

How Do I Create Email Accounts in cPanel?

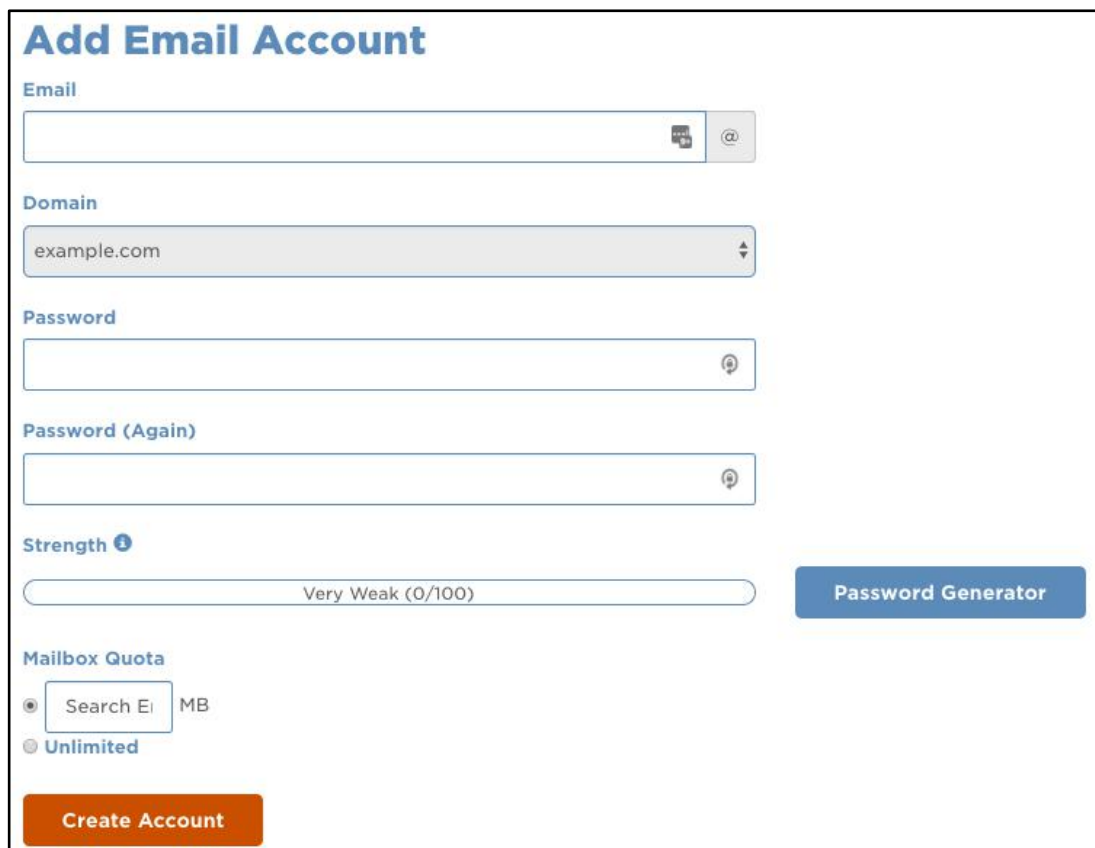
In this KB:

- **Create Emails**
- **Access Webmail**

Create Emails:

By default, you have no email account set up. The main username may look like it is setup as an email, but if you wish to use it, you will need to add it as an email account. To create an email account:

1. Log into cPanel.
2. In the *Email* section, click **Email Accounts**.
3. In the *Email* field, type the name you want and select the domain name from the drop-down menu below.
4. In the *Password* fields, type the desired password twice.
5. Make a selection for *Mailbox Quota*.
6. Click **Create Account**.



The screenshot shows the 'Add Email Account' form in cPanel. It includes the following fields and options:

