

How To Create new Email in Cpanel:

Logon with this link: <http://www.yourdomain.com/cpanel>

userid is: (please email support@webacom.com for the required login)

password is: (please email support@webacom.com for the required password)

Note: The above link is for **Master Users** only that have the capability to add/remove Email.

Once logged in, click on the “Mail Icon” on the right.

Once the new page is loaded select “Add/Remove Accounts.”

On the left close to the middle of the page on the bottom click on “Add Account”

In the Email box add the desired Email like Jim or Kevin.

Choose you're a password.

Choose a quota: Go with a 50 for each new account.

Then click “Create”

Once the account is created click on “Go back”

Once logged in choose “NeoMail”. You can also change your password that would be suggested on the first screen.

Once logged into “NeoMail” add your account preferences:

Your name:

Leave the “from” as it's already setup.

Add your reply to: yourname@yourdomain.com, **Note:** Do not add “mail” in between.

Choose your style. Default is white.

Messages per page: Leave at default if you like.

Default Headers: Leave as is.

Add your signature:

Click continue and your done.

Once in your Email box it's just like normal Email. The only difference is when you are done with an Email you move it to the “neo-mail trash” and then dump your trash.

Be sure to click the log off button when complete.

Just hover your mouse on the icons and you'll see which button is for each function.