

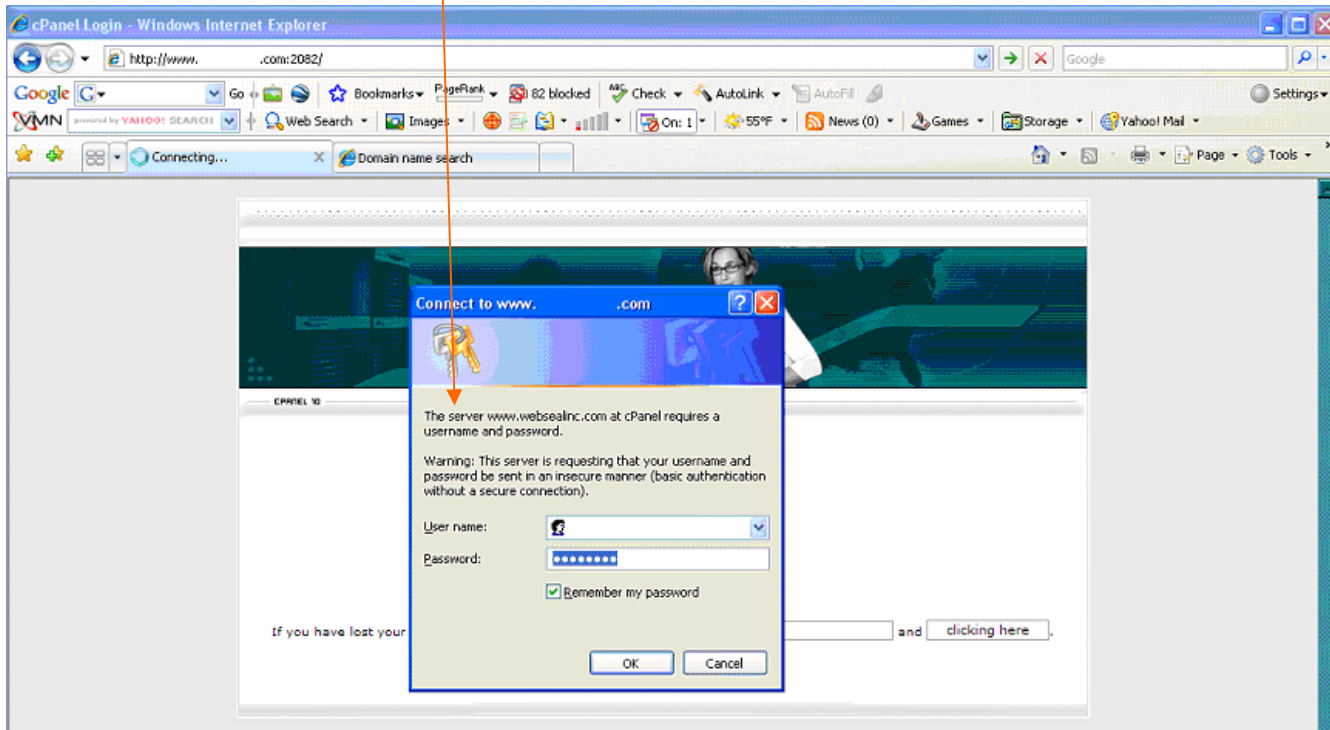
MANAGING YOUR CPANEL ACCOUNT – WEB SERVER CONFIGURATION & EMAILS

Go to: www.yourdomain.com/cpanel

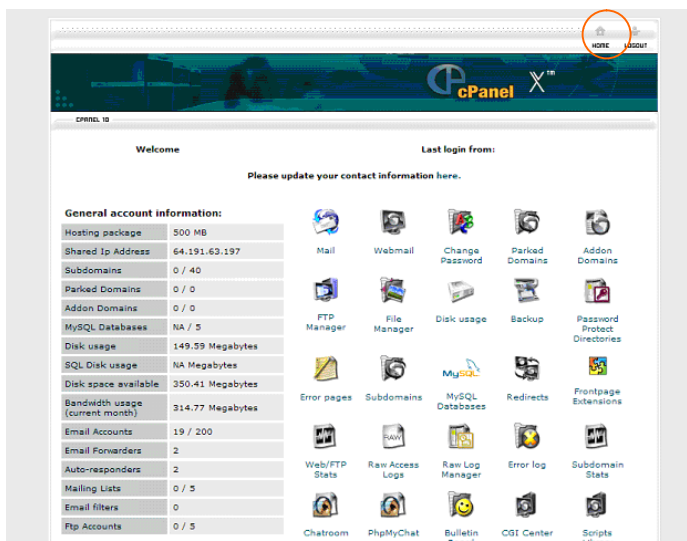
In the pop-up box, enter your username and password and then click the “OK” button.

