



## 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 / % |                        |
|---------------------------------------|----------------|-------------------------------|------------------------|
| <input type="checkbox"/> > [Redacted] | ✓ Unrestricted | 5.43 MB / ∞ / 0%              | <a href="#">MANAGE</a> |
| <input type="checkbox"/> > [Redacted] | ✓ Unrestricted | 32.3 MB / ∞ / 0%              | <a href="#">MANAGE</a> |
| > [Redacted] <b>Default</b>           | ✓ Unrestricted | 432.03 KB / ∞                 | <a href="#">MANAGE</a> |

1 - 3 of 3

<< < Page 1 of 1 > >>

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.

Tags  
cpanel  
email