

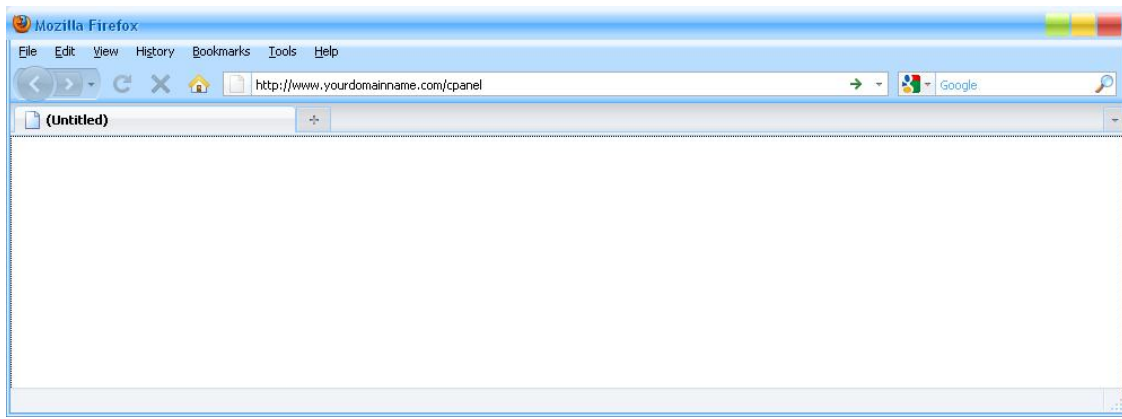
How to log into cPanel

If you recently purchased a new account with **Hostpaharaoh**, you should type the following information into the address bar of your browser:

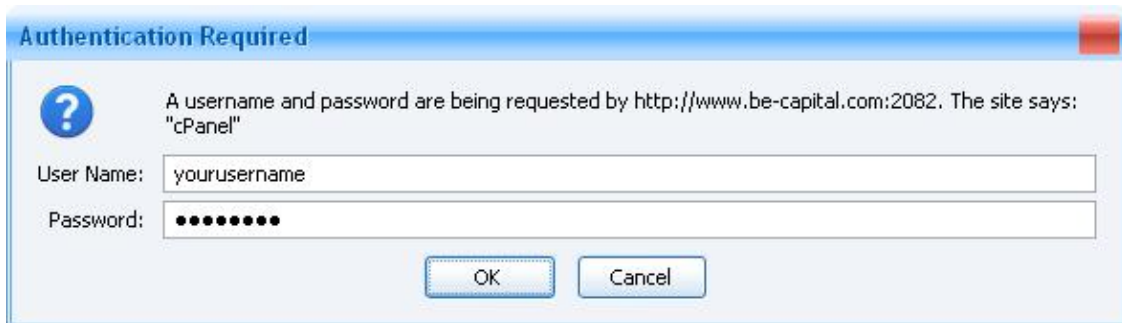
<http://www.yourdomainname.com/cpanel>

Or

<http://www.yourdomainname.com:2082>



Once you go to the address above, you will be prompted for your user name and password.



Type your username in the username section and in the password section; provide the password which you get from us. Then hit OK button.

You are now logged into cPanel.

If you do not have the correct login, please contact **Hostpaharaoh** via phone or email info@be-capital.com for help.

You will find this page (figure 1) and you must decide what you want to do!

