cPanel - Email Management - Guide to setting up email

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With the launch of our new cPanel and Managed WordPress packages, we have included free Business Mailboxes with every purchase. To set up these mailboxes, you can follow these steps: 1. Access the Business Mailboxes section in your account. This can be done in 2 ways: Â Going to the Manage cPanel / Manage Managed WordPress section in your account. Â Click on the Manage dropdown menu and select Mailboxes. Going to Manage Add-ons then to Business Mailboxes section in your main Heart Internet control panel. Â Â 2. Use the Assign button to start creating a mailbox: 3. A pop up with appear askingÂ youÂ some detailsÂ Â

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In here, select the domain name from the dropdown menu. Enter the Name and Surname you want for the mailbox. The MailboxÂ user nameÂ refers to the part that comes before the domain name (eg.Â If you want your mailbox to beÂ info@yourdomain,com, you will need to enter â€œinfoâ€• in theÂuser nameÂ field). The password will be the mailbox password, used to access and set up the mailbox. Once this is done, click the Assign button at the bottom to create the mailbox.Â As long asÂ the domain is with us, the DNS will beÂ setupÂ automatically and the mailbox will become active in a couple of hours. Once the mailbox is active, you can access it via webmailÂ atÂ https://webmail.heartinternet.uk/login/Â or you can set it up locally as an IMAP or POP account on email client applications such as Outlook. The method of adding might differ fromÂ application to application, but you can use the following settings to add them: **For IMAP accounts: User Name:**Â full email addressÂ **Password**: full email passwordÂ **Incoming IMAP Server**:â€‾ imap.extendcp.co.ukÂ **Incoming IMAP Server Port**: 993Â **Incoming IMAP SSL**: SSL/TLSÂ **Incoming IMAP Authentication Type**: PasswordÂ **Outgoing Mail Server**:â€‾mta.extendcp.co.ukÂ **Outgoing Mail Server Port**: 587Â **Outgoing Mail Server SSL**: STARTTLSÂ **Outgoing Authentication Type**: PasswordÂ On Apple devices, you will also need to check the Advanced section for the Outgoing/SMTP server and make sure that the username and password are filled in even if it says optional.Â

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 For POP accounts: User Name: full email address **Password:**Â full email passwordÂ **Incoming POP3 Server**:â€‾pop3.extendcp.co.uk **Incoming POP3 Server Port**:â€‾995Â **Incoming POP3 SSL**:â€‾SSL/TLSÂ **Incoming POP3 Authentication Type:**â€‾Password **Outgoing Mail Server:**â€‾mta.extendcp.co.ukÂ **Outgoing Mail Server Port:**Â 587Â **Outgoing Mail Server SSL:**Â STARTTLSÂ **Outgoing Authentication Type:**Â PasswordÂ

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 On Apple devices, you will also need to check the Advanced section for the Outgoing/SMTP server and make sure that the username and password are filled in even if it says optional.Â

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