR PHONE!

You don't have to log in through your browser every time you want to check your business email.

You can add your new email address to your iPhone or Android phone and access it right alongside your personal email.

Namecheap provides step-by-step instructions for both:

- Set up Namecheap Email on an iPhone
- Set up Namecheap Email on Android

Look for the option to add an email account in your phone's settings or mail app. Follow Namecheap's instructions to connect your new mailbox.

MONICA'S TIPS

- I recommend creating a brand-new business email instead of using your personal email.
- Keep it simple and easy to remember. **hello@** and **info@** are great options.
- Use a strong, unique password and keep it somewhere secure.
- Start using this email for your website-related accounts, business tools, and professional communications.
- Use this email when creating your Google account if you'd like to keep your business and personal accounts separate. You can also use it when setting up other business profiles and services.

> **REMEMBER:** Your domain is your website's address, and your professional email is your business's digital mailbox. Both help establish your online presence!

WHAT'S NEXT?

You've got a domain and a professional email. Now you're ready to start setting up the accounts and tools that will help bring your website and brand to life.

MONICA HACKS | Websites Made Easy