un =

pw =

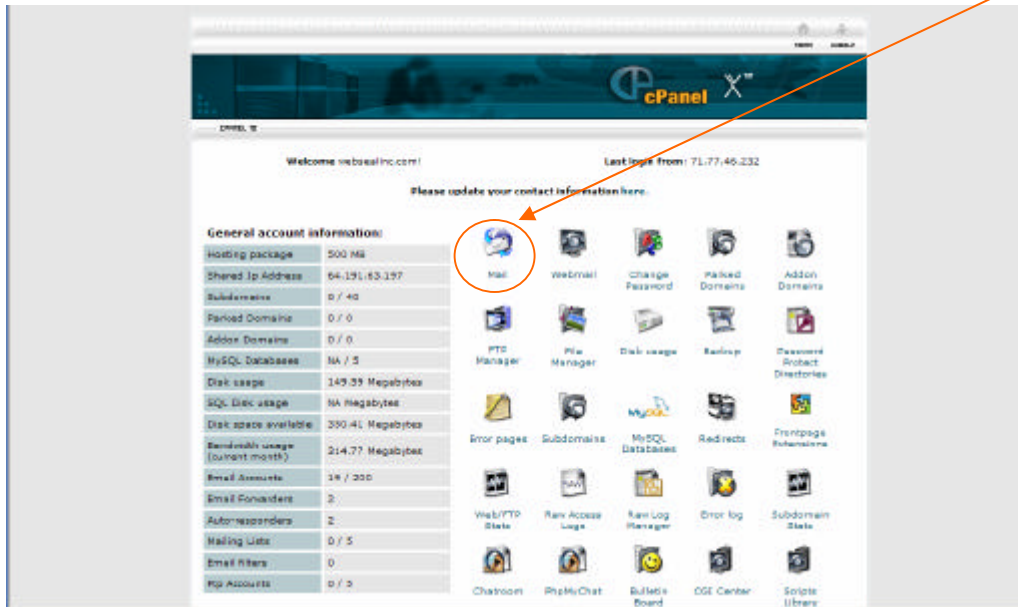


NOTE: You're now in dangerous territory. As the image below show, there are many features and functions you can choose. If you ever get anywhere unknown, just click on the “Home” link.



General account information:	
Hosting package	500 MB
Shared Ip Address	64.191.63.197
Subdomains	0 / 40
Parked Domains	0 / 0
Addon Domains	0 / 0
MySQL Databases	NA / 5
Disk usage	149.59 Megabytes
SQL Disk usage	NA Megabytes
Disk space available	350.41 Megabytes
Bandwidth usage (current month)	314.77 Megabytes
Email Accounts	19 / 200
Email Forwarders	2
Auto-responders	2
Mailing Lists	0 / 5
Email filters	0
Ftp Accounts	0 / 5

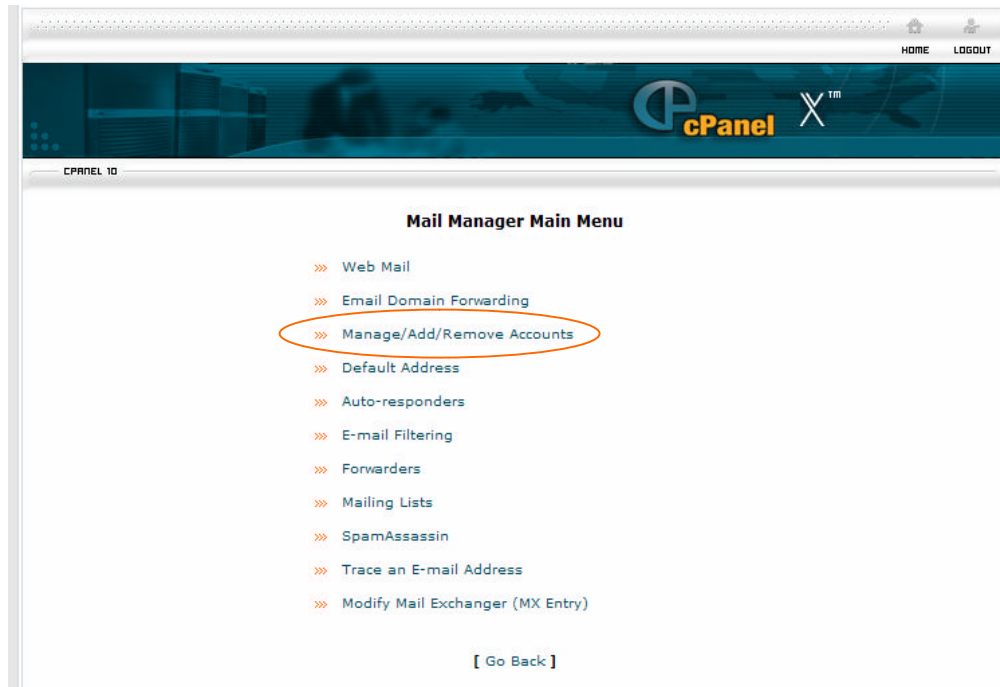
The most important tool for your purposes in your Cpanel will be the “Mail” icon/link.



