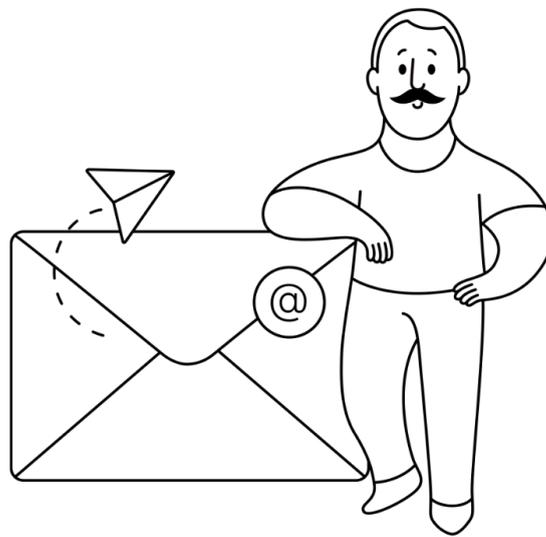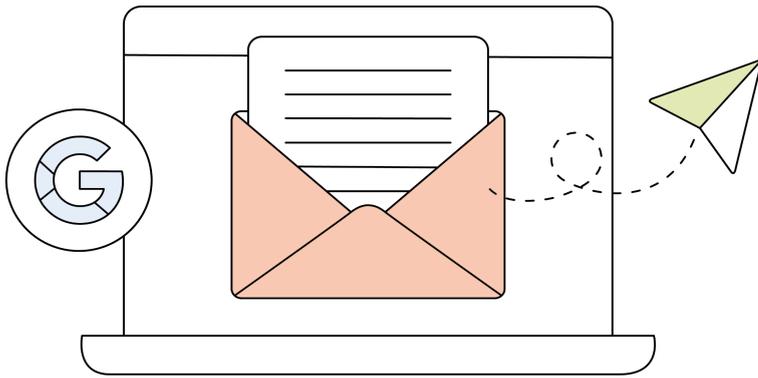# EMAIL SETUP

In this section, we'll go over the Email Setup Process.

This quick overview will show you how to properly set up your mailboxes and the difference between the various email services that HostPapa offers.
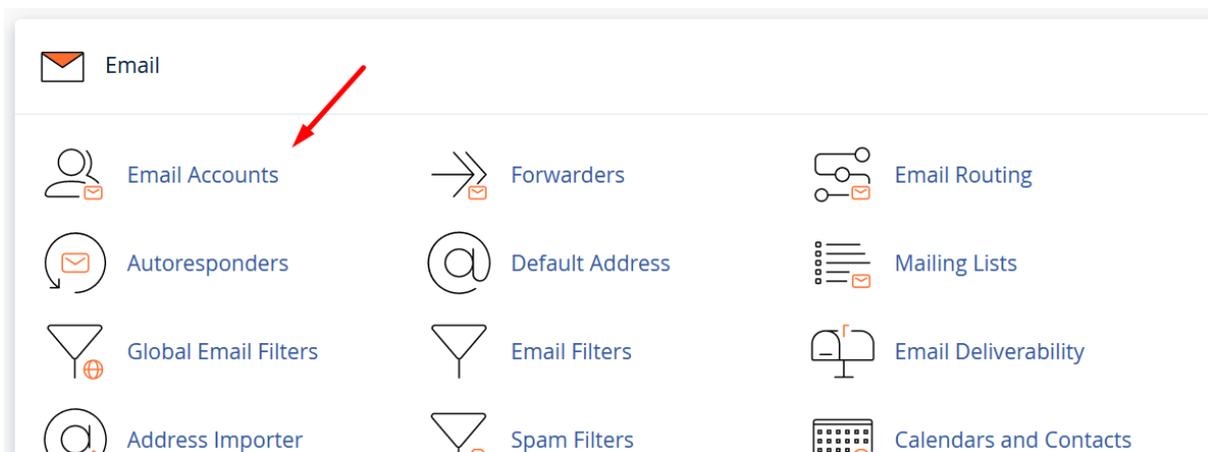
When it comes to **email** functionality at **HostPapa**, there are two ways you can have your own email set up.

