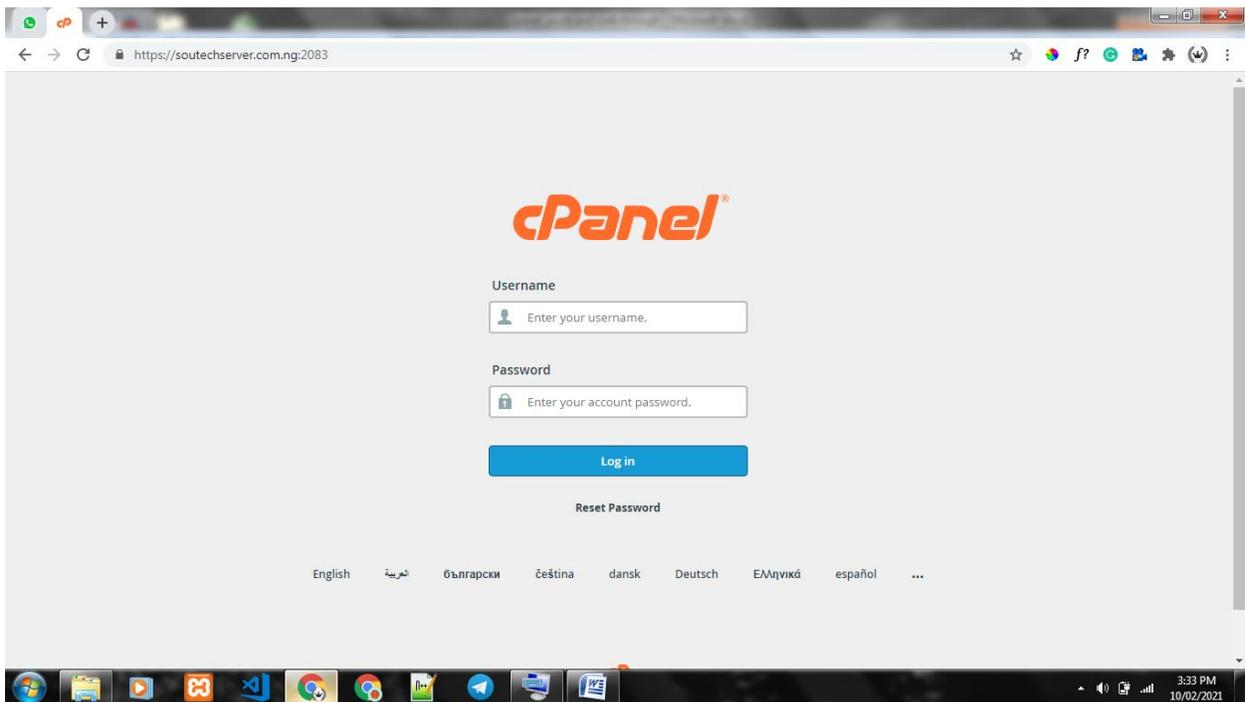


# CPANEL GUIDE

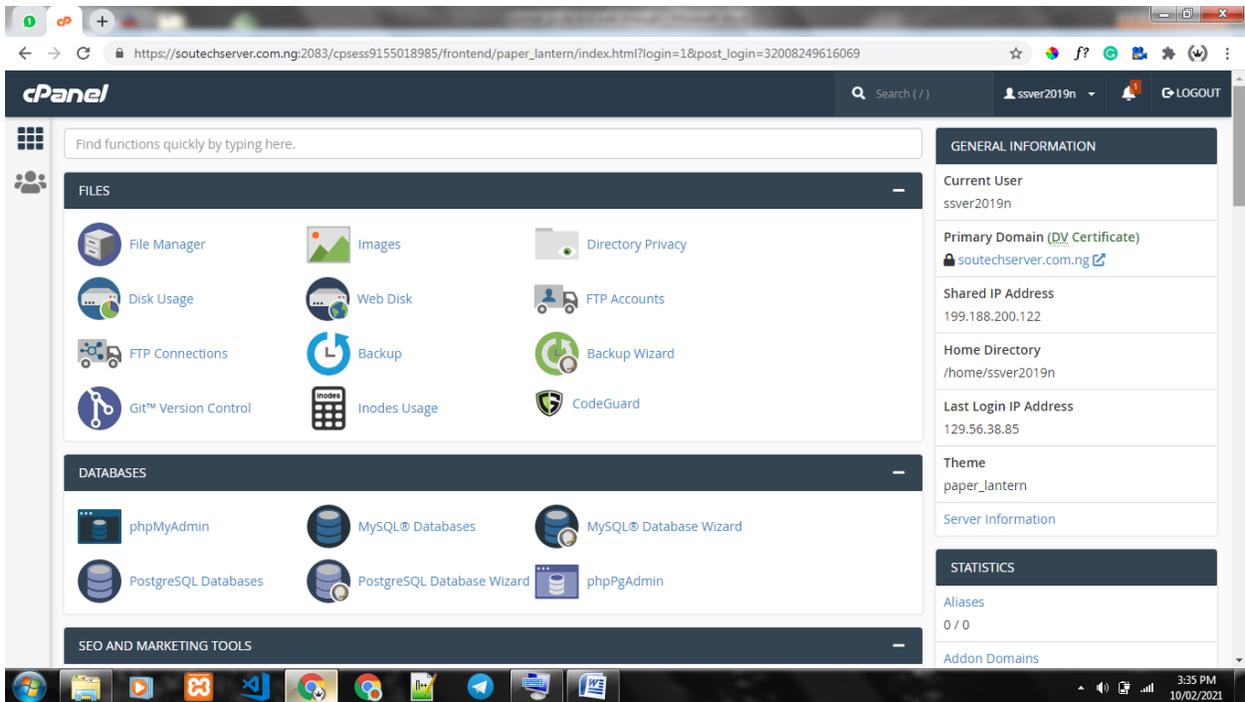
Cpanel Simply means Control Panel; this is where you manage everything about your website. It is provided by your hosting Company when you Purchase a domain name and a hosting Plan. There are three different ways you can login to Cpanel. Let's say my domain name is michael.com, This is how I will Log 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

