Devcity Mail | Quick guide

Create a mailbox and set its password.

Each person gets their own address. It takes about a minute.

You create and manage mailboxes yourself, from your dashboard, with no waiting for us. This guide covers adding a mailbox, how the password works, and what to do when someone forgets theirs.

IN THIS GUIDE

1. **Choose a name**
   The part before the @
2. **Choose a password, or let us**
   We can make a strong one for you
3. **Save it now**
   It is shown once, and we keep no copy
4. **Change it any time**
   From the mailbox page

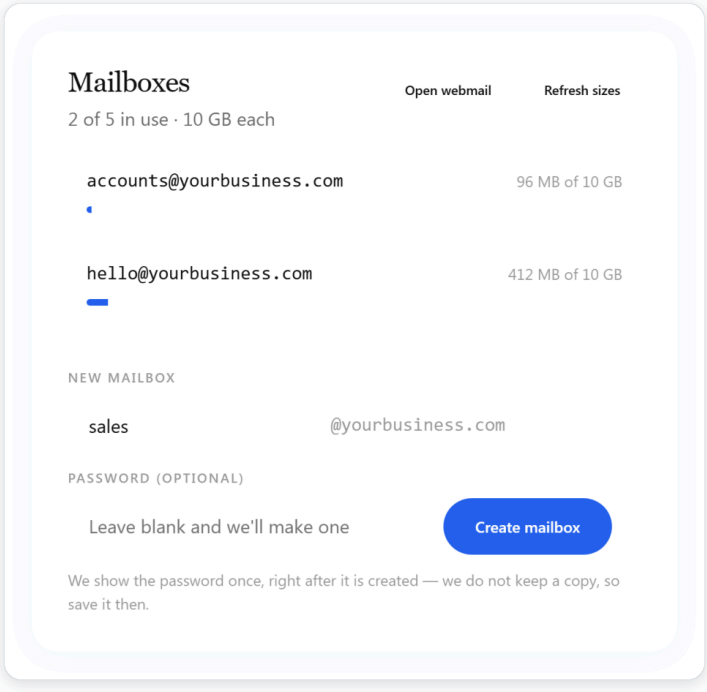
TIME
About a minute

LIMIT
The number of mailboxes on your plan

PASSWORDS
Never stored by us

1 Choose a name and password

Open **Devcity Mail** in your dashboard, then your domain. Type the name for the new address, the part before the @. Type a password you like, or **leave the box empty** and we will make a strong one. Press **Create mailbox**. The top of the card shows how many mailboxes you have used.

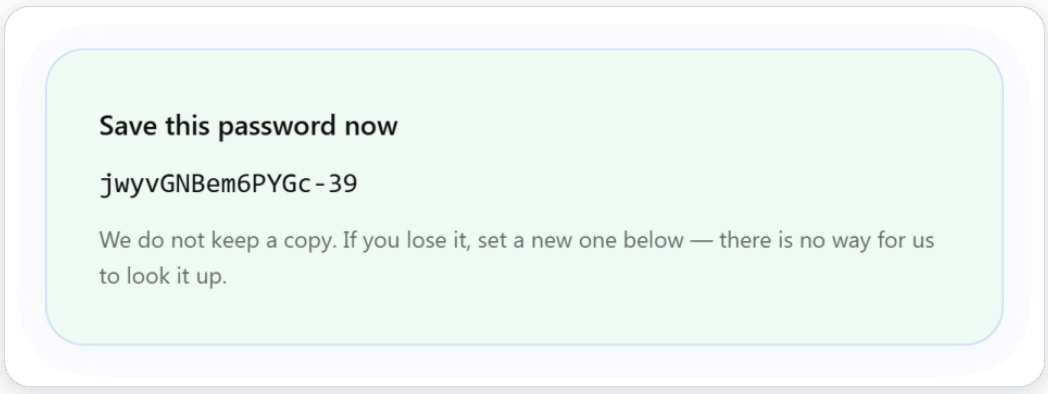


Your mailboxes, and the form for a new one

> **Used all your mailboxes?** On a paid plan you can ask for more from the same page. On the free plan that comes with hosting, the allowance is five.

