



How to access cPanel, create new email accounts in cpanel, setup email accounts in your email client program on your computer, iPhone/iPad, access emails via gmail and check emails via webmail & check web stats

Go to <http://www.affordablewebs.com.au/>

Click on the "Client Login button

In the Manage My Hosting login box –

Enter your Domain (web address)

Enter your Hosting Password (if unknown, click the Forgot Password link to have it emailed to you)

Once logged into your cPanel there are many things to see and do here. Each section has its own Video Tutorial on how to. If you have any difficulties email tonykemp@affordablewebs.com.au with your question/s and I will try to reply as quickly as possible.

How to create additional email accounts

Click on the **Email Accounts** icon

From here the rest is pretty straight forward to **Add a New Email Account**.

However, if you're still uncertain, simply click the **Video Tutorial** as this will show you the steps that you need to take to setup a new email account.

Please note: If you wish to have emails, so that they **Forward** to another email account, **DO NOT** create an email account. Simply click on the **Forwarders** icon and enter the requirements here.

Again there is a **Video Tutorial** here to show you how to setup a **Forwarder**.

Please note: In cPanel > Email Accounts there is an option to auto configure your email on your computer or you can simply follow the instructions below. The auto configure option will only put the settings on the computer that you are using at the time you're logged into cPanel. Simply go to the email account that you have created in cPanel, and then click on the **More** button far right of the email address, and then click on the Configure Email Client and select the correct application.

Email Instructions for Outlook Express, Outlook & Windows Mail, iPhone and Blackberry

Outlook Express

Open Outlook Express, and then click on **Tools**, then **Accounts**.

Now click the **Add** button and then **Mail**.

Type in the **Display name** and click **Next**, and then type in the new email address that you wish to setup.
Click **Next**

Now fill the box for **Incoming mail [POP3]**: so that it reads **mail.yourdomain.com.au**
(i.e. mail.affordablewebs.com.au)

AND

The **Outgoing mail [SMTP]**: is **yourISP** (Your Internet Service Provider) i.e. **mail.bigpond.com**

In the **Account name** box, enter your full email address. Enter your Password

Click **Apply** and **OK**

**Please note: The box for Log on using Secure Password Authentication (SPA) needs to be un-ticked.
Also ensure you un-tick the Leave a copy of messages on server box.**

Close all email windows. Close Outlook Express and re-open it.
Try sending an email from **that** address to **that** address.

Outlook

Open Outlook, then click on **Tools**, then **E-mail Accounts...**

Now select **Add new e-mail account** and then click **Next**.

Now select **POP3** and then click **Next**.

Type in **Your Name**, your full **E-mail Address** (the new email address that you wish to setup).

Now fill in the box for **Incoming mail [POP3]**: **mail.yourdomain.com.au**

(i.e. mail.affordablewebs.com.au)

AND

The **Outgoing mail [SMTP]**: is **yourISP** (Your Internet Service Provider) i.e. **mail.bigpond.com**

In the **User Name** box, enter your full email address. Enter your Password

**Please note: The box for Log on using Secure Password Authentication (SPA) needs to be un-ticked.
Also ensure you un-tick the Leave a copy of messages on server box.**

Click **Next**

Click **Finish**

Close Outlook and re-open it.

Try sending an email from **that** address to **that** address.

Windows Mail

Open **Windows Mail**.

Click "**Tools**" and select "**Accounts**" from the list.

Click "**Add**" to add a new account.

Click the Add button an "**E-mail Account**" and click "**Next**" to continue.

Type your name as it will appear on any emails you send. Click "**Next**".

Enter the email address and click "**Next**"

Select "**POP3**" as the incoming server type and set the incoming server to **mail.yourdomain.com.au** and the outgoing server address to their ISP (Internet Service Provider) settings (Bigpond, Optus etc. Click "**Next**" to continue.

Enter your full email address as the username and the password as you have created in the cPanel (this is case sensitive). Tick the box if you want Windows Mail to remember the password and click "**Next**" to continue.

Click "**Finish**" to complete the process.

