





# **WELCOME TO HOSTPAPA!**



We understand that starting something new can be intimidating, but don't worry – we've got you covered.

Whether you're a seasoned pro or just starting out, our guide will provide you with all the information you need to get started.

We've included detailed explanations and helpful tips to guide you through every aspect of your web hosting experience.

No matter what questions or concerns you may have, our team of experienced professionals is always available to assist you.

#### We're committed to ensuring your web hosting experience is as smooth and stress-free as possible.

So take a deep breath, relax, and let our getting started guide be your roadmap to success.

We're confident that with our help, you'll be up and running in no time.

Thank you for choosing HostPapa, and we look forward to working with you!



# CONTENTS





## **Dashboard Introduction**



# cPanel Introduction



### Domain Names







Email Setup



Website Setup



#### In this section, we'll go over the HostPapa Dashboard interface.

This quick overview will show you where to find important aspects of your account, including services, billing information, sub-accounts, or purchasing additional products.





We understand that navigating a new platform can be overwhelming, but don't worry. We're here to help you understand how the **HostPapa Dashboard** works and where to find all the information you may need.

Think of it as the **command and control center** of your account. From the Dashboard, you can perform all of the operations required to run your website, like accessing your cPanel, adding new services, renewing and paying invoices, and contacting support.

Below is the Dashboard's welcome screen, where you can **log in** using your **client ID** or **Google, Facebook**, **or Twitter accounts**. If you forgot your login credentials, you can find them in the **welcome email** you received when you signed up.

HostPapa	English 💌
*	
Velcome	
Velcome to your HostPapa dashboard, where you'll be able to access and mar sing your HostPapa Client ID or set up your account to log in using a social ac	nage information about your HostPapa account. Simply log in count.
HostPapa Client Login	Or use another service
Client ID (123456)	G Sign in with Google
Password OR	Sign in with Facebook
Need to find your Client ID or Password?	Sign in with Twitter
Li Kemember Me	

Once you're logged in, you'll see an option to change the **language** of the Dashboard at the top right of the interface. Here you can also change your **contact information**, view invoices, and so on.

	English 🔻	Customer 🔻		English  Customer
	English			My Profile
My Billing My Support Ma	ke <sup>, français</sup>		My Billing My Support Market	My Invoices
	español			Change My Password
Notifications Net	<b>VO</b> Deutsch	Get started 3=	8 Notifications Networ	k S Logout
Get up to 10% OFF selec	web hosting u	pgrades!	Cotum to 10% OEE coloctur	ab besting ungrades!

Right below, you'll find the main menu:



Under the main menu, you'll see the following buttons:



- Notifications: check if there is something requiring your attention, like an unpaid invoice
- Network Status: displays any updates regarding our infrastructure and its operation status
- Get started: learn more about your Dashboard area

At the center of your screen, you'll see our active promotions, along with a feature to check if any additional domain names that you're interested in are available to register.

eg: mydomai	n			.ca	▼ S	earch
Recent T	ickets				Viev	v all ticke
Ticket No. 🌲	Subject 🖨	Department 🔷	Opened 🜲	Last Updated 🌲	Status ≑	View
0000001	Test ticket	Support	Aug-23-2022	Aug-23-2022	Closed	Q
000002	test	Support	Aug-23-2022	Aug-23-2022	Closed	Q
000003	test	Support	Jul-06-2022	Jul-06-2022	Closed	Q
0000004	test	Support	Nov-25-2020	Nov-25-2020	Closed	Q
0000005	test	Support	Jul-13-2020	Jul-13-2020	Closed	Q
nvoices	Due				View	all invoic
Investore Min. A	Invoice Date	Due Date 🔺	Т	otal Amount 🛎	View/PDF	/Pav

Below that, there's an **overview** of your most recent **ticket(s)** with us.You can check these by clicking on the magnifying glass icon on the right for each ticket.

Lastly, on the main page of your dashboard, the **last section** shows any **invoices** that are currently **due** that require your attention. Moving on, we'll browse the main menu and go through the different features you can find within the HostPapa Dashboard.



**My cPanel**: From here, you can access the cPanel interface to manage your web hosting account, such as FTP, Email Address, MySQL, etc. This button will only be available to you if you own any of our **Shared Web Hosting** services, such as the Start, Plus, Pro, and Ultra plans hosted in a shared environment.





