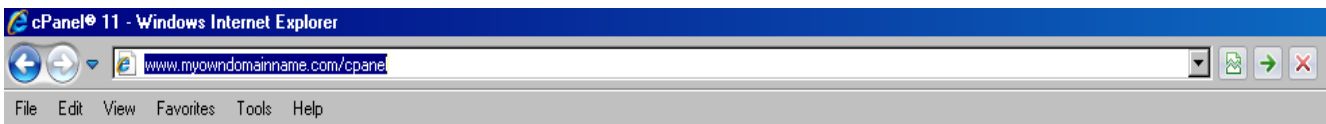


How to increase or decrease e-mail quota.

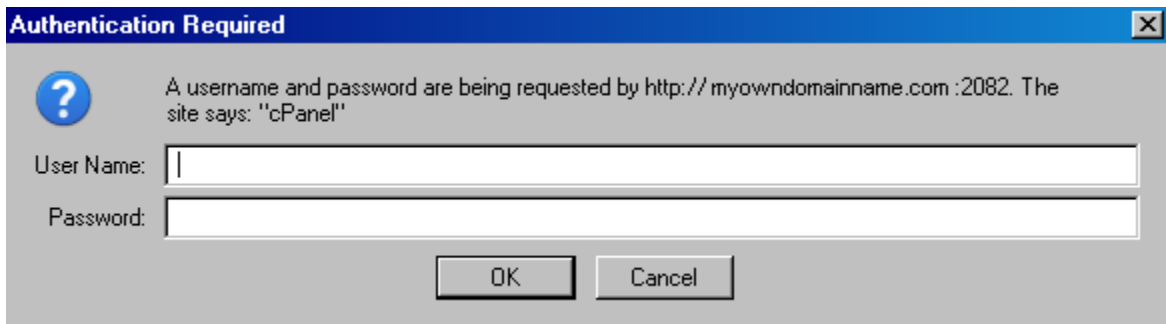
1. Open your Internet Explorer (Mozilla Fire Fox, Safari, etc.)



2. In the address bar, type in [www.<your domain name>/cpanel](http://www.<your domain name>/cpanel)  
Eg. [www.myowndomainname.com/webmail](http://www.myowndomainname.com/webmail)

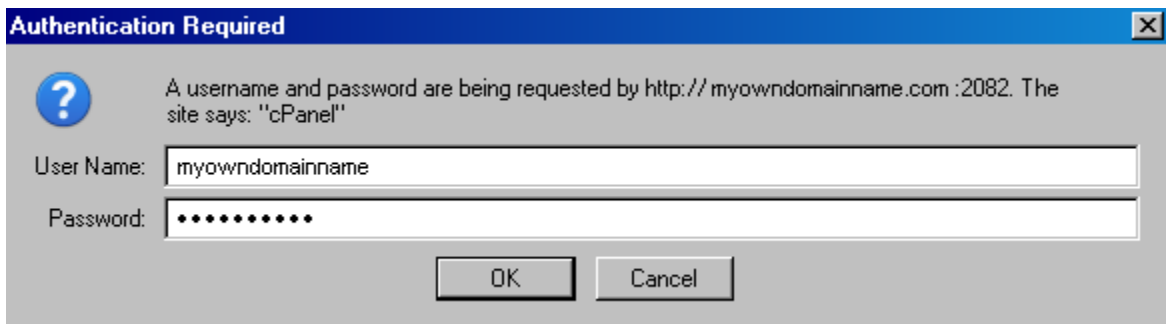


3. Follow after will be a pop up as shown below  
Eg.



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 lworld Hosting Team. Please key it in and click the "OK" button.

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



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

The screenshot shows the cPanel Home Page with the following sections:

- General account information:** Domain Name: iworldsvcs.com, Hosting Package: IWorld, Disk Usage: 19.33/50 MB, Bandwidth: 12/70.00 MB, Subdomains: 5/unlimited, Parked Domains: 0/0, Addon Domains: 0/0, MySQL: 0/unlimited, MySQL Disk Space: 0.00/30.67 MB, Email Accounts: 1/unlimited, Email Forwarders: 0/unlimited, Auto-Responders: 0/unlimited, Email Filters: 0/unlimited, Mailing Lists: 0/unlimited, FTP Accounts: 4/unlimited.
- Our Services:** Submit a Support Request.
- Preferences:** Change Password, Update Contact Info, Change Style, Change Look and Feel, Language, Getting Started Wizard, Access cPanel Shortcuts, Video Tutorials, User-Feature Manager.
- Email Management Tools:** Add / Remove E-mail account(s) (circled in red), Read Webmail, Webmail Manager, Default E-mail account, Auto-Responders, E-mail Forwarders, Import E-mail Accounts/Forwarders, E-mail Address Trace.

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



- Go to e-mail address you want to change quota, beside it click the function drop down arrow button, select edit e-mail quota.

**Current Accounts**

Account	Read Webmail	Disk Used	Quota	Functions
test@iworldsvcs.com		0 MB	50 MB	Please select a function... Please select a function... Delete Email Account <b>Edit Email Quota</b> Change Email Password Configure Email Client

**Note**  
Disk space usage is recalculated every four hours.

- Key in the value of new quota, click change. The value must not be lower than usage.

**Email Management Tools :: Add / Remove E-mail account(s)**

Please enter the amount in megabytes you would like to limit this user's mailbox size

Change: test@iworldsvcs.com  
Usage: 0 MB(Megabytes)  
New Quota: 100 MB(Megabytes)

- Click "LOGOUT" at the top right hand corner of the page to exit your cpanel.