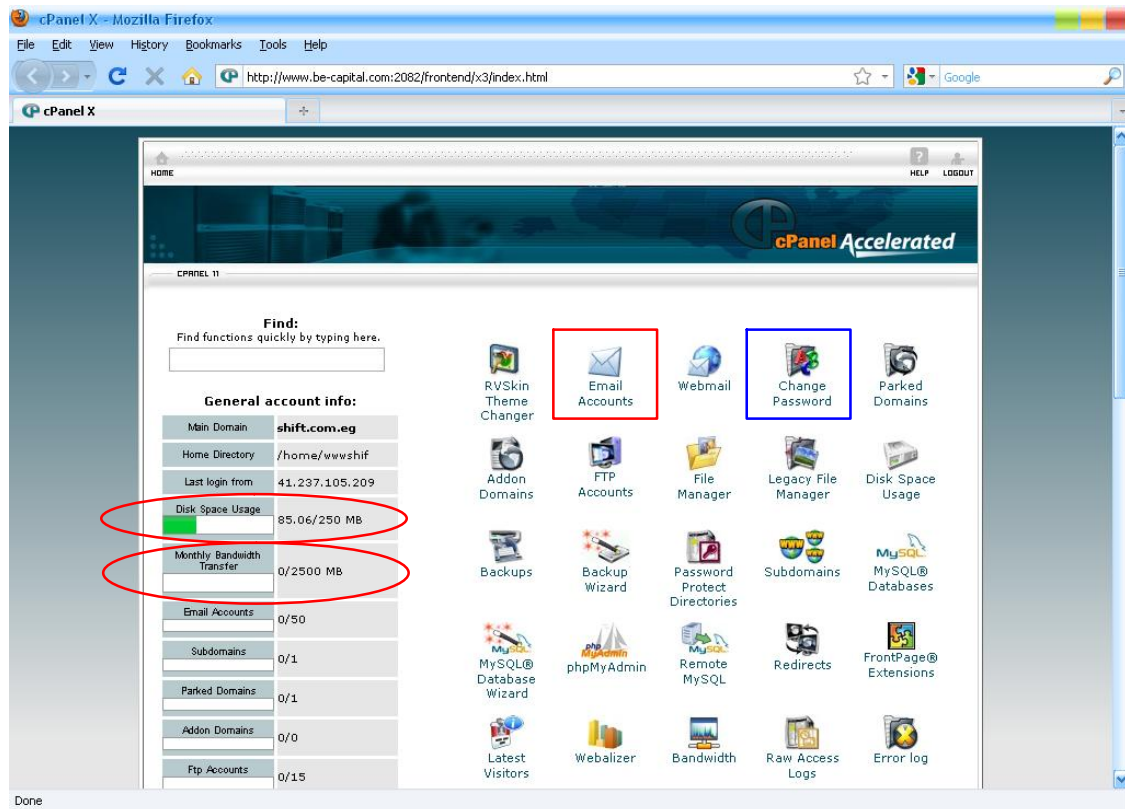


figure 1

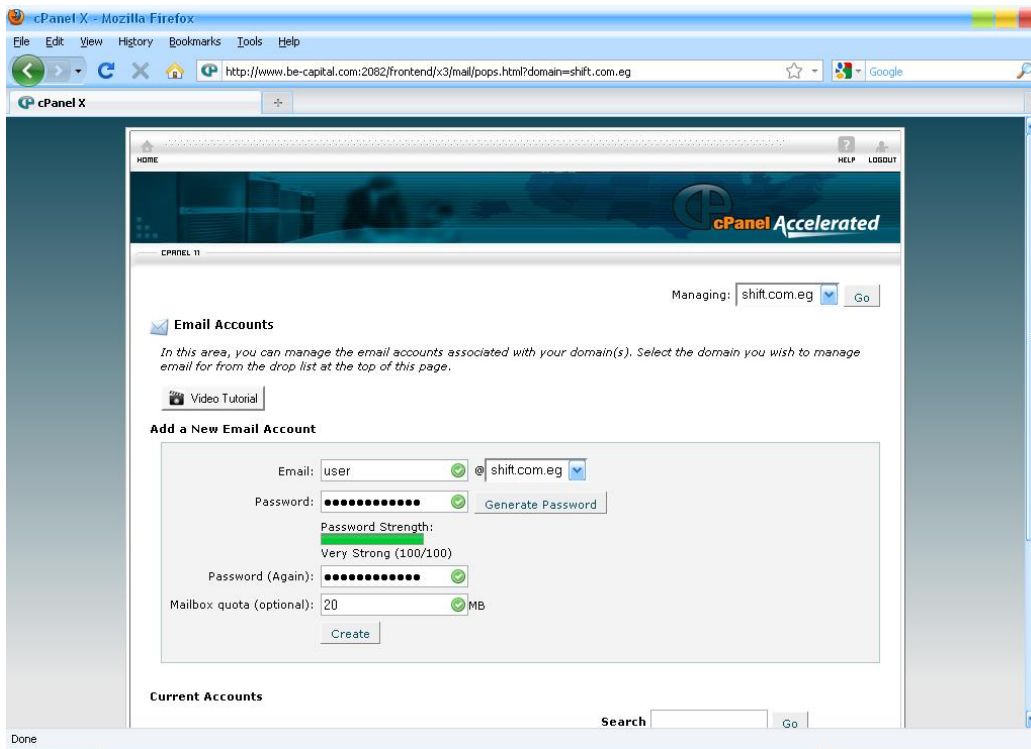
Be careful about two parameters in red oval that indicate to "Disk Space Usage" & "Monthly Bandwidth Transfer" if they became red instead of green as shown you need to increase your package or delete some of your data on your website (if this is Disk Space Usage) or wait to the beginning of the month (if this is Monthly Bandwidth Transfer).