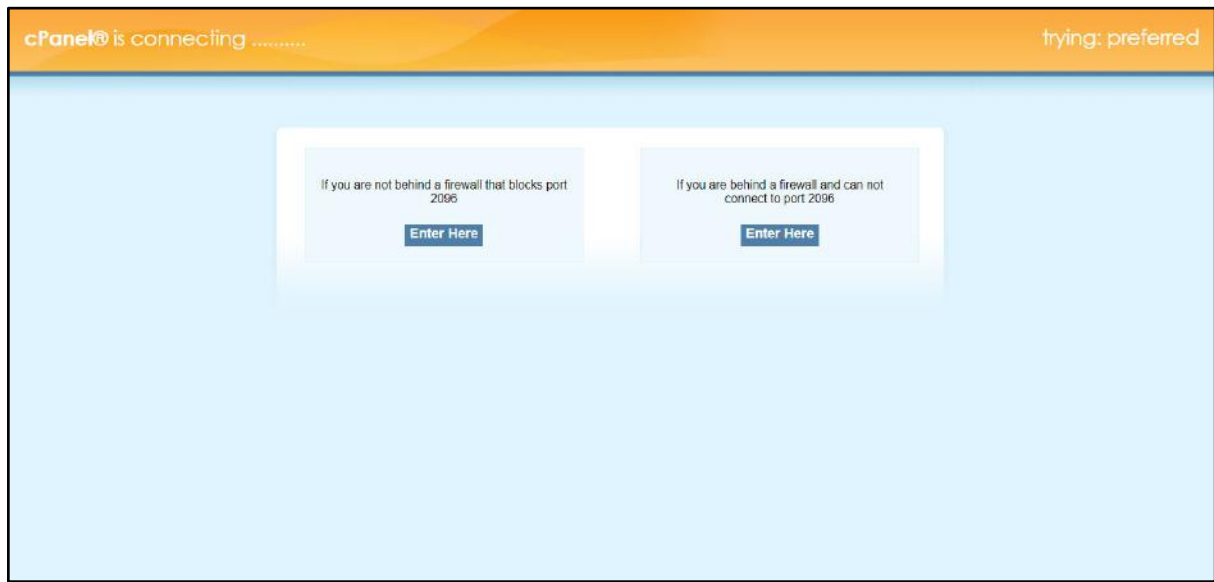
- Email:** A text input field with a placeholder and an '@' icon.
- Domain:** A dropdown menu showing 'example.com'.
- Password:** A text input field with a password strength icon.
- Password (Again):** A text input field with a password strength icon.
- Strength:** A progress bar showing 'Very Weak (0/100)' and a 'Password Generator' button.
- Mailbox Quota:** Radio buttons for 'Search E...' MB and 'Unlimited'.
- Create Account:** An orange button at the bottom.

Access Webmail:

1. To access your email through webmail, open your browser and type webmail following with forward slash with your domain.

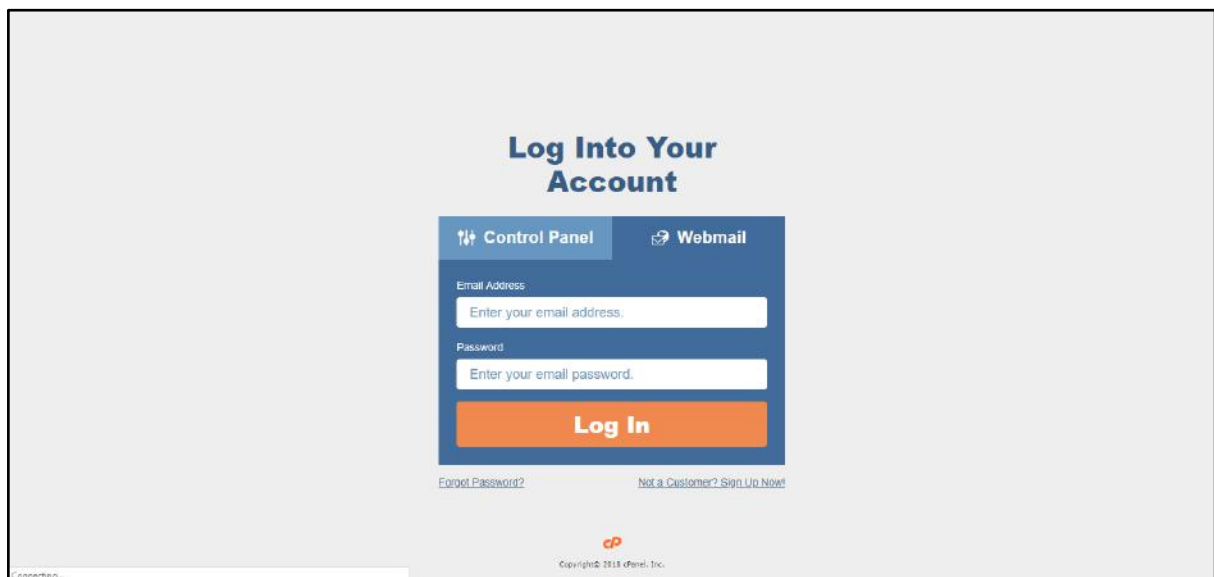
For eg. yourdomain.com/webmail

NOTE: You might see connecting page as mentioned below. So DO NOT click anywhere. It will take few seconds to redirect to login page.



