How to add e-mail account into the server on line control panel.

1.Open your Internet Explorer (Mozilla Fire Fox, Safari, etc.)



2. In the address bar, type in <u>www.<your domain name>/cpanel</u> Eg. www.myowndomainname.com/webmail

🖉 cPanel® 11 - Windows Internet Explorer							
0	•	, 🧧	www.myowno	domainn	ame.com/cpanel	▼  > ×	
File	Edit	View	Favorites	Tools	Help		

3. Follow after will be a pop up as shown below Eg.

Authentication Required							
?	A username and password are being requested by http://myowindomainname.com :2082. The site says: "cPanel"						
User Name:	1						
Password:							
	OK Cancel						

4. The means of the pop out window is to request your "User Name" and "Password". The username and password will be send to you by Iworld Hosting Team. Please key it in and click the "OK" button.

Eg. User Name : myowndomainname, Password : <default, unless you have changed it>

Authentication Required						
?	A username and password are being requested by http://myowindomainname.com (2082. The site says: "cPanel"					
User Name:	myowndomainname					
Password:	•••••					
	OK Cancel					

5. After which, the page will load into the Home Page of your web hosting Control Panel Eg.

				HOME CUSTOMER SUPPO	RT   HELP	LOGOUT
Last login from: Welcome to cPanel, sip. Authorized Use Only. Your contact email address: <b>sip_hosting@i</b> Please keep this information <b>up to date</b> .	iworldsvcs.net					
General account information	Our Services					
Domain Name iworldsvcs.com	0:2					
Hosting Package IWorld	<b>24</b>					
Disk Usage 19.33/50 MB	Submit a Support Request					
Bandwidth 12/70.00 MB	Preferences					
		~				
Subdomains 5/unlimited	<b>N</b>	<b>1</b>		2		
Parked Domains 0/0	Change Password	Update Contact Info	Change Style	Change Look and Feel		
Addon Domains 0/0						
MySQL 0/unlimited	Language	Getting Started Wizard	Access cPanel Shortcuts	Video Tutorials		
MySQL Disk Space 0.00/30.67 MB						
Email Accounts 1/unlimited	User-Feature Manager					
Email Forwarders 0/unlimited	Email Management Tools					
Auto-Responders 0/unlimited	Enter Management 19615					
Email Filters 0/unlimited		<b>I</b>	<u>@</u>			
Mailing Lists 0/unlimited	dd / Remove E-mail account(s)	Read Webmail	Webmail Manager	Default E-mail account		
FTP Accounts 4/unlimited		<b>P</b>	M.			
General server information	Auto-Responders	E-mail Forwarders	Import E-mail Accounts/Forwarders	E-mail Address Trace		

6. Click on Add/Remove e-mail icon as shown below.



7. Fill in the Email, password, same password again, mailbox quota. Click create.



8. Click no on next page loaded.

The e-mail account test@iworldsvcs.com with the login test+iworldsvcs.com with a quota of 50 Megabytes was successfully created. Do you wish to configure the account to work with a mail client (Outlook, Mail.app)?



9. Repeat step 7 to add another e-mail account or Click "LOGOUT" at the top right hand corner of the page to exit your cpanel eg.