2 Save the password now

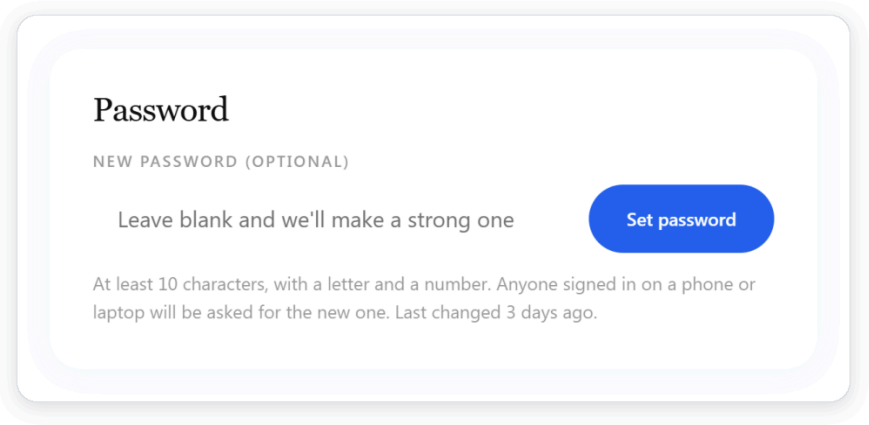
It appears **once**. We do not keep a copy, so nobody can look it up later, not even us. Copy it somewhere safe, or give it to its owner straight away.



Shown once, right after the mailbox is created

3 Change it any time

Click the address in your mailbox list, find **Password**, type a new one or leave it empty, and press **Set password**. Anyone signed in on a phone or laptop will be asked for the new one.



The Password card on a mailbox page

4 A good password

The rules

At least **10 characters**, with a letter and a number.

What works well

A few random words, or the one we make for you. Avoid names and birthdays.

Use a password manager

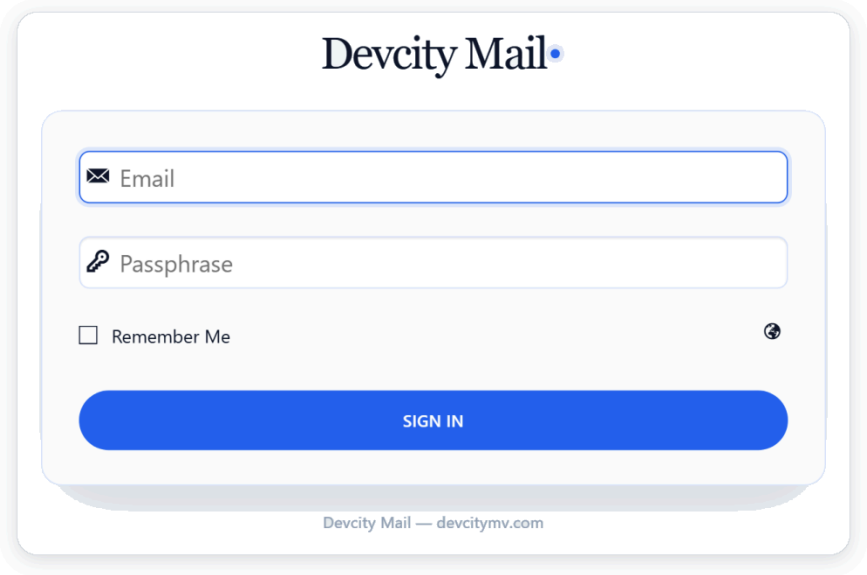
Then nobody has to remember it, and every mailbox can have a different one.

One mailbox, one person

Sharing a login makes it hard to know who did what. Use an alias to share an address instead.

5 Now sign in

Use the whole address and this password at **mail.devcitymv.com**, or in your phone app.



Where it says Passphrase, type your mailbox password

6 If someone forgets their password

Open their mailbox in your dashboard and set a new one. We cannot read the old one, and nobody at Devcity can either. This is on purpose, so a password can never leak from us.

7 Other things you can do

See how full a mailbox is

The bars on your domain page show each mailbox. Press Refresh sizes to update them.

A mailbox is full

At its limit, new messages are refused and the sender is told. Delete large attachments, then empty Trash to free room.

Delete a mailbox

Open it and use Delete this mailbox. You type the address to confirm, because it permanently removes the mail inside.