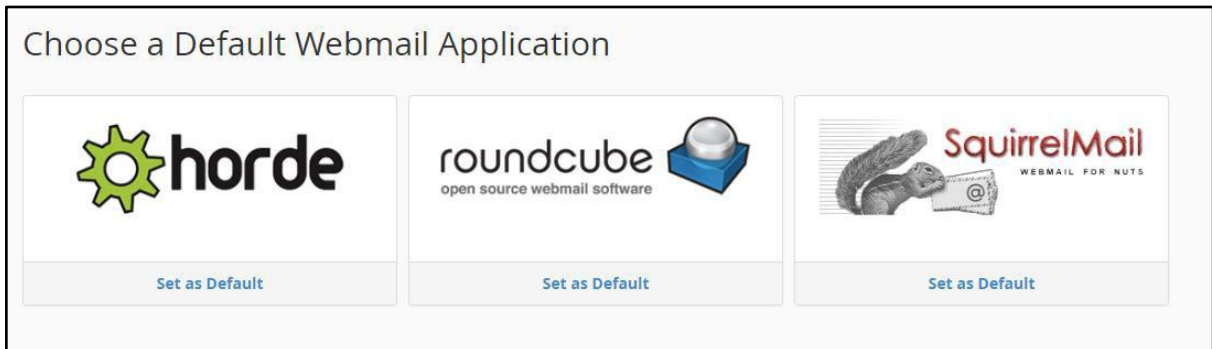
2. Enter your email address which you have created in cPanel in Email Account section and enter your password and click on Login.

NOTE: Login page could be different depending on cPanel you are using.

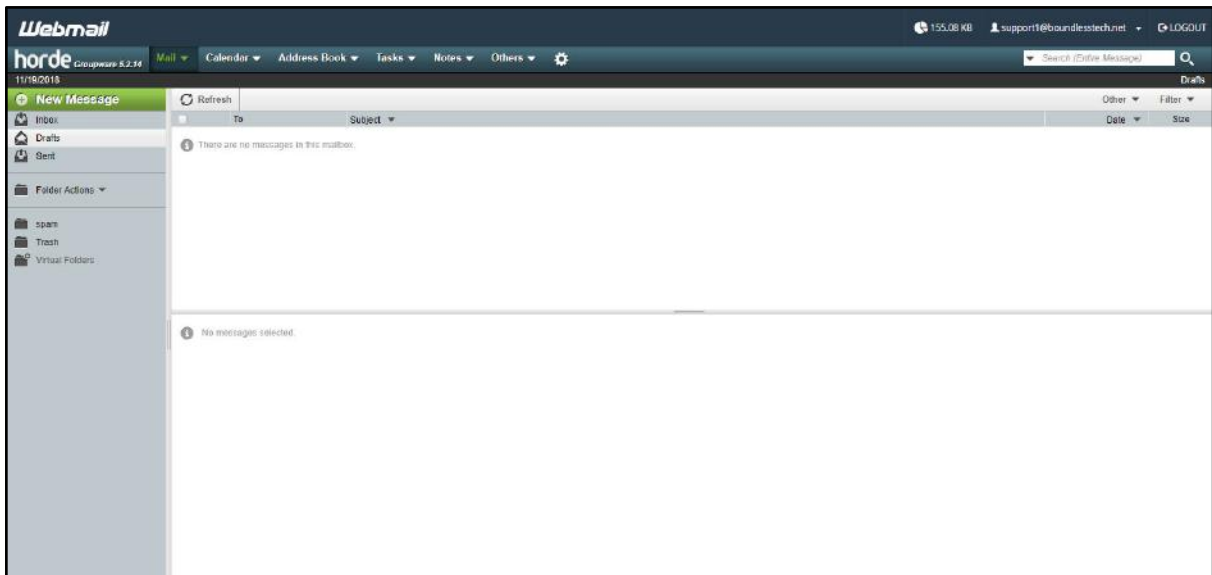


3. Choose a Default Webmail Application

- Click on any ONE Webmail Application to access your Inbox
- You can also click on “Set as Default”. So whenever you access your Webmail you can directly login to your Inbox, else every time you login to your Webmail you will have to select Webmail Application.