Within the “Mail” link, you can control everything and anything to do with email for your domain.

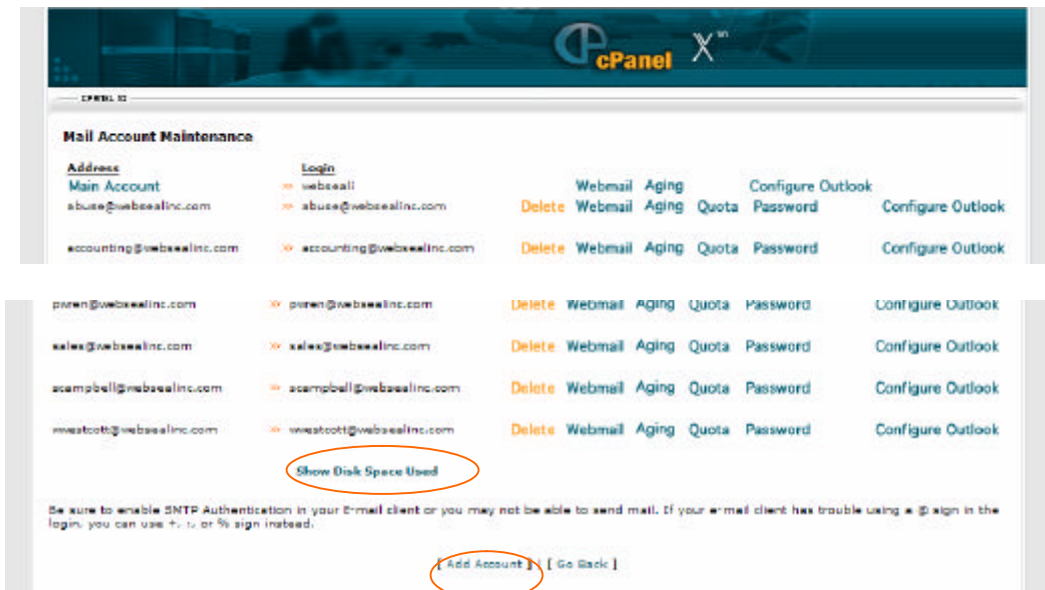
EMAIL MANAGEMENT FROM CPANEL – “MAIL” Icon

1. Manage/Add/Remove Accounts – This link will be your most commonly used link.



2. As it says, you can add email accounts, remove email accounts, and manage individual email accounts for things such as:

- Resetting passwords
- Allocating allowable capacity (in MB) for each specific email
- Monitor capacity usage of each individual email
- Set the aging for each email



3. Show Disk Space Used – Clicking this will change the look of the page to show usage/capacity for each individual user. Looking at this can help you address issues or head off capacity issues with any individual user.

If a particular user needs more email capacity, then click on “Quota” and assign them a higher capacity.

