

iManila Hosting Training



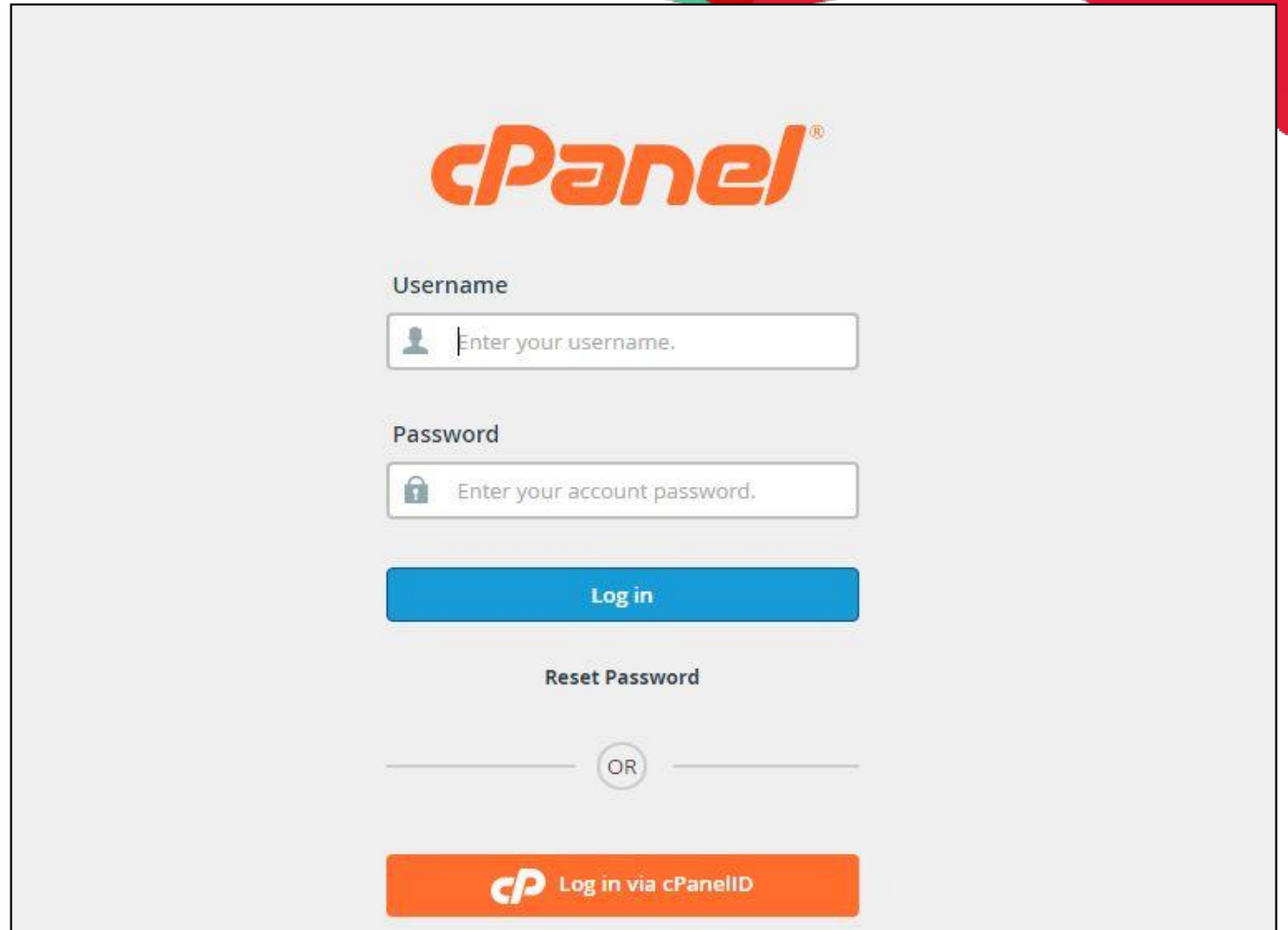
Logging in to cPanel

Load your web browser and then type one of the following items into your web browser (they will all take you to the same place). Please note: Replace "yourdomain.com" with your actual domain name.

<http://yourdomain.com/cpanel>

<http://mail.yourdomain.com/cpanel>

1. Type in your Username and Password.
2. Then click Log in

The image shows the cPanel login page. At the top is the cPanel logo in orange. Below it are two input fields: 'Username' with a user icon and 'Password' with a lock icon. Both fields have placeholder text: 'Enter your username.' and 'Enter your account password.' respectively. Below the password field is a blue 'Log in' button. Underneath the button is a 'Reset Password' link. A horizontal line with a circle containing 'OR' in the center separates the standard login from the cPanelID login. At the bottom is an orange button with the cPanel logo and the text 'Log in via cPanelID'.

The main cPanel home screen and features.

The screenshot displays the iMANILA cPanel interface. At the top, the header includes the 'iMANILA' logo, a search bar, and user information for 'imanilahost' with a 'LOGOUT' button. A sidebar on the left contains a grid icon (1) and a user icon. The main content area is divided into sections: 'FILES' (File Manager, Disk Usage, FTP Connections, Git™ Version Control, Images, Web Disk, Backup, File and Directory Restoration, Directory Privacy, FTP Accounts, Backup Wizard, File and Directory Restoration), 'DATABASES' (phpMyAdmin, MySQL® Databases, MySQL® Database Wizard, Remote MySQL®), 'DOMAINS' (Site Publisher, Subdomains, Zone Editor, Domains, Aliases, Redirects), and 'EMAIL' (Email Accounts, Autoresponders, Track Delivery, Email Deliverability, Encryption, Email Disk Usage, Forwarders, Default Address, Global Email Filters, Address Importer, BoxTrapper, Email Routing, Mailing Lists, Email Filters, Spam Filters, Calendars and Contacts). A right-hand sidebar shows 'GENERAL INFORMATION' (Current User, Primary Domain, Shared IP Address, Home Directory, Last Login IP Address, Theme) and 'STATISTICS' (Bandwidth, Disk Usage, MySQL® Disk Usage, Addon Domains, Subdomains, Aliases, Email Accounts, Mailing Lists, Autoresponders, Forwarders, Email Filters). Numbered callouts are placed as follows: 1 on the sidebar grid icon, 2 on the user dropdown, 3 on the LOGOUT button, 4 on the 'Server Information' link, and 5 on the search bar.

Working with Email

How to Create a New Email Account

CREATE AN EMAIL ACCOUNT [SHOW/HIDE HELP](#)

3 Username [?](#)

Enter your email address's username here. [@imanilahost.com](#)

You can use letters, numbers, periods, hyphens, and underscores. Usernames can't have more than 64 characters.

[Missing a domain?](#)

4 Security

☒ Set password now. ☐ Provide alternate email.

Password

Enter Password [GENERATE](#)

5 Storage Space [?](#)

☒ 2048 MB ☐ Unlimited

Automatically Create Folders for Plus Addressing [?](#)

☒ Automatically Create Folders ☐ Do Not Automatically Create Folders

☒ Send a welcome email with instructions to set up a mail client.

☐ Stay on this page after I click Create.

