

# How to Create an Email Account in cPanel

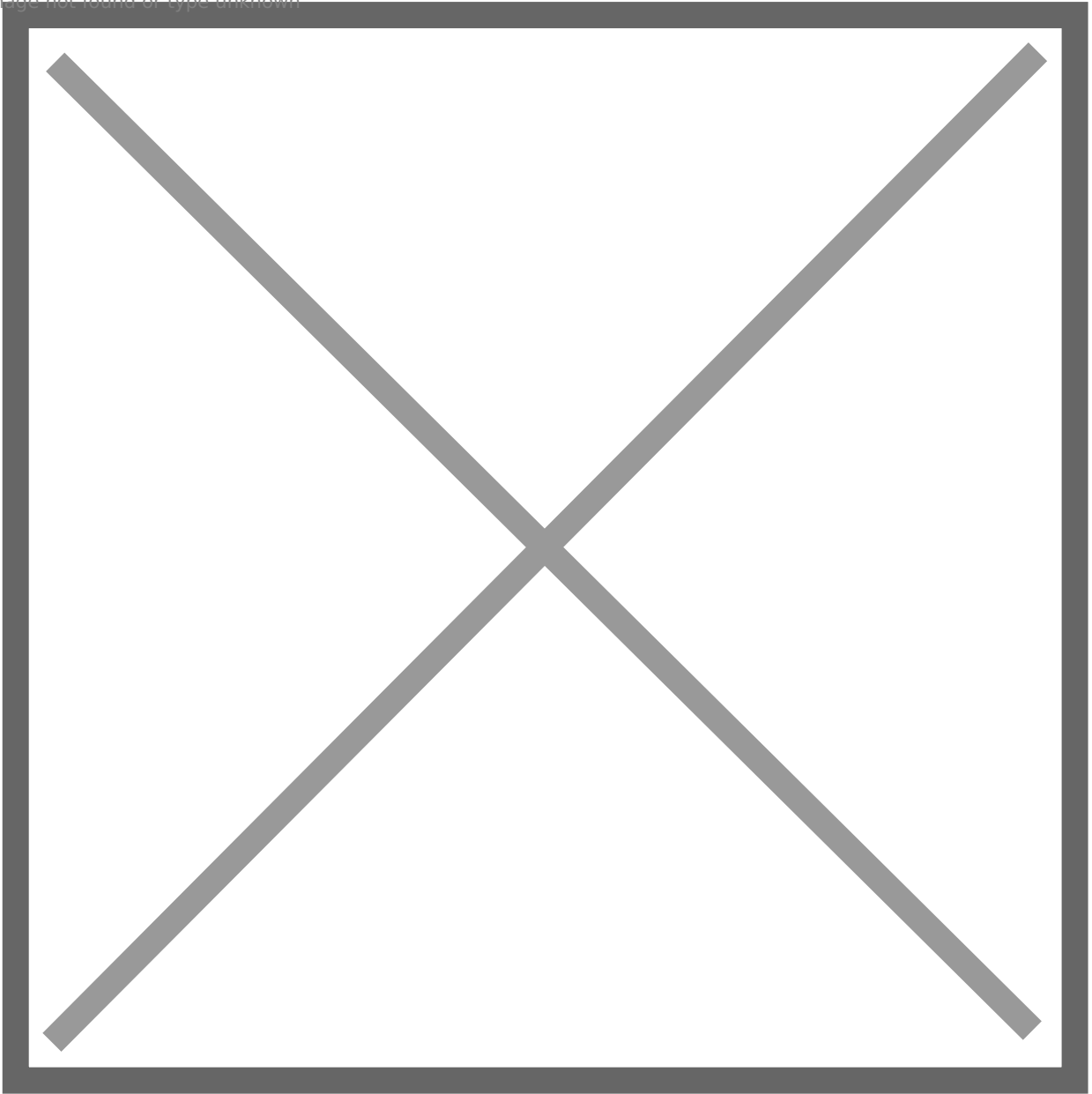
- Enter the cPanel interface with your username and password. You can access cPanel's interface with any domain name that is included on the cPanel server.