Address	Login	Disk Used	Quota	Webmail	Aging	Quota	Password	Configure Outlook
Main Account	webseali							
abus@websealinc.com	abus@websealinc.com	0.00 M	10.00 M	Delete	Webmail	Aging	Quota	Password
accounting@websealinc.com	accounting@websealinc.com	0.24 M	10.00 M	Delete	Webmail	Aging	Quota	Password
ccoval@websealinc.com	ccoval@websealinc.com	6.54 M	30.00 M	Delete	Webmail	Aging	Quota	Password
cschreiner@websealinc.com	cschreiner@websealinc.com	0.06 M	30.00 M	Delete	Webmail	Aging	Quota	Password
csullivan@websealinc.com	csullivan@websealinc.com	17.46 M	20.00 M	Delete	Webmail	Aging	Quota	Password
dmihalik@websealinc.com	dmihalik@websealinc.com	1.27 M	20.00 M	Delete	Webmail	Aging	Quota	Password
fcoirazze@websealinc.com	fcoirazze@websealinc.com	10.20 M	20.00 M	Delete	Webmail	Aging	Quota	Password
jdawson@websealinc.com	jdawson@websealinc.com	5.06 M	10.00 M	Delete	Webmail	Aging	Quota	Password

4. Changing Password – If you click on “Password” you can reset a user’s password for their email account. That user can then change their password again when they login to their webmail. As the administrator with access to the Cpanel, you won’t necessarily know each user’s password if they have changed it, but you can always reset the password. And of course, before that user can login again, they need the new password that you have reset. So you can rescue people by resetting a password and then giving them the new password or you can lock them out by resetting the password and not giving them the new password.
5. Aging – this is the safety valve back-up system. If you set an Aging time of 10 days then all emails will remain on the server for 10 days before they’ll be deleted. Mail aging is the process in which e-mails will be removed from the server automatically, upon successful log out of a pop3 session. This deletion will only occur if the messages are older then a specified amount of days. You can also control emails backed up on the server via Outlook.

6. Add Account – Adding a new email account is very simple. Just click on “Add Account” at the bottom of the “Mail Account Maintenance” screen (see above pics). Then just enter a user account name, a password and the capacity quota. Then click on “Create”.

By clicking the “Go Back” link at the bottom of each screen, you can return to the following page.

Web Mail – You can use this link to look at any user’s email account. It’s a great tool for seeing why their capacity is maxed out. (see below)

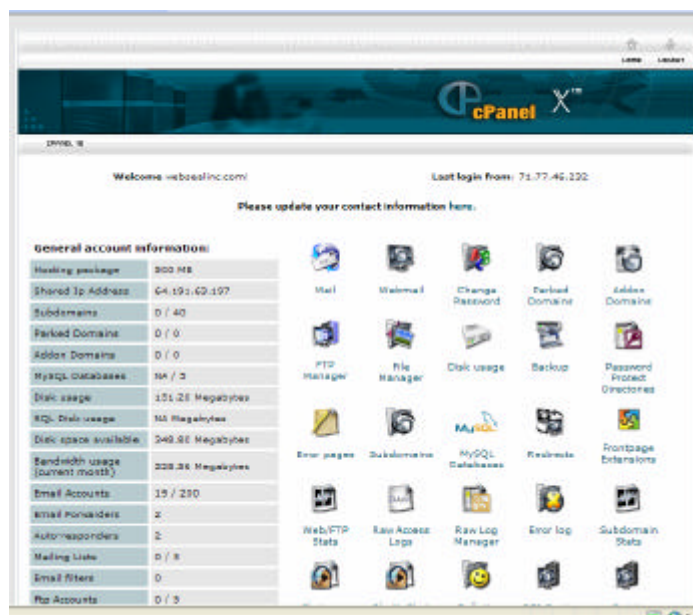
1. Lost? You can always go back to “Home”
2. “Go Back” is almost always available to take you to the previous screen.
3. SpamAssassin – your spam filter controls.
4. Forwarders – set up auto forwarding email addresses. They just go to another email and don’t need any configuration.
5. **DANGER – NEVER MESS WITH MX Entry – you can disable all email.**

7. Web Mail – By logging into “Web Mail” from this page, you can view the inbox of every single user on your domain. It is a great way to monitor a user whose email capacity is near it’s limit or, if needed, to let Big Brother keep tabs on what’s going on inside the company.

You simply click on the “Web Mail” link, select “Horde” as the webmail program, and then click on the next login button.

- On the left menu within Horde, click on “Mail”.
- Click on yourdomain.com rather than Inbox.
- You’ll then see each user listed. Click on any user.
- Click on that users inbox
- Quickly scan up and down and look at the “Size” in the right column. The large emails will jump out at you.

On the Home page of your Cpanel, I wouldn't recommend messing with anything else beyond the Mail link. Otherwise you're just asking for trouble.



Remember that the trouble ticket submission system is not accessible from your Cpanel. You must login separately to your trouble ticket system.