Now you can do a lot of things in the cPanel such as:

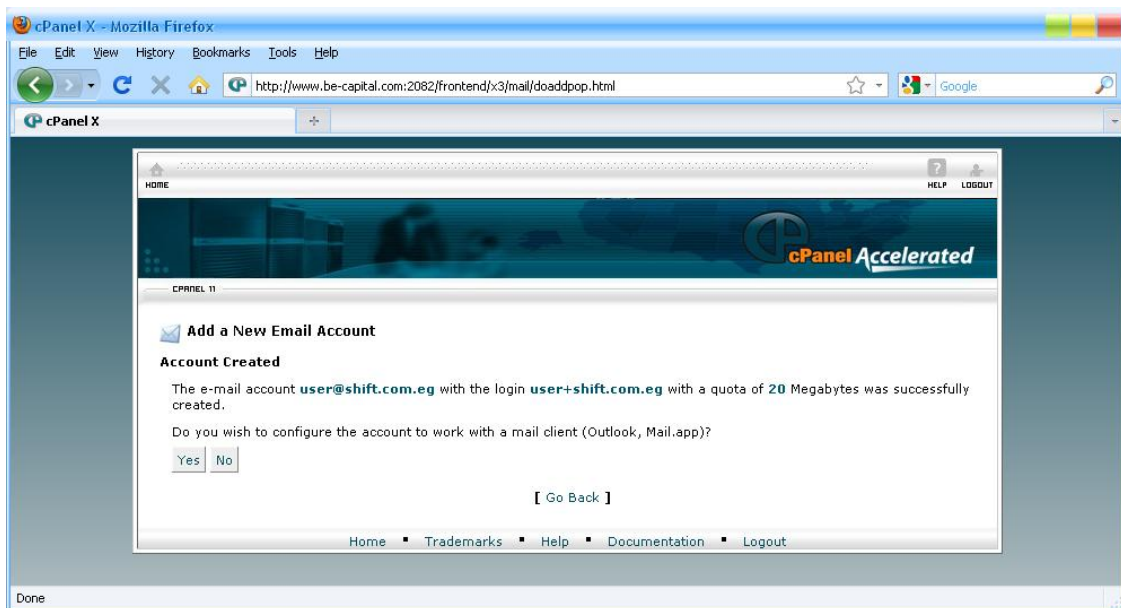
1. Add a new Email Account.
2. Delete, Change Password, and Change Quota of an existing Email Account.
3. Change the main password for your account.
4. Forward all mail from one Email Address to another.
5. Etc...

Let's start:

