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cPanel[®]

USER DOCUMENTATION

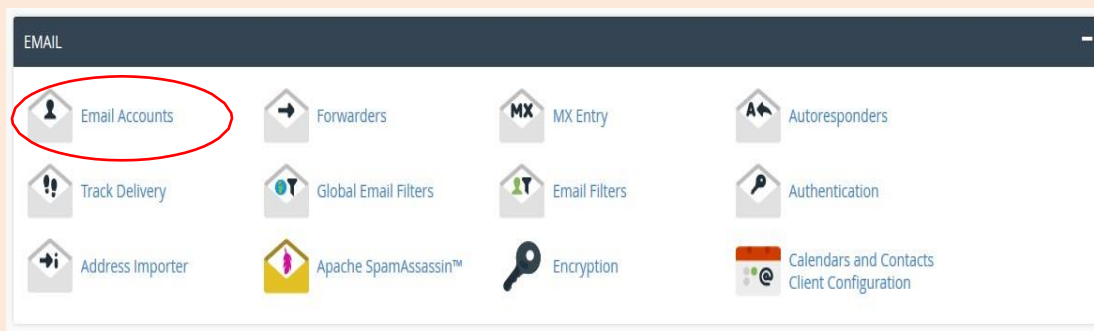
WebExpressions Web Design

How to create an email account in CPanel

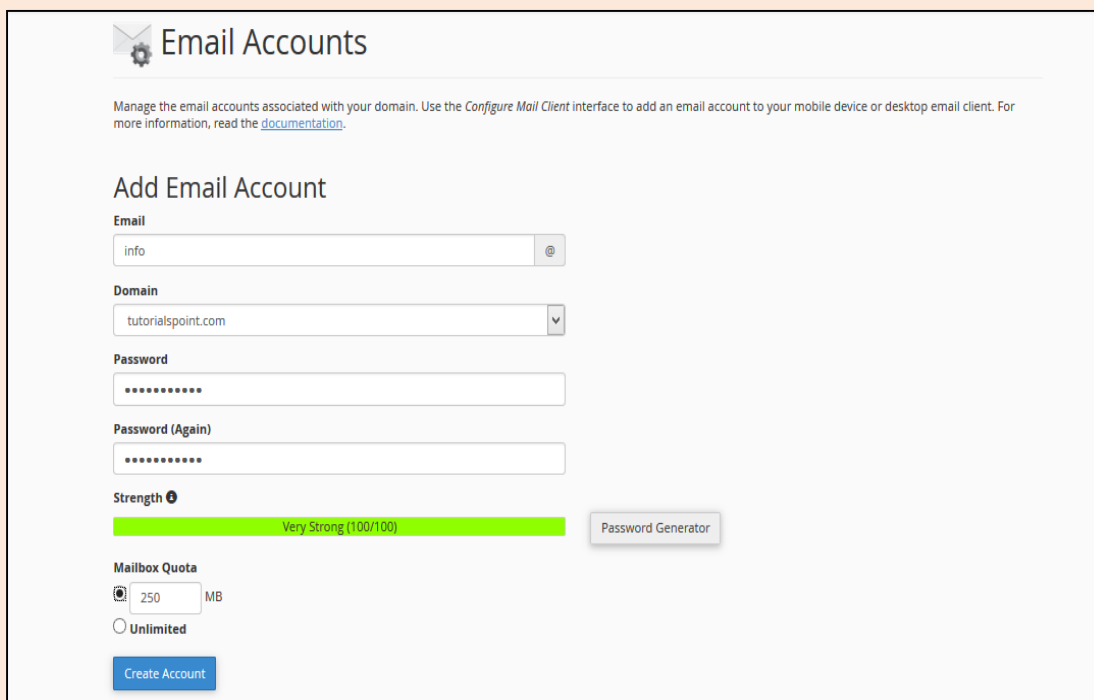
Create an Email Address

To create an email address for your domain, follow these steps:

Step (1) – Click on **Email Accounts** link found in your Emails section of the cPanel Home.



Step (2) – In Email Accounts, you will find Add Email Account on the Top.

A screenshot of the 'Add Email Account' form in cPanel. The form is titled 'Add Email Account' and includes the following fields and options: 'Email' (text input with 'info' and an '@' icon), 'Domain' (dropdown menu with 'tutorialspoint.com'), 'Password' (password input), 'Password (Again)' (password input), 'Strength' (a green progress bar showing 'Very Strong (100/100)' and a 'Password Generator' button), and 'Mailbox Quota' (radio buttons for '250 MB' and 'Unlimited'). A blue 'Create Account' button is at the bottom.