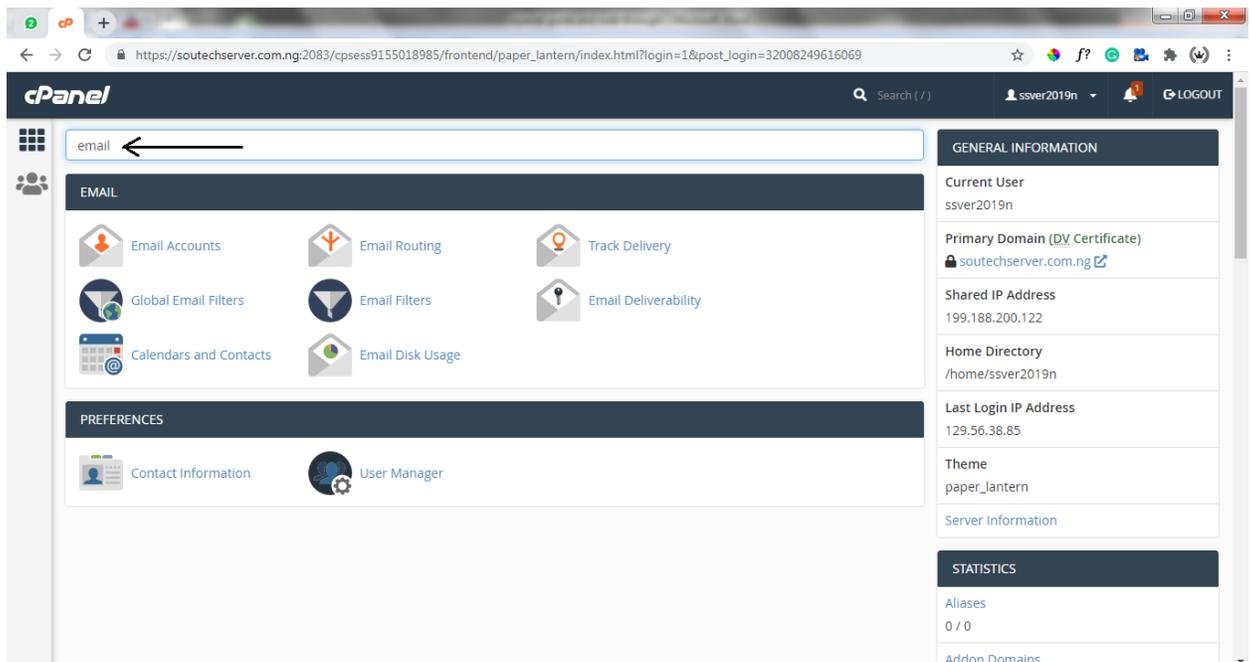


Next is to input the Username and Password and if Correct, you will be