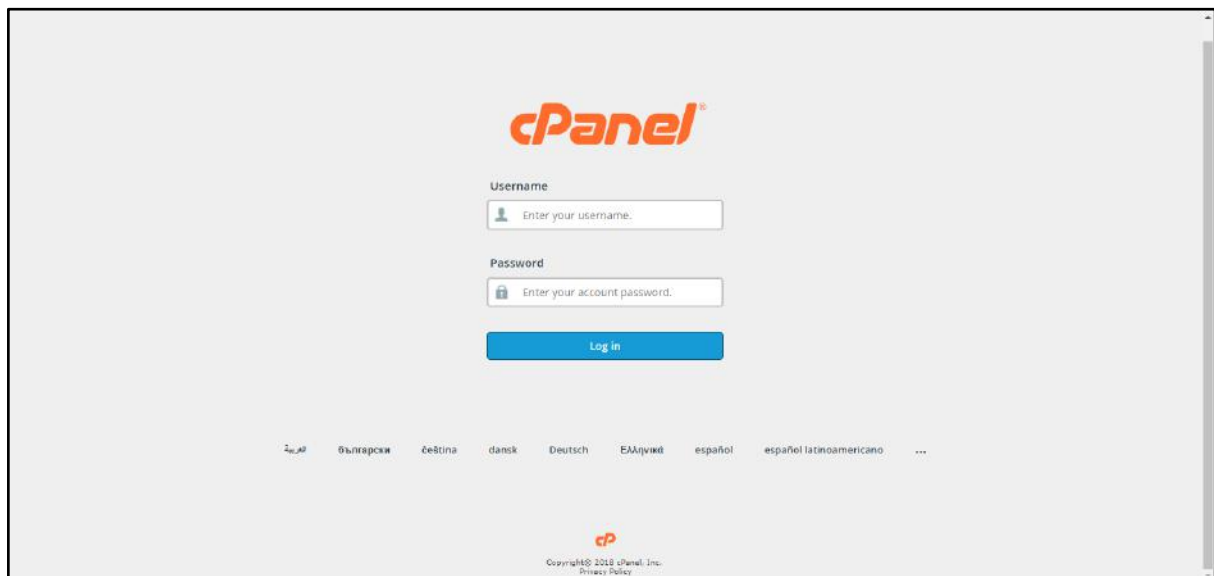
4. If you Select “horde”, your Inbox will look like this:



How Do I Reset Email Password in cPanel?

Reset Email Password:

