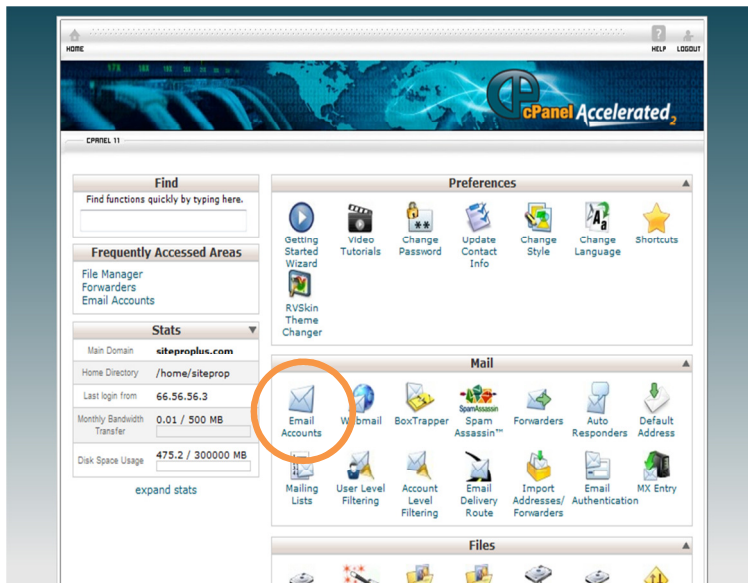
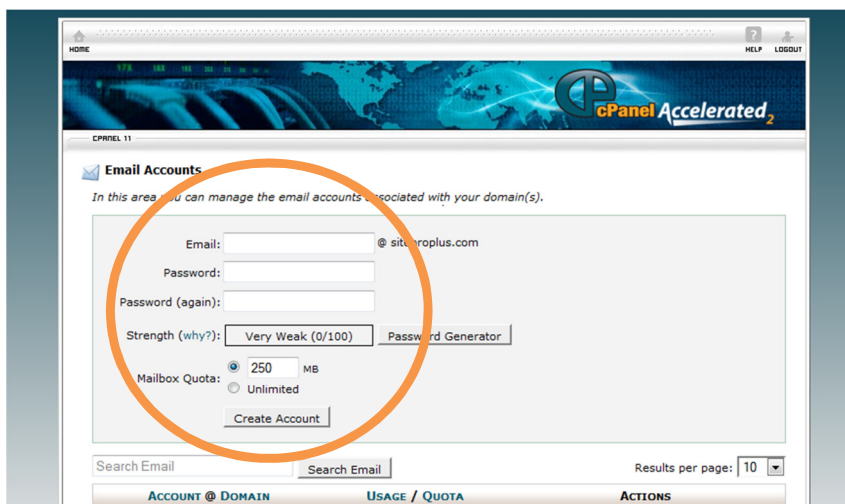


How to Configure Email Addresses in Your Website Cpanel

1. In order to configure new email addresses under your domain, you must first log into your cpanel account by visiting www.yourdomain.com/cpanel (replace **yourdomain.com** with your actual website domain)
2. You will get a pop-up window asking for your username and password. Please enter the username and password you received from SiteProPlus.
3. You will be taken to your Cpanel home page. Click “Email Accounts” in screenshot below.



4. Enter a new email alias and password on the next screen, and click “Create Account”. Your new account, along with existing email addresses (if any) will be listed right below the input boxes.



5. If you need to change your password, now or in the future, simply click on “Change Password” to the right of each account. If you would like to configure an email client such as Outlook, click the “More” button (also to the right in the screenshot below.)



6. To access your email account directly, you can click “More” and then “Access Webmail” from the dropdown OR visit your webmail link directly by typing www.yourdomain.com/webmail into your address bar (replace **yourdomain.com** with your actual website domain).

If you have any other questions, give us a call on 866-256-3096 or email support@siteproplus.com