

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

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(Untitled)	+	-

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

?	A username and password are being requested by http://www.be-capital.com:2082. The site says: "cPanel"				
User Name:	yourusername				
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 <u>red oval</u> that indicate to "Disk Space Usage" & "Monthly Bandwidth Transfer" if they became <u>red</u> instead of <u>green</u> 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 <u>red rectangle</u> you will find this page fill **Email** textbox and **Password** and **quota** that you want and then click **Create** button:



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	Managing: shift.com.eg 💌 🕞 Go	
	M Email Accounts	
	In this area, you can manage the email accounts associated with your domain(s). Select the domain you wish to manage email for from the drop list at the top of this page.	
	📸 Video Tutorial	
	Add a New Email Account	
	Email: user 🔗 @ shift.com.eq 🔽	
	Password:	
	Password Strength:	
	Very Strong (100/100)	
	Password (Again):	
	Mailbox quota (optional): 20	

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.





2. To delete an existing Email Account choose **Email Accounts** from cPanel Home shown in figure 1 in <u>red rectangle</u> 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:

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	Add a New Email Account							
	Email: Password Password (Again): Mailbox quota (optional): Current Accounts	Password Strer Very Weak (0/2 250 Create	igth: .000)	Ø shift.com. Generate F B	eg 💽			
	Account	Access Wermati	Usage	QUOTA	Sea	FUN	GO	
	user@shift.com.eg		None	20 MB	Delete	nge Change ta Pessword	Configure Most Clears	
	Note: Disk space usage is Note: Your default account Address for the destination	recalculated eve has been set to of default mail	ery four hou either reje for this dom	rrs. ct incoming ain.	email or forwa	rd it to anothe	ar account. Check Default	

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



4. To forward all mail from one Email Address to another choose **Forwarders** from cPanel Home shown in figure 2 in <u>pink rectangle</u>:





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You will find this page click Add Forwarder button:

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Forwarders Wideo Tutorial Email Account Forwarders Forwarders allow you to send a copy o email accounts joe@domain.com and j you do not need to check both accounts address as well.	★ Forwarders Wideo Tutorial Email Account Forwarders Forwarders allow you to send a copy of all mail from one email address to another. For example, if you have two different email accounts joe@domain.com and joseph@domain.com, you could forward joe@domain.com to joseph@domain.com so you do not need to check both accounts. Note that the mail for a forwarded email address will still be delivered to that address as well.						
ADDRESS	Боржарр То	EUNCTIONS					
There are no forwarders configured	There are no forwarders configured for the current domain						
Email Domain Forwarders	Add Forwarder						
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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