Step (3) – Add Email name you want to create as it will be the text that comes before @.

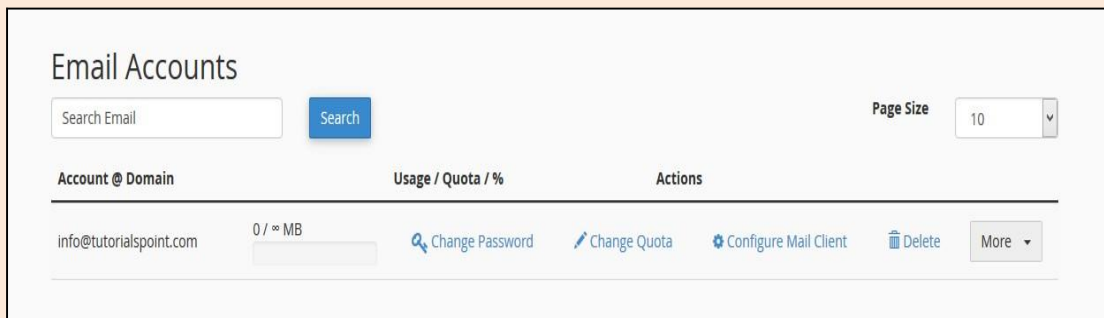
Step (4) – Choose a strong password and supply Mailbox Quota. It defines how much disk space this account can use. You can provide specific amount of space in MB or you can provide an unlimited quota for this.

Step (5) – Click on Create Account to create an Email address associated with your domain.

Manage Email Accounts

You can manage your email accounts through this interface, you can change your passwords, change quota amount or delete the email account.

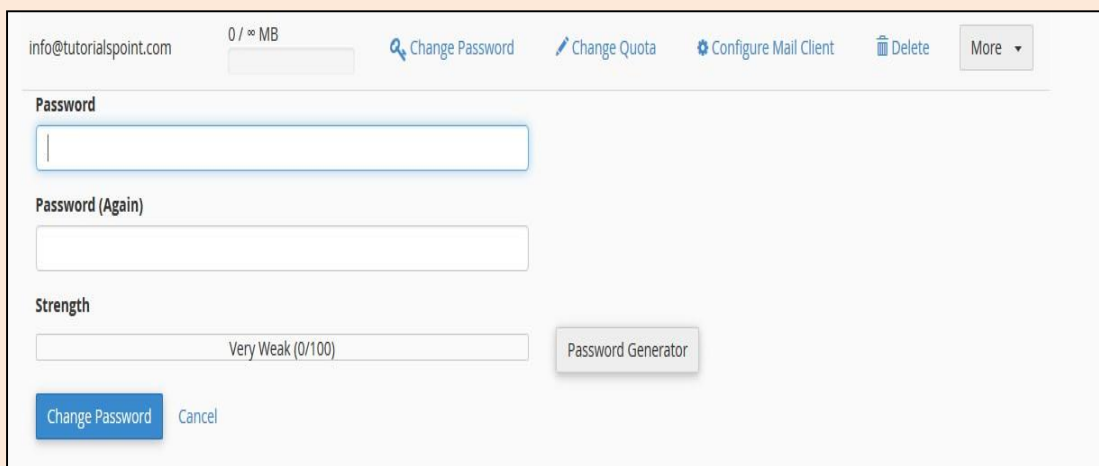
To manage your email accounts, scroll down to see the list of Email accounts that exist with your domain.



The screenshot shows the 'Email Accounts' management page. At the top, there is a search bar with the text 'Search Email' and a blue 'Search' button. To the right, there is a 'Page Size' dropdown menu set to '10'. Below this is a table with three columns: 'Account @ Domain', 'Usage / Quota / %', and 'Actions'. The first row shows the email address 'info@tutorialspoint.com', a usage of '0 / ∞ MB', and several action links: 'Change Password', 'Change Quota', 'Configure Mail Client', 'Delete', and a 'More' dropdown menu.

Change Passwords

To change your email accounts password, click *Change Password* link corresponding to your email address.



The screenshot shows the 'Change Password' form for the email account 'info@tutorialspoint.com'. The form includes a 'Password' field, a 'Password (Again)' field, and a 'Strength' indicator showing 'Very Weak (0/100)'. There is a 'Password Generator' button next to the strength indicator. At the bottom, there are 'Change Password' and 'Cancel' buttons.

