# Create User Accounts

Regular users can automatically manage their messages and spam, as well as editing their white/black lists.

To manually create a user account carry out the following steps:

- Login with the Admin credentials created in the previous step or as Domain Administrator.

- Click on System, and therefore, User Management, and finally New.

- Complete all requested fields. As username use the email address that will be that utilized for establishing which messages belong to a certain user and which do not.

- Select User Type User

- Specify email address to deliver Daily Digest Report and confirm.