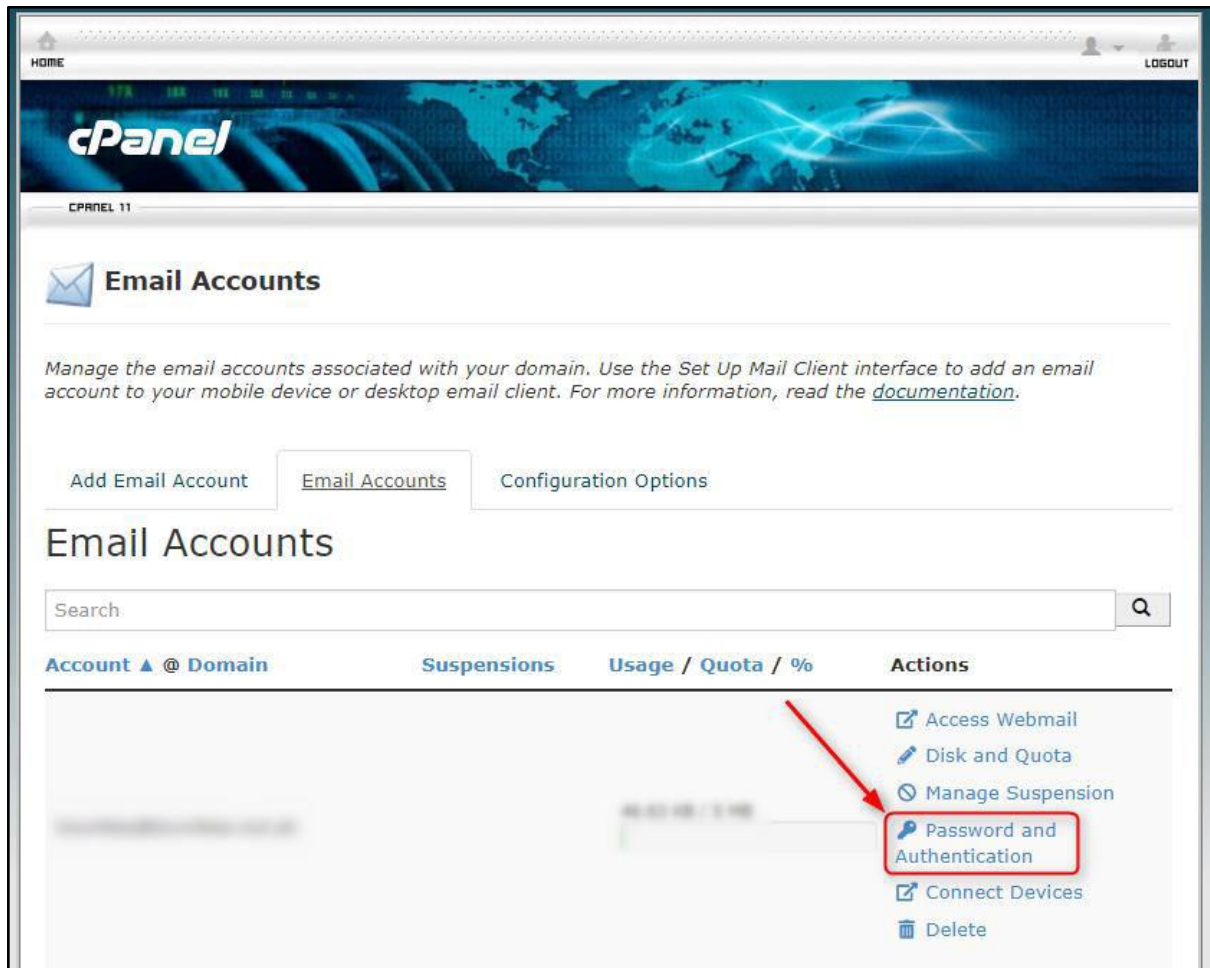
1. Log into cPanel



2. In the *Email* section, click **Email Accounts**.



3. Click on **Password & Authentication** next to an email account for which you want to reset password.



4. Enter your new password in first box and retype your password again in second box.
5. You can also create on **Generate** and select any option to generate a new password automatically.
6. Copy new generated password and paste it in second box.
7. Click on **Change Password**.

Add Email Account

Email Accounts

Configuration Options

Email Accounts

Search



Account ▲ @ Domain

Suspensions

Usage / Quota / %

Actions

- Access Webmail
- Disk and Quota
- Manage Suspension
- Password and Authentication
- Connect Devices
- Delete

Password

Generate ▼

This password has a strength of 80, which meets or exceeds the system requirement of 65.

Password (Again)

Change Password

Cancel

How to Configure Email in different Email Clients

In this KB:

- **General Settings**
- **iOS Settings**
- **Outlook Settings**
- **Thunderbird Settings**
- **MacBook Settings**

General Settings:

The following table provides the setup information related to different protocols for connecting your email with different devices.

Secure SSL/TLS Settings (Recommended)	
Username:	mail@yourdomain.com
Password:	*****
Incoming Server:	mail.yourdomain.com
Incoming Port:	IMAP: 993 POP3: 995
Outgoing Server:	mail.yourdoman.com
Outgoing Port:	SMTP: 465

