Let's say someone from the team wants to access the email address for the organization's team. That email address is team@future-builder-foundation.org.

To log into a Hostinger email, you need to log in from mail.hostinger.com. From here, you'll log in with the username and password that you were provided. And once you log in, this is what the inbox looks like. So that's what the Hostinger email looks like from the user end. Let's say you want to create a new email address for a new intern that has joined the organization. This is how you would go about it.

Once you log into Hostinger – NOT webmail, just regular Hostinger – you'll see on the left hand side a menu option that says 'Emails'. Go ahead and click on that, and then go over here next to @future-builder-foundation.org and click Manage. Right here under Email Accounts, click View All. Here, you'll see all the organization emails, and up here you'll see we have used 4 of the 100 limit.

I'm an intern, so let's create an email for my use within the organization. We will click here on the plus where it says Create email account. Here, you can set the email and password. I'll set my email to be my first name, so momina@future-builder-foundation.org, and I'll set my password too. And I just skip this configuration step. And that's pretty much it, the email has been created and now I can log in using the email and password I set, and you can see that my email also shows up in the list right here. Now, let's say I won't be checking my Hostinger email regularly and want to set it so that it forwards to my personal email. That's also easy; I click on the three dots next to my email, select 'Create forwarders', and put my personal email address in over here. And once I click create, any emails I receive will be automatically forwarded to my personal email.