6 [+ CREATE](#) [← GO BACK](#)

MISSING A DOMAIN?

Subdomains let you create subsections of your domains.

[Manage Subdomains](#)

Aliases let you point a domain towards another of your domains' content.

[Manage Aliases](#)

NEED HELP?

[About This Interface](#)

18 Available 2 Used

MANILA [Search \(/\)](#) [imanilahost](#) [LOGOUT](#)

Email Accounts
List Email Accounts

This feature lets you create and manage email accounts. Want to learn more? Read our [documentation](#).

[Search](#) [Q](#)

Filter: [All](#) [Restricted](#) [Default Account](#) [Exceeded Storage](#)

[DELETE](#)

Account @ Domain **Restrictions** **Storage: Used / Allocated / %**

> imanilahost Default	✓ Unrestricted	0 bytes / ∞	CHECK EMAIL MANAGE CONNECT DEVICES
> test@imanilahost.com	✓ Unrestricted	0 bytes / 10 MB / 0%	CHECK EMAIL MANAGE CONNECT DEVICES
> test2@imanilahost.com	✓ Unrestricted	0 bytes / 10 MB / 0%	CHECK EMAIL MANAGE CONNECT DEVICES

18 Available 2 Used

[<<](#) [<](#) Page 1 of 1 [>](#) [>>](#)

1 - 3 of 3

[+ CREATE](#) [Settings](#)

MANILA [Search \(/\)](#) [imanilahost](#) [LOGOUT](#)

Email Accounts
List Email Accounts

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Account @ Domain **Restrictions** **Storage: Used / Allocated / %**

> imanilahost Default	✓ Unrestricted	0 bytes / ∞	CHECK EMAIL MANAGE CONNECT DEVICES
> test@imanilahost.com	✓ Unrestricted	0 bytes / 10 MB / 0%	CHECK EMAIL MANAGE CONNECT DEVICES
> test2@imanilahost.com	✓ Unrestricted	0 bytes / 10 MB / 0%	CHECK EMAIL MANAGE CONNECT DEVICES

18 Available 2 Used

[<<](#) [<](#) Page 1 of 1 [>](#) [>>](#)

1 - 3 of 3

[+ CREATE](#) [Settings](#)

Once the account has been created you can access your email through the Web Based or setup an Email client.

Viewing your current email accounts

Once the email accounts have been created they are listed on the bottom half of the page. You are able to search for email accounts by email address, username or domain name.

iMANILA

Search (/)

imanilahost

1

LOGOUT

Email Accounts

List Email Accounts

This feature lets you create and manage email accounts. Want to learn more? Read our [documentation](#).

Search

Q

Filter: All Restricted Default Account Exceeded Storage

DELETED

+ CREATE

⚙

18 Available

2 Used

<<

<

Page 1 of 1

>

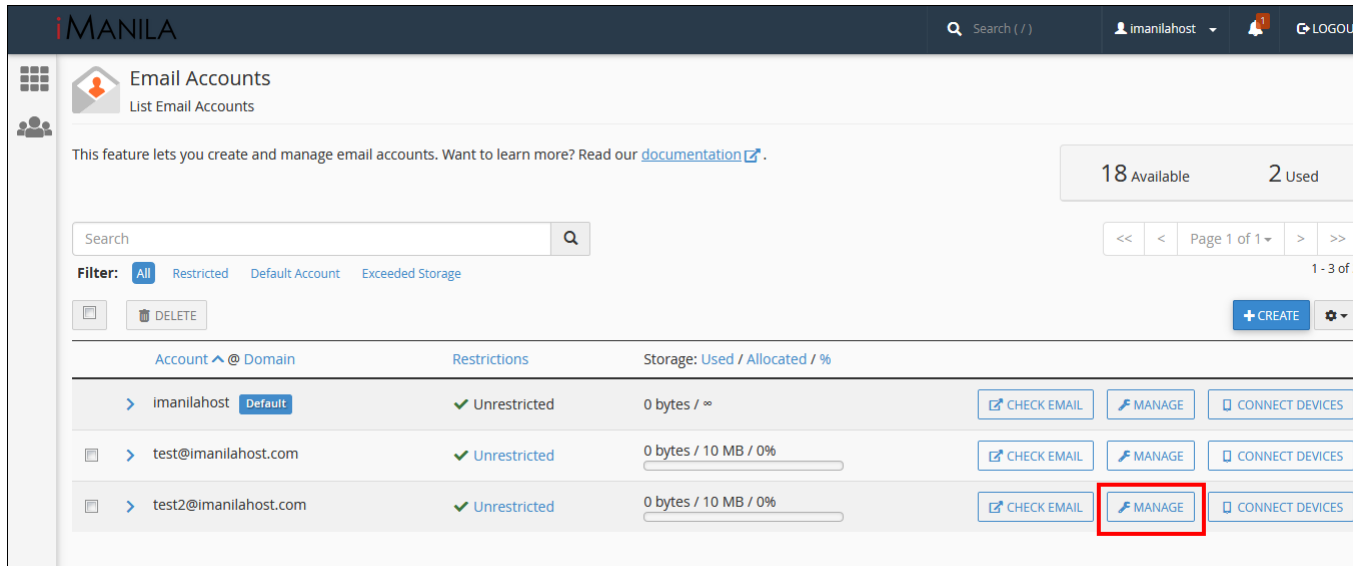
>>

1 - 3 of 3

Account ^ @ Domain	Restrictions	Storage: Used / Allocated / %	
> imanilahost Default	✓ Unrestricted	0 bytes / ∞	CHECK EMAIL MANAGE CONNECT DEVICES
<input type="checkbox"/> > test@imanilahost.com	✓ Unrestricted	0 bytes / 10 MB / 0% <div></div>	CHECK EMAIL MANAGE CONNECT DEVICES
<input type="checkbox"/> > test2@imanilahost.com	✓ Unrestricted	0 bytes / 10 MB / 0% <div></div>	CHECK EMAIL MANAGE CONNECT DEVICES

Deleting email accounts

To delete an email account:



Email Accounts
List Email Accounts

This feature lets you create and manage email accounts. Want to learn more? Read our [documentation](#).