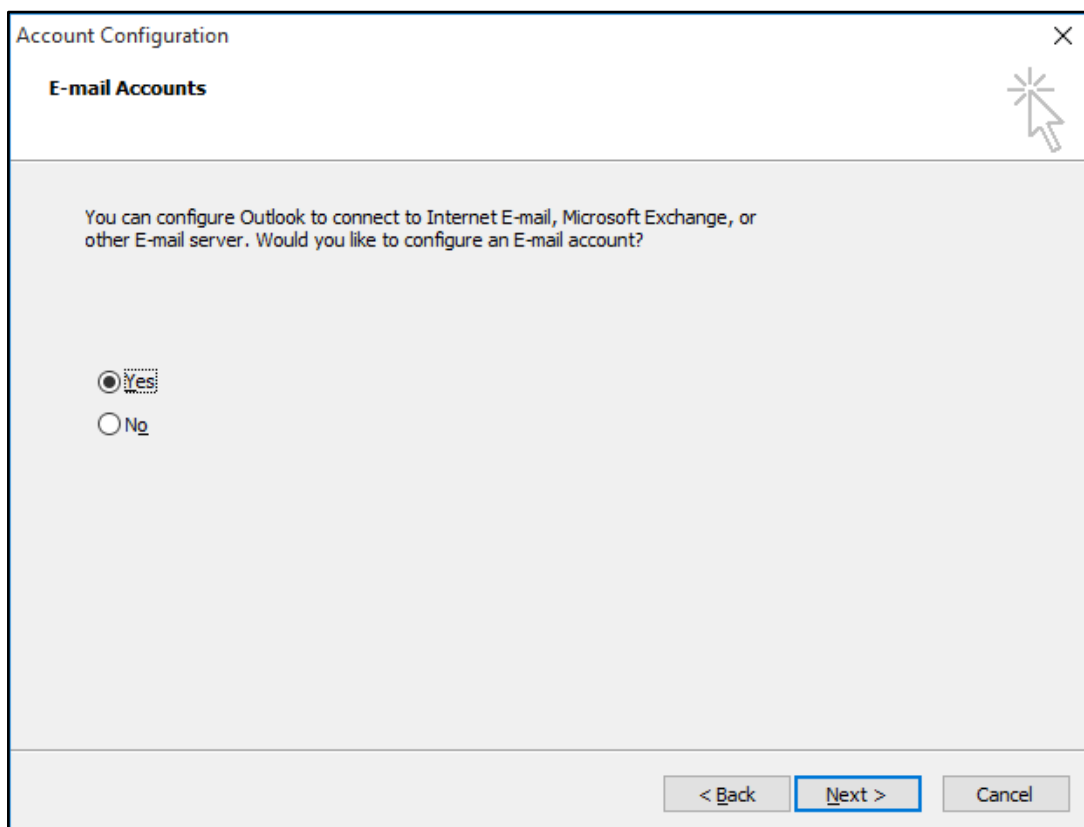
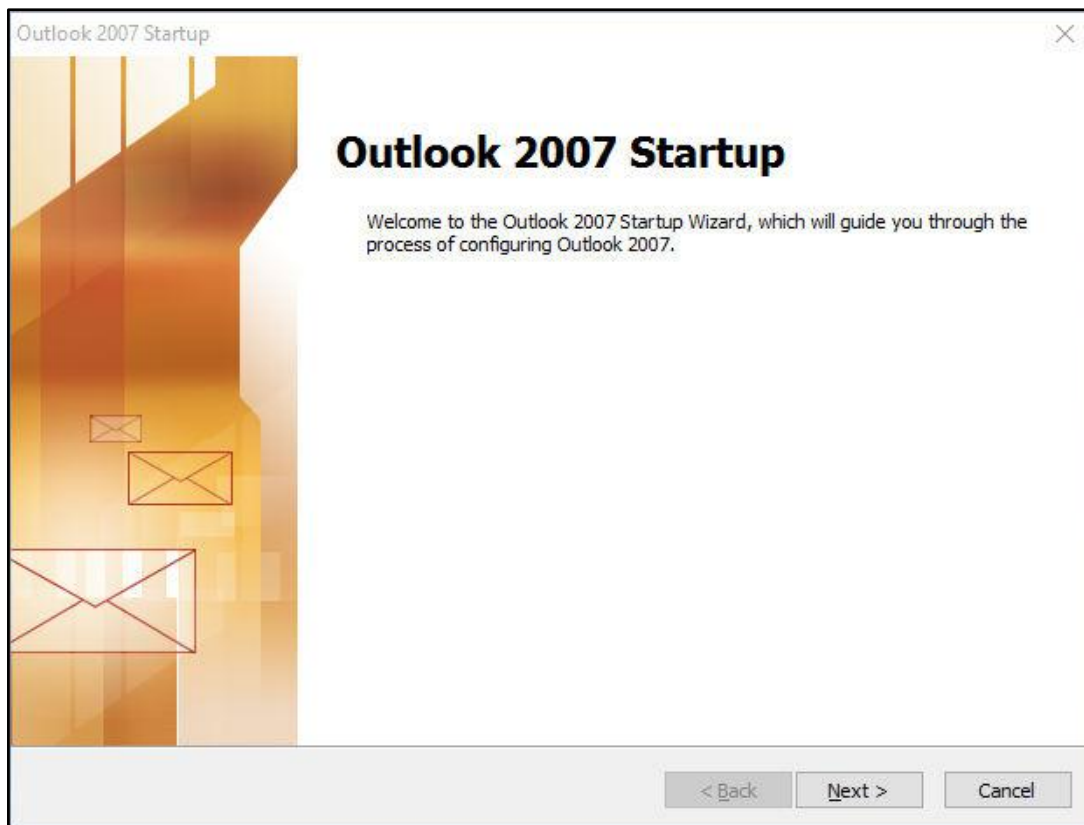
Non - SSL Settings (Not Recommended)	
Username:	mail@yourdomain.com
Password:	*****
Incoming Server:	mail.yourdomain.com
Incoming Port:	IMAP: 143 POP3: 110
Outgoing Server:	mail.yourdoman.com
Outgoing Port:	SMTP: 587

IOS Settings:

To use your Boundless mail via your IOS:

1. From the home screen on your device click on Settings and then Mail.
2. Tap Add Account, Tap Other and then Add Mail Account.
3. Enter in the following information in the fields provided.
 - Name – This is the name that will appear in the “From” field of messages you send.
 - Address – Enter your entire email address (e.g. yourname@yourdomain.com).
 - Password – Enter the password for your email account.
 - Description – This description will only be visible to you.
4. Select **IMAP** and then add both the Incoming and Outgoing Mail Server information:
 - Host Name – **mail.yourdomain.com**
 - User Name – Enter your entire email address (e.g., user@example.com).
 - Password – Enter the password for your email account.
5. Click **Save** to save all settings.