**My Domains**: This section of the Dashboard allows you to manage the domain names you have with us (or add new ones) by transferring or registering them. You can also update the nameservers of any of the domain names you have **registered with us** from this section.



**My Services**:- Here, you'll be able to see and manage all of the services you have with us separated into different categories such as Web Hosting, Domains, Website Protection, or Dedicated Email services.



**My Website**: This area can be used by customers who own a Website Builder plan and wish to build their website. From here, you'll be able to launch the Website Builder application, read more about it, or simply upgrade the service for your main domain or purchase it for other add-on domain names.



**My Billing**: This is your entire invoice history. You can view individual invoices, print a copy for your files, or simply pay any invoices that are due. Here, you can also manage your payment methods.



**My Support**: In this area, you can view and manage all of your tickets with our support team. You can open a new ticket, browse existing ones, check the Welcome Emails in case you lost the ones we sent you via email, and access our Knowledge Base.

Lastly, the **Marketplace area** is simply, as the name suggests, a place where you can purchase additional services for your account.



This overview of the Dashboard Interface is a very short one in comparison to what you can achieve with the interface. For more in-depth information, please visit the links below:

<u>HostPapa Dashboard – How to log in to your dashboard for the first time</u> <u>HostPapa Dashboard Archives - Knowledge Base</u>

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INTRO	DU	CT		1	$\bigtriangleup$
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	HostPapa Tools Tools Prev rev rev rev rev rev rev rev rev rev	er E Images Web Dak Edup Waard	Orecary Privacy       Processing Privacy       Processing       Processing       Control	∧ General Information Control User Im Princip Densite ① ▲ to SULTS Solutions	
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-¦-		Name and the state of the state	En 13 a de	15,677 / 300,000 (5.22%)           Disk Urage           555.09 MD /=           MyCot, R Biok Urage           20.43 MD /=           Baseholdh           O bytes /=           Adden Domnins	J

In this section, we'll go over the cPanel interface.

This quick overview will show you where to find certain features, such as configuring DNS records, managing domains and sub-domains, managing email, working with databases, and much more.



**cPanel** is the graphical user interface (**GUI**) that allows HostPapa users to manage their websites and hosting accounts. With cPanel, you can easily upload and manage files for your website, create and manage email accounts, install and manage software, monitor your website's performance, and configure security settings to keep your website safe and secure.

In short, cPanel is an **essential tool** for anyone looking to **manage** their **website** and hosting account with ease.

If you have a web hosting service active with us, accessing the cPanel can be done through the **Dashboard Area - My cPanel** button (if you own a shared web hosting account) or by accessing the link provided in your **Welcome Email** and using the credentials you were sent.



Alternatively, once you have your login credentials, you can access cPanel by entering your hosting account's domain name followed by "/cpanel". For example, if your hosting account's domain name is "example.com," you'd enter "**example.com/cpanel**" into your web browser's address bar.

When you log in to cPanel, you'll see a dashboard that provides access to all of the features and settings of your hosting account. The dashboard is divided into several sections, each of which contains a set of related tools and features.

🖊 HostPapa					
X Tools	Tools				
WP Toolkit	Files			^	General Information
	File Manager	• Images	Directory Privacy		Current User
	Disk Usage	Web Disk	FTP Accounts		Primary Domain 🕚
	Backup	Backup Wizard	Git <sup>™</sup> Version Control		sSL/TLS Status
	Databases				Shared IP Address 69.90.162.5
		$\bigcirc$	$\bigcirc$		Home Directory /home/rr
	phpMyAdmin	MySQL® Databases	MySQL® Database Wizard		Last Login IP Address
	Remote MySQL®				Theme jupiter
	Domains			^	Server Information >
	WP Toolkit	Site Publisher	Domains		Statistics
	Addon Domains		(=) Aliases		File Usage 15,671 / 300,000 (5.22%)
	Redirects	Cree Editor	-		Disk Usage 559.69 MB / ∞
	_				MySQL® Disk Usage 20.43 MB / ∞
	Email			^	Bandwidth 0 bytes / ∞

**Files**: This section allows you to manage your website files, including uploading, editing, and deleting files, creating new directories, and setting file permissions.



