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## How to create cPanel-hosted email accounts

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### 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](#)

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

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



GENERATE



### 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*.

+ CREATE

← GO BACK

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

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