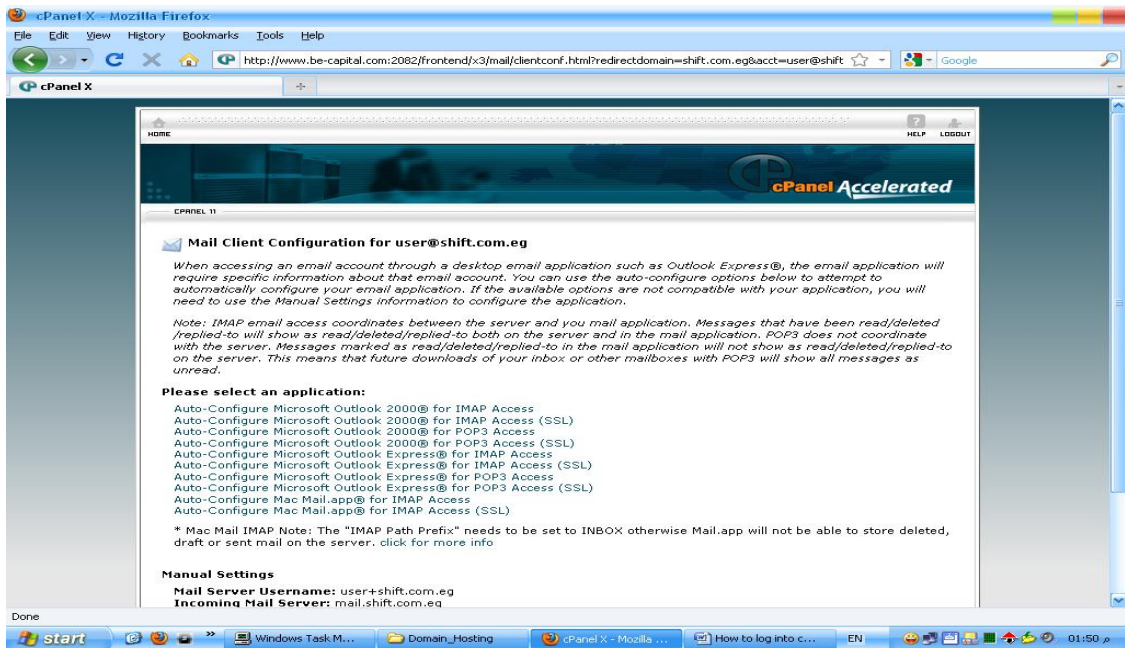
1. To add a new Email Account choose **Email Accounts** from cPanel Home shown in figure 1 in red rectangle you will find this page fill **Email** textbox and **Password** and **quota** that you want and then click **Create** button:



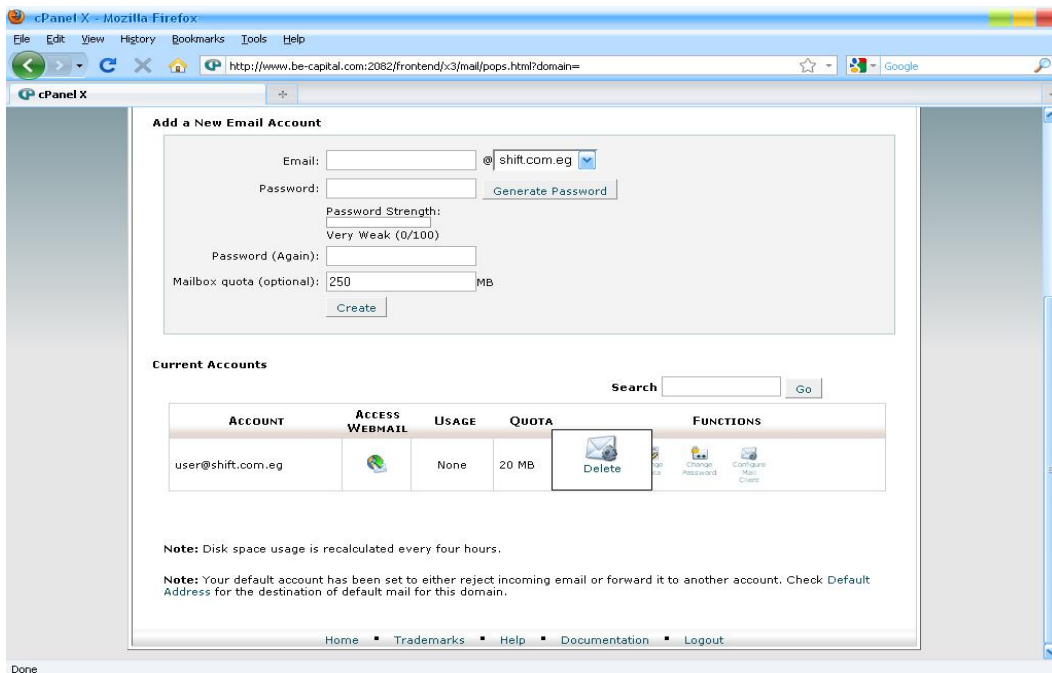
You will find this page (this page asks you to enable your user to use mail client programs such as outlook or no) click yes:



