


Step 1: Log Into Your Control Panel

Start by logging into your **Control Panel**. Either by visiting www.yourdomain.com.au/cpanel (replace 'yourdomain' with your actual registered domain name).

Or by visiting <http://210.8.91.150/cpanel>

cPanel Login



A screenshot of the cPanel login interface. It features a rectangular box with a double border. Inside the box, the text 'Username' is followed by a text input field. Below that, the text 'Password' is followed by a text input field. To the right of the password field is a button labeled 'Login'.

Step 2: Click on Mail

Once you have logged into your **Control Panel**, then click on the **Mail** icon.



Step 3: Click on Add/Remove/Manage Account

After clicking on the **Mail** icon, then click on **Add/Remove/Manage Accounts**

- » Web Mail
- » Email Domain Forwarding
- » Add/Remove/Manage Accounts
- » Default Address
- » Auto-responders
- » Email Filtering
- » Forwarders
- » Mailing Lists

Step 4: Click on Add Account

You can now view the list of current email accounts for your domain. If there are none, it would indicate that no email accounts have been setup yet.

To create a new account, simply click on **Add Account**

<u>Address</u>	<u>Login</u>
Main Account >>>	Read Webmail Aging Configure Mail Client
Show Disk Space Used	

Be sure to enable SMTP Authentication in your E-mail client or you may not be able to send mail. If your e-mail client has trouble using a @ sign in the login, you can use +, :, or % sign instead.

[Add Account] | [Go Back]

Step 5: Enter New Email Details

You will now need to select an **Email Account Name**. (ie. This is what will precede the @yourdomain.com.au part of the email address)

Now select a **Password**, and decide if you would like to place a **Quota** on the email account. A quota is used if you would like to place a storage limit on a particular account. If you don't want to use this feature, just leave the field blank

Add Mail Account

E-mail:	<input type="text"/>	@	<input type="text"/>	<input type="button" value="v"/>
Password:	<input type="text"/>			
Quota (optional):	<input type="text" value="10"/>		Meg	
	<input type="button" value="Create"/>			<input type="button" value="Clear"/>

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Step 6: Success.....The New Email Account Has Been Setup

You have successfully created a new Email Account. Please note, it may take up to 24-48hrs for the email account to become active. Though it is usually active within minutes.

After creating a new Email Account, you will be taken back to the list of Email Accounts on your domain. From here, you can choose to access the **WebMail**, **Change Quota** or **Change Password**. You can also choose to **Delete** Email Accounts that are no longer in use.

Mail Account Maintenance

<u>Address</u>	<u>Login</u>					
Main Account	>>>		Read Webmail	Aging		Configure Mail Client
	>>>	Delete	Read Webmail	Aging	Change Quota	Change Pass Configure Mail Client
Show Disk Space Used						

Be sure to enable SMTP Authentication in your E-mail client or you may not be able to send mail. If your e-mail client has trouble using a @ sign in the login, you can use +, :, or % sign instead.

[\[Add Account \]](#) | [\[Go Back \]](#)