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## How to create cPanel-hosted email accounts

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

## Method:

 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 🔀 .				∞ <sub>Available</sub>	2 Used	
Sear	ch				Q	
Filter: All Restricted Default Account Exceeded Storage						
	DELETE				+ CREATE	
	Account 🔨 @ Domain	Restrictions	Storage: Used /	Allocated / %		
	>	✓ Unrestricted	5.43 MB / ∞ / 09	%		
	>	✓ Unrestricted	32.3 MB / ∞ / 09	%	🗲 MANAGE	
	> Default	✓ Unrestricted	432.03 KB / ∞		🗲 MANAGE	
					1 - 3 of 3	
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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 ③						
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	<b>Q</b> GENERATE -					
Storage Space ③						
■ 1024 MB ▼						
⊖ Unlimited						
<ul> <li>Automatically Create Folders for Plus Addressing ③</li> <li>Automatically Create Folders ○ Do Not Automatically Create Folders</li> <li>✓ Send a welcome email with instructions to set up a mail client.</li> </ul>						
Stay on this page after I click <i>Create</i> .						
+ 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.

- Tags
  <u>cpanel</u>
  <u>email</u>