

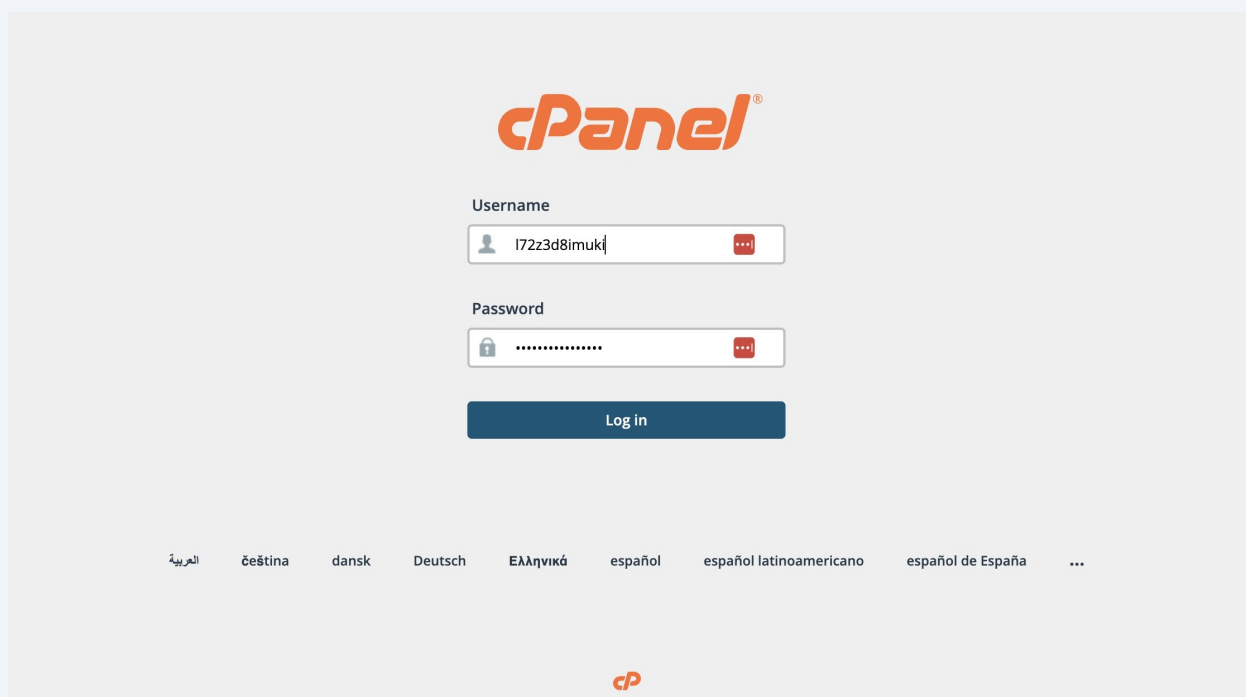
How to Manage Email Accounts in cPanel

Learn how to efficiently create, configure, and delete professional email accounts using the cPanel interface. This guide provides a comprehensive walkthrough for managing your domain's email settings and account security.