Search

Filter: **All** Restricted Default Account Exceeded Storage

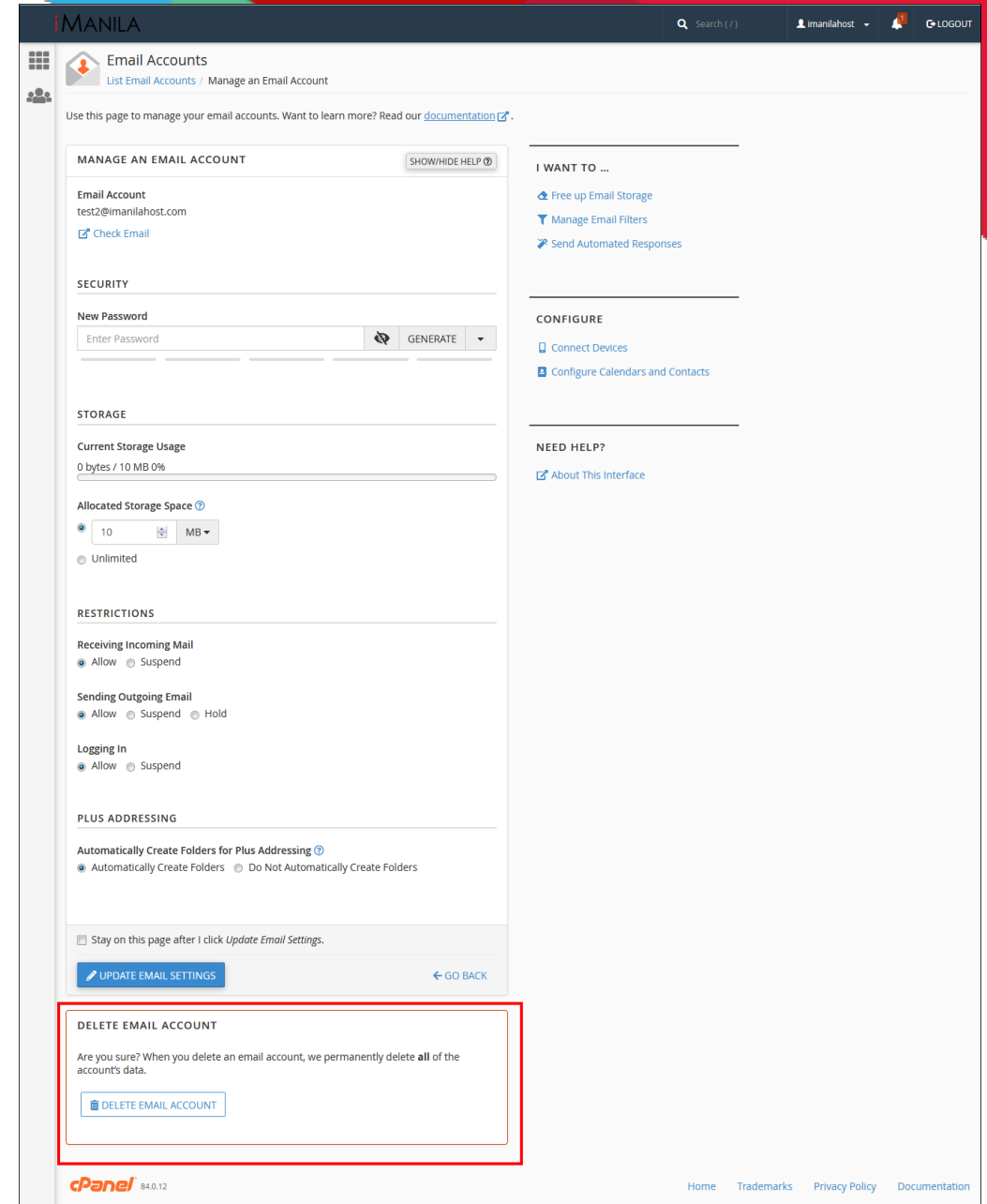
18 Available 2 Used

Page 1 of 1

1 - 3 of 3

Account	Domain	Restrictions	Storage: Used / Allocated / %	
> imanilahost	Default	✓ Unrestricted	0 bytes / ∞	CHECK EMAIL MANAGE CONNECT DEVICES
> test2@imanilahost.com		✓ Unrestricted	0 bytes / 10 MB / 0%	CHECK EMAIL MANAGE CONNECT DEVICES
> test2@imanilahost.com		✓ Unrestricted	0 bytes / 10 MB / 0%	CHECK EMAIL MANAGE CONNECT DEVICES

Note: This will delete all of the emails associated with this email account.



Email Accounts
List Email Accounts / Manage an Email Account

Use this page to manage your email accounts. Want to learn more? Read our [documentation](#).

MANAGE AN EMAIL ACCOUNT [SHOW/HIDE HELP](#)

Email Account
test2@imanilahost.com
[Check Email](#)

SECURITY

New Password
Enter Password [GENERATE](#)

STORAGE

Current Storage Usage
0 bytes / 10 MB 0%

Allocated Storage Space
10 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

☐ Stay on this page after I click [Update Email Settings](#).

[UPDATE EMAIL SETTINGS](#) [GO BACK](#)

DELETE EMAIL ACCOUNT

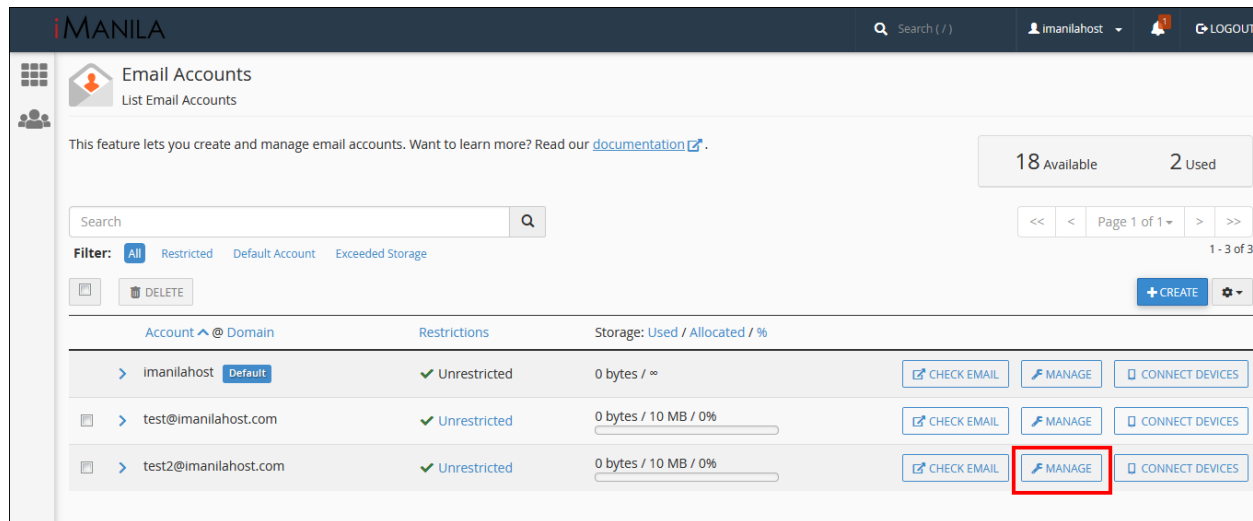
Are you sure? When you delete an email account, we permanently delete all of the account's data.

