

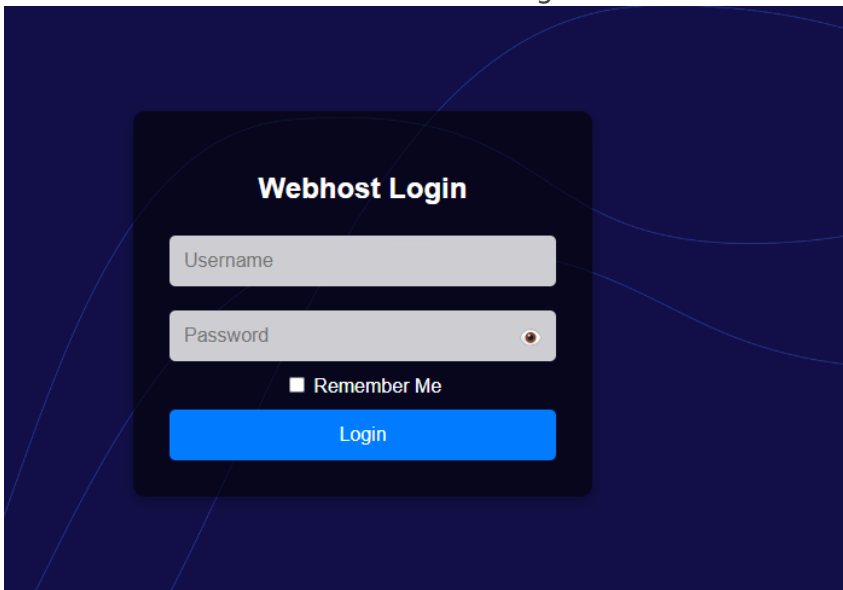
# About Emails & Files Management

As a reseller, understanding how to use cPanel is essential for managing web hosting services for your clients. This guide will walk you through the necessary steps to help you navigate cPanel efficiently.

## Accessing cPanel

Once you have activated a web hosting package for a client:

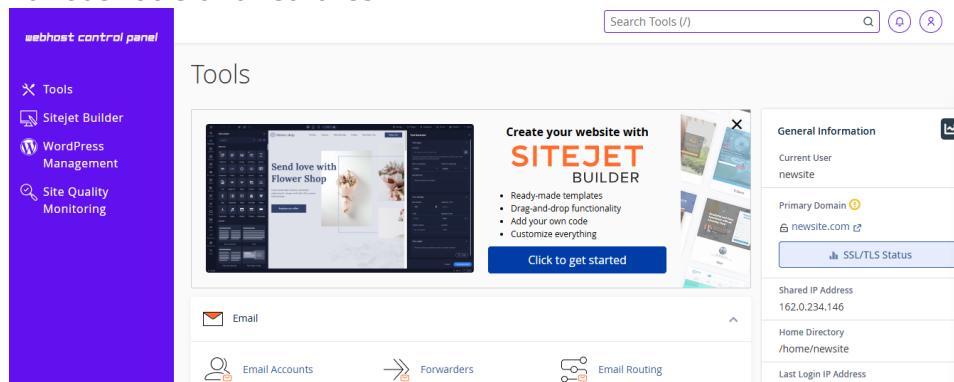
- The client will receive an email containing their **cPanel login link, username, and password**.
- Clients will use these credentials to log in to their cPanel interface.



As a reseller, you may also need to access cPanel for troubleshooting or assistance. You can do so from your reseller dashboard.

## Navigating cPanel

Upon logging in, you will be directed to the **web hosting control panel**, where you can manage various tools and features.