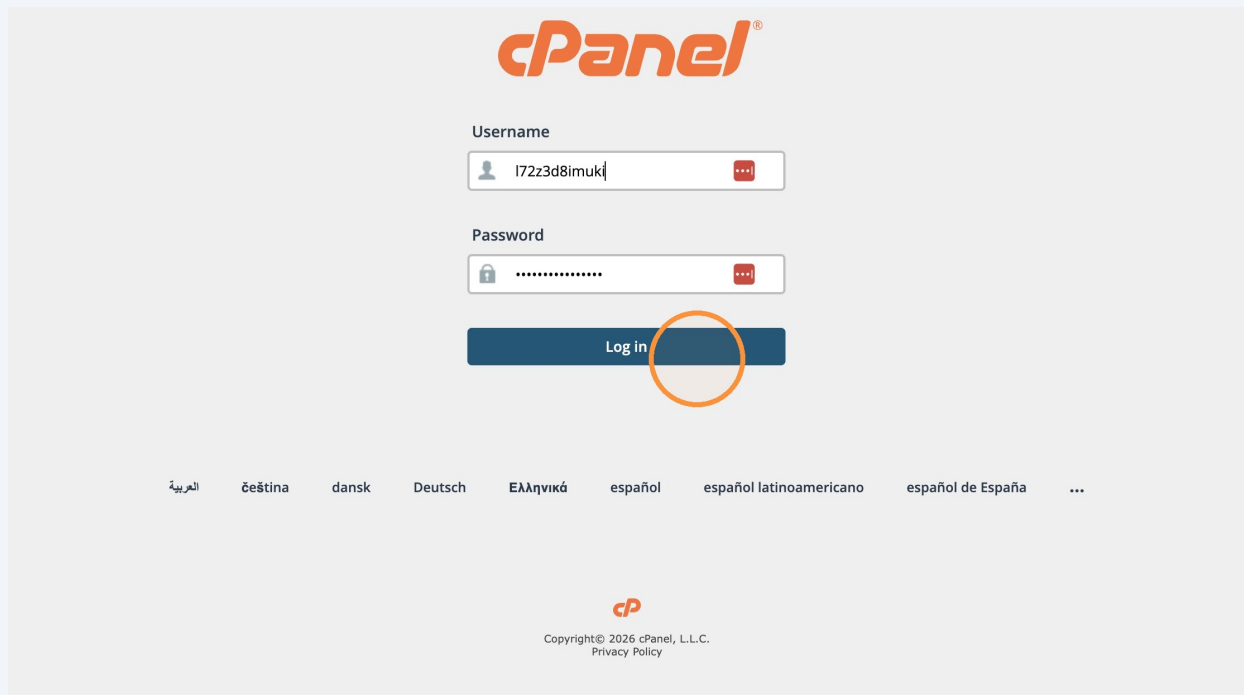
Account Login

1

Navigate to <https://www.cedarhighlandshoa.org:2083/>

The image shows the cPanel login page. At the top center is the cPanel logo in orange. Below it are two input fields: 'Username' with a user icon and 'Password' with a lock icon. The username field contains the text 'l72z3d8imukl' and the password field contains a series of dots. To the right of each field is a red button with three dots. Below the password field is a dark blue 'Log in' button. At the bottom of the page, there is a horizontal list of language options: العربية, čeština, dansk, Deutsch, Ελληνικά, español, español latinoamericano, español de España, and an ellipsis. The cPanel logo is also visible at the bottom center.

2 Click "Log in"



The image shows the cPanel login interface. At the top is the cPanel logo. Below it are two input fields: 'Username' with the value 'l72z3d8imukl' and 'Password' with masked characters. A blue 'Log in' button is centered below the fields and is circled in orange. At the bottom, there is a row of language links: العربية, čeština, dansk, Deutsch, Ελληνικά, español, español latinoamericano, and español de España. Below the links is the cPanel logo and copyright information: Copyright © 2026 cPanel, L.L.C. Privacy Policy.

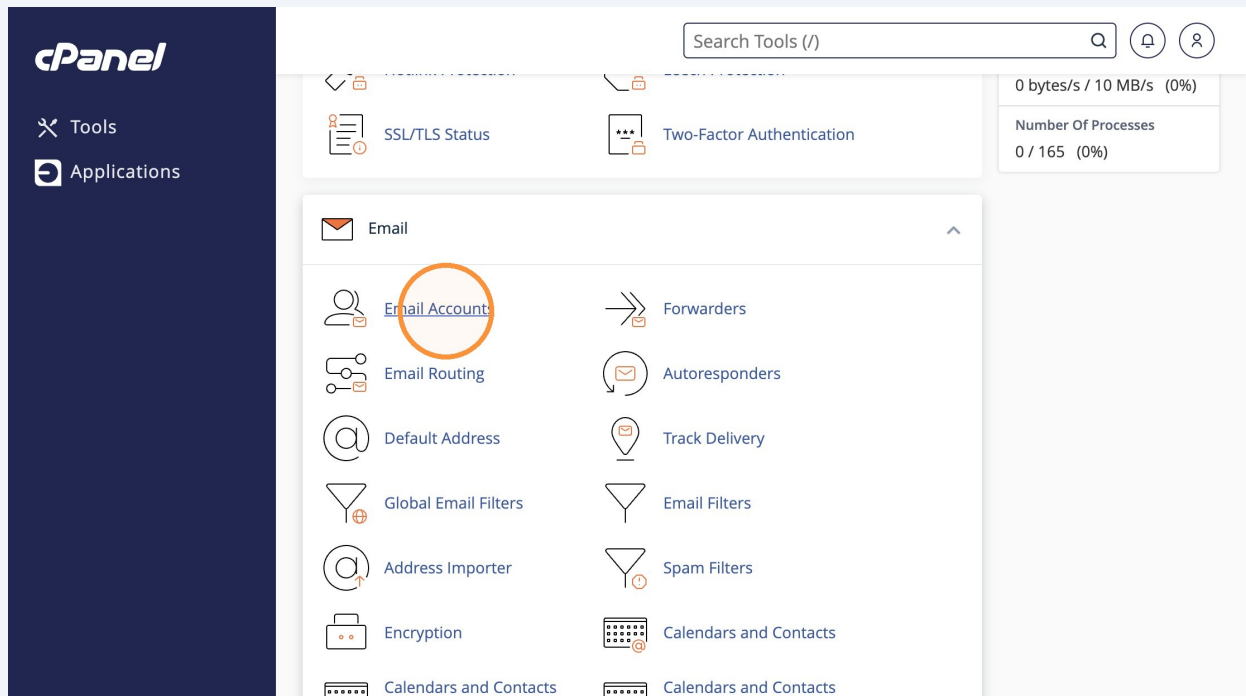
3 Enter the security code and Click "Continue"