#### Key features worth mentioning:

**File Manager**: The File Manager is a web-based tool that allows you to upload, download, and manage your website's files and folders. It offers a user-friendly interface that lets you easily navigate through your website's directories and folders, create new directories, and edit and delete files.

P File Manager		Search All Your Files 🚽 for	Go 🌣 Settings
File	🛓 Upload 🛛 🛓 Download 🛛 🗱 Delete	🖒 Restore 📄 Rename 🖋 Edit 📝 H	ITML Editor 🏾 🥬 Permissions
Go	🖀 Home 🤰 Up One Level 🗲 Bac	k → Forward 🥰 Reload 🗹 Select All	🗆 Unselect All 🛛 🗂 View Trash
Collapse All	💼 Empty Trash		
ー 늘 倄 (/home/example)	Name	Size Last Modified	Type Permissions
+ etc	etc	4 KB Today, 2:39 PM	httpd/unix-directory 0750
lscache	logs	4 KB Today, 5:13 PM	httpd/unix-directory 0700
+ 🔤 mail	lscache	4 KB Apr 25, 2019, 11:40 AM	httpd/unix-directory 2770
+ public_itp + public_html	🔁 mail	4 KB May 29, 2019, 1:49 AM	mail 0751
+ <mark>■</mark> ssl	<b>⇄</b> public_ftp	4 KB Dec 15, 2018, 7:07 PM	publicftp 0750
+ 🖿 tmp	public_html	4 KB Today, 5:34 PM	publichtml 0750
	늘 ssl	4 KB Jun 10, 2019, 4:19 PM	httpd/unix-directory 0755
	tmp	4 KB Jun 17, 2019, 1:27 PM	httpd/unix-directory 0755
	access-logs	33 bytes Dec 15, 2018, 7:16 PM	httpd/unix-directory 0777
	<b>()</b> www	11 bytes Dec 15, 2018, 7:07 PM	publichtml 0777

**Directory Privacy**: This feature allows you to restrict access to specific directories on your website. This can be useful if you have sensitive files or directories that you don't want to be accessible to the public.



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**Disk Usage**: The Disk Usage feature in cPanel allows you to view and manage the disk space used by your website's files, email accounts, and databases. This can be useful to help you identify large files or directories that are taking up too much space and to free up space on your hosting account if necessary. **FTP Accounts**: FTP (File Transfer Protocol) is a standard method of transferring files between a client and server over the internet. In cPanel, you can create and manage FTP accounts to allow other users to access your website's files and upload new files. You can also use it to upload your files if you don't fancy the looks and feel of the File Manager interface.

**Backup**: The Backup feature allows you to create and download backups of your website's files and databases. This is an important feature that can help you protect your website in case of data loss or corruption. It's important to keep a backup of your data in case you need to restore it in the future.

Moving on, the **Databases section** in **cPanel** is where you can create and manage databases for your website, as well as manage your database users and passwords. It offers a range of tools and features to make it easy to create and manage databases, as well as import and export data.



phpMyAdmin: phpMyAdmin is a web-based tool that allows you to manage your MySQL
 databases using a graphical user interface. It offers a range of features, including the ability to create and delete tables, add and edit data, and run SQL queries.

We'd recommend that you avoid spending a lot of time in this area if you're unfamiliar with the interface and MySQL in general. Any changes done here/the database can affect the overall functionality of your websites.



**MySQL Databases**: MySQL is a popular open-source database management system that's widely used for web applications. In cPanel, you can create and manage MySQL databases for your website, as well as manage your database users and passwords.



**MySQL Database Wizard**: This feature guides you through the process of creating a new MySQL database and user. It provides a step-by-step interface that makes it easy to set up a new database and user, even if you're unfamiliar with MySQL.



**Remote MySQL**: The Remote MySQL feature allows you to grant remote access to your MySQL databases. This can be useful if you need to allow a third-party application or service to access your database.

Next in the cPanel interface is the Domains section.

Domains			^
	Site Publisher	Domains	
+ Addon Domains	General Subdomains	Aliases	
Redirects	Zone Editor		

#### Key features worth mentioning:



**WP Toolkit**: This is a very useful tool if you'd like to run WordPress on your websites. You can easily manage the installations from here and perform actions such as installing, updating, or enabling plugins/themes, upgrading any WordPress instance, debugging, etc.