You can choose to use the **cPanel** functionality if you have a web hosting service. Or, if you only own a domain name and don't need a website, you can go with our **dedicated email solutions**.
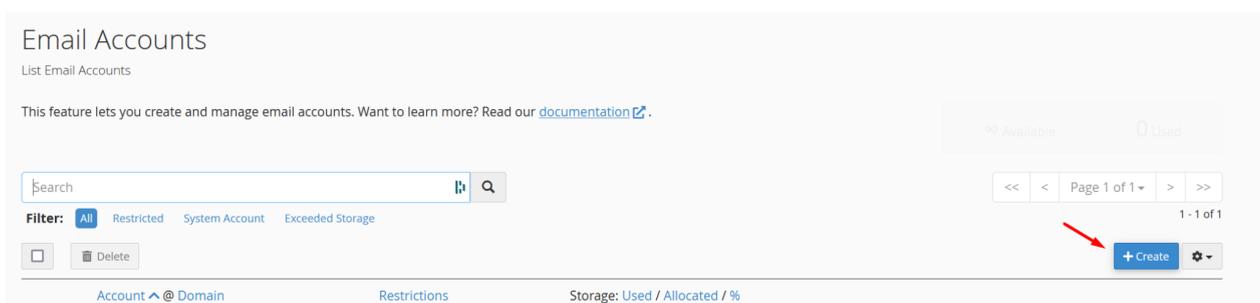
These solutions are a good choice if the **limitations** of the **cPanel** email functionality interfere with your preferences, and you'd like extra features *(to learn more about the limits of each hosting plan, check out our website)*.

As we mentioned above, **cPanel** offers the possibility to **set up** and **manage mailboxes** within its interface. To create a new email address for your domain name, follow the steps below:
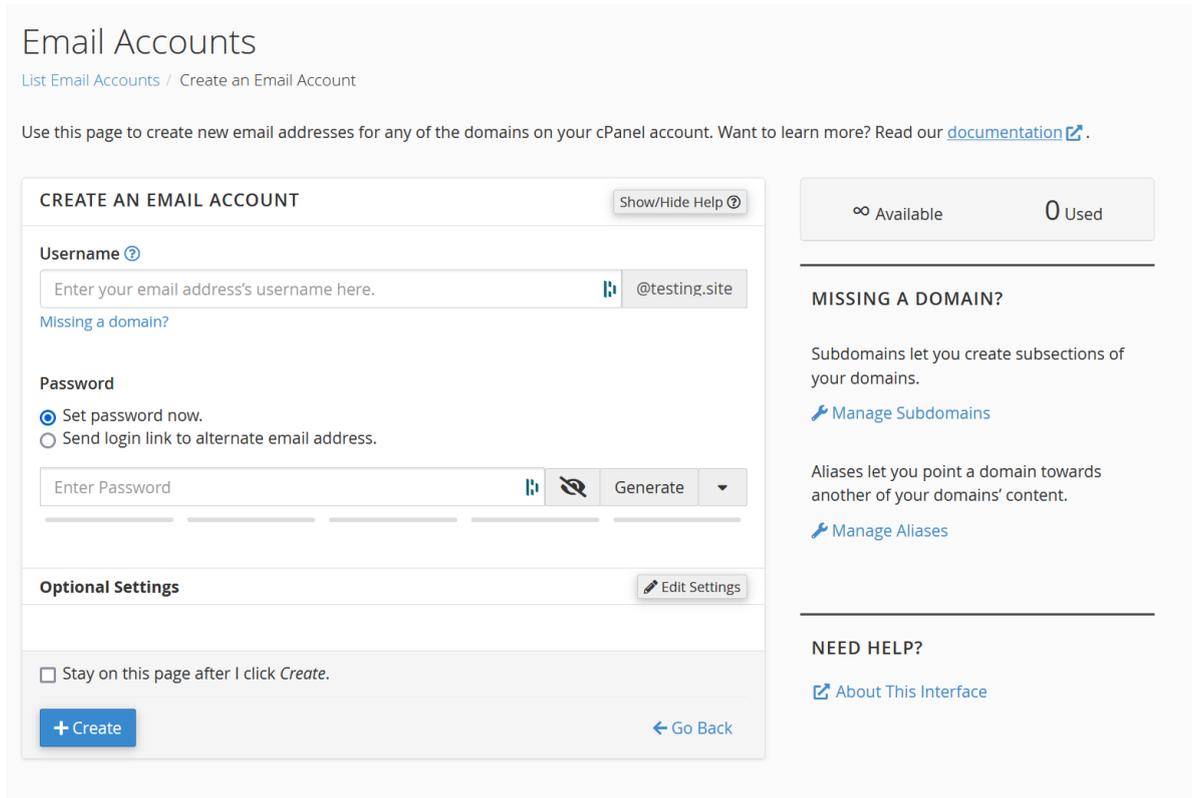
Once you're logged in to the cPanel interface, scroll down to the **Email section** and click on **Email Accounts**