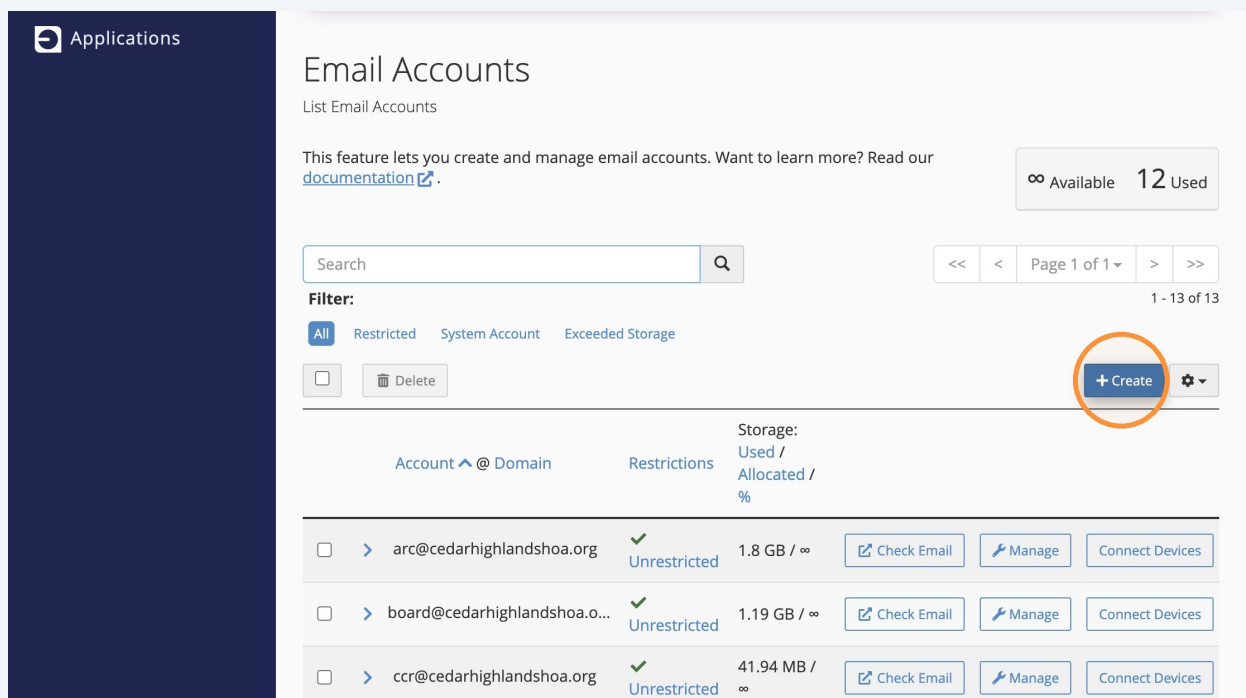
The image shows the cPanel security code screen. At the top is the cPanel logo. Below it is the text 'Enter the security code for "l72z3d8imuki"'. Below this is a security code input field with a key icon and a blue 'Continue' button. The 'Continue' button is circled in orange. At the bottom, there is the cPanel logo and copyright information: Copyright © 2026 cPanel, L.L.C. Privacy Policy.

Email Account Creation

4 Scroll down to the Email section and Click "Email Accounts"



5 Click "Create"



6 Type new email name in the Username field

cPanel

Tools Applications

Search Tools (/)

CREATE AN EMAIL ACCOUNT Show/Hide Help ?

Domain ?

cedarhighlandshoa.org

Missing a domain? Check the *Missing a domain?* section to find out how you can create one.

Username ?

Enter your email address @cedarhighlandshoa.org

Missing a domain?

Password

☒ Set password now.
☐ Send login link to alternate email address.

Enter Password Generate

Optional Settings Edit Settings

Available 12 Used

MISSING A DOMAIN?

Navigate to a full list of the account's domains.
[Manage Domains](#)

NEED HELP?

[About This Interface](#)

7 Select "Set password now."

cPanel

Tools Applications

Search Tools (/)

CREATE AN EMAIL ACCOUNT Show/Hide Help ?

Domain ?

cedarhighlandshoa.org

Missing a domain? Check the *Missing a domain?* section to find out how you can create one.

Username ?

test @cedarhighlandshoa.org

Missing a domain?

Password

☒ Set password now.
☐ Send login link to alternate email address.

Alternate Email ?

alt.email@another.domain.tld

The system will send an email with a password reset link. This will allow the user to choose a password.

Optional Settings Edit Settings

☐ Stay on this page after I click *Create*.

Available 12 Used

MISSING A DOMAIN?

Navigate to a full list of the account's domains.
[Manage Domains](#)

NEED HELP?

