



Email Accounts

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Goal

This set of cPanel features allows you to add and manage email accounts associated with your domain. The following guide is divided into seven sections. Each section describes how you can manage email accounts on your cPanel server. First, you need to decide the email account name you want to create for a particular cPanel account. After that, you can follow the steps in the following sections:

1. Add an Email Address
2. Change the Password
3. Change your Email Quota
4. Delete an Email Address
5. Configure an Email Client
6. Access Webmail
7. Default Email Account

1. Add an Email Address

To add a new email address, please follow the steps below:

1. Login to your cPanel account using the link [IP ADDRESS:2082](#) and entering the main cPanel username and password that you provided in WHM during account creation.
2. Click on the [Email Accounts](#) option in the [Mail](#) section.



3. Type the email address to be created in the [Email](#) field. (If you manage more than one domain, make sure to select the appropriate domain from the drop-down menu.)
4. Type the password in the [Password](#) field.
5. Retype the password in the [Password \(again\)](#) field. (You can click the Password Generator

- button to have a strong password generated for you.)
6. Type the quota you desire in the Mailbox Quota field.
7. Click the Create Account button.

Email Accounts
In this area you can manage the email accounts associated with your domain.

Email: @ mhtest.com ✓

Password: ✓

Password (again): ✓

Strength (why?): **Very Strong (100/100)** [Password Generator](#)

Mailbox Quota: 250 MB Unlimited

[Create Account](#)

2. Change the Password

A secure password is one that contains no dictionary words and includes upper- and lower-case letters, numbers, and symbols. To change the password, please follow the steps below:

1. Login to your cPanel account by using the link IP ADDRESS:2082 and entering your main cPanel username and password in the username and password fields.
2. Click on the Email Accounts option in the Mail section.
3. Search the email account you need to change the password for in the Display Email Accounts section.
4. Click Change Password next to the appropriate email account.
5. Type your new password into the Password field.
6. Confirm your new password in the Password (again) field. (You can click the Password Generator link to have a strong password generated for you.)
7. Click the Change Password button to store the new password.

ACCOUNT @ DOMAIN	USAGE / QUOTA / %	ACTIONS
emailuser@mhtest.com	0 / 250 MB	Change Password Change Quota Delete More ▼

Password: ✓

Password (again): ✓

Strength: **Very Strong (100/100)** [Password Generator](#)

[cancel](#) or [Change Password](#)

3. Change your Email Quota

The quota limit for an email address defines the amount of mail (in megabytes) that can be stored in its mailbox. Once this limit is exceeded, any incoming mail will be returned to the sender with a message stating that the recipient's mailbox is full. To change an address' mail quota, please follow the steps below:

1. Click on the Change Quota button in the Actions section. You can navigate to the Actions area by following Steps 1-3 discussed in Section 2.
2. Type the new email quota (in megabytes) into the appropriate field. For an unlimited quota, click Unlimited.
3. Click Change Quota to store the new value.

emailuser@mhtest.com 0 / 250 MB Change Password Change Quota Delete More ▼

Mailbox Quota: 250 MB Unlimited

cancel or **Change Quota**

4. Delete an Email Address

To delete an email address:

1. Click the Delete button corresponding to the account you wish to remove in the Actions area. You can navigate to the Actions area by following Steps 1-3 discussed in Section 2.
2. Confirm that you wish to delete the address by clicking the Delete button.

ACCOUNT @ DOMAIN	USAGE / QUOTA / %	ACTIONS
emailuser@mhtest.com	0 / 250 MB	Change Password Change Quota Delete More ▼

Delete emailuser@mhtest.com ?

