

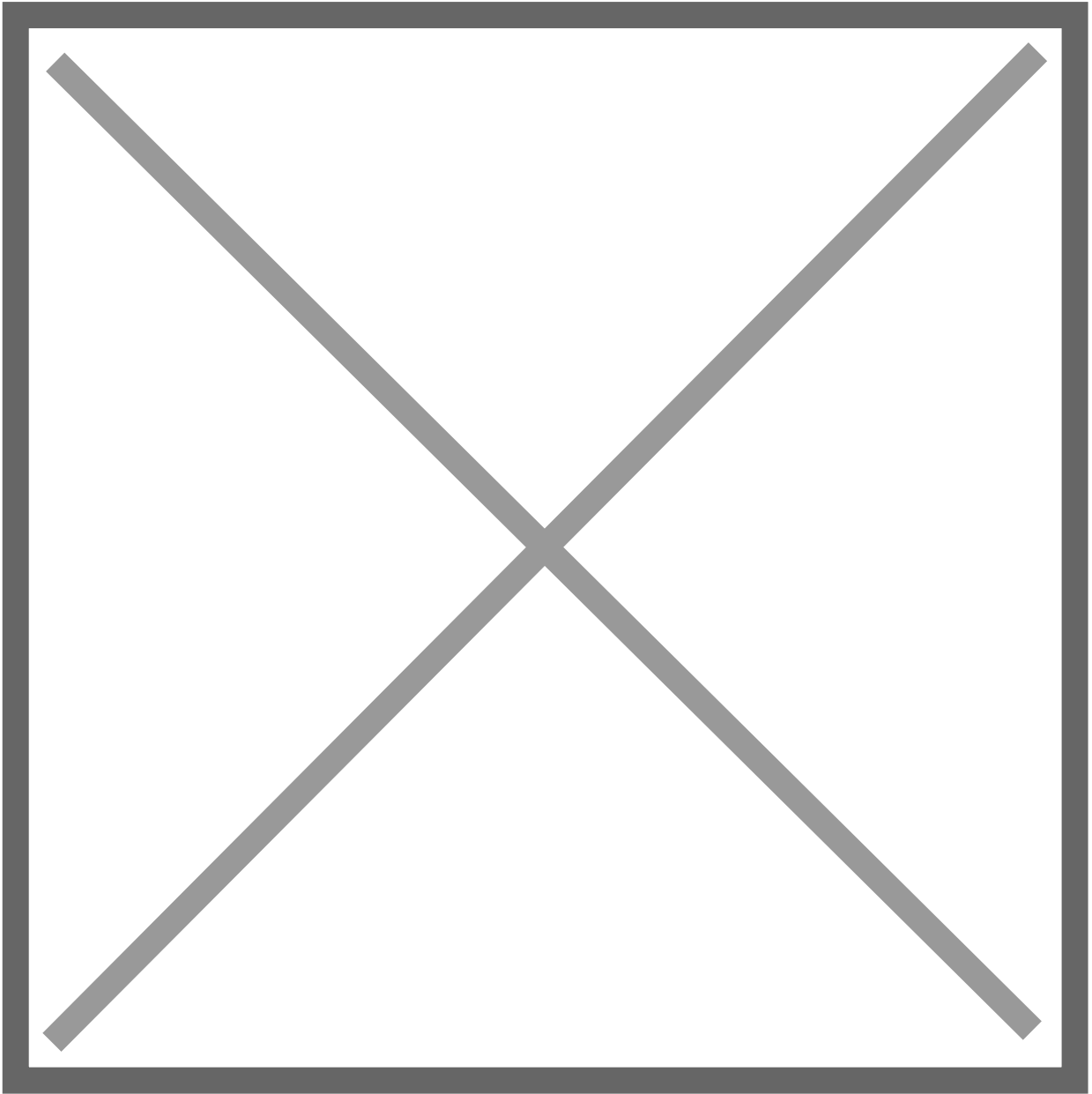
How to Create an Email Account in cPanel

- Enter the cPanel interface with your username and password. You can access cPanel's interface with any domain name that is included on the cPanel server.