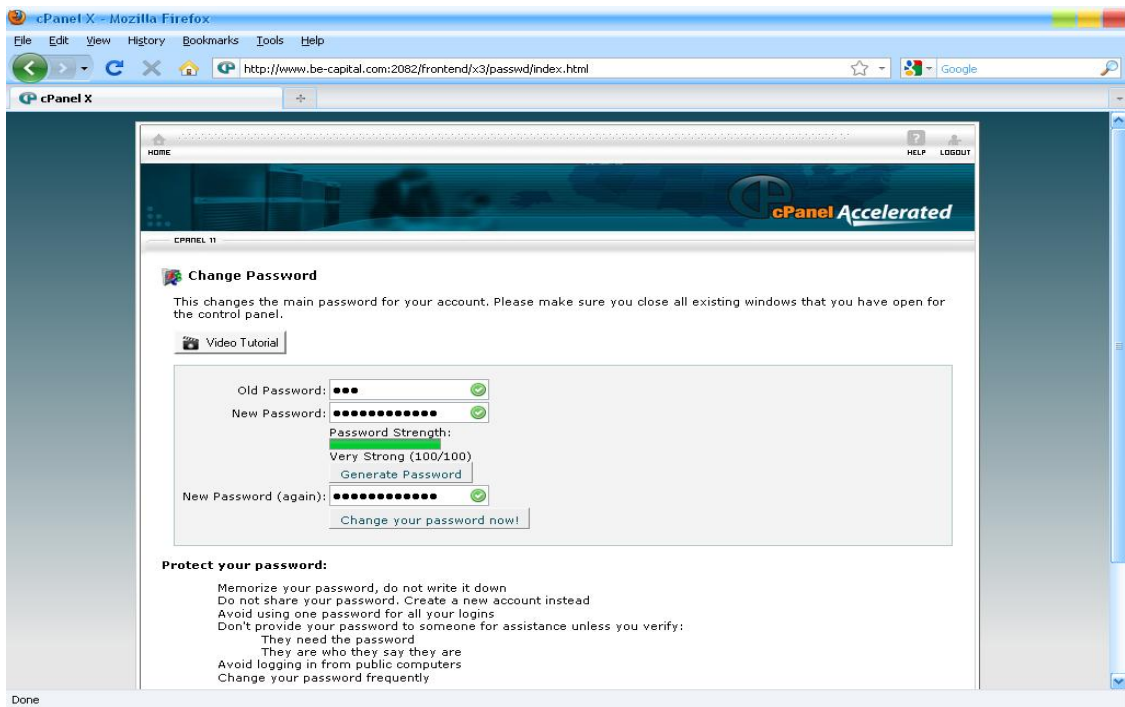
You will find this page and the account has been created successfully click **Go Back** to add another or click **Home** to go Home page of cPanel.



- To delete an existing Email Account choose **Email Accounts** from cPanel Home shown in figure 1 in red rectangle you will find this page click **Delete** button that beside to the user you want to delete and you will find beside it **Change Quota** button to change the quota of the user and also **Change Password** button to change the password of the user:



- To Change the main password for your account choose **Change Password** from cPanel Home shown in figure 1 in blue rectangle you will find this page, type your old password and new password then click **Change your password now!** button.