redirected to the Dashboard

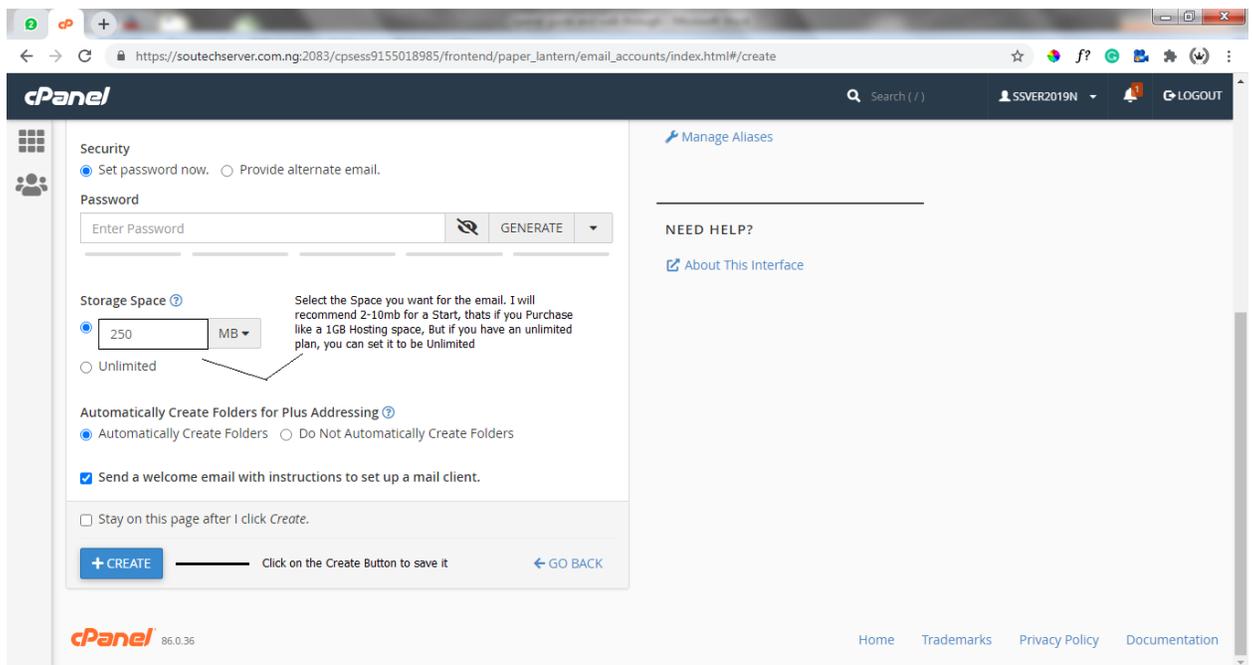
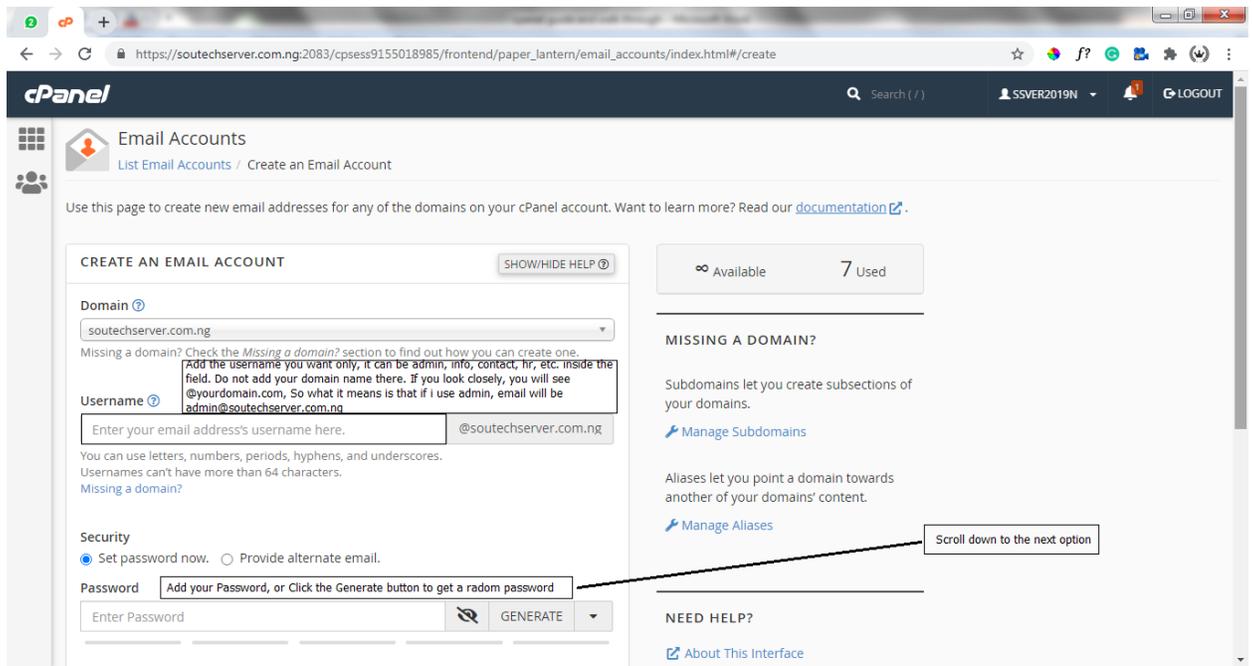