Enter New Passwords, and save changes by pressing Change Password button.

Configure Mail Client

To send and receive emails with your domain from any desktop or mobile email client, e.g. Windows Live Mail, Outlook or iOS of iPhone etc. cPanel provides you preconfigured setting for these applications. You just need to download the settings and run it, then it will automatically configure the email client. You may need to enter your email account password. You can also manually configure the email clients for sending and receiving emails for your email client.

To download *Auto Configuration Scripts* or See the manual settings, click on Configure Mail Client link corresponding to your email account.

Account @ Domain	Usage / Quota / %	Actions				
info@tutorialspoint.com	0 / ∞ MB	Change Password	Change Quota	Configure Mail Client	Delete	More ▾

Once the interface is opened, you will see *Auto Configuration Scripts*.

Auto Configuration Scripts

Listed below are the available mail client auto-configuration scripts. Select the script for your mail client and operating system.

Application	Protocols
Windows Live Mail®	IMAP over SSL/TLS POP3 over SSL/TLS IMAP POP3 (Post Office Protocol v3)
Microsoft Outlook 2000® for Windows®	IMAP over SSL/TLS POP3 over SSL/TLS IMAP POP3 (Post Office Protocol v3)
Microsoft Outlook Express® for Windows®	IMAP over SSL/TLS POP3 over SSL/TLS IMAP POP3 (Post Office Protocol v3)
MacOS® Mail.app® for "Pre Lion" (10.4+)	IMAP over SSL/TLS IMAP
MacOS® Mail.app® for "Lion" (10.7+)	IMAP over SSL/TLS IMAP
iOS for iPhone/iPad/iPod and MacOS® Mail.app® for Mountain Lion (10.8+)	IMAP over SSL/TLS IMAP

You can download *Auto Configuration Scripts* for Configure mail client interface. Just download the appropriate settings and run it.

Or if you want to configure your mail client manually, you can scroll down to see the Manual Settings.

Manual Settings

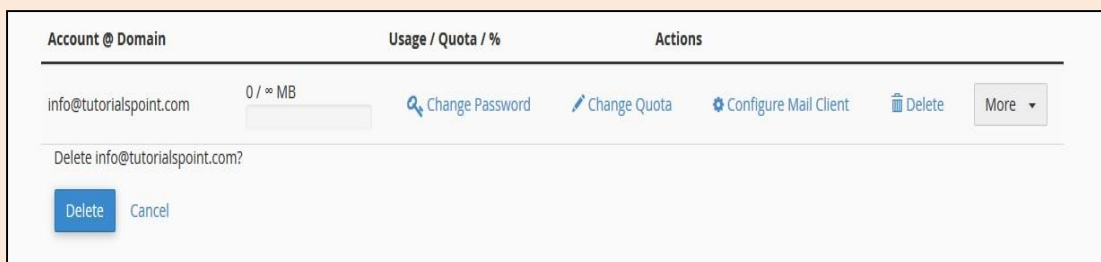
If you do not see an auto-configuration script for your client in the list above, you can manually configure your mail client using the settings below:

<p>Secure SSL/TLS Settings (Recommended)</p> <p>Username: info@tutorialspoint.com</p> <p>Password: Use the email account's password.</p> <p>Incoming Server: gains.supercloudapps.com</p> <ul style="list-style-type: none"> • IMAP Port: 993 • POP3 Port: 995 <p>Outgoing Server: gains.supercloudapps.com</p> <ul style="list-style-type: none"> • SMTP Port: 465 <p>Authentication is required for IMAP, POP3, and SMTP.</p>	<p>Non-SSL Settings (NOT Recommended)</p> <p>Username: info@tutorialspoint.com</p> <p>Password: Use the email account's password.</p> <p>Incoming Server: mail.tutorialspoint.com</p> <ul style="list-style-type: none"> • IMAP Port: 143 • POP3 Port: 110 <p>Outgoing Server: mail.tutorialspoint.com</p> <ul style="list-style-type: none"> • SMTP Port: 25 <p>Authentication is required for IMAP, POP3, and SMTP.</p>
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Note: There are four types of settings – IMAP and POP3, both over SSL/TLS and Non-SSL too. Using SSL sends your messages with encryption providing extra layer of security, but Non SSL does not. It is recommended that you use settings with SSL. From IMAP or POP3, you can choose anyone you want. Both will work perfectly.

Delete an Email Account

To delete an email account, just click on *Delete* link corresponding to your email account.



It will ask for confirmation. Press the Delete Button to remove your email account.