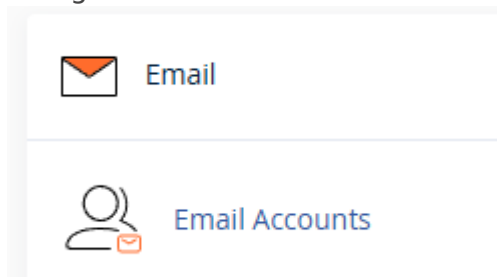


## 1. Managing Email Accounts

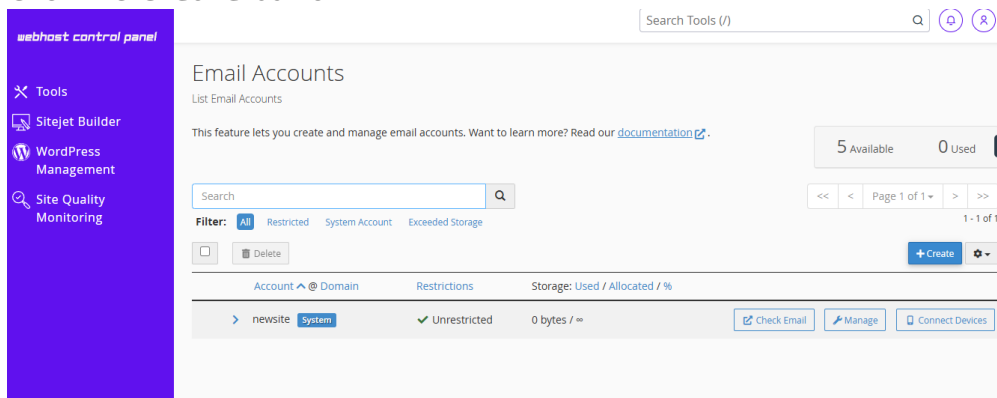
cPanel provides an **Email Accounts** feature, allowing users to create and manage custom email addresses linked to their domains.

### Creating an Email Account

1. Navigate to **Email Accounts** under the Email section.



2. Click the **Create** button.



3. Enter the desired **username** (e.g., `username@domain.com`).
4. Set a **password** manually or generate one automatically.
5. Click **Create** to finalize the new email account.

## Email Accounts

[List Email Accounts](#) / [Create an Email Account](#)

Use this page to create new email addresses for any of the domains on your cPanel account. Want to learn more? Read our [document](#)

### CREATE AN EMAIL ACCOUNT

[Show/Hide Help](#)

**Username**

Enter your email address's username here. @newsite.com

[Missing a domain?](#)

**Password**

☒ Set password now.
 ☐ Send login link to alternate email address.

Enter Password [Generate](#)

**Optional Settings** [Edit Settings](#)

5 Available 0 Used

**MISSING A DOMAIN?**

Navigate to a full list of the account's domains.

[Manage Domains](#)

**NEED HELP?**

[About This Interface](#)

6. The created email account will now appear in the **Email Accounts** list.

## Managing Email Accounts

- Users can **filter** the email accounts list by:
  - **All**
  - **Restricted**
  - **System Account**
  - **Exceeded Storage**
- Users can **search** for specific email accounts.
- Additional options include:
  - **Connecting devices** (to configure mail clients like Outlook or Thunderbird).
  - **Managing storage**.
  - **Checking email directly from cPanel**.

**Filter:**
All
Restricted
System Account
Exceeded Storage

Account ^ @ Domain

Restrictions

Storage: Used / Allocated / %

<a href="#">&gt;</a> newsite <span>System</span>	<span>✓</span> Unrestricted	0 bytes / ∞	<a href="#">Check Email</a>	<a href="#">Manage</a>	<a href="#">Connect Devices</a>
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## System Email Account

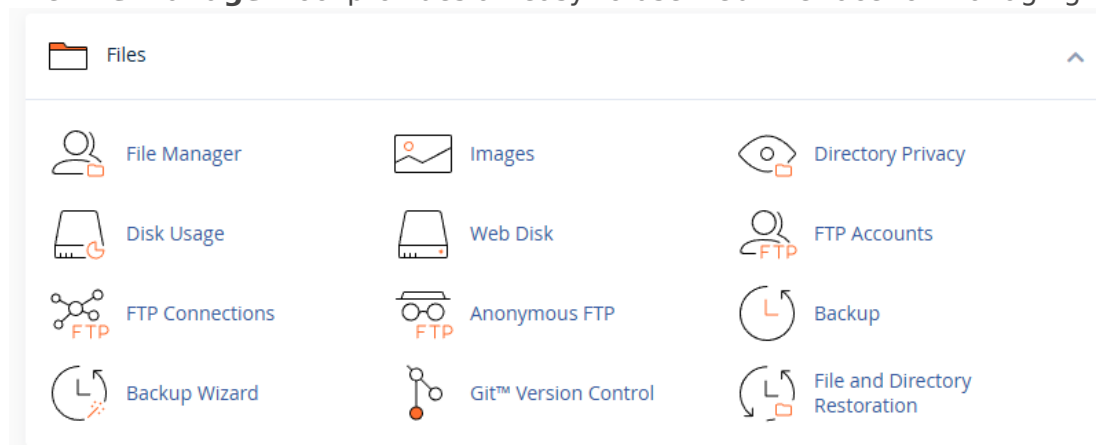
- The **system email account** receives emails addressed to the cPanel username on the server's hostname.
- This account may also receive misrouted emails depending on the **Default Address** settings.
- The username and password for this account are the same as the cPanel login.
- This account **cannot be deleted** and has no storage quota.

## 2. Managing Files

cPanel includes powerful file management tools that allow users to upload, edit, and organize their website files efficiently.