1. We will go through how to create emails and do forwarding
2. Create subdomains

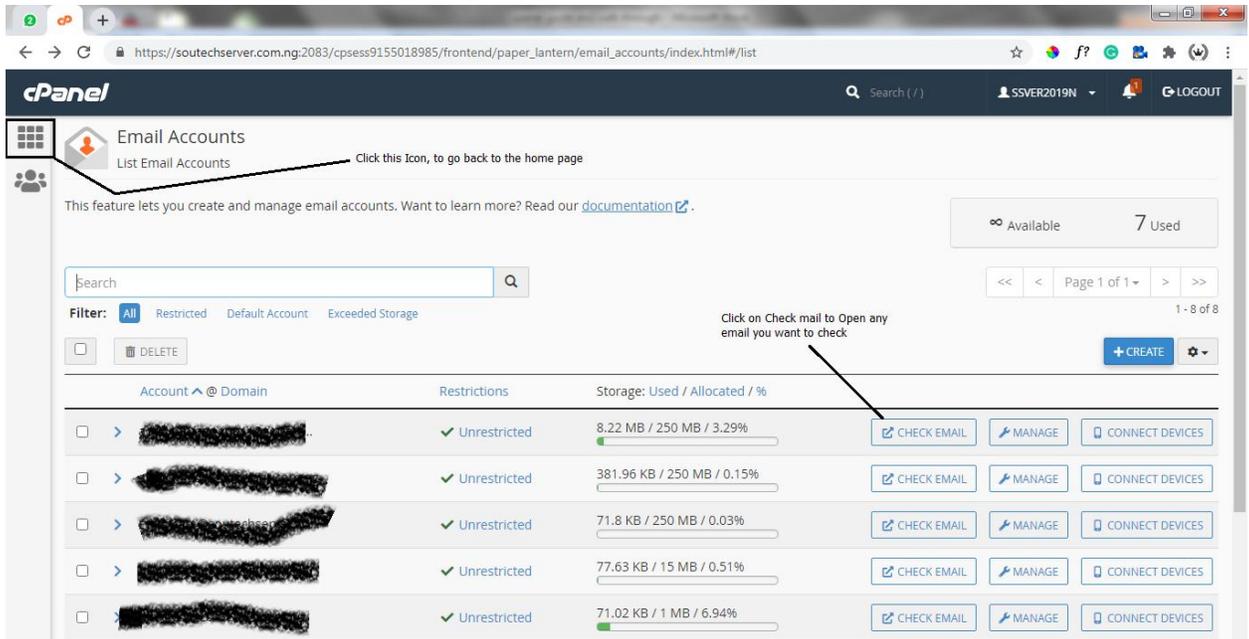
- To Create a Professional email, simply search for “email” at the top where we have the search bar and click on email accounts



