

Internet Marketing TipSheet #6

How to Set Up Your Emails in cPanel

You can use your hosting company's control panel, also known as cPanel to set up your email.

1. The first step is to log into your cPanel account
2. In the "Mail" section, click on "Email Accounts"
3. If you are hosting more than one domain, select the domain you are setting up the new email for, then click "go"
4. In the "Email" text box, enter the username of your new email address
5. In the "Password" text box, enter the password of your new email address
6. If you choose, you can specify a quota (in megabytes) "Mailbox quota" text box. You can also leave it set as default 10.
7. Click on the "Create" button.

You should now see your new email account listed in the Current Accounts section.

You can click on the "Web Mail" link to access your email; there will probably be a few options to choose from. You can use the program that appeals to you the most. You can continue to use web mail, or, you can download your email into a program such as Outlook.

There are advantages to both. For instance, if you choose to use web mail, you will be able to access your mail from any computer, as long as there is an internet connection. If you download your mail into Outlook, once it's downloaded, you can read it without being connected to the internet.

There are alternatives to creating a new email. For instance, you can use email forwarding, and have your emails sent to your current email. However, the email address that you have the mail forwarded to will be the email address that shows in the "from" section on your replies.

[Click here for my #1 recommended cPanel host!](#)

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