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

## CREATE A MAILBOX

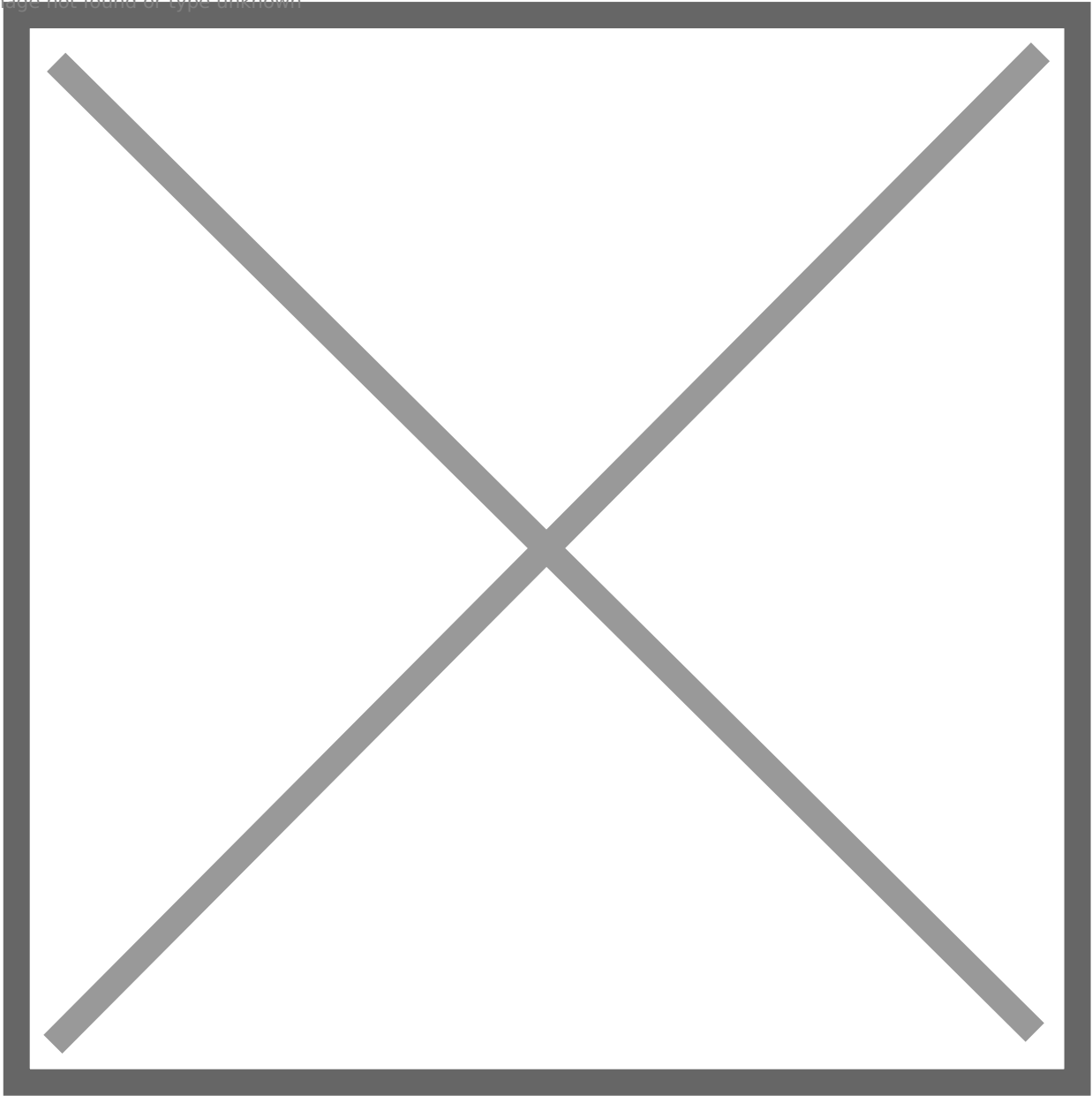
- After logging in, find the **Email Accounts** menu, and click on it.