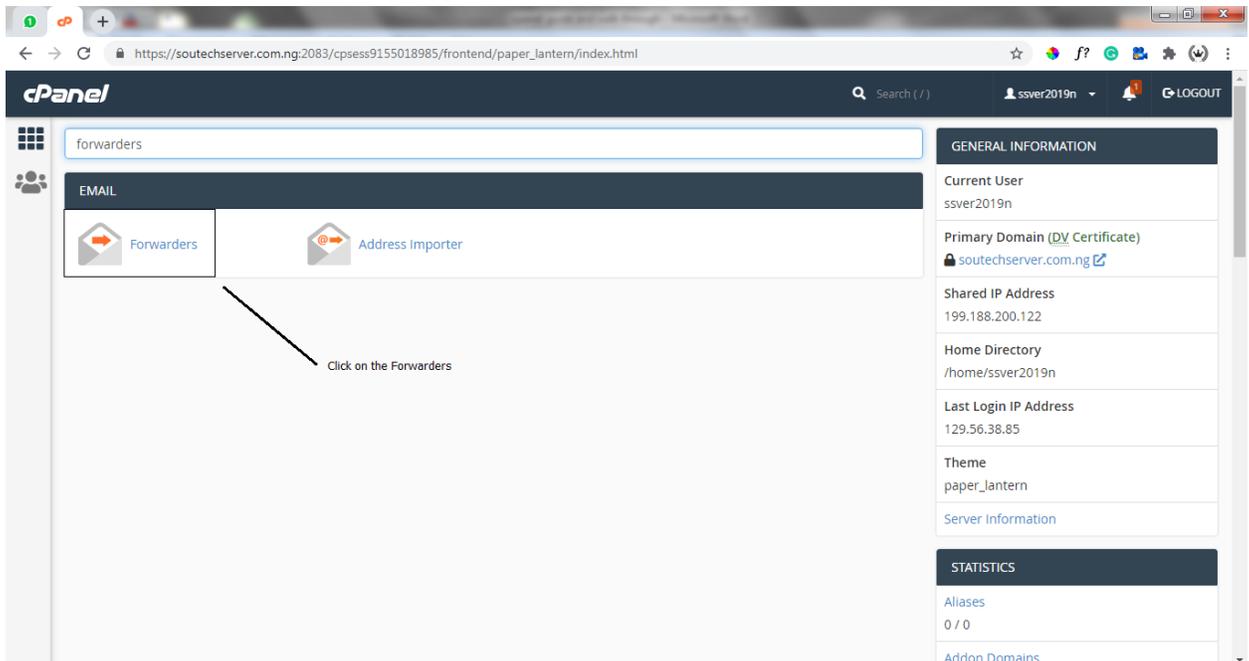
On the email accounts we can see a list of all the emails we have created and create more if we want to, which we will cover



