
SOITS Online Tutorial Library

E-mail Setup and Configuration

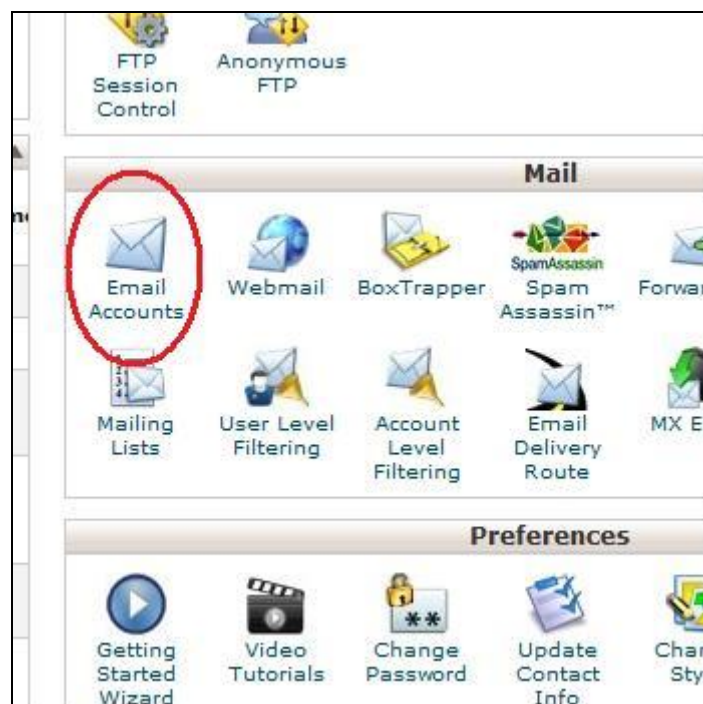
The E-mail Setup and Configuration tutorial will guide you through the process of creating your business e-mail accounts. After creation you can download your e-mail using a mail client, such as Microsoft Outlook, or read your mail by using Webmail through your Website.

Your SOITS hosting plan allows an unlimited number of domain e-mail accounts. You can create e-mail addresses for your business services, such as Sales, Support, Enquiries, and all of your staff. Your domain e-mail accounts are created in the form <name>@<yourdomain>.com. For example, you may create e-mail accounts in the form:

sales@<yourdomain>.com,
jack@<yourdomain>.com, and
jill@<yourdomain>.com

The following steps will guide you through the process of creating an e-mail account.

1. Your domain e-mail accounts are administered through cPanel. Launch your cPanel interface and login using your Webserver credentials. Launch your cPanel by pointing your Internet browser to www.<yourdomain>.com/cpanel.
2. Click the Email Accounts icon in the Mail section of your cPanel.



3. The E-mail Account setup window will open. Enter the name of your new e-mail account, for example sales, followed by the password which will be used for this account. You may change the mail box quota to suite your requirements; we recommend 10Mb which can be adjusted later if necessary. E-mail quota is taken from your available hosting disk space. Your domain name will be automatically inserted after the @ symbol.

The screenshot shows a web form for creating an email account. It has the following fields and elements:

- Email:** A text input field containing "sales" and a dropdown menu showing "@ x3demob.cpx3demo.com".
- Password:** A text input field with masked characters (dots) and a "Generate Password" button.
- Password Strength:** A progress bar showing "Strong (70/100)".
- Password (Again):** A text input field with masked characters.
- Mailbox quota (optional):** A text input field containing "250" and "MB".
- Create:** A button at the bottom of the form.

Click the Create button and your new e-mail account will be created and is ready to be used.

4. Mail from this account can be downloaded using a mail client, such as Microsoft Outlook, or read online by using your SOITS hosting plan's Webmail feature. Webmail allows you to check your mail if you are away from home or travelling, you only need access to a computer that is connected to the Internet.

Use the following settings to set up your mail client:

- Incoming mail server: mail.<yourdomain>.com
- Outgoing mail server (SMTP): supplied by your ISP
- E-mail account type: POP3
- Login Information: <name>@<yourdomain>.com and password as entered above.

To read your e-mail via your Website's Webmail feature:

- Log into your Webmail account by pointing your browser to www.<yourdomain>.com/webmail
- Login information: <name>@<yourdomain>.com and password as entered above.