



How to create cPanel-hosted email accounts

Felix Lane - 2025-01-17 - cPanel Shared Web Hosting

Method:

1. Firstly, log into your cPanel account and go to "**Email > Email Accounts**" and click on the blue "**Create**" button.

[Click here to show the screenshot](#)

Email Accounts
List Email Accounts

This feature lets you create and manage email accounts. Want to learn more? Read our [documentation](#).

∞ Available 2 Used

Search

Filter: All Restricted Default Account Exceeded Storage

☐ DELETE + CREATE

Account ^ @ Domain	Restrictions	Storage: Used / Allocated / %	
☐ > [blurred]	✓ Unrestricted	5.43 MB / ∞ / 0%	MANAGE
☐ > [blurred]	✓ Unrestricted	32.3 MB / ∞ / 0%	MANAGE
> [blurred] Default	✓ Unrestricted	432.03 KB / ∞	MANAGE

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2. Enter the details for the new email account and click on the blue "**Create**" button.
3. In most instances, you will want to set "**Storage Space**" to "**Unlimited**", and leave the "**Automatically Create Folders for Plus Addressing**" option set to "**Automatically Create Folders** "

[Click here to show the screenshot](#)

CREATE AN EMAIL ACCOUNT SHOW/HIDE HELP ?

Username ?

Enter your email address's username here. @

You can use letters, numbers, periods, hyphens, and underscores. Usernames can't have more than 64 characters.
[Missing a domain?](#)

Security

Set password now. Provide alternate email.

Password

Enter Password

Storage Space ?

1024 MB
 Unlimited

Automatically Create Folders for Plus Addressing ?

Automatically Create Folders Do Not Automatically Create Folders

Send a welcome email with instructions to set up a mail client.

Stay on this page after I click *Create*.

Tip: If you are creating multiple accounts for multiple users, tick the "**Stay on this page after I click Create.**" option before clicking create.

Tags
cpanel
email