- To forward all mail from one Email Address to another choose **Forwarders** from cPanel Home shown in figure 2 in pink rectangle:

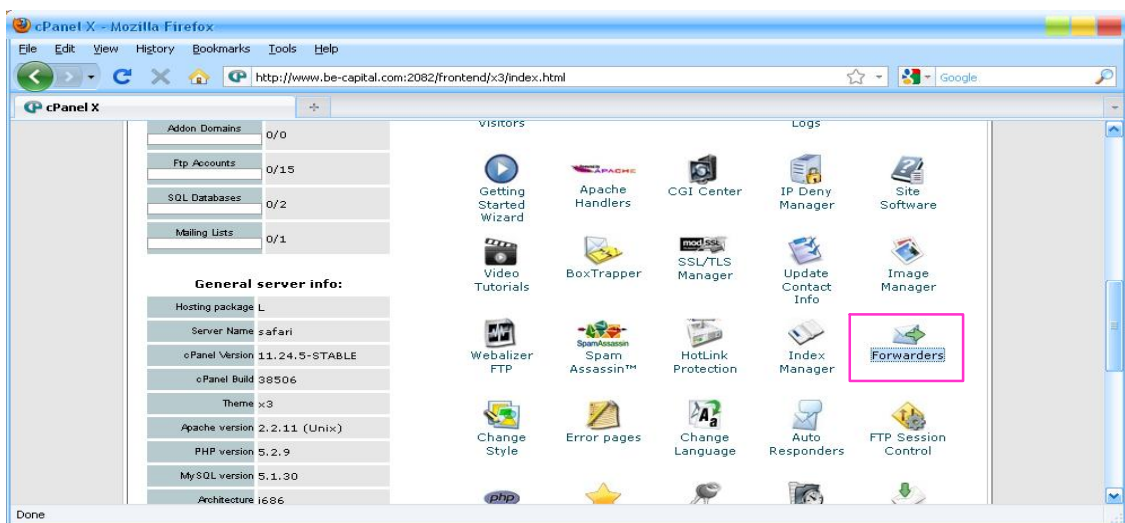
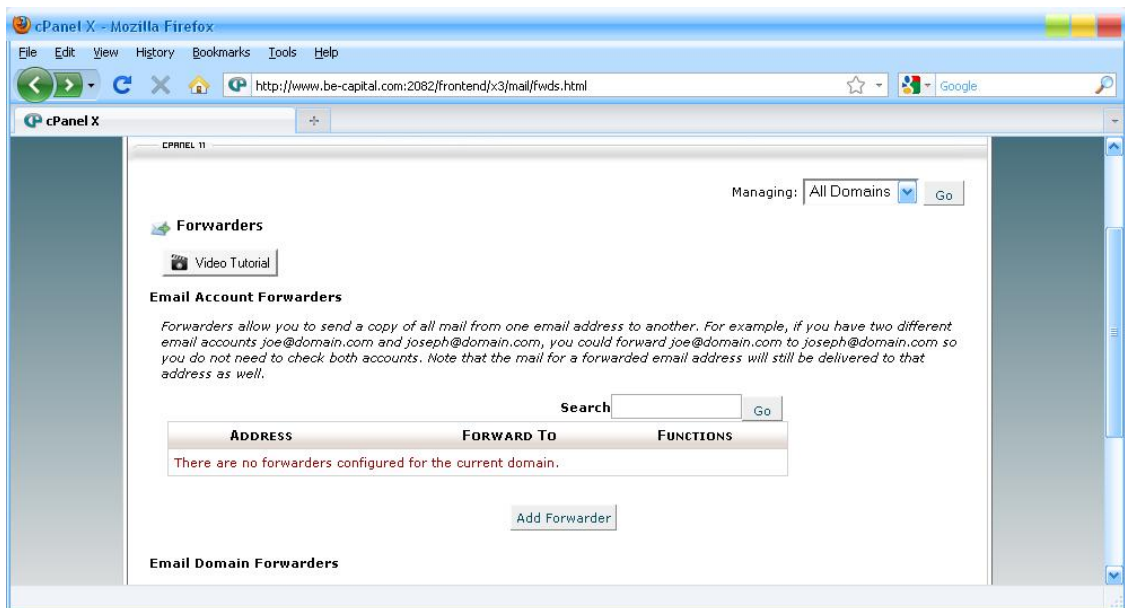


figure 2

You will find this page click **Add Forwarder** button:



You will find this page fill **Address to Forward** textbox with address that will forward from and fill **Forward to email address** textbox with address that will forward to then click **Add Forwarder** button.

Sincerely,

Hostpaharaoh