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**Addon Domains**: The Addon Domains feature allows you to add additional domain names to your hosting account. This can be useful if you have multiple websites that you want to manage from a single hosting account.



**Subdomains**: Subdomains are domains that are part of a larger domain. For example, "blog.example.com" is a subdomain of "example.com". In cPanel, you can create and manage subdomains for your website.



**Aliases:** The Aliases feature allows you to create additional domain names that point to your main domain. For example, you could create an alias for "example.net" that points to "example.com".



**Redirects**: The Redirects feature allows you to redirect traffic from one domain or URL to another. This can be useful if you've changed the domain name of your website or if you want to redirect visitors to a specific page on your website.



**Zone Editor**: The DNS Zone Editor allows you to manage your domain's DNS settings, such as adding or modifying DNS records. This can be useful if you want to configure custom DNS settings for your domain, such as A records, MX records, CNAME, etc.

Email			^
Email Accounts		Email Routing	
Autoresponders	O Default Address	Mailing Lists	
Global Email Filters	Email Filters	Email Deliverability	
(O) Address Importer	Spam Filters	Calendars and Contacts	
Email Disk Usage			

The **Email section** in cPanel is where you can manage your website's email accounts, as well as configure email forwarding and spam filters. It offers a range of tools and features to make it easy to create and manage email accounts, set up email forwarding, and configure spam filters.

Here's a closer look at some of the tools and features available in the Email section:



**Email Accounts**: The Email Accounts feature allows you to create and manage email accounts for your domain. You can create new email accounts, delete existing ones, and manage passwords and storage limits. You can also access the webmail interface from this area.



**Forwarders**: The Email Forwarders feature allows you to forward incoming emails from one address to another. For example, you could forward all emails sent to "info@example.com" to "support@example.com".



**Autoresponders**: The Autoresponders feature allows you to set up automatic responses to incoming emails. For example, you could set up an autoresponder that sends a message to anyone who emails "info@example.com".



**Spam Filters**: The Spam Filters feature allows you to configure spam filters for your email accounts. You can set up filters to automatically move spam messages to a separate folder, delete them, or mark them as spam.



**Email Disk Usage**: Similar to the Disk Usage feature under the Files section, this one allows you to see the exact usage for all of the email addresses you have under your web hosting account. You also have the ability to delete messages from your inbox that are older than a designated amount of time.

If you want to keep track of the overall performance of your web hosting account, the next section in cPanel should provide you with everything you need to do this.

The **Metrics section** in **cPanel** is where you can view and analyze data about your website's traffic and performance. It offers a range of tools and features to make it easy to monitor your website's visitors, bandwidth usage, and error logs.



#### Key features worth mentioning:

**Errors**: The Errors feature allows you to view the error messages generated by your website. This can be useful if you're experiencing issues with your website and need to diagnose the problem.



**Bandwidth**: The Bandwidth feature allows you to view how much bandwidth your website has used over a specific time period. This can help if you're concerned about exceeding your hosting account's bandwidth limit.



**Raw Access**: The Raw Access feature allows you to view the raw log files that record all requests made to your website, which can be useful if you need to troubleshoot issues with your website.



**Awstats**: Awstats is a web-based tool that provides detailed statistics about your website's visitors, including the number of visits, page views, and unique visitors. It also provides information about the browsers and operating systems used by your visitors, as well as the countries they're from.



**Resource Usage**: Here, you can view how the account is performing and if it had any issues at a given point in time. You'll be able to monitor the current usage of server resources of your account, such as CPU, Memory Usage, and Processes.

It's important to note that maintaining well-balanced usage of your account resources ensures a stable and safe web hosting environment for all of the other customers hosted on the same server as you.

Moving on, we have the last sections of the cPanel: Security, Software, Advanced, and Preferences.

Security			^
P Blocker	SSL/TLS	API Manage API Tokens	
Hotlink Protection	Leech Protection	SSL/TLS Status	
Two-Factor Authentication	Imunify360		
(/) Software			^
Site Software	Optimize Website	HostPapa Backup	
Softaculous Apps Installer	Select PHP Version		
Advanced			^
Cron Jobs	Indexes	Error Pages	
Apache Handlers			
Preferences			^
Password & Security	A ኀ ら文 Change Language	Contact Information	
User Manager			

Here, we'll only cover a few important key features:



**IP Blocker**: The IP Blocker feature allows you to block access to your website from specific IP addresses or ranges of IP addresses. This can be useful if you're experiencing attacks or unwanted traffic from certain IP addresses.