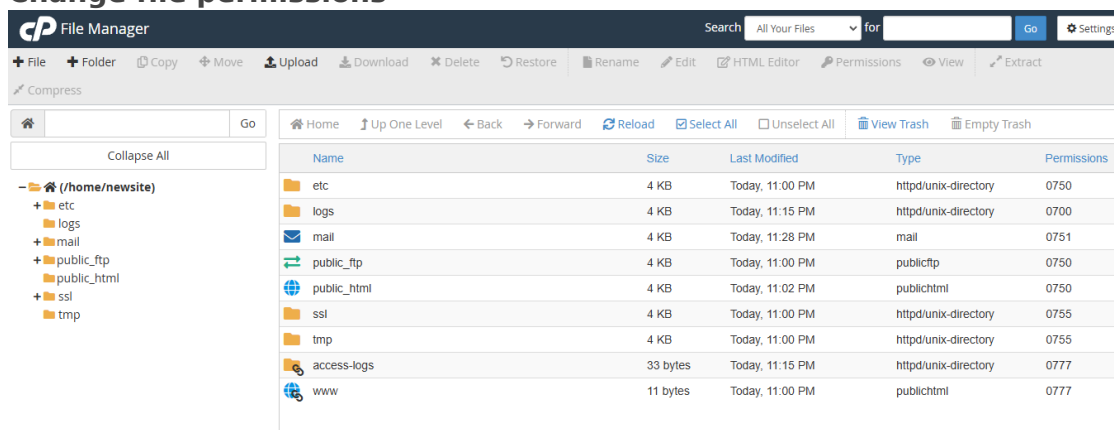
## File Manager

The **File Manager** tool provides an easy-to-use web interface for managing website files.



After selecting this feature:

1. The user is redirected to a **File Manager topic** where they can view and manage their files.
2. The File Manager displays essential details such as:
  - **File Name**
  - **Size** (in bytes)
  - **Last Modified Date**
  - **Permissions**
  - **File Type**
3. Users can perform the following actions:
  - **Add a new file**
  - **Create a new folder**
  - **Upload files from their local computer**
  - **Edit, rename, move, copy, or delete files**
  - **Change file permissions**



## Backup & Restore Features

cPanel provides two primary backup tools: **Backup Wizard** and **Backup**.

## Backup Wizard

The **Backup Wizard** allows users to download a compressed copy of all or parts of their website. The system includes the following items in the backup file:

- **Home Directory**
- **Databases**
- **Email Forwarder Configurations**
- **Email Filter Configurations**

Users can also **restore backups**, allowing them to upload an existing partial backup file to restore parts of their website. The system will restore the following items if they exist in the backup file:

- **Home Directory**
- **Databases**
- **Email Forwarder Configurations**
- **Email Filter Configurations**

The screenshot shows the 'Backup Wizard' interface in cPanel. At the top, the title 'Backup Wizard' is displayed. Below it, a 'Steps:' section shows a progress bar with three steps: 1. 'Back Up or Restore' (active), 2. 'Full or Partial Backup', and 3. 'Download'. The main content area is divided into two columns. The left column is for 'Back Up', explaining that it allows downloading a compressed copy of the website and listing the items included: Home directory, Databases, Email forwarder configurations, and Email filter configurations. A 'Back Up' button is at the bottom of this column. The right column is for 'Restore', explaining that it allows uploading an existing partial backup file to restore parts of the website and listing the same items to be restored. A 'Restore' button is at the bottom of this column. At the bottom of the interface, the cPanel logo and version '124.0.30' are on the left, and a navigation bar with links for Home, Trademarks, Privacy Policy, Documentation, Give Feedback, and Help is on the right.

## Backup Feature

The **Backup** tool enables users to download a zipped copy of their entire website or selected parts. This feature is useful for keeping an extra copy of website data in case of accidental loss or server issues. Users can perform:

- **Full Backups** – A complete backup of their entire cPanel account, including website files, emails, and databases.
- **Partial Backups** – Users can download only specific parts of their website.
- **Account Backups** – Allows backing up account settings and configurations.

# Backup

Download a zipped copy of your entire site or a part of your site that you can save to your computer. When you backup your website, you have an extra copy of your information in case something happens to your host. For more information, read the [documentation](#).

## Full Backup

A full backup creates an archive of all of your website's files and configuration. You can use this file to move your account to another server or to keep a local copy of your files.

Download a Full Account Backup

## Account Backups

You do not have any automatically generated backups that are currently available. Your server administrator or server owner **must** enable this feature.

## Partial Backups

Download a Home Directory Backup

Restore a Home Directory Backup

Home Directory

Choose File No file chosen

As a reseller, understanding cPanel functionality helps you provide better support to your clients. Ensuring that they can manage their emails, files, and backups efficiently is key to a seamless web hosting experience.

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