Image not found or type unknown



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

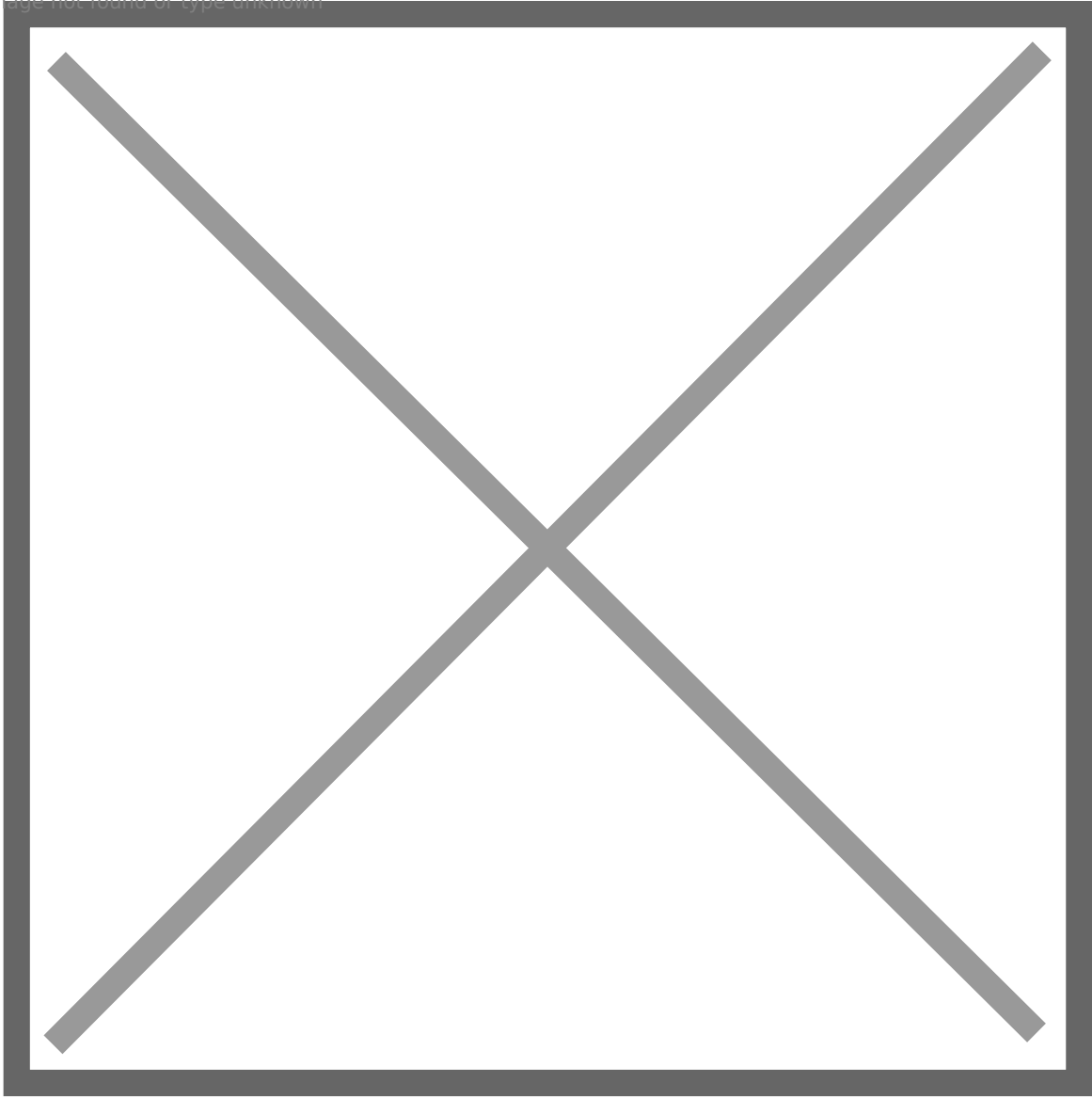
Image not found or type unknown



## 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**.

Image not found or type unknown



---

Revision #2

Created 25 October 2023 12:58:14 by DotRoll Knowledge Base

Updated 18 May 2026 11:23:59 by DotRoll Knowledge Base