Now test the email by composing a new email and sending an email from **that** address to **that** address.

iPhone and iPad

1. From the Dashboard, click **Settings**.
 2. Under Settings, select **Mail**.
 3. Select **Add Account**
 4. Select **Other** as the type of account.
 5. Select **POP**.
 6. Enter the requested information:
 - * **Name:** the name of the mail user
 - * **Address:** the email address of the mail user
 - * **Description:** a description of the mail user
 - * **Host Name:** enter the mail server **mail.yourdomain.com** (this is your domain name)(incoming mail server and external mail server)
 - * **User Name:** enter the full email address (incoming mail server and external mail server)
 - * **Password:** enter the users password (incoming mail server and external mail server)
 7. Click **Save**.
 8. If you see a message that says "**Cannot Connect Using SSL**", click "**Yes**" when asked to setup the account without SSL.
 9. Click "**Save**".
 10. Click **Settings** for the account you just created.
 11. Click **Advanced**.
 12. Set Incoming "**Uses SSL**" and **Outgoing Use SSL** to "**OFF**".
 13. Under **Incoming settings**, click **Authentication** and select **Password**.
 14. Under **Outgoing settings**, click **Authentication** and select **Password**.
- Now test the email by composing a new email and sending an email from **that** address to **that** address.

How do you set up cPanel email accounts to work with Google Mail & iPhone?!

Interested in a simple email system that can be viewed anywhere and allows push email for cpanel accounts for iphone owners? This brief article on how to set up your web servers cpanel email accounts to work with google mail. There are several advantages to doing this.

1. If you have multiple email accounts, you can set google mail to import upto 5 different email accounts, this makes it very convenient for checking your email.
2. By using Gmail you are able to easily access your accouts from multiple machines and check your mail whilst out and about.
3. The imported email accounts can be set up to reply from, so from one web page email client you are able to send email out from multiple accounts.
4. By setting up your cpanel email accounts to come into googlemail you are able to bring push email functionality to cpanel email accounts. Idea for iphone users, just set up by following the tutorial available here:

<http://www.google.com/mobile/products/sync.html#p=apple>

Before you can start, you need:

Access to your hosting account using cpanel

A Google gmail account.

Step 1

The first step is to login into your cpanel webserver control panel and set up a email account, for this example we are going to setup two accounts, demo@cpanel-account.com and test@cpanel-account.com

Select Email Accounts:



Step 2

Set up the required email accounts as normal, repeat for the next email account.

Email Accounts

In this area you can manage the email accounts associated with your domain(s).

A screenshot of the cPanel 'Email Accounts' form. It contains the following fields and options: 'Email:' with the value 'demo' and a dropdown for 'cpanel-account.com' with a green checkmark; 'Password:' with a masked field and a green checkmark; 'Password (again):' with a masked field and a green checkmark; 'Strength (why?):' with a green box containing 'Very Strong (100/100)' and a 'Password Generator' button; 'Mailbox Quota:' with a radio button selected for '250 MB' and another for 'Unlimited'; and a 'Create Account' button at the bottom.

Step 3

Select the Forwarders icon and once on that page select Add new Forwarder



Step 4

In the forwarder form set demo@cpanel-account.com to be forwarded into the gmail account: demo@googlemail.com and press add forwarder.

APRIL 11

Add a new Forwarder

Address

Address to Forward: demo@cpanel-account.com

Destination

Forward to email address: demo@gmail.com

Discard with error to sender (at SMTP time)

Failure Message (seen by sender): No such person at this address

Advanced Options +

Add Forwarder

Once done you should be presented with:

Forwarders

[Video Tutorial](#)

Email Account Forwarders

Forwarders allow you to send a copy of all mail from one email address to another. For example, if you have two different email accounts joe@domain.com and joseph@domain.com, you could forward joe@domain.com to joseph@domain.com so you do not need to check both accounts. Note that the mail for a forwarded email address will still be delivered to that address as well.

| ADDRESS | FORWARD TO | FUNCTIONS |
|-------------------------|-------------------------|--------------|
| demo@cpanel-account.com | to: demo@googlemail.com | Trace Delete |

And this is the cpanel part complete!