Once you're there, click on the **create button** located on the **right side** of the **interface**.

This will bring you to the menu below, where you can set up your new mailbox along with its credentials.

In the **Username field**, enter the text you want to appear in front of the "@" symbol. *For example, contact@testing.site*. If you have several domains linked to your HostPapa account, select a domain from the drop-down field on the right of the "@" symbol.

Type a secure password in the **Password field**. Unless you want a very long, complex password, don't click on the **Generate** button, as it will replace your password with a new one.
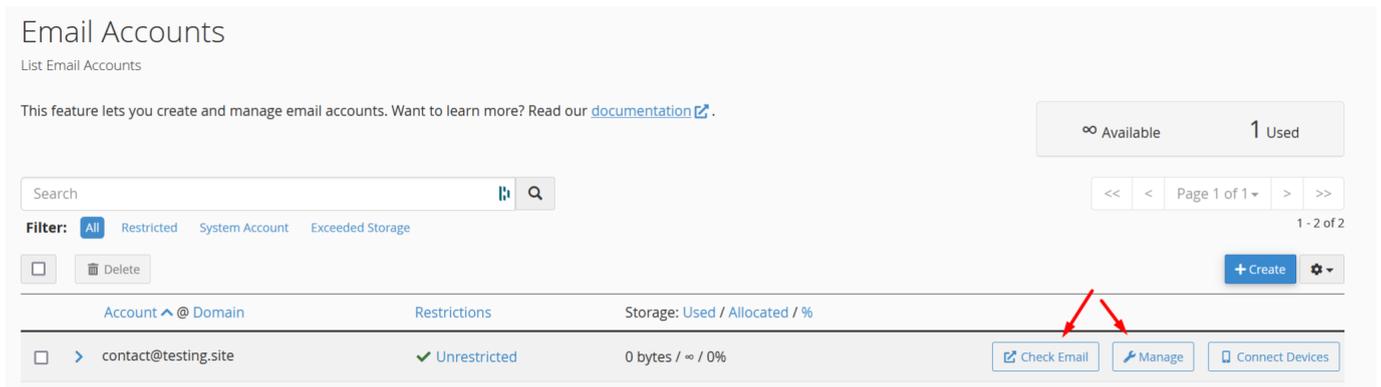
Under the **Password field**, click on **Edit Settings** for the **Optional Settings section**. You'll be presented with a few options, such as **Storage Space**.

> *This is the size of your mailbox. If you type in a specific number, you won't be able to send or receive emails should your mailbox ever fill up. If this happens, you'll have to change the quota or delete some of the emails stored on the server.*