**HostPapa Backup**: The HostPapa Backup feature is only available if you chose to purchase our dedicated security addon - HostPapa Backup. This service ensures that your account is risk-free by automatically backing up your data, such as website files, databases, and emails.



**Softaculous Apps Installer**: The Softaculous Apps Installer is a tool that allows you to install a wide range of software, including popular CMSs like WordPress, Joomla, Drupal, etc.



**Select PHP Version:** The PHP Selector allows you to choose which version of PHP your website uses. This can be useful if you're using software that requires a specific version of PHP.



**Cron Jobs:** Cron Jobs allow you to schedule scripts to run automatically at set intervals. This can help perform automated tasks, such as backing up your website or updating your software.

The very last section in cPanel, **The Preferences section**, is where you can manage your personal preferences and settings for your cPanel account. It offers a range of tools and features to help you customize your cPanel experience and manage your account settings.

And that's it! This is the main cPanel interface and the key features to keep in mind. We know that we only covered a few details here about each one, however, you can review a much more detailed overview of the cPanel interface by accessing the links below. Keep in mind that although the theme and the design could look different, the functionality is the same.

<u>cPanel control panel overview | HostPapa Support</u> <u>cPanel Archives - HostPapa Knowledge Base</u>



#### In this section, we'll learn a bit about Domain Names.

This quick overview will dive a bit into the Domain Names area, show you how to manage your domain names at HostPapa, and show you how to register or transfer new domain names.





We know that domain names can be confusing, especially for those new to the world of web hosting. However, understanding domain names is essential if you want to create a website that's easy to find and remember. In this section, we'll break down everything you need to know about domain names, from what they are to how to choose the perfect one for your website.

#### What are domain names?

A domain name is a unique address that identifies a website on the internet. It's the human-readable name that people use to access a website, such as www.example.com. Domain names are used to locate and identify computers on the internet, and they provide a way for people to remember and access websites without having to remember the IP addresses of the servers that host them.



Domain names can take many different forms, but they typically consist of two parts: **the top-level domain (TLD) and the second-level domain (SLD)**. The TLD is the last part of the domain name, such as .com, .org, or .net, and it generally indicates the purpose or type of the website. The SLD is the part of the domain name that comes before the TLD, such as the **example** in www.**example**.com - **example**, is the actual part of the domain name you should be choosing, along with the TLD you prefer (**example.com**, not **wwwexample.com**)

#### How to check domain name availability

Checking the availability of a domain name you have in mind is really simple. One way to do so is by going to our website and accessing the Domains section:



Another way to check if a domain name is available is through your HostPapa Dashboard. This is what we recommend, especially when you're looking to transfer or register a new domain name under your current account. If you purchase a domain or any service directly from our website, the system could create a new, additional account.

To prevent this from happening, always use your **Dashboard** area to **purchase new services**. This can be done through the **Marketplace** section within the Dashboard, and in the case of **Domain Names**, you can access the **My Domains** section:

HostPapa				English 🔻	Customer 🔻
👚   My cPanel   My Domains 🗍 My	Services My Website	My Billing N	My Support Mark	ketplace	
Wy Domains	Manage Domains	Register New Dom	ain Transfer N	ew Domain	Whois Lookup
Note: Domain transfers can take up to 24 l	nours to appear in your do	omains list.		Filter by:	Active 💌
Domain 🖕					Details

#### Managing your domain name

When it comes to managing your domain name details, you can easily do so via your **HostPapa Dashboard** - My Domains section - Manage Domains.



Here, you'll be able to see details such as the **renewal date** of your domain name, **ICANN** information, **unlock** the domain name for a **transfer**, and, when applicable, request the **EPP code** for transferring your domain name. You can also update the nameservers for the domain names you have registered or transferred to us from this section under the **Nameservers** area.

