

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 <u>our</u> <u>website</u>).

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.

Email Accounts List Email Accounts			
This feature lets you create and manage email acco	ounts. Want to learn more? Read ou	r <u>documentation</u> 🛃 .	
Search	li Q		<pre>&lt;&lt; &lt; Page 1 of 1 + &gt; &gt;&gt; 1 - 1 of 1</pre>
			+ Create 🗢 -
Account 🔨 @ Domain	Restrictions	Storage: Used / Allocated / %	

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

mail Accounts t Email Accounts / Create an Email Account				
se this page to create new email addresses for any of the do	omains on your cP	anel account. Want to	elearn more? Read our <u>docun</u>	nentation 🔀 .
CREATE AN EMAIL ACCOUNT		Show/Hide Help ③	∞ Available	<b>O</b> Used
Username 🕜				
Enter your email address's username here.	6	@testing.site	MISSING A DOMAIN	?
Missing a domain?				
Password			Subdomains let you crea your domains.	te subsections of
Set password now.			🔑 Manage Subdomains	
			Aliases let vou point a do	omain towards
Enter Password		Generate 🝷	another of your domains	s' content.
			🗲 Manage Aliases	
Optional Settings		Edit Settings		
			NEED HELP?	
Stay on this page after I click <i>Create</i> .			About This Interface	
+ Create		<b>6</b> Go Back	E Aboat mis interface	

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:

Email Accounts			
This feature lets you create and manage email accoun	∞ Available 1 Used		
Search Filter: All Restricted System Account Exceeded 5	l <b>h</b> Q		< < Page 1 of 1 * > >> 1 - 2 of 2
Delete			+Create +
Account \land @ Domain	Restrictions	Storage: Used / Allocated / %	
contact@testing.site	✓ Unrestricted	0 bytes / ∞ / 0%	Check Email Manage Connect Devices

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:

HOSTPARA cPanel	
Open your inbox	Set up email on your device
	Select the device you will use:
	Apple® (iPhone®, iPad®) v
	Enter an email address that you can access from your device:
	Select the configurations that you would like to set up:
Open Open my inbox when I log in	<ul> <li>✓ Email</li> <li>✓ Calendar</li> </ul>
Change your webmail client	Contacts Send Automatically configure my device
Manage Your Inbox	
Autoresponders Are you going on vacation? Use this feature to configure your automated emails.	ters manage email filters for your account. Forwarders Automatically send a copy of any incoming email from this email address to another.
Edit Vour Settings	

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:



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

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.

