Zoho Corporation

Create mailbox

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Prerequisites

- Zoho Mail must be added to Zoho Directory.
- User must be confirmed.

Roles required to perform this action:

- Organization Owner
- Organization Admin

Create mailbox for a user

1. Sign in to Zoho Directory ⧉, then click **Admin Panel** in the left menu.
2. Go to **Users**, then click on the required user.
3. Click **Create Mailbox**.
4. Enter an email address for the user. If you have enabled mail hosting in multiple domains, choose the domain in which the mailbox should be created.
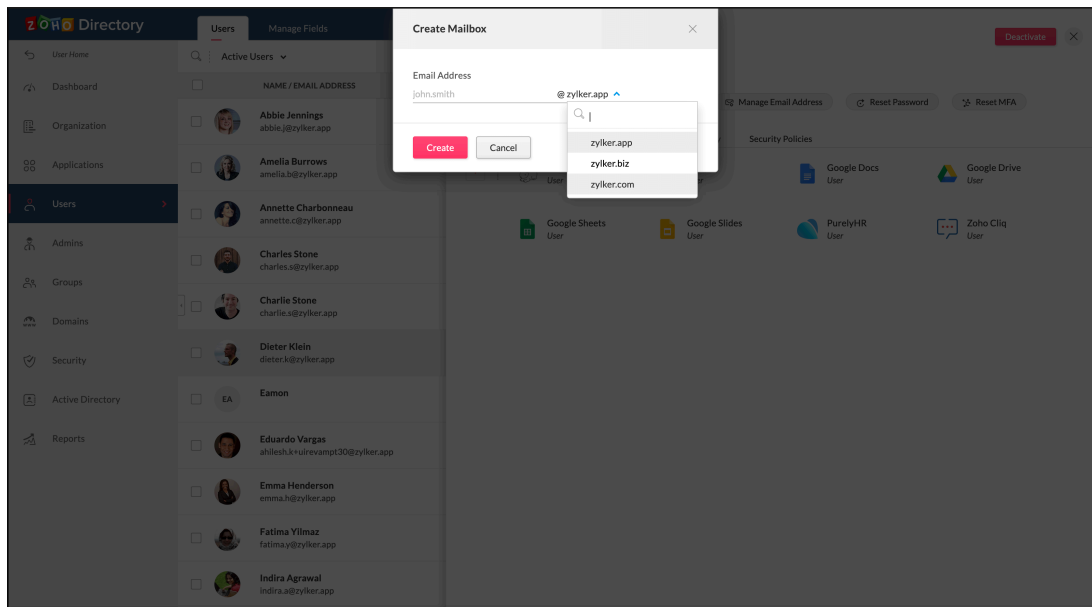
5. Click **Create**.

> 🗋 Note: To add secondary addresses or aliases, learn about [managing email addresses](#).