[About This Interface](#)

8 Enter a temporary password and then click "Edit Settings"

The screenshot shows the cPanel Applications page. On the left is a dark blue sidebar with the 'Applications' icon. The main content area is white and contains the following sections:

- Username**: A text input field with 'test' and a dropdown menu showing '@cedarhighlandshoa.org'. Below it is a link 'Missing a domain?'.
- Password**: Two radio buttons: 'Set password now.' (selected) and 'Send login link to alternate email address.'. Below is a password input field with a strength indicator (100) and a 'Generate' button. A message states: 'This password has a strength of 100, which meets or exceeds the system requirement of 80.'
- Optional Settings**: A button 'Edit Settings' is circled in orange. Below it is a checkbox 'Stay on this page after I click Create.'.
- At the bottom are '+ Create' and 'Go Back' buttons.

On the right side of the page, there is a link 'Manage Domains' and a 'NEED HELP?' section with a link 'About This Interface'.

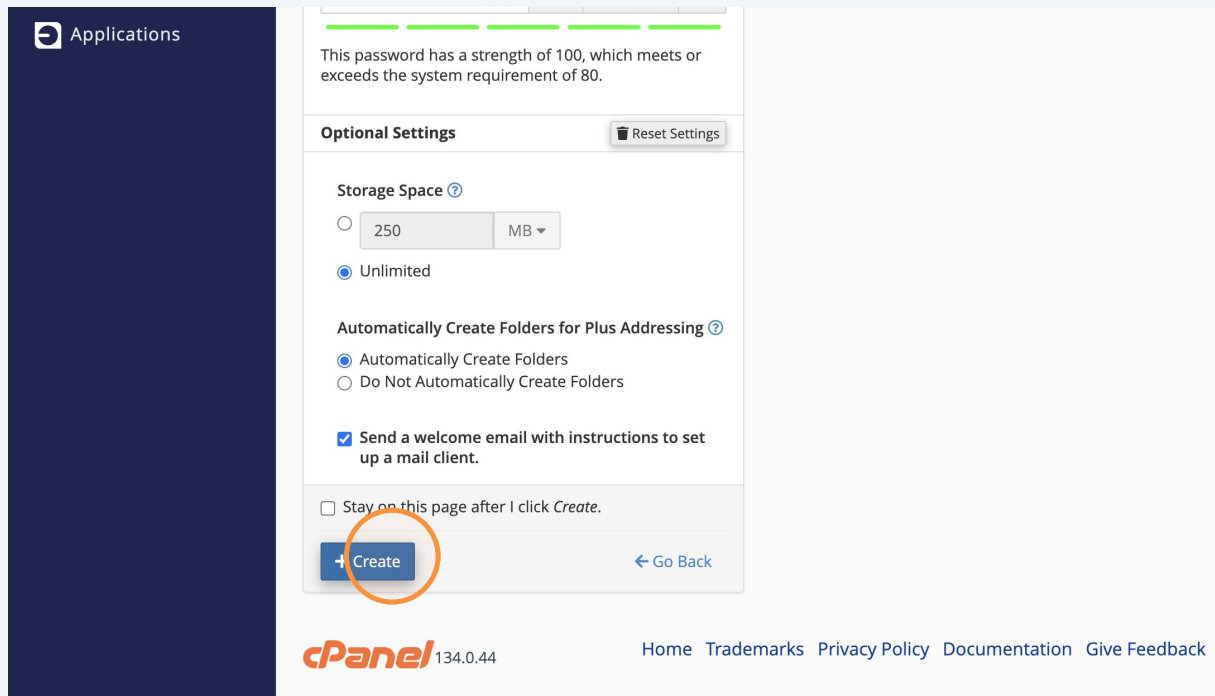
At the bottom of the page, the cPanel logo and version '134.0.44' are on the left, and links for 'Home', 'Trademarks', 'Privacy Policy', 'Documentation', and 'Give Feedback' are on the right.

9 Select "Unlimited" for Storage Space

This screenshot shows the 'Optional Settings' section of the cPanel Applications page. The 'Edit Settings' button from the previous step is no longer visible. The 'Storage Space' section has two radio buttons: '250 MB' (selected) and 'Unlimited' (circled in orange). Below this is the 'Automatically Create Folders for Plus Addressing' section with two radio buttons: 'Automatically Create Folders' (selected) and 'Do Not Automatically Create Folders'. There is also a checkbox 'Send a welcome email with instructions to set up a mail client.' which is checked. At the bottom are '+ Create' and 'Go Back' buttons.

On the right side of the page, there is a link 'About This Interface'.

