CPANEL GUIDE

Cpanel Simply means Control Panel; this is where you manage everything about your website. It is provided by your hosting Company when you Purchase a domain name and a hosting Plan. There are three different ways you can login to Cpanel. Let's say my domain name is michael.com, This is how I will Log in to my Cpanel Dashborad 1. Michael.com/cpanel – Whatever your domain is just add /cpanel and you will be redirected to the login screen

- 2. Cpanel.michael.com Whatever your domain is just add cpanel.yourdomain and you will be redirected to the login screen
 - 3. Michael.com:2083 Whatever your domain is just add :2083 and you will be redirected to the login screen.



For this Guide I will be using on of Soutech's Domains

Next is to input the Username and Password and if Correct, you will be redirected to the Dashboard

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- We will go through how to create emails and do forwarding
 Create subdomains
- To Create a Professional email, simply search for "email" at the top where we have the search bar and click on email accounts



On the email accounts we can see a list of all the emails we have created and create more if we want to, which we will cover

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Once its done, you will be redirected to the Page where you will have a list of all emails you have created. Then you can go back to the home

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Next, we can do forwarding – Since we can't always be on our cpanel to read email sent to us, we can forward any message that comes to the mail to our Personal mail accounts. To do that, From the main cpanel dashboard search for "forwarders



From the page we are, we can see all forwarders we have created and we can create a new one too

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Then, You can go home with the icon at the Top Left

Next is how to Create Subdomains – First you search for "Subdomains" on the search bar

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End of Guide. Anywhere you need further Assistance. Kindly Call or Chat +234 803 412 1380