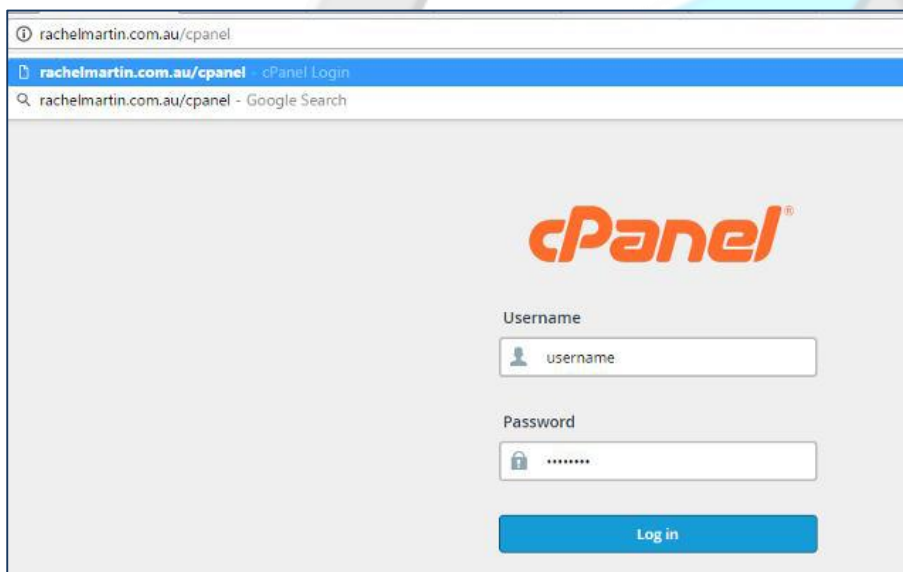


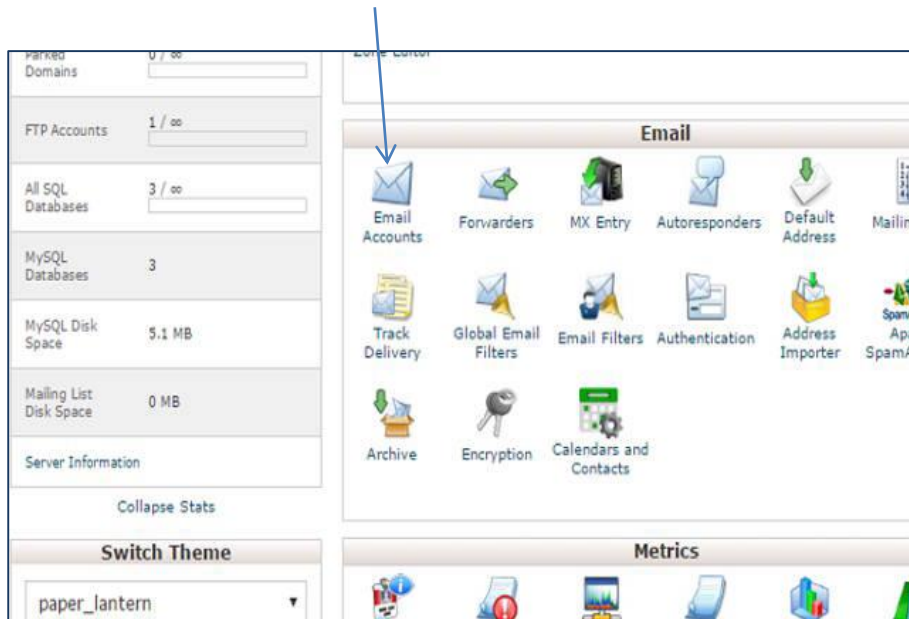


How to create a new email address with CPanel

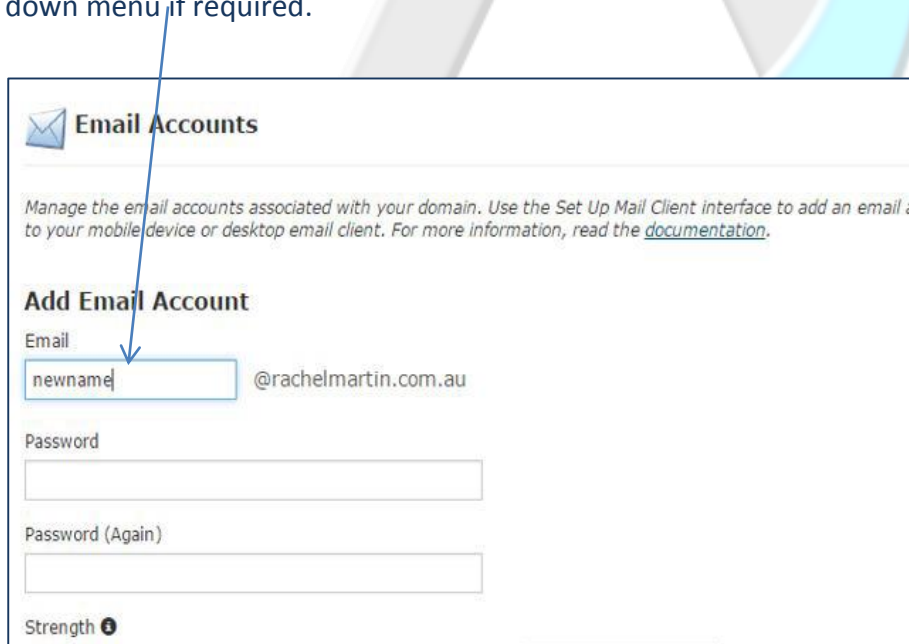
1. Open your preferred **web browser** (chrome, internet explorer, firefox etc)
Go to **yourdomainname.com/cpanel**, (eg rachelmartin.com.au/cpanel).
Login with the username and password supplied to you by your hosting company or web developer.



