

# ADDING ADDITIONAL EMAIL ACCOUNTS TO YOUR COX SERVICE

Beginners' Kaffee Klatch  
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Depending upon the level of Internet service you have with Cox Communications, you can have up to seven email accounts (i.e., separate email addresses that you can use to send and receive messages). You can have one address for yourself and another for your spouse. You may wish to use one of the available addresses as a “throw-away” when you must provide a valid address while shopping on line. This is a great way to cut down on the spam (uninvited email) that the “black hats” use in their efforts to communicate with you.

1. Launch the Las Vegas Cox home page ([www.lasvegas.cox.net](http://www.lasvegas.cox.net)).
2. Click the Internet Tools link located under the MY ACCOUNT section of the left navigation bar. The Internet Tools Login window will be displayed.
3. Enter your primary Username and Password in the corresponding text fields. The primary username and password for accessing Internet Tools are the same username and password used when accessing your primary Cox High Speed Internet account.
4. Click the Login button. The Internet Tools window will be displayed.
5. Under the Account Management column, click on Manage Email Address.
6. In the next window, click “Add new email address.”
7. In the next window, choose a “log in.” This is the same as your new email address. Note that the new address must meet these parameters: Your username must be between 3 and 32 characters long. It can contain alphabetic characters ("a" to "z"), numbers ("0" to "9"), a dash (-), an underscore (\_), and a period ("."). The username cannot start or end with a period ("."). A completely numeric username cannot have more than ten digits. Usernames are not case sensitive, e.g., "jim5" is the same as "Jim5".
8. Select a password and then retype it.
9. Click on “add email.”
10. The next window will ask you to confirm that you wish to add a new email address. Select “confirm.”
11. It may take several minutes for the new email address to be processed.
12. You do not have to wait for a confirmation that your new email address is now active. You can close all your Cox windows when it is convenient, with confidence that your address will be activated in a timely manner.