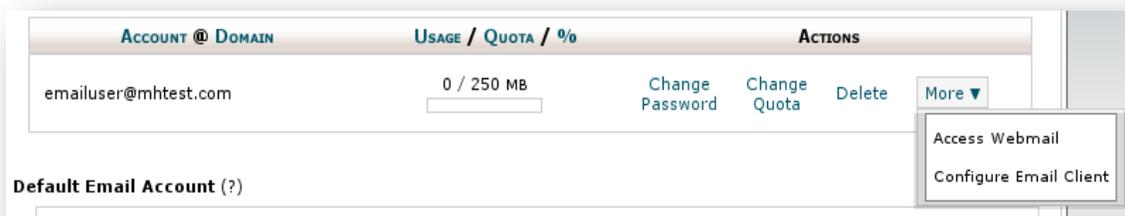
cancel or **Delete**

5. Configure an Email Client

This feature will automatically configure your email client to access your cPanel email address(es). An email client allows you to access your email account from an application on your computer. You must already have an email client installed on your computer in order to automatically configure it using cPanel. To configure your email client, please follow the steps below:

1. To access this feature, click the More button corresponding to the appropriate email account in the Actions area. You can navigate to the Actions area by following Steps 1-3 discussed in Section 2.
2. Click on the Configure Email Client option.
3. Select and download the appropriate configuration file from the list in the pop-up window.
4. Run the script file to automatically configure an email client for the selected address.

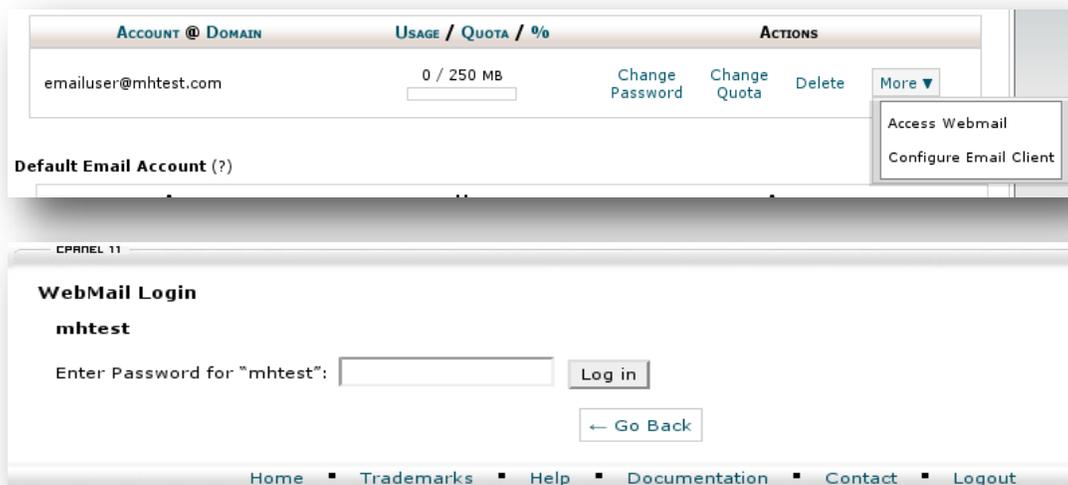
When completed properly, your email client should open automatically and log into your email account(s).



6. Access Webmail

This feature allows you to access an email account using a web browser. Please follow the steps below:

1. To access this feature, click the More button corresponding to the appropriate email account in the Actions area. You can navigate to the Actions area by following Steps 1-3 discussed in Section 2.
2. Select the Access Webmail option from the resulting menu.
3. Enter the password in the appropriate field.
4. Click the Log in button.



7. Default Email Account

Your default email address is listed under the Default Email Account heading. This is a special email account set up when your cPanel account is created by your web host. The account's username and password are the same as your cPanel account username and password.

To do this via webmail, click the Access Webmail link in the Actions column of the Default Email Account section. Give your cPanel main username and password details. You can navigate to the Actions area by following Steps 1-3 discussed in Section 2.

Default Email Account (?)

ACCOUNT	USAGE	ACTIONS
mhtest	0 Bytes	Access Webmail

Conclusion

Using this guide, you will be able to create email accounts and manage them through your cPanel account. Using your email account(s), you will be able to send and receive mail. If you encountered any issues with this guide, please also note that there is additional information available in our Wiki database at <http://myhosting.com/kb>. Finally, we encourage you to contact our technical support team by email at vps@myhosting.com, or calling us at 1-866-289-5091 with any questions or concerns.