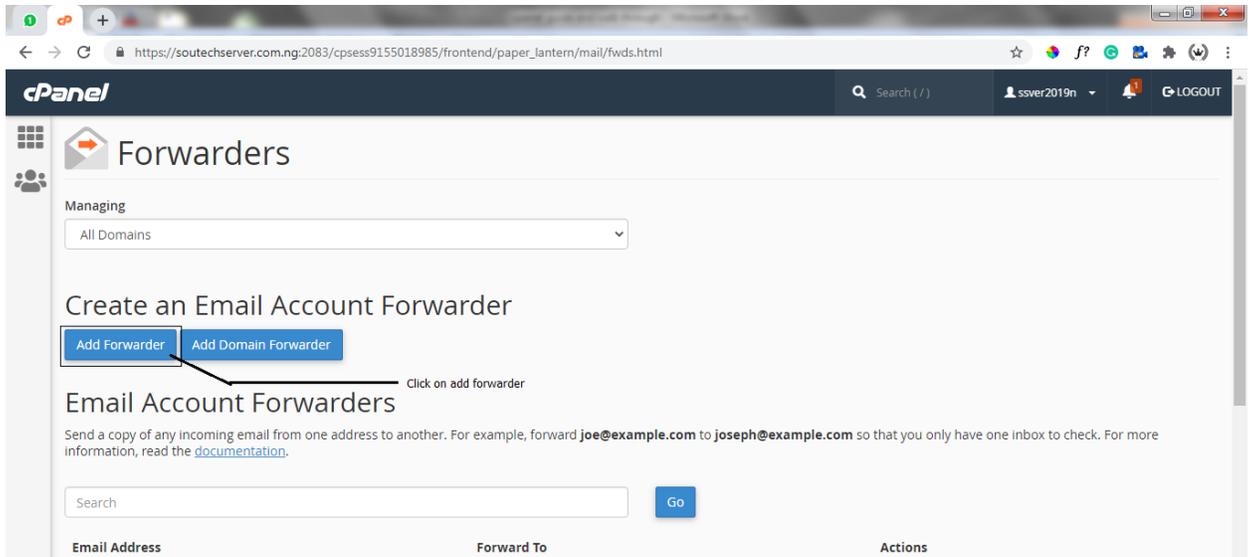
Once its done, you will be redirected to the Page where you will have a list of all emails you have created. Then you can go back to the home



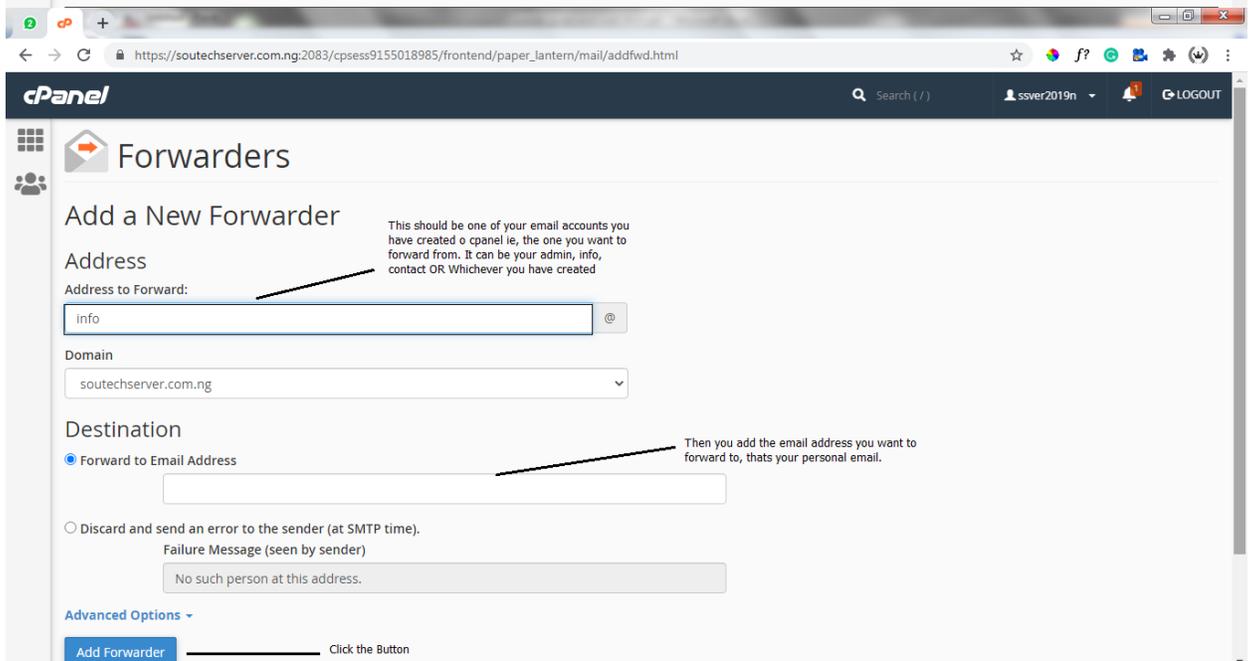
Next, we can do forwarding – Since we can't always be on our cpanel to read email sent to us, we can forward any message that comes to the mail to our Personal mail accounts. To do that, From the main cpanel dashboard search for "forwarders"