Outlook Settings:



Add New E-mail Account



Auto Account Setup

Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.



Your Name: ←
Example: Barbara Sankovic

E-mail Address: ←
Example: barbara@contoso.com

Password: ←

Retype Password: ←
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

Click Next

< Back Next > Cancel

Add New E-mail Account



Online search for your server settings...



Configuring

Configuring e-mail server settings. This might take several minutes:

- ✓ Establish network connection
- ✓ Search for [redacted] server settings
- ✓ Log on to server and send a test e-mail message

Your **IMAP** e-mail account is successfully configured.

Manually configure server settings

Click Finish

< Back Finish Cancel

Thunderbird Settings:

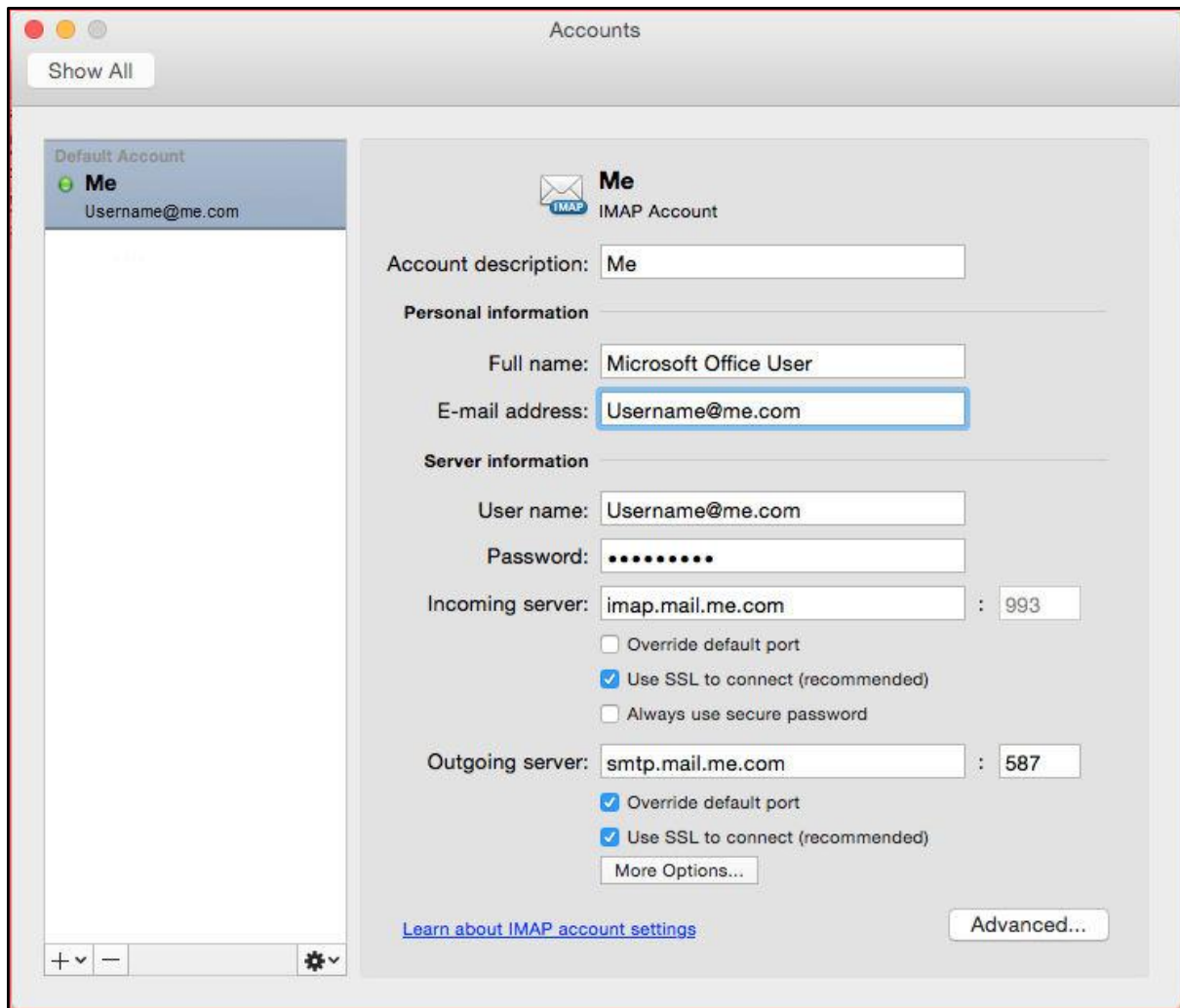
To use Mozilla Thunderbird for using your Rackspace mail:

