cPanel: Create a new e-mail account

Damian JacksonUA - 2025-01-17 - [cPanel Shared Web Hosting](#)

Prerequisites

You will need your cPanel credentials to complete this task. Your cPanel credentials were provided to you in your Welcome Email.

Process

1. Log into your cPanel account.
2. Under the 'Email' header, select 'Email Accounts'.
3. Click on the blue 'Create' button at the top right of the list.
4. Follow the prompts on the 'Create an Email Account' page.
    1. Domain: Select the domain you wish to create the mailbox for. This is your cPanel account's main domain by default.
    2. Username: Select a username for your new mailbox. This is the part of the email address to the left of the at (@) symbol.
    3. Security: You can enter a password for the account here. We always recommend using the Generate button to the right of the password field to create a secure random password. You can also choose to provide an alternate email address to send a password configuration link to instead if you wish.
    4. Storage Space: This is the maximum size of the mailbox. Note that mailboxes will always count towards your cPanel account's total allowed space.
    5. Automatically Create Folders for Plus Addressing: You can choose for your mailbox to automatically create folders based on plus addressing. [You can read more about plus addressing here.](#)
    6. Send a welcome email with instructions to set up a mail client: This will automatically send an email with instructions on configuring mail clients to the new mailbox you've just created.
5. Once you've filled this out, you can click the blue "+ Create" button at the bottom of the page. If you have multiple mailboxes to create, you can tick the "Stay on this page after I click Create" box just above this button.