My cPa	anel My Domains	My Services	My Website	e My Billing	My Support	Marketplace	
My Do	mains						
		Manag	e Domains	Register New D	omain Tran	sfer New Domain	Whois Lool
ote: Domain	transfers can take up to	24 hours to ap	pear in your d	omains list.			
						Filter by:	Active
Domain 🔷							Details
t <mark>est.com</mark> Primary Doma	in)						Close
	Details	Contacts	Renewal Op	tions Privacy C	options Name	servers Transfe	r EPP Lock
test.com							
<ul> <li>Use web ho</li> <li>Use custom</li> </ul>	sting nameservers nameservers						
DNS1:	ns1.hostpapa.com						

When it comes to adjusting the other DNS Records of a domain name, you'll need to own a web hosting service or a dedicated email service. DNS Records can be adjusted via cPanel if you have a web hosting account or by contacting us to adjust them for you if you acquired a dedicated email solution. By default, owning just a domain name wouldn't allow for DNS changes within the Dashboard area.

If you'd like to learn more about domain names, including DNS and transferring rules, please visit the links below:

<u>How to transfer a domain name to HostPapa</u> <u>Transferring domains vs. changing your DNS settings</u> <u>Domain name registration and transfer rules by extension</u> <u>Domains Archives - HostPapa Knowledge Base</u>

# CONTENT • MIGRATION A



#### In this section, we'll discuss the migration to HostPapa.

This quick overview will cover the various ways you can migrate your content from your current provider to HostPapa, including the website content, databases, or emails.

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So, you've recently **switched to our services** and are now looking to **migrate** your **content** over. Don't worry, we're here to help you with that! However, before we get started, it's essential to understand the **difference between a domain name transfer and content migration**.

When you **transfer a domain name** from a different provider/registrar to us, **it doesn't automatically move your website content**, emails, or any other data. A domain name transfer simply means changing the company that manages your domain name and where you can renew it, change its nameservers, etc.

If you also have content - such as websites, databases, or mailboxes - that you need to move over from your previous provider, you have the possibility to **request a migration**. If you're not sure how to do it yourself, our team can help you with this process and ensure that your content is safely and securely moved over to our services.



We offer **free website migration** services to all of our customers. Depending on the data that needs to be migrated, our support team will provide you with all the necessary information once you contact us.

Note: We review each transfer request individually and assist accordingly.

All you have to do to **request** a content **migration** is to contact us via **Phone**, **LiveChat**, or **Ticket** (Dashboard - My Support area), and our team will be more than happy to look into your request and analyze it.

It's worth mentioning that in order for us to perform a migration, we need login information from the previous provider so we can log in, analyze the account there, and migrate it over to HostPapa on your behalf.

More information about this will be provided once you submit your request, but it doesn't hurt to provide all of this along with your initial migration inquiry. It will speed up the process and ensure a faster turnaround.



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 of	ur documentation 🛃 .	
Search	lii Q		<< < Page 1 of 1+ > >> 1-1 of 1
Delete			+ 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 accounts. Want to learn more? Read our documentation 🔀 .			∞ 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 / $\sim$ / 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 - 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.





#### In this section, we'll cover the Website Setup Process.

This quick overview will show you the various ways to set up a new website in case you are starting from scratch, including different software that can be used and configured.





Building a website is no easy task, especially when you're new to the web hosting and just the word "WordPress" creates confusion. But don't worry - we're here to clarify everything and give you a better understanding of how a website can be created and configured with HostPapa.

At HostPapa, there are different ways to build your website. We'll briefly explore each of them, along with their pros and cons, so you can choose the right method for you based on your preferences and skill level.

Starting with our in-house software, the **HostPapa Website Builder** is the easiest way to set up a website from scratch.

If you purchased a shared web hosting service (Start, Plus, Pro, or Ultra), the **Website Builder** comes included in the price. The only thing different is the tier (Website Builder Starter vs Business).

The **Website Builder** tool is an **easy-to-use** interface with **drag-and-drop** functionality which you can use to create a beautiful, responsive website and choose from hundreds of professionally designed templates.

The tool can be managed from within the HostPapa Dashboard - My Website area.

🕂 HostPapa		English 🔻	Customer 🔻				
My cPanel         My Domains         My Services         My Website	My Billing My Support Marl	ketplace					
🖵 My Website							
Choose a domain below to launch your HostPapa Website Builder service.							
Domain	Plan	Upgrade	Launch				
testing.site 👻	Website Builder Starter	UPGRADE	Launch				

From here, you can **purchase**, **upgrade** or **launch** the interface and start building your dream website without any hassle.