[DELETE EMAIL ACCOUNT](#)

cpPanel 84.0.12

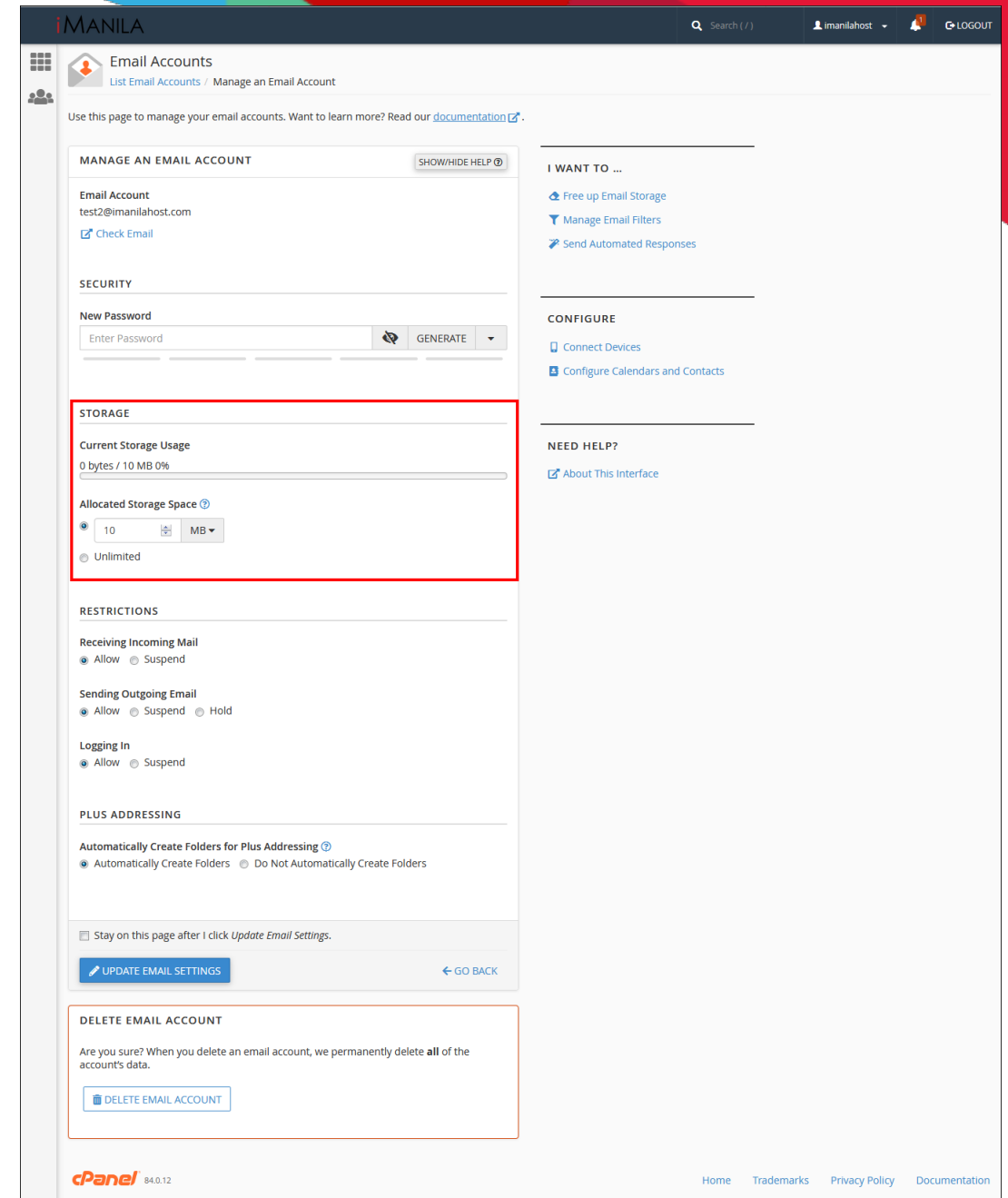
Home Trademarks Privacy Policy Documentation

Changing the quota of an email account



The screenshot shows the iMANILA Email Accounts management interface. At the top, there's a header with the iMANILA logo, a search bar, and user information. Below the header, there's a section titled "Email Accounts" with a sub-header "List Email Accounts". A message states: "This feature lets you create and manage email accounts. Want to learn more? Read our [documentation](#)." Below this, there's a search bar and a filter section with buttons for "All", "Restricted", "Default Account", and "Exceeded Storage". A table lists the email accounts with columns for "Account @ Domain", "Restrictions", and "Storage: Used / Allocated / %". The table has three rows: "imanilahost" (Default), "test@imanilahost.com", and "test2@imanilahost.com". The "test2@imanilahost.com" row has a red box around the "MANAGE" button. To the right of the table, there's a summary box showing "18 Available" and "2 Used" storage space.

Account @ Domain	Restrictions	Storage: Used / Allocated / %	Actions
imanilahost Default	✓ Unrestricted	0 bytes / ∞	CHECK EMAIL MANAGE CONNECT DEVICES
test@imanilahost.com	✓ Unrestricted	0 bytes / 10 MB / 0%	CHECK EMAIL MANAGE CONNECT DEVICES
test2@imanilahost.com	✓ Unrestricted	0 bytes / 10 MB / 0%	CHECK EMAIL MANAGE CONNECT DEVICES



The screenshot shows the iMANILA Email Accounts management interface, specifically the "MANAGE AN EMAIL ACCOUNT" page for the account "test2@imanilahost.com". The page has a header with the iMANILA logo, a search bar, and user information. Below the header, there's a section titled "Email Accounts" with a sub-header "List Email Accounts / Manage an Email Account". A message states: "Use this page to manage your email accounts. Want to learn more? Read our [documentation](#)." Below this, there's a section titled "MANAGE AN EMAIL ACCOUNT" with a "SHOW/HIDE HELP" button. The section contains several sub-sections: "Email Account" (test2@imanilahost.com, [Check Email](#)), "SECURITY" (New Password field, [GENERATE](#) button), "STORAGE" (Current Storage Usage: 0 bytes / 10 MB 0%, Allocated Storage Space: 10 MB, [Unlimited](#)), "RESTRICTIONS" (Receiving Incoming Mail: Allow, Sending Outgoing Email: Allow, Logging In: Allow), and "PLUS ADDRESSING" (Automatically Create Folders for Plus Addressing: Automatically Create Folders). The "STORAGE" section is highlighted with a red box. At the bottom, there's a "DELETE EMAIL ACCOUNT" section with a warning message and a "DELETE EMAIL ACCOUNT" button. The footer of the page includes the cPanel logo, version 84.0.12, and links for Home, Trademarks, Privacy Policy, and Documentation.

MANAGE AN EMAIL ACCOUNT [SHOW/HIDE HELP](#)

Email Account
test2@imanilahost.com
[Check Email](#)

SECURITY

New Password
Enter Password [GENERATE](#)

STORAGE

Current Storage Usage
0 bytes / 10 MB 0%

Allocated Storage Space [?](#)
☒ 10 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

