

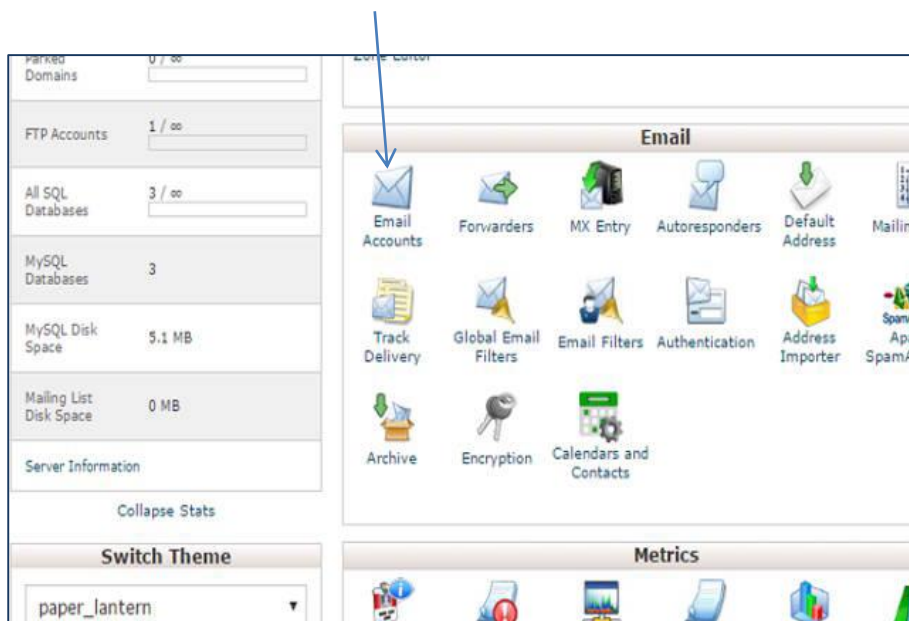


How to create a new email address with CPanel

1. Open your preferred **web browser** (chrome, internet explorer, firefox etc)
Go to **yourdomainname.com/cpanel**, (eg rachelmartin.com.au/cpanel).
Login with the username and password supplied to you by your hosting company or web developer.

A screenshot of a web browser showing the cPanel login page. The browser's address bar contains "rachelmartin.com.au/cpanel". The page features the cPanel logo in orange and black. Below the logo are two input fields: "Username" with a user icon and the text "username", and "Password" with a lock icon and a series of asterisks. A blue "Log in" button is positioned below the password field. The browser's search bar shows "rachelmartin.com.au/cpanel - Google Search".

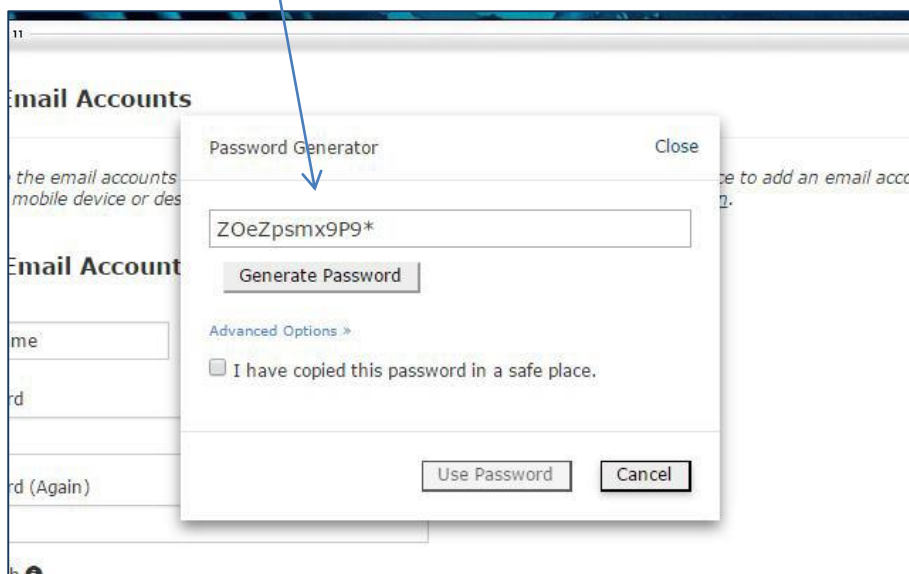
2. In the **Mail** Section click **Email Accounts**



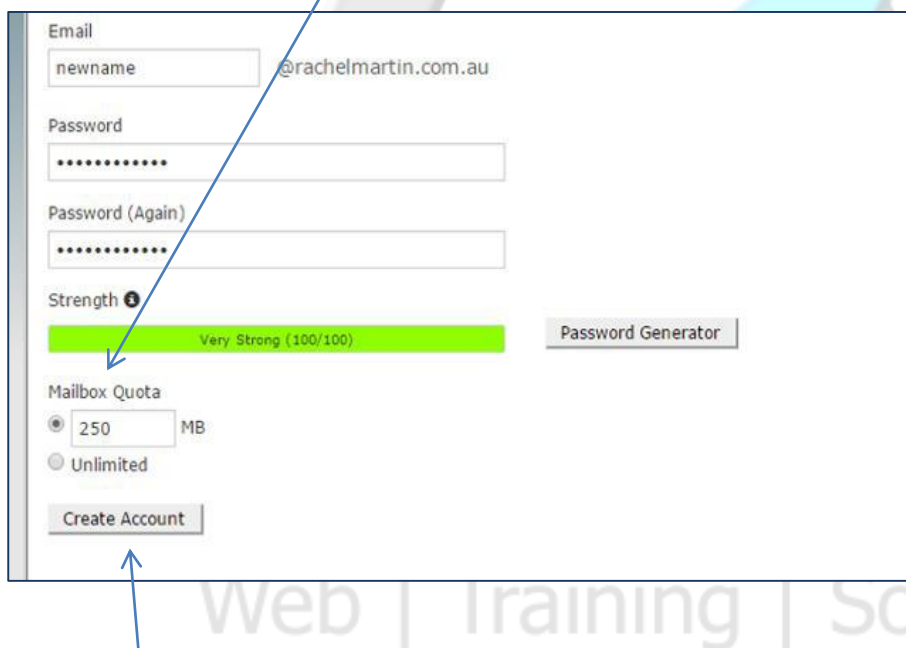
3. In the **Email** field, type the name you want and select the domain name from the adjacent drop-down menu if required.

A screenshot of the 'Email Accounts' page. The title is 'Email Accounts' with an envelope icon. Below the title is a paragraph: 'Manage the email accounts associated with your domain. Use the Set Up Mail Client interface to add an email account to your mobile device or desktop email client. For more information, read the [documentation](#).' The main section is 'Add Email Account'. It has an 'Email' label and an input field containing 'newname|' followed by a dropdown menu showing '@rachelmartin.com.au'. Below this are 'Password' and 'Password (Again)' input fields. At the bottom, there is a 'Strength' indicator with an information icon.

- In the **Password** field, type the desired password twice or use the password generator. Ensure you have copied the password somewhere safe.



- Make a selection for **Mailbox Quota** (this can be changed later)



- Click **Create Account** to finish.