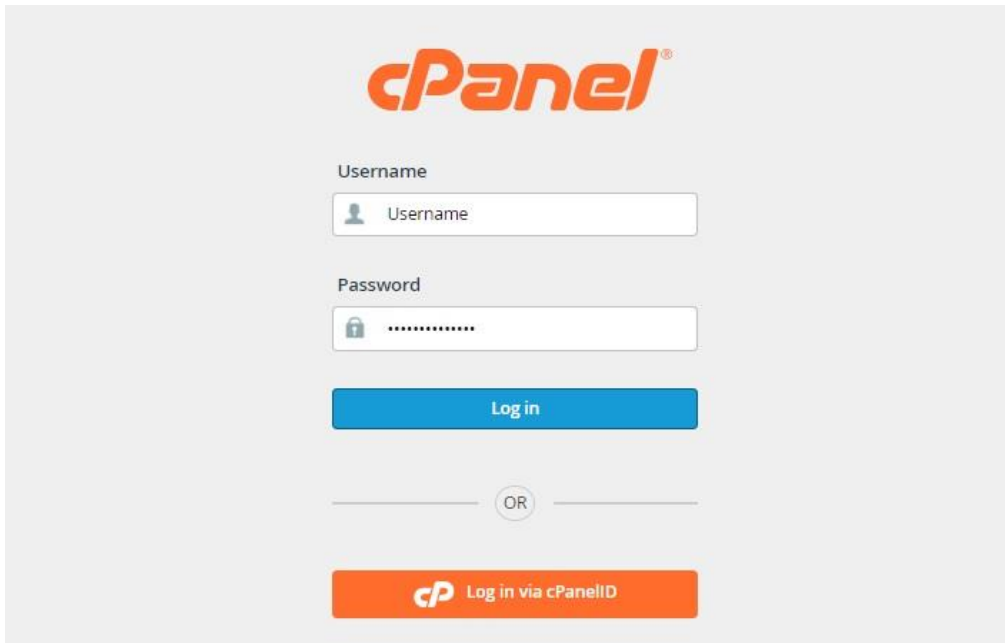


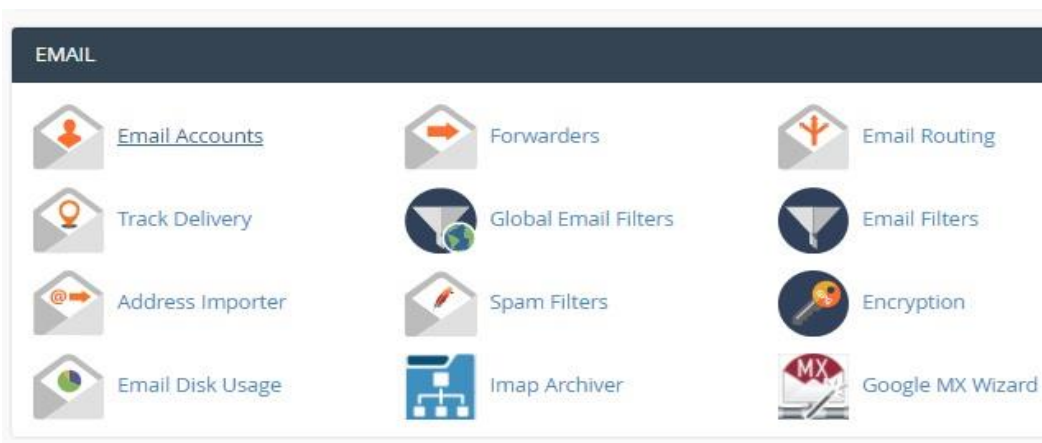
HOW TO CREATE EMAIL ACCOUNT USING CPANEL STEP-BY-STEP GUIDE

Step 1: To login to your control panel (Cpanel) type **aifolagroup.com/cpanel** on your web browser. The following dialogue box will pops-up.