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

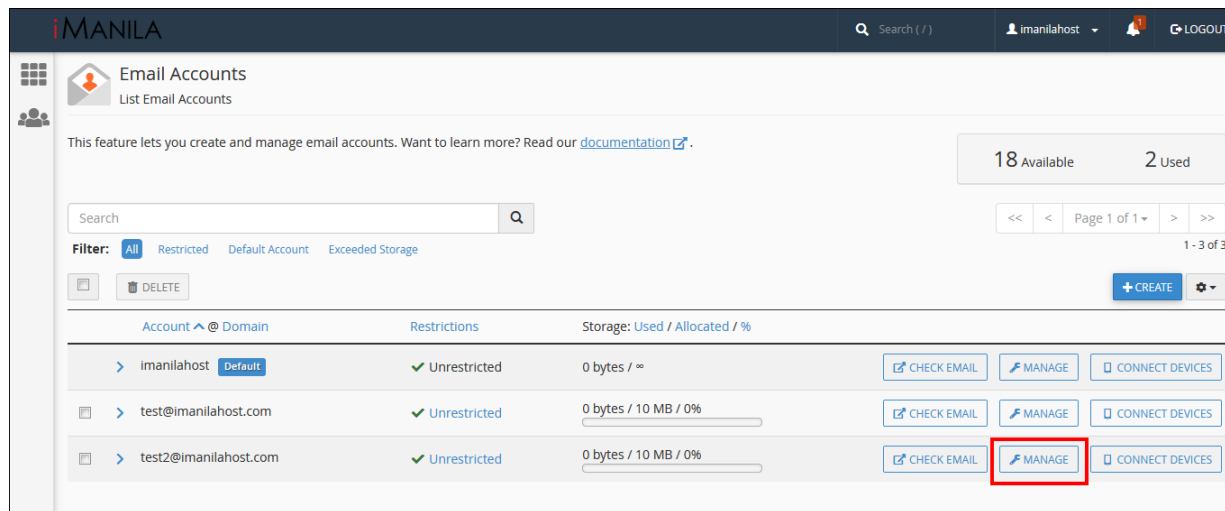
[UPDATE EMAIL SETTINGS](#) [GO BACK](#)

DELETE EMAIL ACCOUNT

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

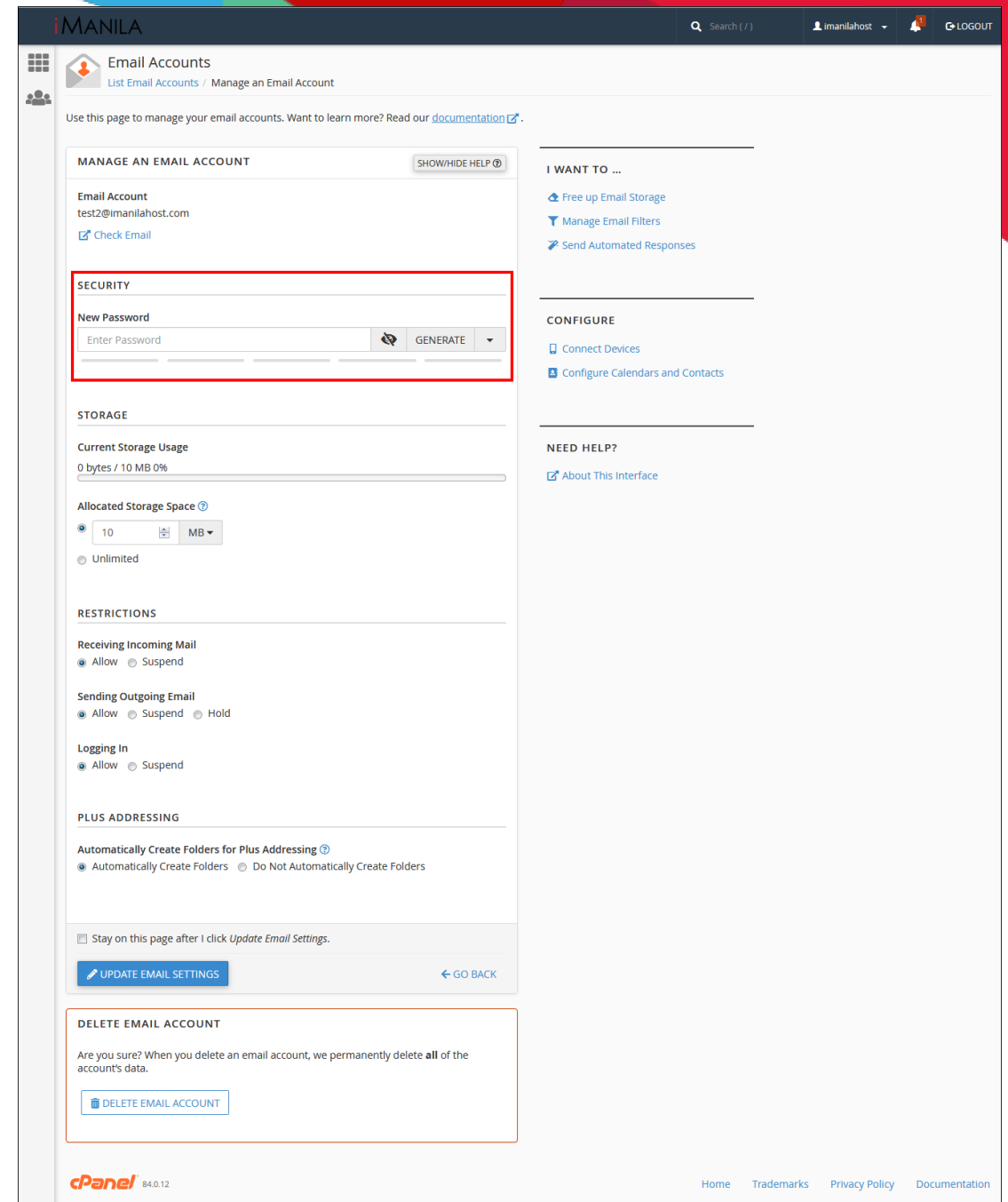
[DELETE EMAIL ACCOUNT](#)

Changing the password of an email account



The screenshot shows the iMANILA Email Accounts management interface. At the top, there's a header with the iMANILA logo, a search bar, and user information. Below the header, there's a section titled "Email Accounts" with a sub-header "List Email Accounts". A message states: "This feature lets you create and manage email accounts. Want to learn more? Read our [documentation](#)." Below this, there's a search bar and a filter section with buttons for "All", "Restricted", "Default Account", and "Exceeded Storage". A table lists the email accounts with columns for "Account @ Domain", "Restrictions", and "Storage: Used / Allocated / %". The table has three rows: "imanilahost" (Default), "test@imanilahost.com", and "test2@imanilahost.com". The "test2@imanilahost.com" row has a red box around the "MANAGE" button. To the right of the table, there's a summary box showing "18 Available" and "2 Used" accounts, and a "1 - 3 of 3" indicator.

Account @ Domain	Restrictions	Storage: Used / Allocated / %	Actions
imanilahost Default	✓ Unrestricted	0 bytes / ∞	CHECK EMAIL MANAGE CONNECT DEVICES
<input type="checkbox"/> test@imanilahost.com	✓ Unrestricted	0 bytes / 10 MB / 0%	CHECK EMAIL MANAGE CONNECT DEVICES
<input type="checkbox"/> test2@imanilahost.com	✓ Unrestricted	0 bytes / 10 MB / 0%	CHECK EMAIL MANAGE CONNECT DEVICES



The screenshot shows the iMANILA "MANAGE AN EMAIL ACCOUNT" page for the account "test2@imanilahost.com". The page has a header with the iMANILA logo, a search bar, and user information. Below the header, there's a section titled "Email Accounts" with a sub-header "List Email Accounts / Manage an Email Account". A message states: "Use this page to manage your email accounts. Want to learn more? Read our [documentation](#)." Below this, there's a "MANAGE AN EMAIL ACCOUNT" section with a "SHOW/HIDE HELP" button. The "Email Account" section shows "test2@imanilahost.com" and a "Check Email" button. The "SECURITY" section has a "New Password" field with a "GENERATE" button. The "STORAGE" section shows "Current Storage Usage" (0 bytes / 10 MB 0%) and "Allocated Storage Space" (10 MB). The "RESTRICTIONS" section shows "Receiving Incoming Mail" (Allow), "Sending Outgoing Email" (Allow), and "Logging In" (Allow). The "PLUS ADDRESSING" section shows "Automatically Create Folders for Plus Addressing" (Automatically Create Folders). At the bottom, there's a "DELETE EMAIL ACCOUNT" section with a "DELETE EMAIL ACCOUNT" button. The footer shows the cPanel logo and version 84.0.12, and links for Home, Trademarks, Privacy Policy, and Documentation.