10 Click "Create"



The screenshot shows the cPanel Applications page. On the left is a dark blue sidebar with the 'Applications' icon and text. The main content area has a green progress bar at the top. Below it, a message states: 'This password has a strength of 100, which meets or exceeds the system requirement of 80.' The 'Optional Settings' section includes a 'Reset Settings' button, a 'Storage Space' section with radio buttons for '250 MB' and 'Unlimited' (selected), and an 'Automatically Create Folders for Plus Addressing' section with radio buttons for 'Automatically Create Folders' (selected) and 'Do Not Automatically Create Folders'. There is a checked checkbox for 'Send a welcome email with instructions to set up a mail client.' and an unchecked checkbox for 'Stay on this page after I click Create.' At the bottom of the settings are two buttons: a blue '+ Create' button, which is circled in orange, and a grey 'Go Back' button. The footer contains the cPanel logo with version 134.0.44 and a row of links: Home, Trademarks, Privacy Policy, Documentation, and Give Feedback.

Webmail Access

11 To access a users email, click "Check Email"

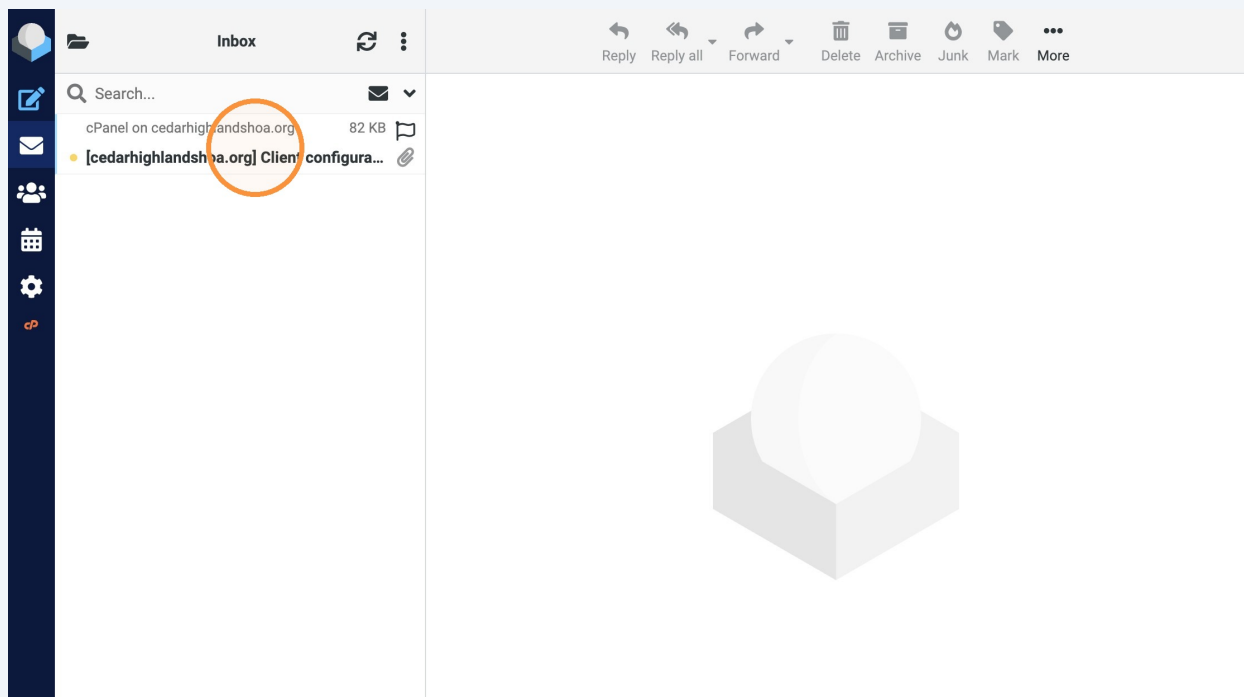
The screenshot shows the cPanel Applications section. On the left is a dark sidebar with the 'Applications' header. The main area displays a table of email accounts. The account 'test@cedarhighlandshoa.org' is highlighted, and its 'Check Email' button is circled in orange. Below the table is the cPanel logo and version '134.0.44', and a footer with links: Home, Trademarks, Privacy Policy, Documentation, and Give Feedback.

Account	Status	Storage	Check Email	Manage	Connect Devices
justin@cedarhighlandshoa.org	Unrestricted	575.94 MB / ∞	Check Email	Manage	Connect Devices
kevin@cedarhighlandshoa.org	Unrestricted	5.07 MB / ∞	Check Email	Manage	Connect Devices
l72z3d8imuki (System)	Unrestricted	129.34 MB / ∞	Check Email	Manage	Connect Devices
linford@cedarhighlandshoa....	Unrestricted	611.6 MB / ∞	Check Email	Manage	Connect Devices
lori@cedarhighlandshoa.org	Unrestricted	1.76 GB / ∞	Check Email	Manage	Connect Devices
roads@cedarhighlandshoa.org	Unrestricted	85.19 MB / ∞	Check Email	Manage	Connect Devices
steve@cedarhighlandshoa.org	Unrestricted	253.15 MB / ∞	Check Email	Manage	Connect Devices
test@cedarhighlandshoa.org	Unrestricted	80.67 KB / ∞	Check Email	Manage	Connect Devices
webmaster@cedarhighlands...	Unrestricted	685.41 MB / ∞	Check Email	Manage	Connect Devices

