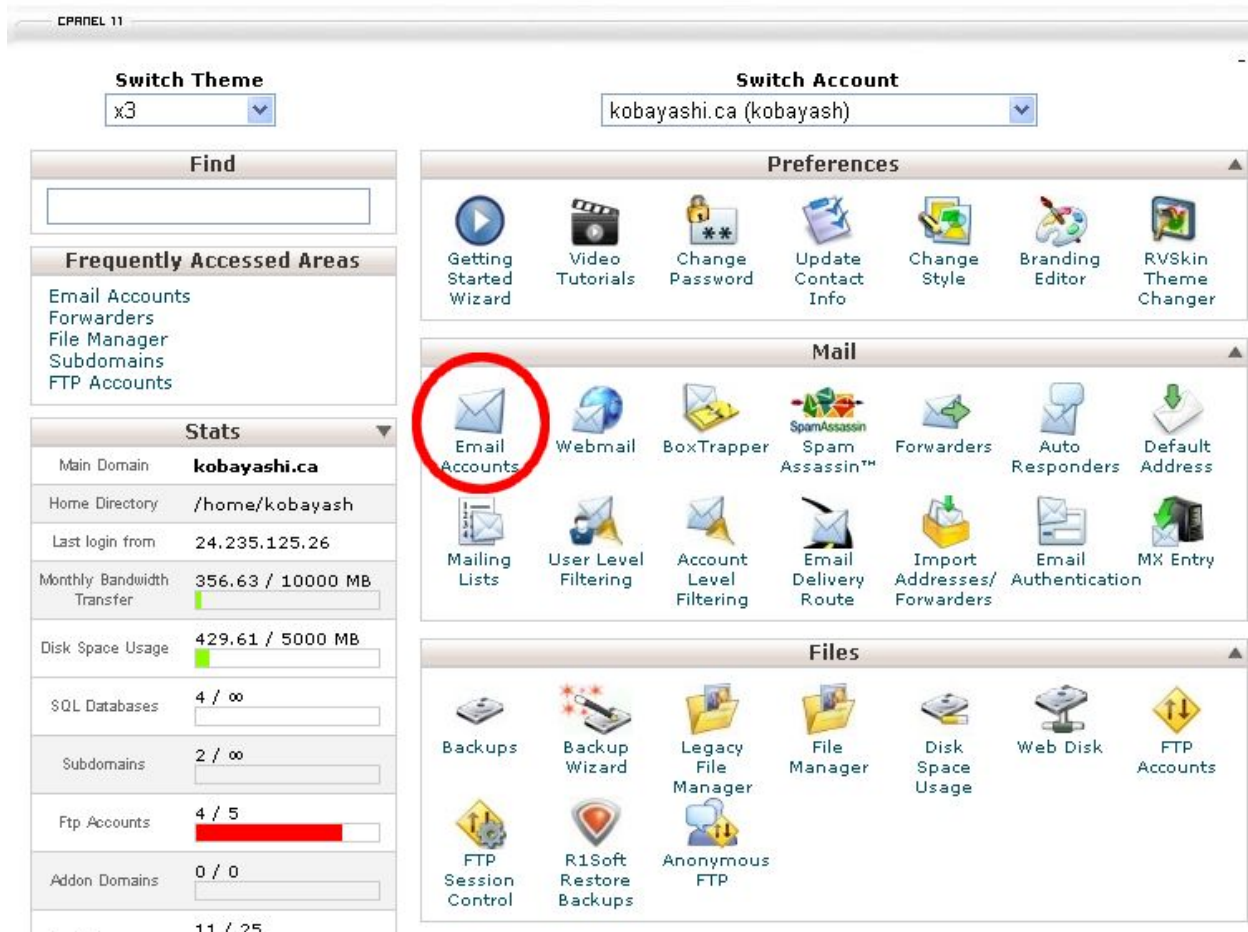


CREATING NEW EMAIL ACCOUNTS USING CPANEL

- 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.

The screenshot shows the 'Email Accounts' section in a cPanel interface. The title 'Email Accounts' is followed by a sub-header 'In this area you can manage the email accounts associated with your domain(s)'. Below this is a form with four numbered steps indicated by red boxes and blue numbers:

- Step 1:** The 'Email' field, which includes a text input and a dropdown menu showing 'kobayashi.ca'.
- Step 2:** The 'Password' and 'Password (again)' fields, which are text inputs for creating a new password.
- Step 3:** The 'Mailbox Quota' section, which includes a radio button for '250 MB' (selected) and an 'Unlimited' option.
- Step 4:** The 'Create Account' button, which is a button with a red border.

At the bottom of the form, there is a 'Search Email' input field, a 'Search Email' button, and a 'Results per page: 10' dropdown menu.

- 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**)