



MH1 Web Design & Hosting

Professional web design and development

Private hosting, email, and domains

Search engine marketing

MH1 Web Hosting Tutorial

How to manage your email accounts

I. Open your control panel

You will need to know your MH1 hosting account username/login and password to open your control panel or “cPanel”. This information was emailed to you when your account was set-up. Call (281) 362-2884 to request this information again or email support@mh1webdesign.com.

In your web browser address bar, type in: *www.yourdomainname.com/cpanel*

Enter your username and password

II. Managing email accounts

When your Control Panel interface opens, go to “Mail”.

Click on the “Email Accounts” icon to add/delete/manage POP accounts, account passwords, and account quota in megabytes. Note: There is an easy Video tutorial on this page to assist you.

Click on the “Forwarders” to add/delete/manage forwarder or “alias” email addresses. These forwarders are merely alias email addresses that forward all email sent to that name to another real email account that you select.

Example: info@webdesign.com is a forwarder that sends any mail to another POP or webmail account. Forwarders are popular for general inquiries and departmental email accounts, e.g. sales@, help@, team@, etc...

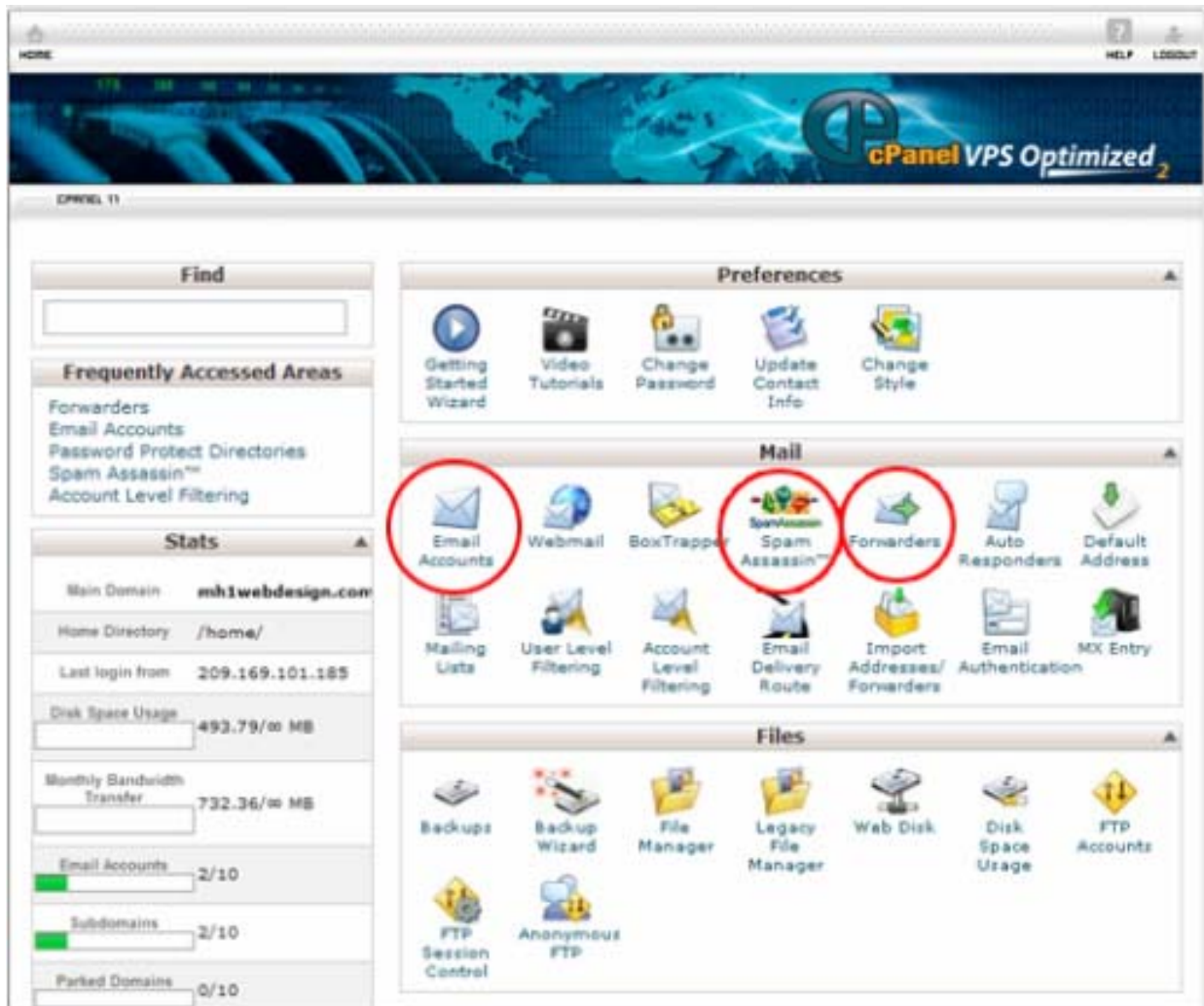
A forwarder can send mail to multiple real email accounts. Just create the number of duplicate forwarders you require with different destination or target email accounts that will receive the forwarded mail.

Blocking Spam

Click on the “Spam Assassin” icon and choose “enable” for the server to block suspected spam. Spam that gets through to your inbox or spam/bulk/junk folder will be marked *****SPAM*****.

Note: Custom rules can be created to manage your spam.

Sample of your Control Panel interface



III. Logout of your control panel

When you are done modifying settings, be sure to logout to prevent unauthorized access to your control panel.

MH1 Support documents and videos are always available at:

www.mh1webdesign.com/support.html

Call MH1 Web Design & Hosting for assistance Monday – Friday, 8:00 am – 5 pm central standard time.

(281) 362-2884 or toll free (877) 354-5898

Recommendation

You should always set-up a third-party free webmail account with Google Gmail, Yahoo Mail, or another similar provider.

mycompanyname@gmail.com for example

You can use this account as an emergency back-up in the case of a disruption of service.