If you have **multiple domain names** with us, you can choose one from the **Domain drop-down menu**. It's worth mentioning that the **license** is on a **per-domain** basis.



The first time you launch **Website Builder**, you'll see the **Template Gallery**. Hover over the template image and click **Details** to see a description of the template and its features. Select the template you want by clicking on **Use this template**.



You can change your template at any time by resetting your website, which is helpful if you want to change the entire look and feel of your site.

If you'd like to learn more about our Website Builder tool and how you can use it properly, please visit the links below:

<u>Getting started with the HostPapa Website Builder</u> <u>HostPapa Website Builder Archives - HostPapa Knowledge Base</u>

We recommend also checking our product page to get familiar with our Website Builder plans along with their features and limitations, here - <a href="https://www.hostpapa.com/website-builder/">https://www.hostpapa.com/website-builder/</a>

Another way to build your website is by using a **CMS** solution (**content management system**), such as **WordPress**.



**WordPress** is a **popular website builder** and content management system that allows you to create and manage your own website or blog. It's designed to be easy to use, even for beginners with no programming experience.

One of the **main advantages** of WordPress is its **flexibility**. You can use it to create anything from a simple blog to a complex eCommerce site, and there are thousands of themes and plugins available to customize your site's look and functionality.

**WordPress** also has a wide range of options for editing your site's content, design, and functionality. You can add and delete pages, posts, and media files, customize your site's navigation menu and even create custom templates and layouts.

**Despite its numerous benefits, WordPress also has some drawbacks.** One of the main disadvantages is that it can be **vulnerable to security threats** if users don't take proper measures to protect their websites. WordPress websites are often targeted by hackers, and security breaches can lead to data theft or website crashes.

Managing a WordPress website can also be time-consuming, especially if you want to significantly customize your website. Additionally, as your website grows, it might require **more resources**, such as hosting or technical assistance, which can lead to additional expenses.



If you really want to use WordPress as the beating heart of your website, but don't want to deal with the hassle of managing it, HostPapa offers **Managed WordPress** solutions.

**Managed WordPress** gives you the time you need to focus on more important aspects of your project instead of being buried in the day-to-day tasks of managing your website functionality, such as updates and security threats.

If you'd like to learn more about our **Managed WordPress** solution, please visit our blog articles below:

What is Managed WordPress Hosting and Why Is It Worth It? The Benefits of Using Managed WordPress The third way to build a website with HostPapa (and the most convenient way for anyone starting out with little to no experience in web development), represents our **Do-It-For-Me** solution.



If you want to have a **professional website**, built with well-crafted **copywriting**, **image selection**, and **layout**, but don't have the time or knowledge to pursue this avenue on your own, this solution might be the right one for you.

With **Do-It-For-Me**, you save valuable time by not having to learn a website-building tool or recruit and manage a design firm. This will allow you to focus on what you do best - running your business.

You don't need to hire expensive web designers and developers to get your basic website up and running. You get a **dedicated account manager** and a complete team to ensure that your needs are met, and your **project** is set for **success**.



Everything you need for your website is included: your **web hosting** with secure **SSD storage**, your **professional** custom **email addresses** attached to your domain name, and automated **website backup**, so your files are protected if something happens.

It's everything you need to get your business on track!

If you'd like to learn more about this solution, please visit the link below:

Let us build your new website for you





#### Thank you for taking the time to go read our getting started guide!

We know that the guide didn't cover quite everything in great detail, but our hope is that we've managed to clear some of the confusion and questions you may have had.





If you have any **suggestions** on how we can **improve** this **guide**, please **complete** the **form** below. We'd love to hear about what you'd like to see added in here or anything you thought was missing.

#### - GOOGLE FORMS LINK -

We value your feedback, and everything we do at HostPapa is tailored to provide the best customer experience possible!

Please don't forget that **we're always here** to make sure you have everything at your fingertips in order for **you** and **your project** to **succeed**!

You can always contact our HostPapa Customer Support department via phone, live chat, or tickets!

To find out more about the ways you can reach us, please visit our contact page: <a href="https://www.hostpapa.com/about-hostpapa/contact/">https://www.hostpapa.com/about-hostpapa/contact/</a>