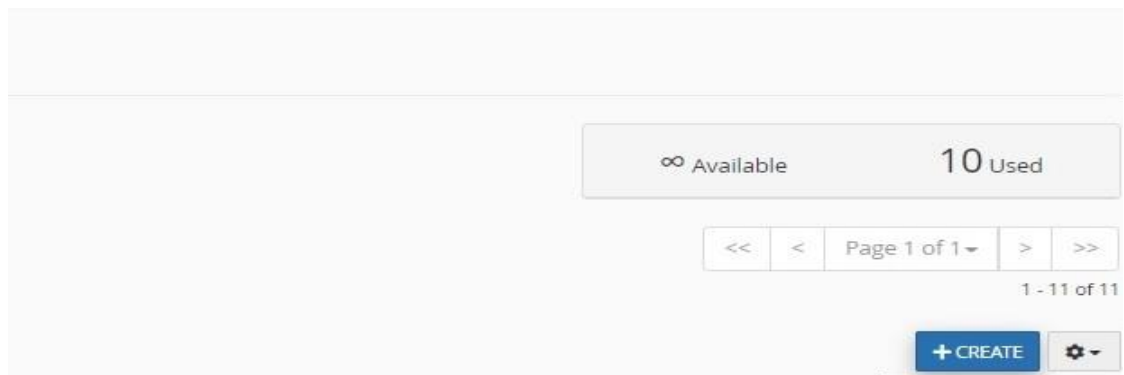


Step 2: Enter your **username** and **password** given by your Web Hosting Service Provider as shown above.

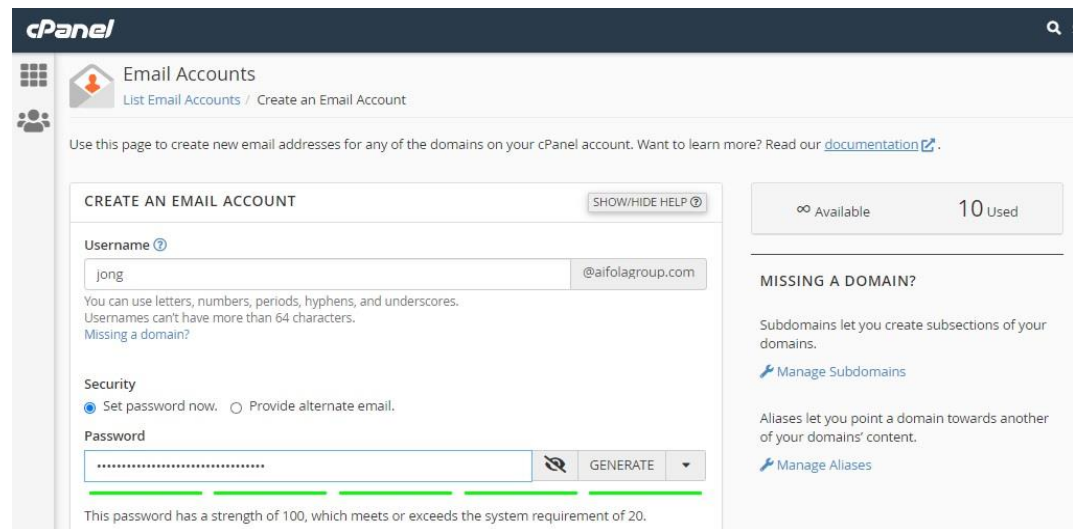
Step 3: Once logged in, click on **Email Accounts**.



Step 4: The following window will appear. Click on “+CREATE” button located on the right-side.



Step 5: Enter your preferable **username** e.g. **jong@aifolagroup.com** and **password**, make sure you enter a strong password.



Step 6: Enter **Mailbox Quota** size for new user e.g. **250MB (Default), 500MB etc** or **Unlimited**.

Step 7: Click on “+CREATE” button as shown below.

Password

.....

GENERATE

This password has a strength of 100, which meets or exceeds the system requirement of 20.

Storage Space ?

250 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*.

+ CREATE

← GO BACK

Click here to create your new email account.

of your domains' content.

Manage Aliases

NEED HELP?

About This Interface

Step 8: Close all windows and sign out, YOU ARE DONE!

***** PREPARED BY **MICROTELECOMMS** *****