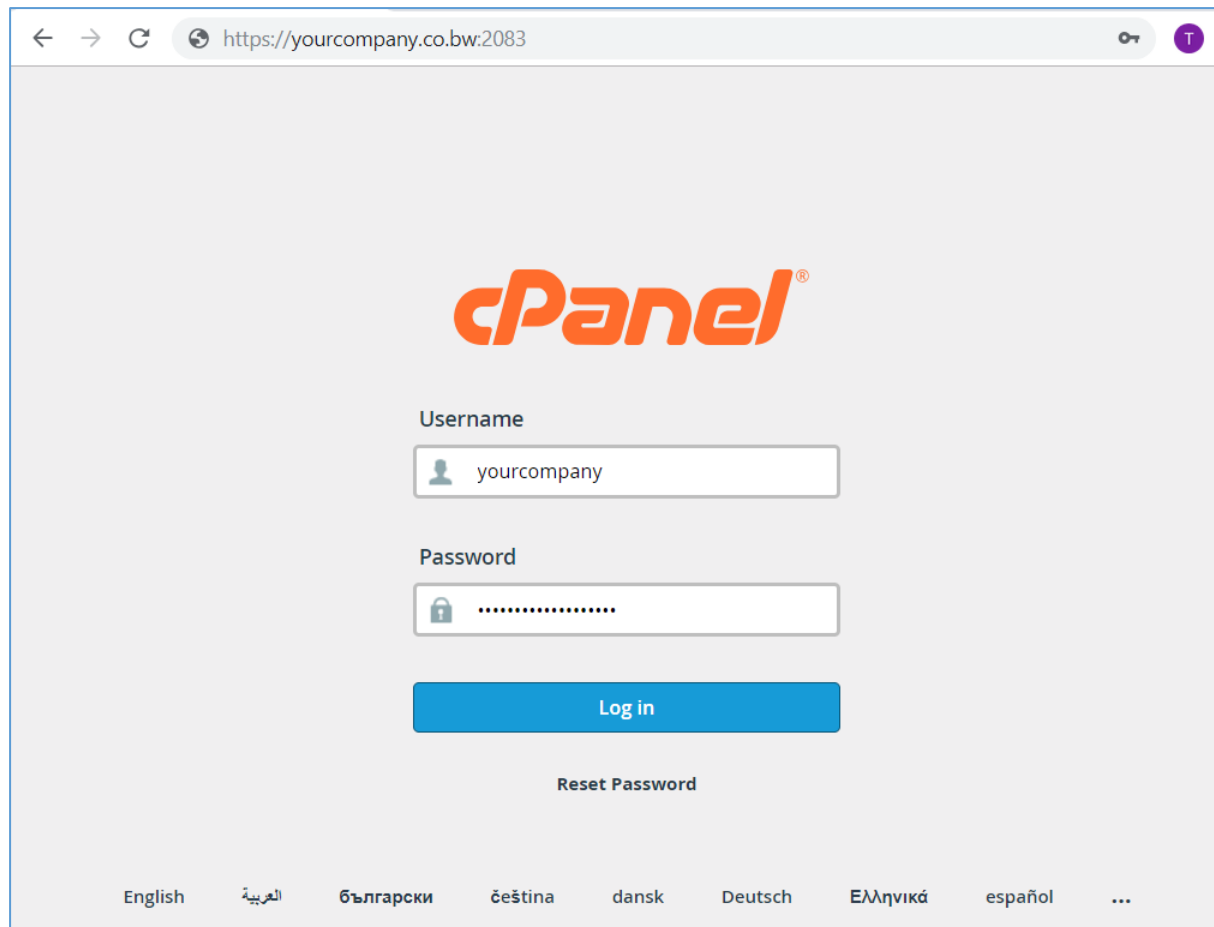


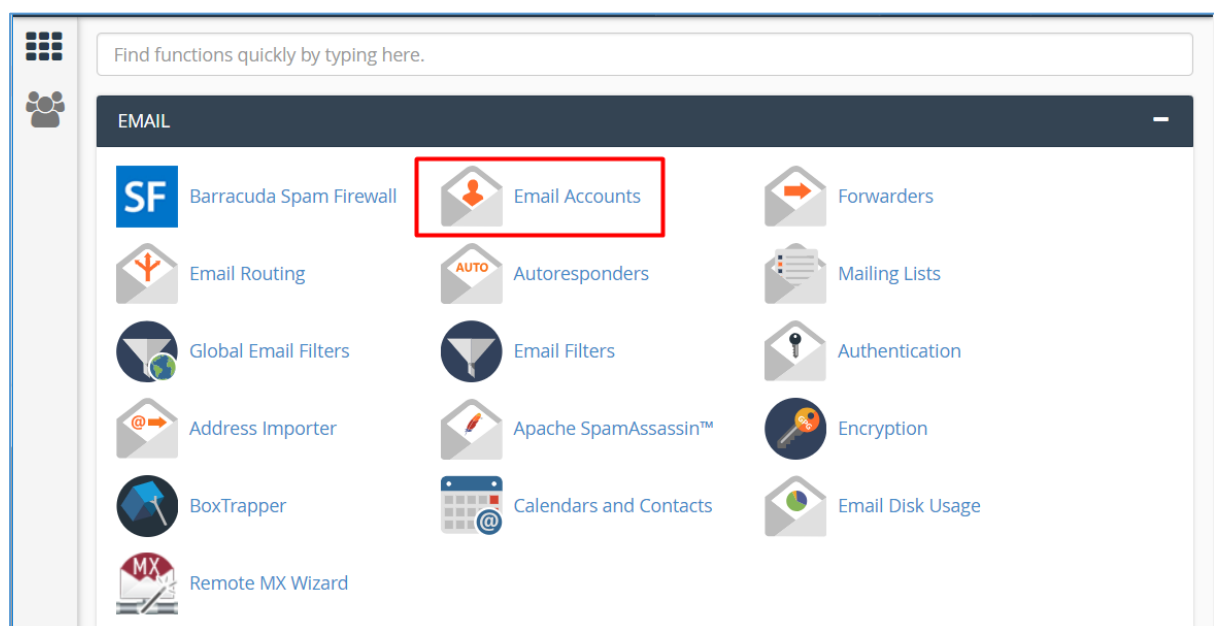
Creating New Email Accounts

1. Log onto your cPanel, e.g. <https://yourcompany.co.bw/cpanel>






A screenshot of the cPanel login page. The browser address bar shows <https://yourcompany.co.bw:2083>. The page features the cPanel logo at the top. Below it, there are input fields for 'Username' (containing 'yourcompany') and 'Password' (masked with dots). A blue 'Log in' button is positioned below the password field, and a 'Reset Password' link is centered below the button. At the bottom, a horizontal menu lists various languages: English, العربية, български, čeština, dansk, Deutsch, Ελληνικά, español, and ...

2. Click on **Email Accounts**



3. Capture new email details. For security reasons, make sure you choose **strong password**






Email Accounts

Manage the email accounts associated with your domain. Use the *Set Up Mail Client* interface to add an email account to your mobile device or desktop email client. For more information, read the [documentation](#).

Add Email Account

Email

Password

Generate▼

This password has a strength of 100, which meets or exceeds the system requirement of 50.

Password (Again)

Mailbox Quota

☒ 250

☐ Unlimited

MB

Create Account

☒ Send welcome email with mail client configuration instructions.

You will get a notification that the new email has been created