12 Click "Open" under the roundcube section

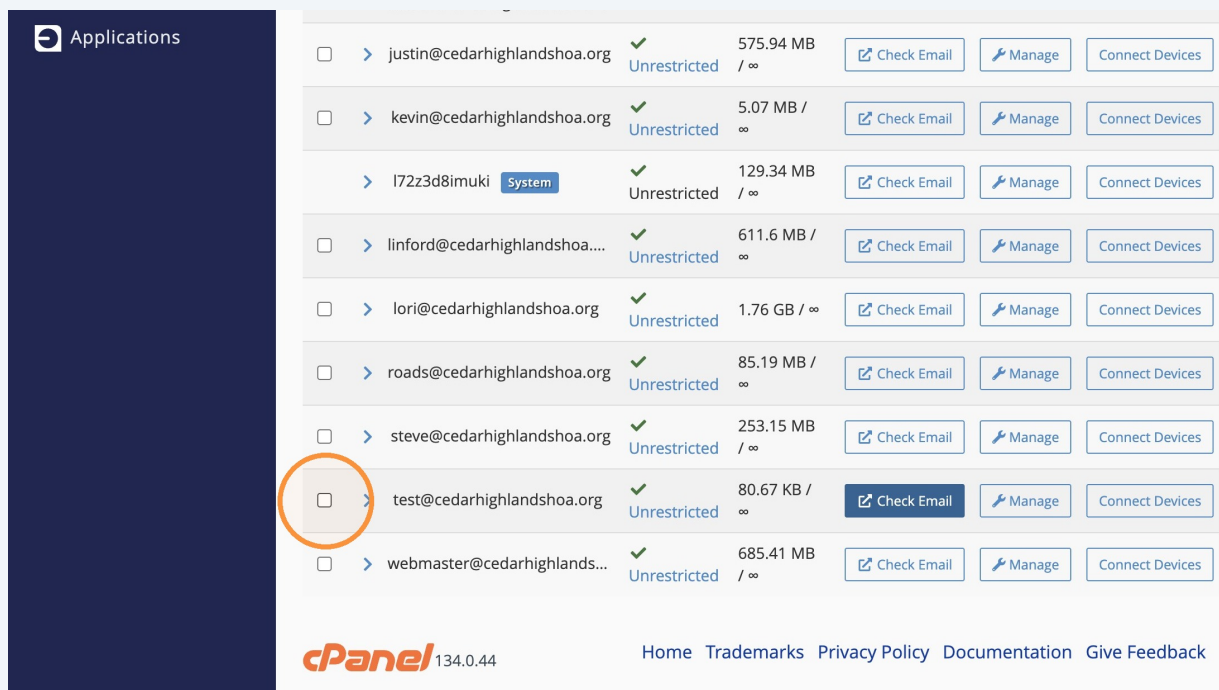
The screenshot shows the Webmail interface. At the top is a dark header with the 'Webmail' logo, a disk icon showing '80.67 KB', a user dropdown for 'test@cedarhighlandshoa.org', and a 'LOGOUT' button. The main content area is divided into sections. The 'Open your inbox' section on the left features the Roundcube logo and a button labeled 'Open', which is circled in orange. To its right is the 'Set up email on your device' section, which includes a dropdown for device selection (Apple), a text input for email address, and checkboxes for Email, Calendar, and Contacts. On the far right is a 'General Information' sidebar showing the email address and user analytics ID. At the bottom are sections for 'Manage Your Inbox' (Autoresponders) and 'Email Filters'.