MANAGE AN EMAIL ACCOUNT [SHOW/HIDE HELP](#)

Email Account
test2@imanilahost.com
[Check Email](#)

SECURITY

New Password
Enter Password [GENERATE](#)

STORAGE

Current Storage Usage
0 bytes / 10 MB 0%

Allocated Storage Space
☒ 10 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

☐ 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](#)

Manage Account Suspension

MANILA

Search (/)

imanilahost

LOGOUT

Email Accounts

List Email Accounts

This feature lets you create and manage email accounts. Want to learn more? Read our [documentation](#).

18 Available2 Used

Search

Q

Filter: AllRestrictedDefault AccountExceeded Storage

1 - 3 of 3

Account @ Domain

Restrictions

Storage: Used / Allocated / %

> imanilahostDefault

✓ Unrestricted

0 bytes / ∞

CHECK EMAILMANAGECONNECT DEVICES

> test@imanilahost.com

✓ Unrestricted

0 bytes / 10 MB / 0%

CHECK EMAILMANAGECONNECT DEVICES

> test2@imanilahost.com

✓ Unrestricted

0 bytes / 10 MB / 0%

CHECK EMAILMANAGECONNECT DEVICES

MANILA

Search (/)

imanilahost

LOGOUT

Email Accounts

List Email Accounts / Manage an Email Account

Use this page to manage your email accounts. Want to learn more? Read our [documentation](#).

MANAGE AN EMAIL ACCOUNTSHOW/HIDE HELP

Email Account

test2@imanilahost.com

CHECK EMAIL

SECURITY

New Password

Enter PasswordGENERATE

STORAGE

Current Storage Usage

0 bytes / 10 MB 0%

Allocated Storage Space

10 MBUnlimited

RESTRICTIONS

Receiving Incoming Mail

AllowSuspend

Sending Outgoing Email

AllowSuspendHold

Logging In

AllowSuspend

PLUS ADDRESSING

Automatically Create Folders for Plus Addressing

Automatically Create FoldersDo Not Automatically Create Folders

Stay on this page after I click Update Email Settings.

UPDATE EMAIL SETTINGSGO 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

I WANT TO ...

Free up Email Storage

Manage Email Filters

Send Automated Responses

CONFIGURE

Connect Devices

Configure Calendars and Contacts

NEED HELP?

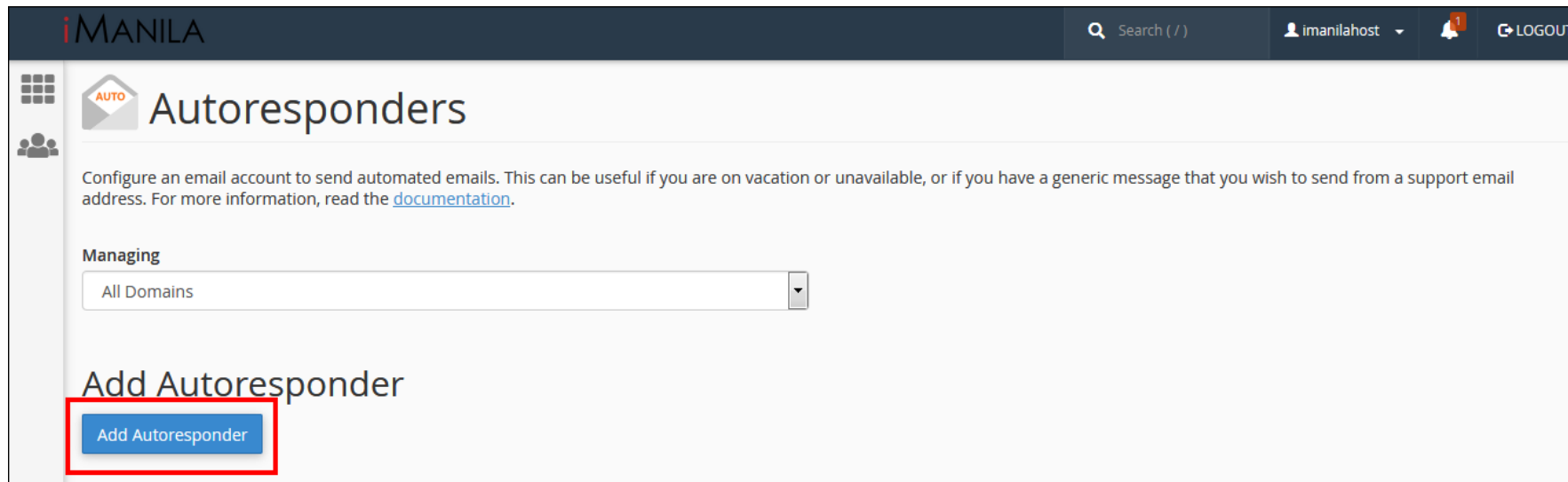
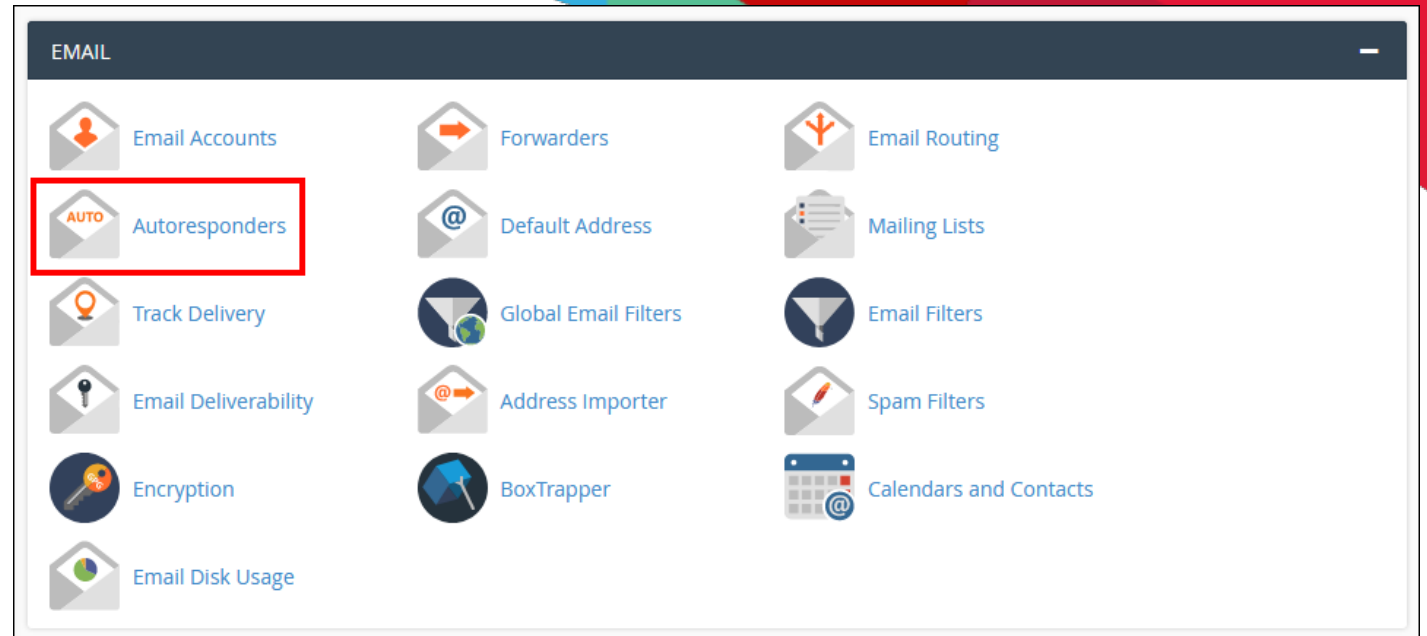
About This Interface