Step 5

Login into your gmail email account. At the top right of the screen, select Settings, this is between your email login and Help.

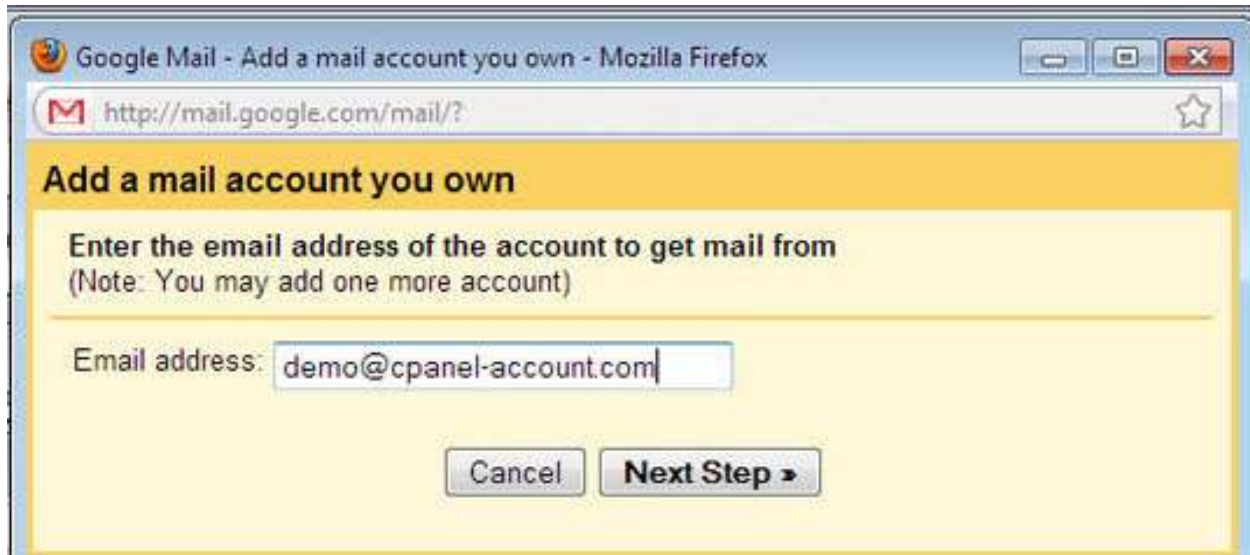
Step 6

When you are on the Settings screen, select the tab that says: **Accounts and Import**. The only account in their at the moment should be your google login: **demo@googlemail.com**

In the section called: **Check mail using POP3**

Select the button that says: **Add POP3 email account**

Fill in the details of your cpanel account as follows



Step 7

Here you put in your incoming mail server details. The decision whether to leave message on server is a personal choice and click next step



Step 8

In the next screen select 'Yes, I want to be able to send mail as' and click next step. This enables you to send email from accounts other than demo@googlemail.com