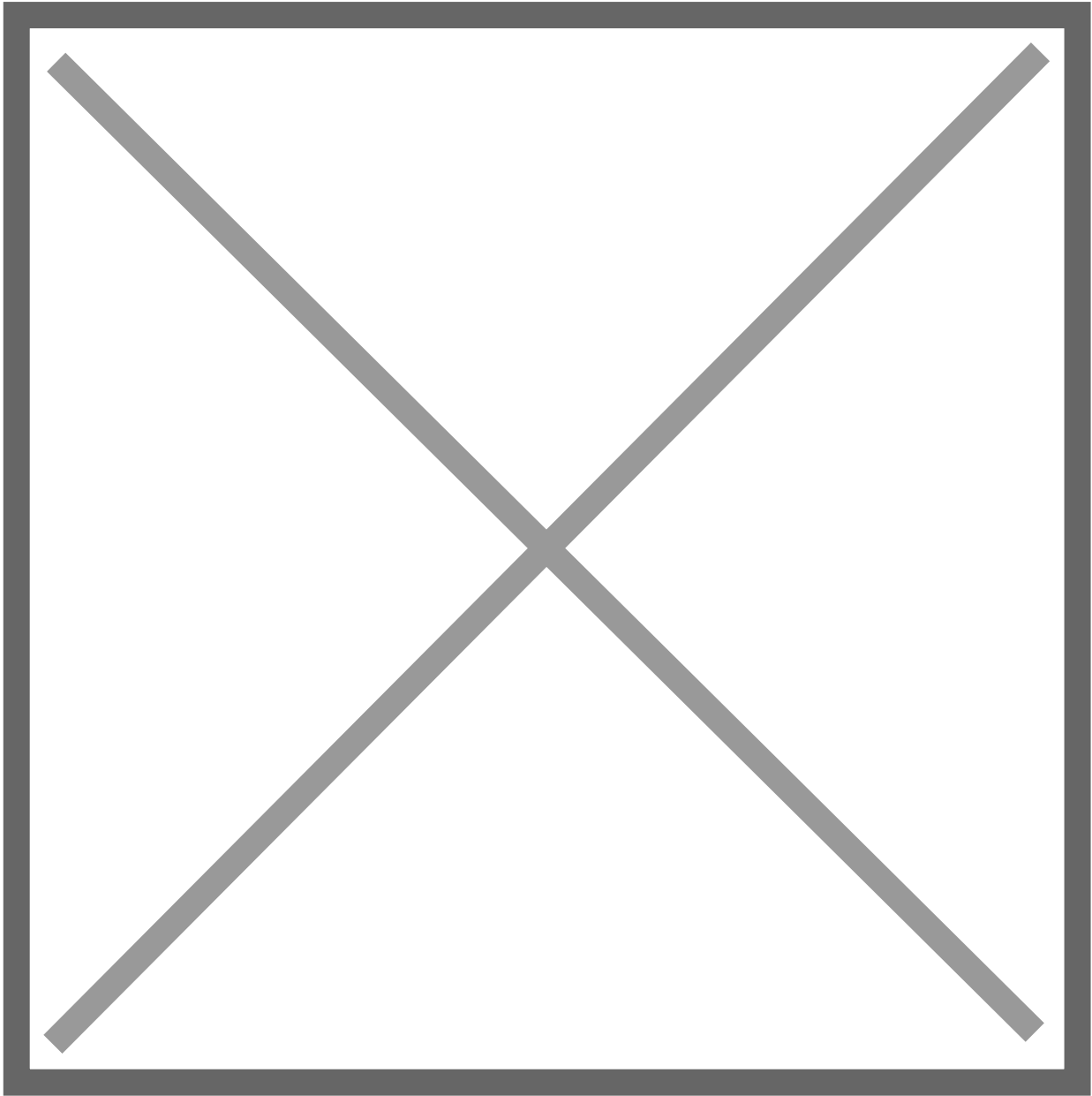
<http://yourdomainname.tld/cpanel>.

CREATE A MAILBOX

- After logging in, find the **Email Accounts** menu, and click on it.