cPanel 84.0.12

HomeTrademarksPrivacy PolicyDocumentation

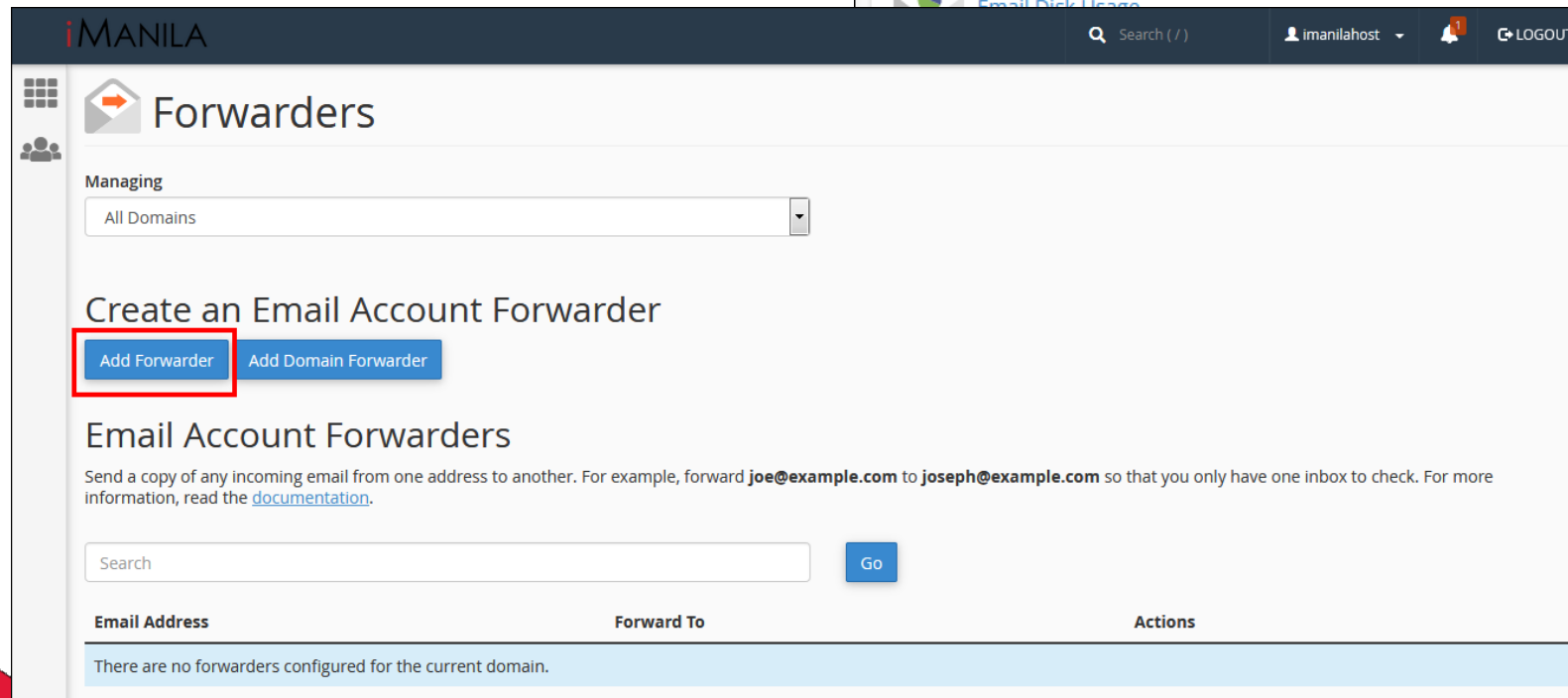
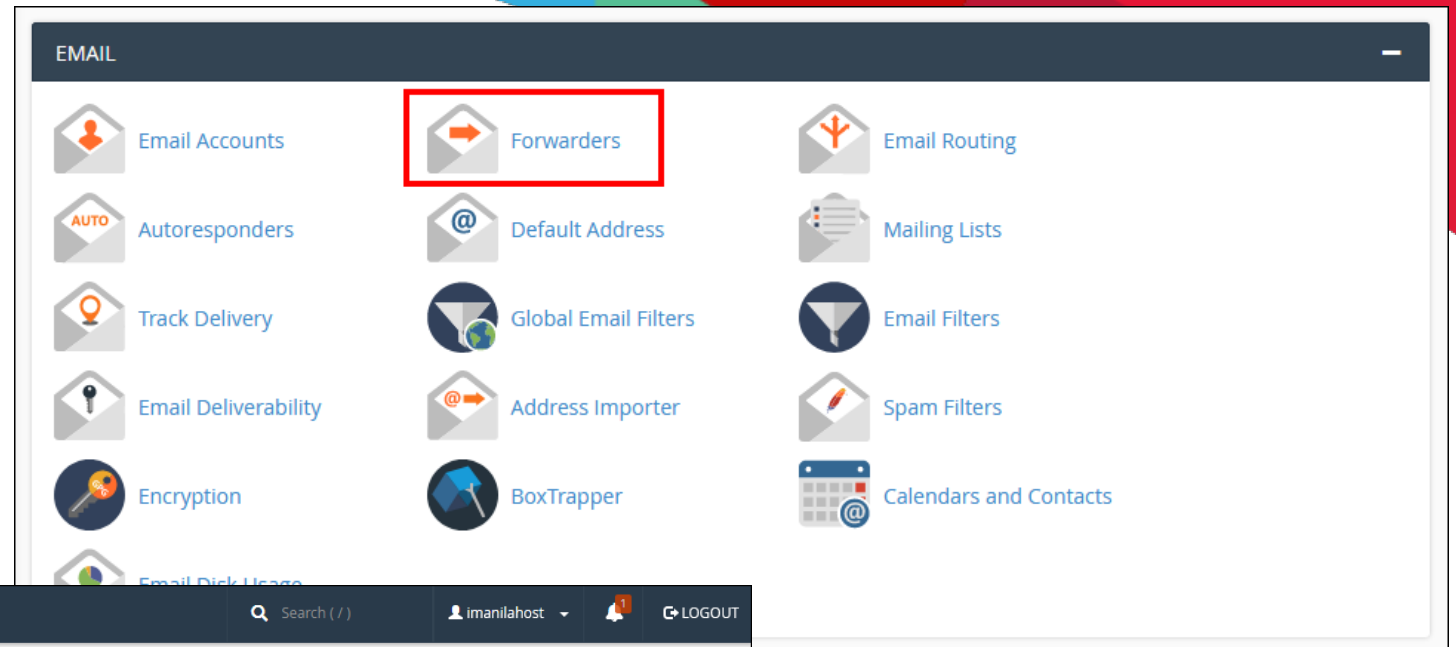
Email Autoresponders:

(Home >> Email >> Autoresponders)



Email Forwarders:

(Home >Email >> Forwarder)





Forwarders



Add a New Forwarder

Address

Address to Forward:

@

Domain

imanilahost.com



Destination

☒ Forward to Email Address☐ Discard and send an error to the sender (at SMTP time).

Failure Message (seen by sender)

No such person at this address.

Advanced Options ▾

Add Forwarder

[Go Back](#)

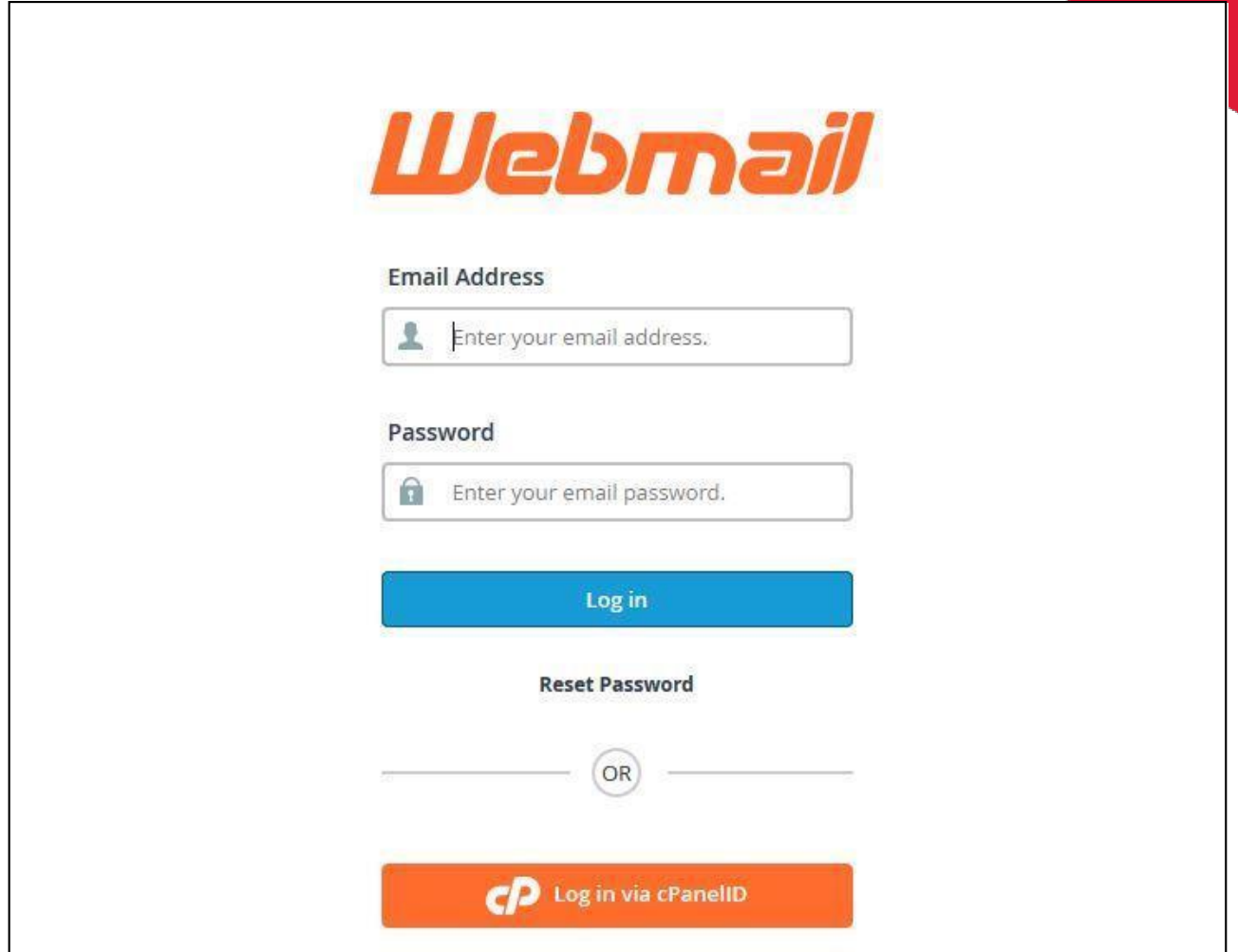
Working with webmail

To access cPanel's webmail features, you need to type one of the following into your web browser:

<http://mail.yourdomain.com/webmail>


<http://yourdomain.com/webmail>

1. Log in your Username and password.
2. Click Log in


The image shows a webmail login interface. At the top, the word "Webmail" is written in a large, orange, stylized font. Below it, there are two input fields. The first is labeled "Email Address" and contains a small person icon followed by the placeholder text "Enter your email address.". The second is labeled "Password" and contains a small lock icon followed by the placeholder text "Enter your email password.". Below these fields is a blue button with the text "Log in". Underneath the button is a link that says "Reset Password". Below that is a horizontal line with a circle containing the word "OR" in the center. At the bottom is an orange button with the cPanel logo (a stylized 'cP') and the text "Log in via cPanelID".

Webmail

Email Address

 Enter your email address.


Password

 Enter your email password.

Log in

Reset Password

OR

 Log in via cPanelID

Open your inbox

roundcube
open source webmail software



Open

☐ Open my inbox when I log in

1

Change your webmail client



Manage Your Inbox



Autoresponders

Are you going on vacation? Use this feature to configure your automated emails.



Email Filters

Create and manage email filters for your main email account.



Forwarders

Automatically send a copy of any incoming email from this email address to another.

Set up email on your device

Select the device you will use:

Apple® (iPhone®, iPad®)

Enter an email address that you can access from your device:

test@imanilahost.com

Send

[Automatically configure my device](#)

3

- Horde ☆
- Roundcube ☆
- Spam Filters ☆
- Autoresponders ☆
- BoxTrapper ☆
- Review Queue ☆
- Calendars and Contacts ☆
- Password & Security ☆
- Configure Mail Client ☆
- Contact Information ☆
- Manage Disk Usage ☆
- Email Filters ☆
- Forwarders ☆
- Search Index ☆
- Track Delivery ☆
- Account Preferences ☆

Thank you!