1. Go to Settings > Options > Account settings
2. Select Email account, and then click Next
3. Enter your name and e-mail address
4. For incoming server, select **IMAP** and use **mail.yourdomain.com**
5. Enter your e-mail address for the Incoming User Name and Outgoing User Name. Click Next.
6. Enter a name for your email account and click Next.
7. In Account Settings, select Outgoing Server listed below your new account
8. Type **mail.yourdomain.com** for the Server Name and change the Port setting to **465**
9. Select Username and password and enter your e-mail address.

MacBook Settings:

To configure your Apple iCloud email account in Microsoft Outlook for Mac, follow these steps:

1. Start Outlook for Mac.
2. On the **Tools** menu, click **Accounts**.
3. Click the plus (+) sign in the lower-left corner, and then select **Other E-mail**.
4. Enter your **E-mail Address** and **Password**, and then click **Add Account**.
Note: The new account will appear in the left navigation pane of the **Accounts** dialog box. The Server Information may be automatically entered. If not, follow the remaining steps to enter this information manually.
5. Enter one of the following in the **Incoming server** box:
 - `imap.mail.yourdomain.com`
6. Click to select **Use SSL to connect (recommended)** under the **Incoming server** box.
7. Enter one of the following in the **Outgoing server** box:
 - `smtp.mail.yourdomain.com`
8. Click to select **Use SSL to connect (recommended)** under the **Outgoing server** box.
9. Click to select **Override default port** under the **Outgoing server box**, and then enter 587 in the **Outgoing server port** text box.



After you have entered the incoming and outgoing server information, Outlook for Mac will start to receive your email messages.

Note: You can click Advanced to enter additional settings, such as leaving a copy of each message on the server.

How to Set up Rackspace on Email Clients

In this KB

- **General Settings**
- **iOS Settings**
- **Outlook Settings**
- **Thunderbird Settings**

General Settings:

The following table provides the setup information related to different protocols for connecting Rackspace with different devices.

Type	Protocol	SSL Server Name	SSL Port Number
Incoming	IMAP	secure.emailsrvr.com	993
Incoming	POP3	secure.emailsrvr.com	995
Outgoing	SMTP	secure.emailsrvr.com	465

Step 1: Go to settings

Step 2: Enter your first and last name. This is the name that will appear in the From field of messages that you send.

Step 3: Enter your entire email address (eg. myname@mydomain.com)

- For Incoming email server type – Select **IMAP** from the list.
- Incoming mail server – Enter: **secure.emailsrvr.com**
- If port required Enter: **993**
- Outgoing e-mail server (**SMTP**) name – Enter: **secure.emailsrvr.com**
- If port required Enter: **465**
- Select the Outgoing server which requires authentication check box.
- Save the settings

IOS Settings:

To use your Rackspace mail via your IOS:

1. From the home screen on your device click on Settings and then Mail.
2. Tap Add Account, Tap Other and then Add Mail Account.
3. Enter in the following information in the fields provided.
 - Name – This is the name that will appear in the “From” field of messages you send.
 - Address – Enter your entire email address (e.g. yourname@yourdomain.com).
 - Password – Enter the password for your email account.
 - Description – This description will only be visible to you.
4. Select **IMAP** and then add both the Incoming and Outgoing Mail Server information:
 - Host Name – **secure.emailsrvr.com**
 - User Name – Enter your entire email address (e.g., user@example.com).
 - Password – Enter the password for your email account.
5. Click **Save** to save all settings.

You can refer to the following [link](#) for more details.

Outlook Settings:

To integrate your outlook for using your Rackspace mail:

1. Click settings
2. Under options > Connected Accounts
3. Under **Add a connected account** click **other email account**
4. Type your Rackspace email id and password
5. Click ok
6. Choose **IMAP** connection
7. Click ok

You can refer to the following [link](#) for more details.

Thunderbird settings:

To use Mozilla Thunderbird for using your Rackspace mail:

1. Go to Settings > Options > Account settings
2. Select Email account, and then click Next
3. Enter your name and e-mail address
4. For incoming server, select **IMAP** and use **secure.emailsrvr.com**
5. Enter your e-mail address for the Incoming User Name and Outgoing User Name. Click Next.
6. Enter a name for your email account and click Next.
7. In Account Settings, select Outgoing Server listed below your new account
8. Type **secure.emailsrvr.com** for the Server Name and change the Port setting to **465**
9. Select Username and password and enter your e-mail address.