

## **cPanel - Email Management - How to create and manage mailboxes**

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Follow the steps below to create a new email mailbox in your cPanel hosting account: Log in to cPanel Access your main cPanel dashboard using your hosting credentials. Open Email Accounts From the cPanel home screen, locate and click on Email Accounts. Create a New Mailbox In the Email Accounts section, click Create. Enter Mailbox Details Enter your desired email username (do not include @yourdomain.com) Choose a secure password, or use the password generator to create one automatically. Complete the Setup Once all details are filled in, click Create to finish setting up the mailbox. Your new email mailbox will now be ready to use.

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