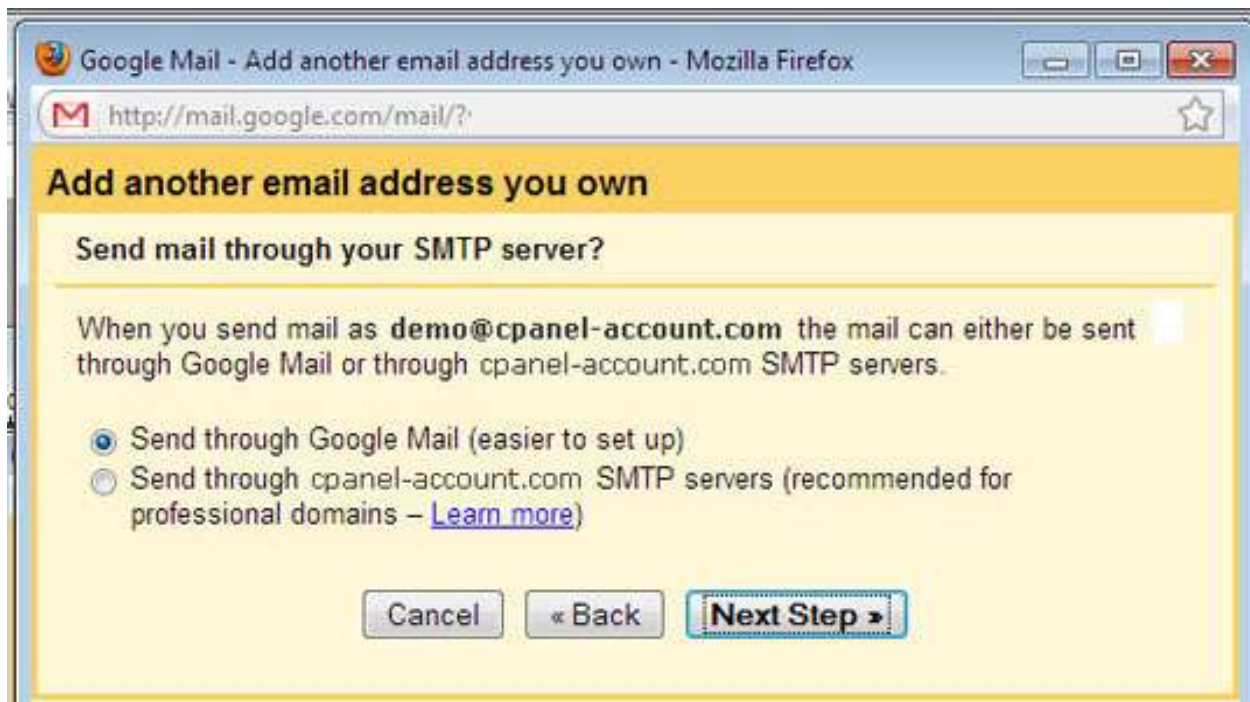
Step 9

In this screen you are selecting what you want the name of the emails sent from to appear as. Once decided on select Next step.



Step 10

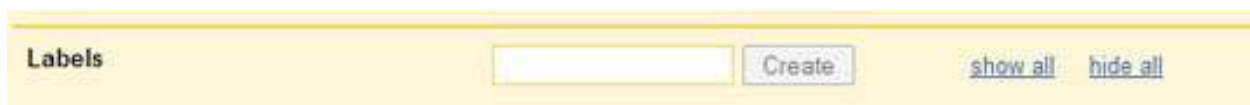
This screen is for you to decide whether the mail sent will be through google or through your webserver's SMTP server. For ease of use we are using Send through Google, but if you were to use your own SMTP server then the settings will be similar to your pop settings.



The last step is to verify your account. This asks you to send a verification code. Once done, paste the code sent to your email address into the input field available and you will be set up

Step 11

Next step is to label the emails. In settings select Labels.



In the labels field select a name for your label, eg: demo. and press create. This creates a list of post boxes under the compose mail link, from here you can change the selection colour

Step 12

Go back to settings and select this time Filters and at the bottom select Create a new filter

step 13

You are presented with a create a filter form. The settings I would use is just set To: to **demo@cpanel-account.com** and select **Next Step**.

Step 14

The last step, here you select what you want to do with your filtered mail, on here select the option to Apply the label and choose label demo. and the select Create Filter and we are now finished

Blackberry

Login to cPanel > Email Accounts.

Now scroll to the bottom of the page.

Click on the link BlackBerry® FastMail Service Enabled

This will give you some basic instructions depending on your needs.

How to access your Webmail

If you have a single email account setup on your hosting account, then you can access this email account via cPanel, and then go to the **Webmail** link

Alternatively, enter your web address/webmail (i.e. www.yourdomainname/webmail) in your **Browser** address bar, click **Enter**. In the dialog window that opens, type in the whole email address (i.e. tonykemp@affordablewebs.com.au) then enter the individual password for that email address.

You need to enter the full email address and its password for each email account that you wish to check.

How to access your Web Statistics

Scroll down until you see the heading **Logs**, and then click the **Webalizer** icon, and then click the **search** icon under the word **View**, and then choose the month that you wish to view.

The web stats are detailed and complex in some parts, so take your time to familiarize yourself. Try comparing months or special times when you are promoting the website.