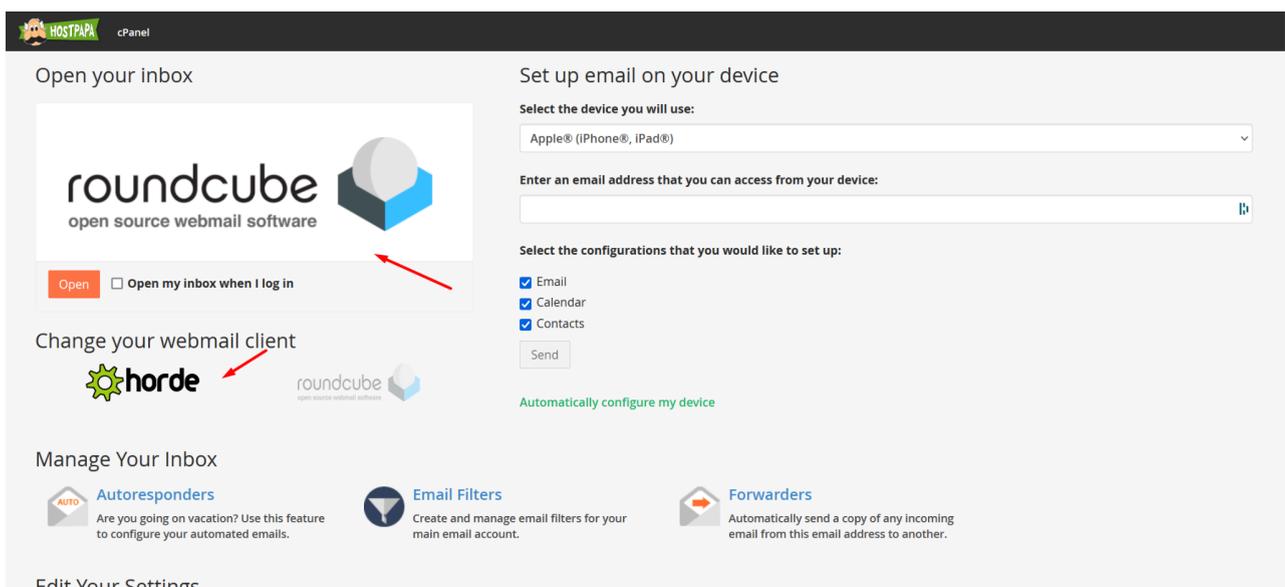Select **Unlimited** or enter a number in the field.

Click the **Create** button**.** That's it! You've successfully created a new mailbox associated with your domain name.

Your new mailbox will appear in the main interface of **Email Accounts** within cPanel:

If you need to change its password or update the quota assigned to it, click the **Manage** button.

To **check the mailbox** online using the webmail interface, click on the **Check Email** button, which will bring you to a new interface:
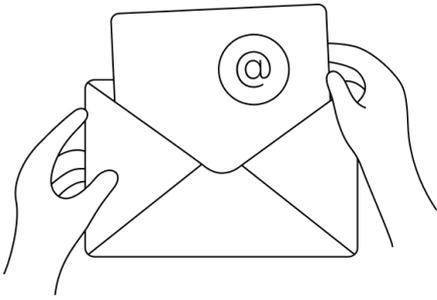

From this interface, you'll be able to select which webmail client you'd like to use to check and use your new mailbox. Once you've decided on which one you prefer, you can also **tick the checkbox** next to **Open my inbox when I log in** to avoid seeing this screen again and directly accessing your mailbox.

If you want to use an email client such as Outlook instead of the webmail interface, you'll need to configure the email client locally, on your device.

To do so, you can follow one of our knowledge base articles available for multiple email clients, here:

Email Clients - Setup Tutorials

If you'd like **more storage** or **more features** for your emails, you can always choose our **dedicated email services**, available on our website - https://www.hostpapa.com/email/overview/

Acquiring one of those services is really simple and can be done through your HostPapa **Dashboard - Marketplace**.

Depending on the service you choose, its features, limits, and configuration settings could differ. We recommend reading more about each service on our website by browsing our knowledge base articles below:

Email & Office Archives - HostPapa Knowledge Base

Or you can simply contact us, and we'll be more than happy to help point you in the right direction in order to better satisfy your needs.

When it comes to setting up your email, especially when you're new at this, it can seem difficult to understand and use the right settings to set it up, etc.

We're always available to help, 24/7 hours a day through **phone**, **live chat,** or **tickets**. Don't hesitate to reach out, and we'll make sure you have everything you and your project need to be successful.