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



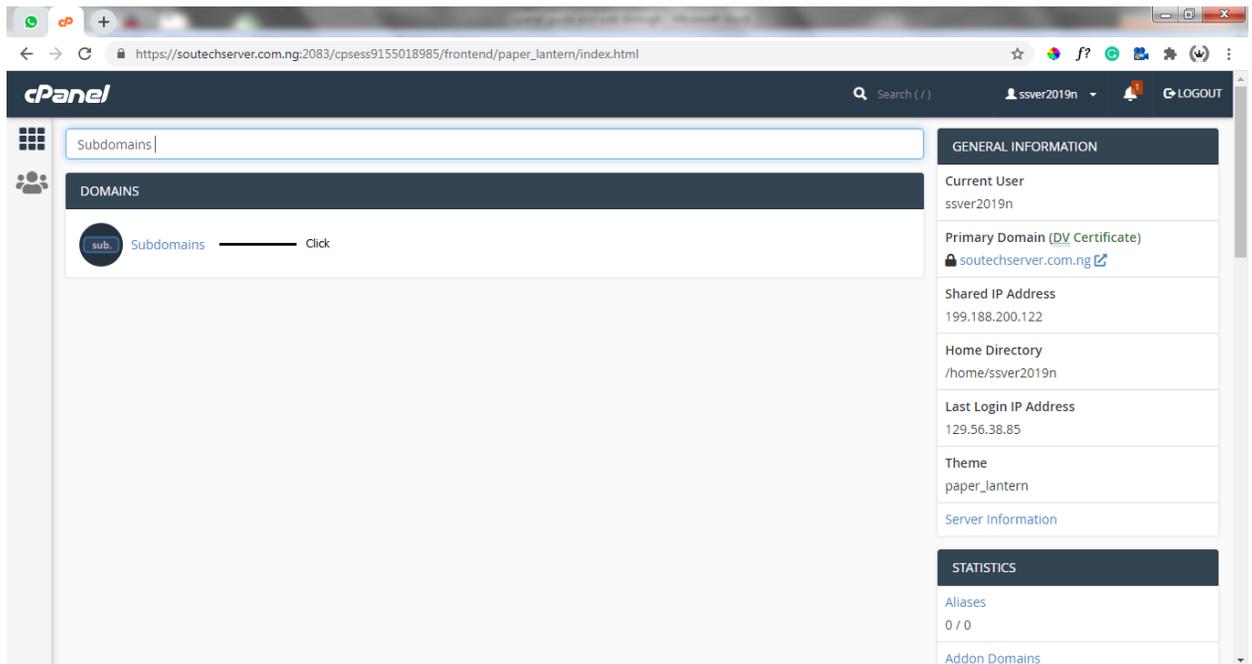
The screenshot shows the cPanel interface for managing email forwarders. At the top, there's a search bar and user information. The main heading is "Forwarders". Below it, there's a "Managing" dropdown menu set to "All Domains". The primary action is "Create an Email Account Forwarder", with two buttons: "Add Forwarder" and "Add Domain Forwarder". An arrow points to the "Add Forwarder" button with the text "Click on add forwarder". Below this is a section titled "Email Account Forwarders" with a search bar and a "Go" button. At the bottom, there's a table header with columns for "Email Address", "Forward To", and "Actions".