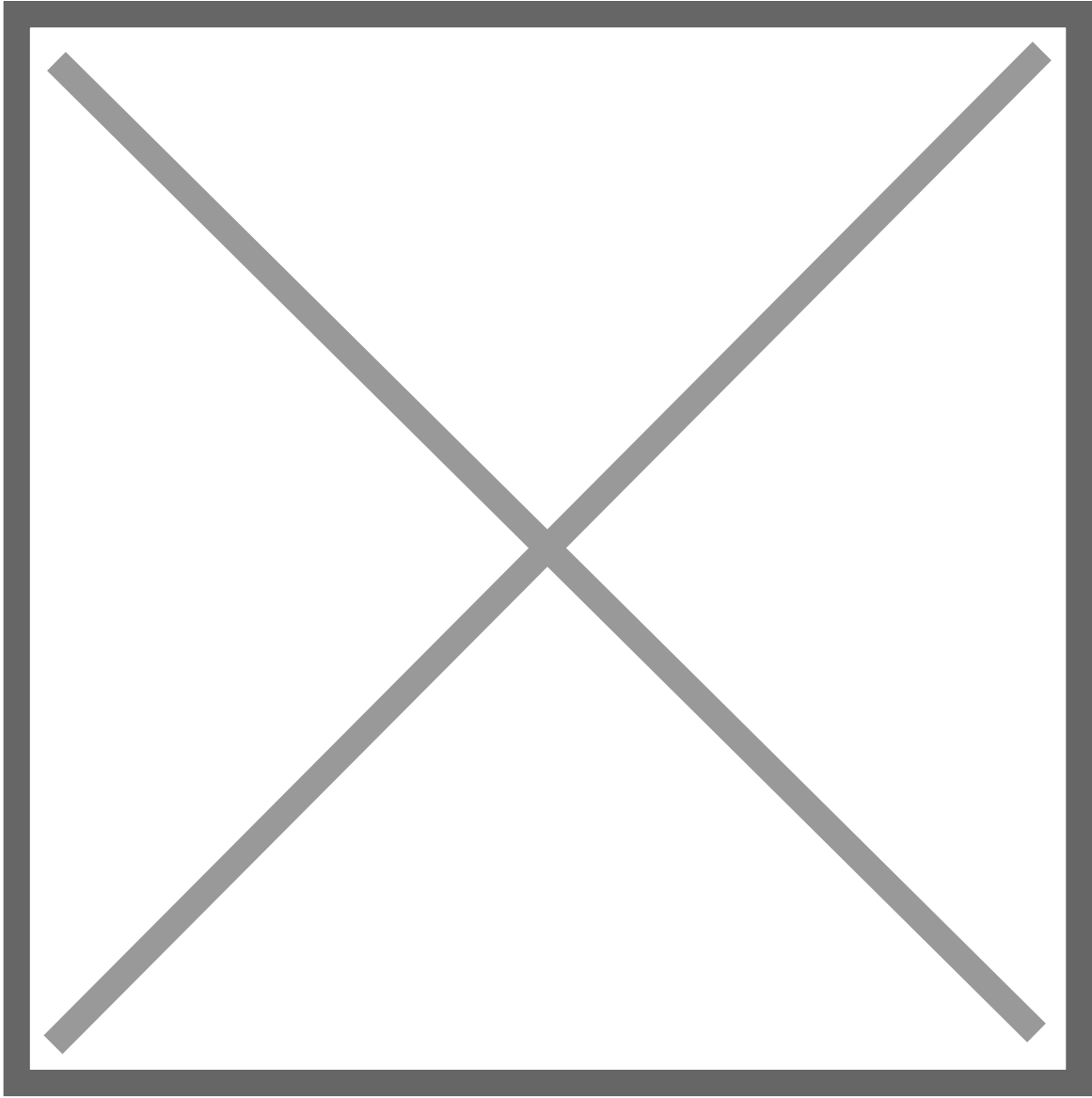


- On the page that appears, click the **Create** button.



SET MAILBOX PROPERTIES

1. After loading the page, you must provide the following information:
 2. Under **Domain**, select the domain name for which you want to create a mailbox.
 3. Enter the prefix for @ for the **Username**
 4. In **Security**, you have the option:
 1. To set a **Password**
 - Enter the password for the mailbox or generate a password.
 - Set the mailbox size
 2. or if you want to use the email address you want to create as just one email forwarding, you can enter a destination email address for which you want to send mail.
 5. Once you have made the settings, click **Create**.



Revision #2

Created 2023-10-25 12:58:14 CEST by DotRoll Knowledge Base

Updated 2026-05-18 11:23:59 CEST by DotRoll Knowledge Base