13 This opens a webmail screen where you can manage email messages for the user.

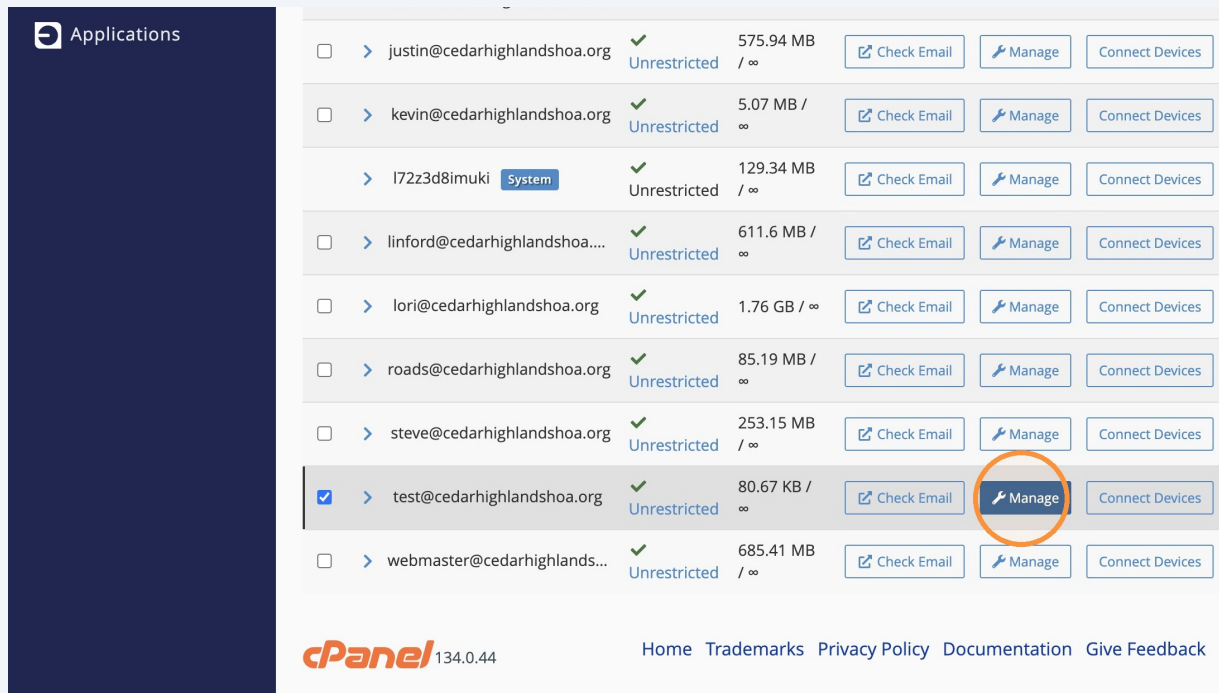


Account Management and Deletion

14 Select the desired email account from the list



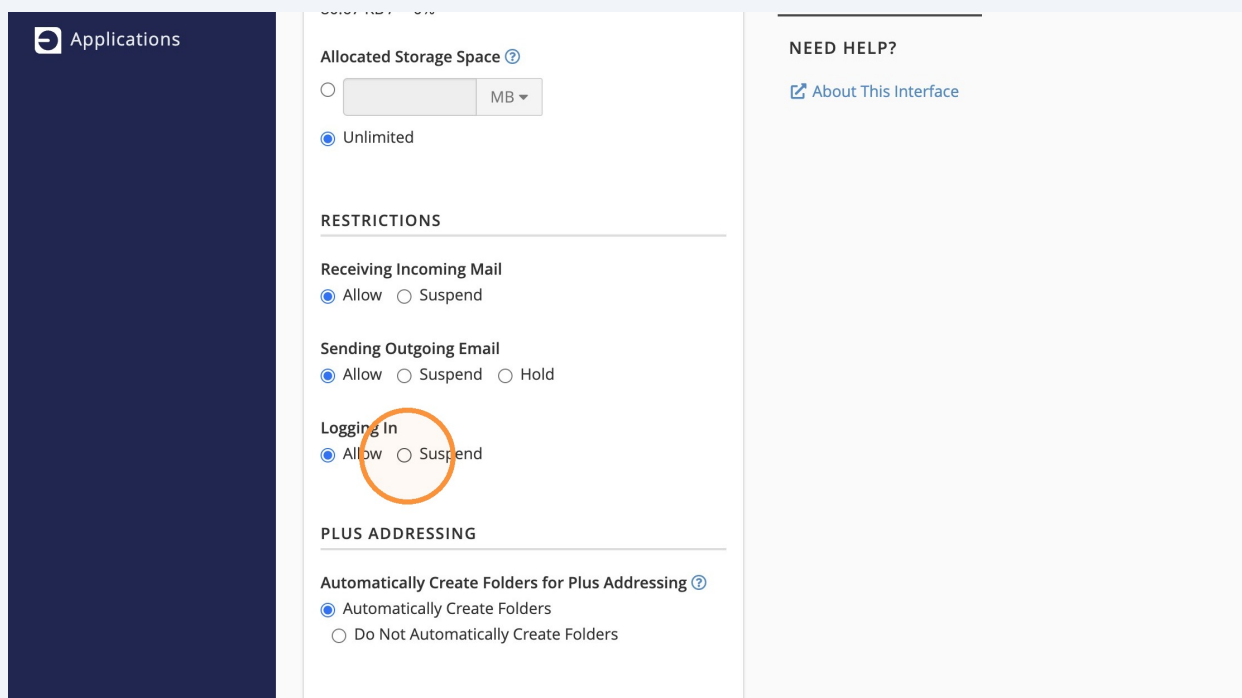
15 Click "Manage"



The screenshot shows the cPanel Applications page. On the left is a dark sidebar with the 'Applications' header. The main area displays a table of email accounts. The account 'test@cedarhighlandshoa.org' is selected with a blue checkmark. The 'Manage' button for this account is circled in orange. Below the table is the cPanel logo and version '134.0.44', and a footer with links: Home, Trademarks, Privacy Policy, Documentation, and Give Feedback.