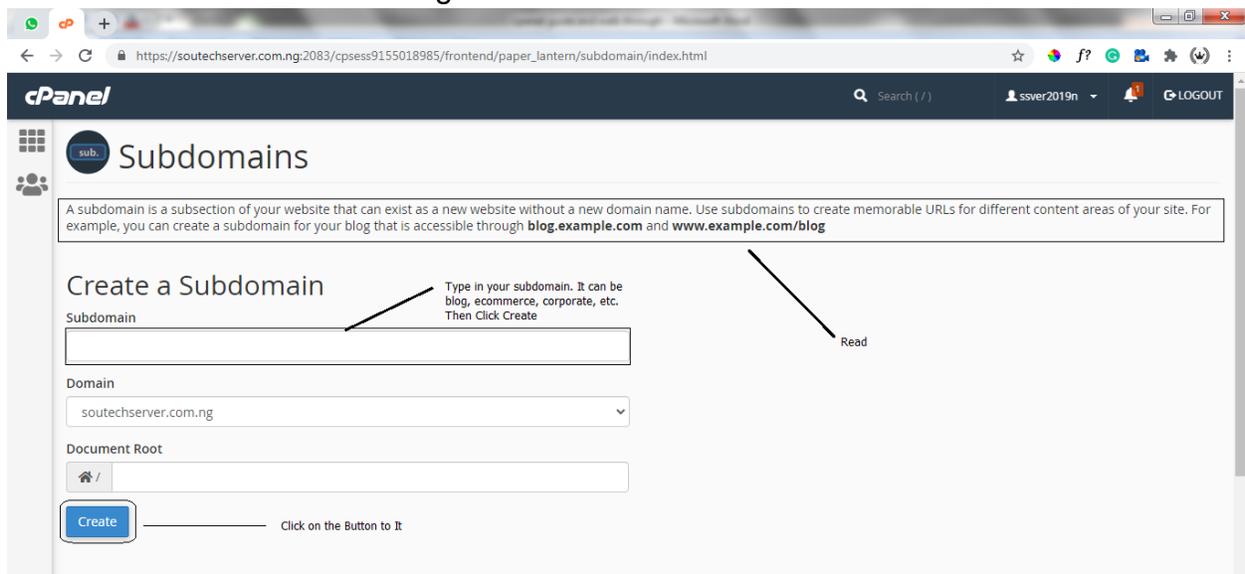
The screenshot shows the "Add a New Forwarder" form in cPanel. It includes a "This should be one of your email accounts you have created o cpanel ie, the one you want to forward from. It can be your admin, info, contact OR Whichever you have created" note. The form has three main sections: "Address" with an "Address to Forward:" field containing "info" and an "@" icon; "Domain" with a dropdown menu set to "soutechserver.com.ng"; and "Destination" with radio buttons for "Forward to Email Address" (selected) and "Discard and send an error to the sender (at SMTP time)". Below the "Forward to Email Address" option is a text input field with an arrow pointing to it and the text "Then you add the email address you want to forward to, thats your personal email.". Below the "Discard and send an error to the sender" option is a "Failure Message (seen by sender)" field containing "No such person at this address.". At the bottom, there's an "Advanced Options" dropdown and an "Add Forwarder" button with an arrow pointing to it and the text "Click the Button".

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



We will be redirected to the Page where we can see and create sub domains



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