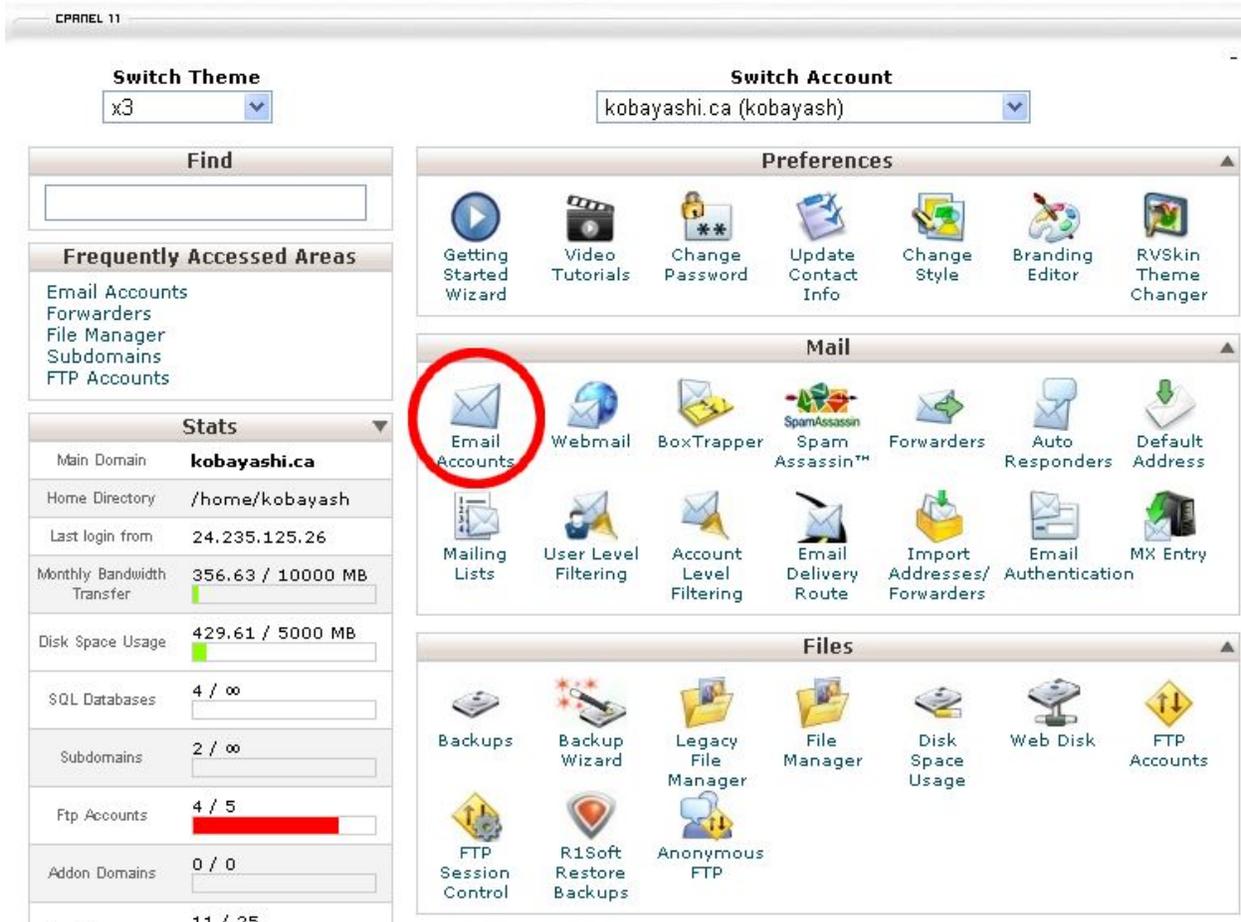


CREATING NEW EMAIL ACCOUNTS USING CPANEL

- In order to create a new email account, go to www.yourdomain.com/cpanel



- Now, click on **EMAIL ACCOUNTS**, under the **MAIL** area. A new window will open.

In the new window, you will be able to create your new email account.

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Email Accounts

In this area you can manage the email accounts associated with your domain(s).

Email: @

Password:

Password (again):

Strength (why?):

Mailbox Quota: 250 MB Unlimited

Search Email Results per page:

- First, write the nickname you would like to use for the new email account in the **Email** textbox (**Step 1**)
- Now, write the password you will use to log in to your new email account in the **Password** textbox. Remember to choose a strong, long and complex password. You can always use the **Password Generator** to choose a secure password. You will have to enter it twice. (**Step 2**)
- Next, choose in megabytes the mailbox quota you want for the account in the **Mailbox Quota** textbox. If you want to have unlimited space for the new email account, click on the **Unlimited** radio button. (**Step 3**)
- Finally, click on the **Create Account** button and your new email address will be created. (**Step 4**)