Account	Status	Storage	Actions
justin@cedarhighlandshoa.org	Unrestricted	575.94 MB / ∞	Check Email, Manage, Connect Devices
kevin@cedarhighlandshoa.org	Unrestricted	5.07 MB / ∞	Check Email, Manage, Connect Devices
l72z3d8imuki (System)	Unrestricted	129.34 MB / ∞	Check Email, Manage, Connect Devices
linford@cedarhighlandshoa....	Unrestricted	611.6 MB / ∞	Check Email, Manage, Connect Devices
lori@cedarhighlandshoa.org	Unrestricted	1.76 GB / ∞	Check Email, Manage, Connect Devices
roads@cedarhighlandshoa.org	Unrestricted	85.19 MB / ∞	Check Email, Manage, Connect Devices
steve@cedarhighlandshoa.org	Unrestricted	253.15 MB / ∞	Check Email, Manage, Connect Devices
test@cedarhighlandshoa.org	Unrestricted	80.67 KB / ∞	Check Email, Manage , Connect Devices
webmaster@cedarhighlands...	Unrestricted	685.41 MB / ∞	Check Email, Manage, Connect Devices

16 To disable an email account click Suspend in the "Logging In" section



The screenshot shows the cPanel 'Logging In' section for an email account. The 'Suspend' radio button is circled in orange. The section is titled 'Logging In' and contains two radio buttons: 'Allow' (selected) and 'Suspend'. Below this is the 'PLUS ADDRESSING' section with a heading 'Automatically Create Folders for Plus Addressing' and two radio buttons: 'Automatically Create Folders' (selected) and 'Do Not Automatically Create Folders'.

Allocated Storage Space

☐ [] MB

☒ Unlimited

RESTRICTIONS

Receiving Incoming Mail

☒ Allow ☐ Suspend

Sending Outgoing Email

☒ Allow ☐ Suspend ☐ Hold

Logging In

☒ Allow ☐ Suspend

PLUS ADDRESSING

Automatically Create Folders for Plus Addressing

☒ Automatically Create Folders ☐ Do Not Automatically Create Folders

17 Click "Update Email Settings" to save your changes

The screenshot shows the cPanel Applications page. On the left is a dark sidebar with the 'Applications' icon. The main content area has a light gray background. At the top, there are radio buttons for 'Allow' and 'Suspend'. Below this is a section titled 'PLUS ADDRESSING'. It contains a heading 'Automatically Create Folders for Plus Addressing' with a help icon, followed by two radio button options: 'Automatically Create Folders' (which is selected) and 'Do Not Automatically Create Folders'. Below these is a checkbox labeled 'Stay on this page after I click Update Email Settings.' At the bottom of this section are two buttons: 'Update Email Settings' (with a pencil icon) and 'Go Back'. The 'Update Email Settings' button is circled in orange. Below this section is a 'DELETE EMAIL ACCOUNT' section with a warning message and a 'Delete Email Account' button with a trash icon. The footer includes the cPanel logo, version 134.0.44, and links for Home, Trademarks, Privacy Policy, Documentation, and Give Feedback.

18 To delete and email account, click "Delete Email Account"

This screenshot is identical to the one above, showing the cPanel Applications page. The 'Update Email Settings' button is circled in orange in the previous image, and the 'Delete Email Account' button is circled in orange in this image. The layout, text, and other elements are the same as in the previous screenshot.

19 Click "Delete" to confirm

The screenshot shows the cPanel 'Applications' interface. On the left is a dark blue sidebar with the 'Applications' header. The main content area is light gray and contains a confirmation dialog for deleting an email account. At the top of the dialog, there is a checkbox labeled 'Stay on this page after I click Update Email Settings.' with two buttons: 'Update Email Settings' and 'Go Back'. Below this is the title 'DELETE EMAIL ACCOUNT' followed by a warning: 'Are you sure? When you delete an email account, we permanently delete **all** of the account's data.' A button labeled 'Delete Email Account' with a trash icon is present. A yellow warning box contains a question mark icon, the text 'You're about to delete "test@cedarhighlandshoa.org".', and another warning: 'When you delete an email account, we permanently delete **all** of the account's data.' At the bottom of this box are two buttons: 'Delete' (highlighted with an orange circle) and 'Cancel'. The footer of the page includes the cPanel logo and version '134.0.44', and a row of links: 'Home', 'Trademarks', 'Privacy Policy', 'Documentation', and 'Give Feedback'.

Applications

☐ Stay on this page after I click *Update Email Settings*.

[Update Email Settings](#) [Go Back](#)

DELETE EMAIL ACCOUNT

Are you sure? When you delete an email account, we permanently delete **all** of the account's data.

[Delete Email Account](#)

? You're about to delete "test@cedarhighlandshoa.org".

When you delete an email account, we permanently delete **all** of the account's data.

[Delete](#) [Cancel](#)

cPanel 134.0.44

[Home](#) [Trademarks](#) [Privacy Policy](#) [Documentation](#) [Give Feedback](#)