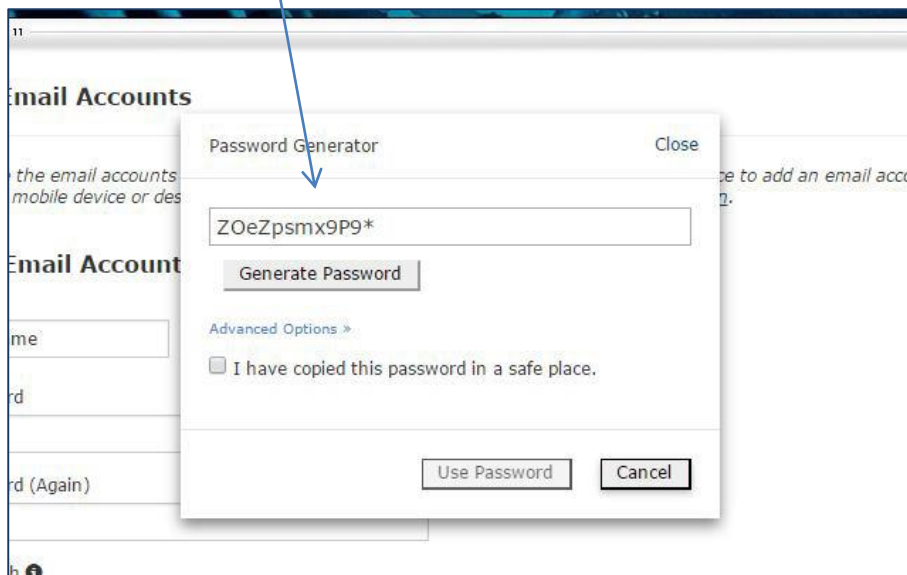
2. In the **Mail** Section click **Email Accounts**



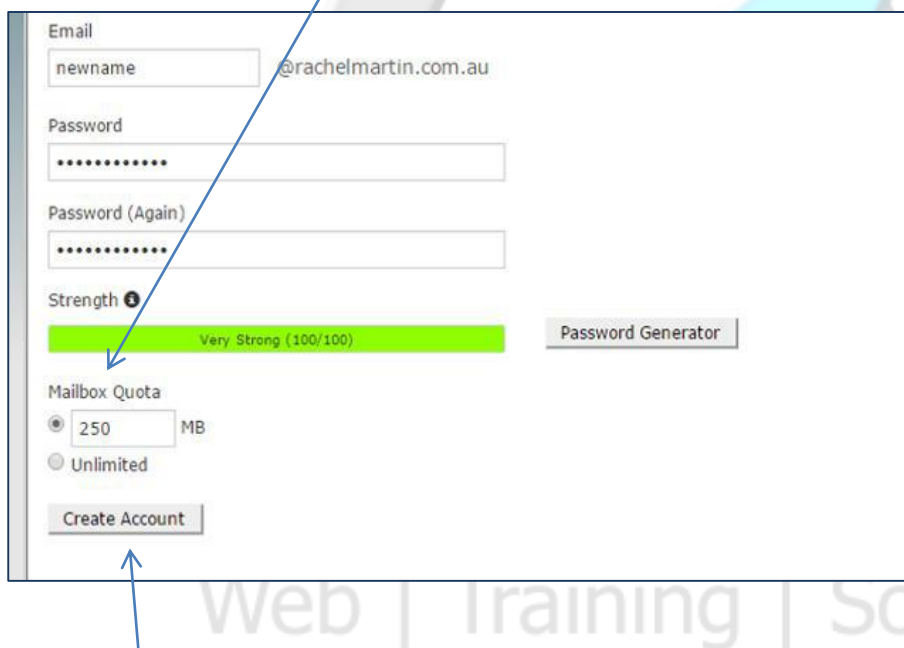
3. In the **Email** field, type the name you want and select the domain name from the adjacent drop-down menu if required.



- 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.