



Web and IT Solutions

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# How to Access Your Web Mail?

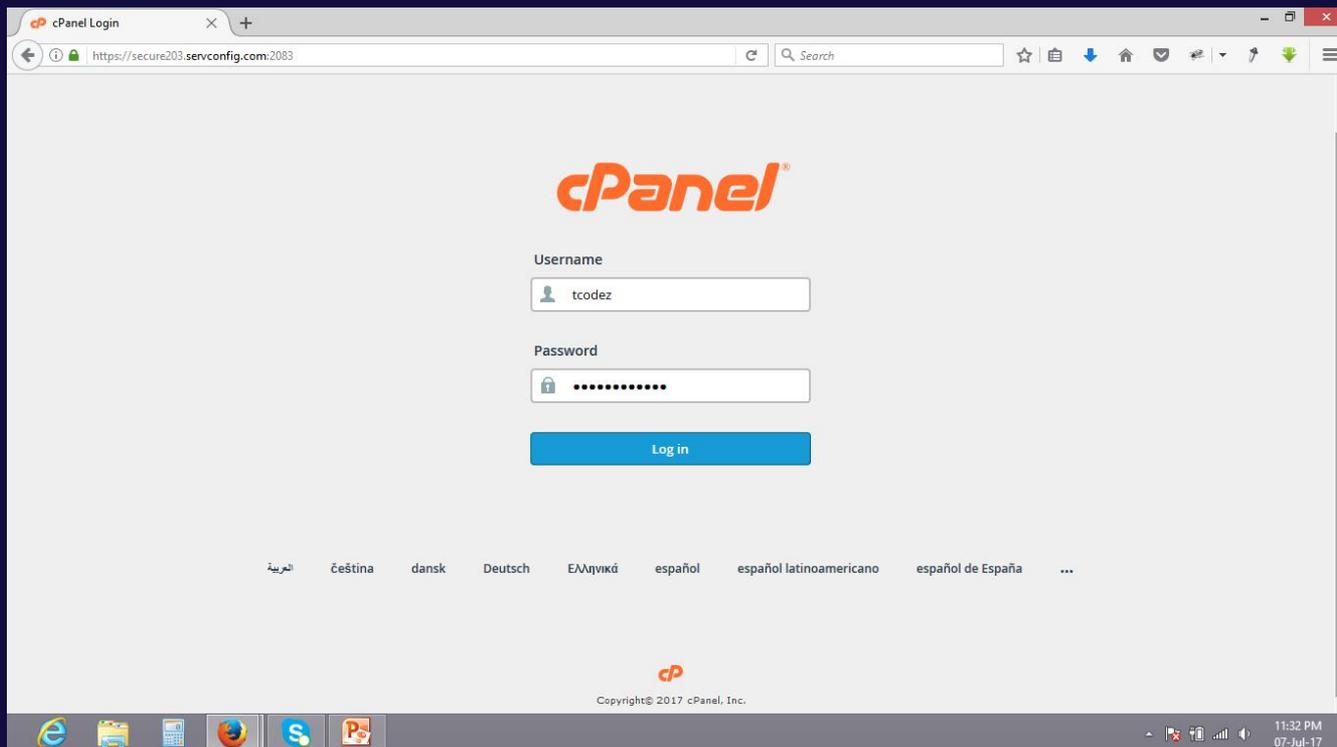
Method No. 1

# Just Follow the Simple Steps:

Step 1: Open your cPanel with the link that is given to you

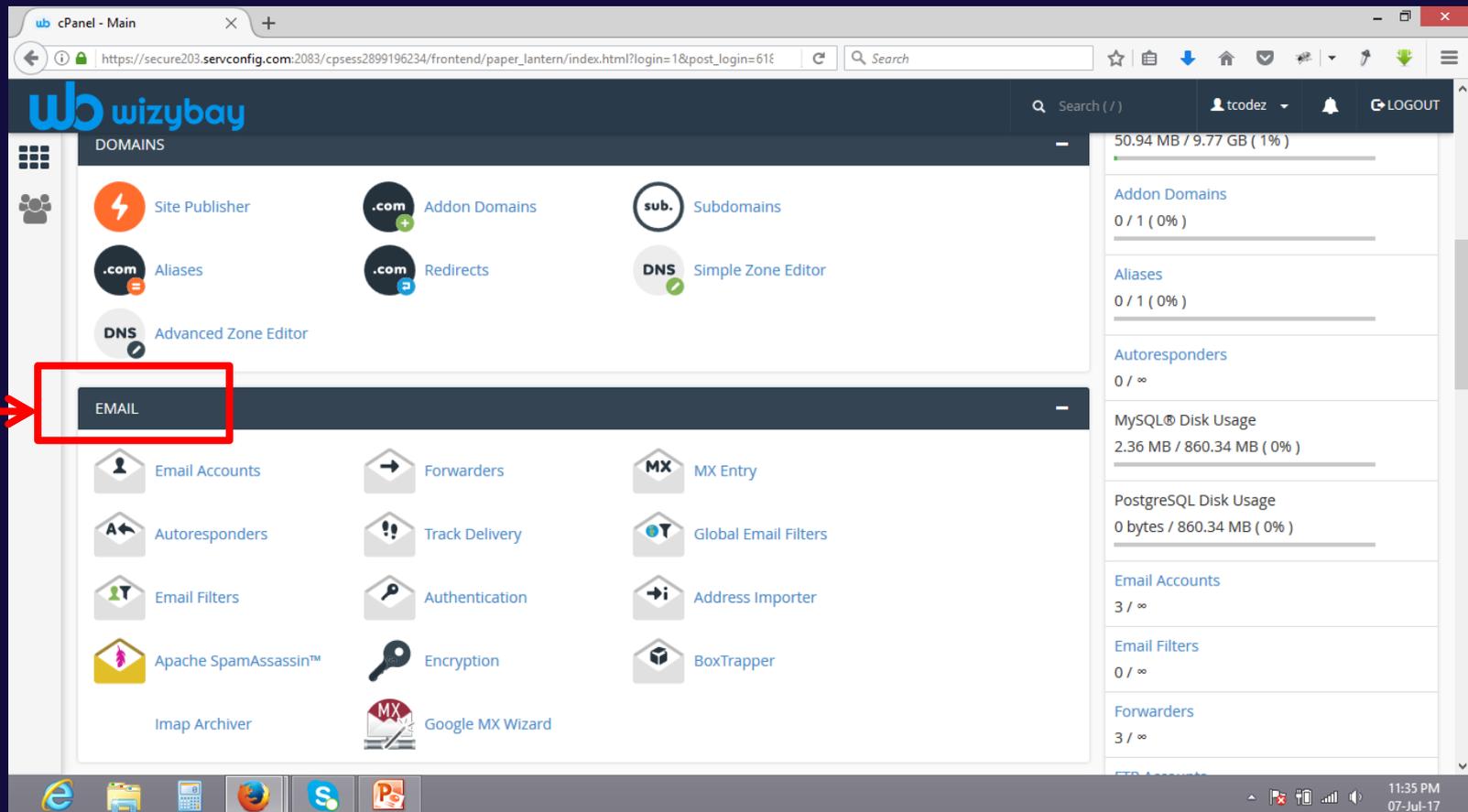
For example: <http://www.yourwebsite.com/cpanel/>

Step 2: Apply **Username** and **Password**



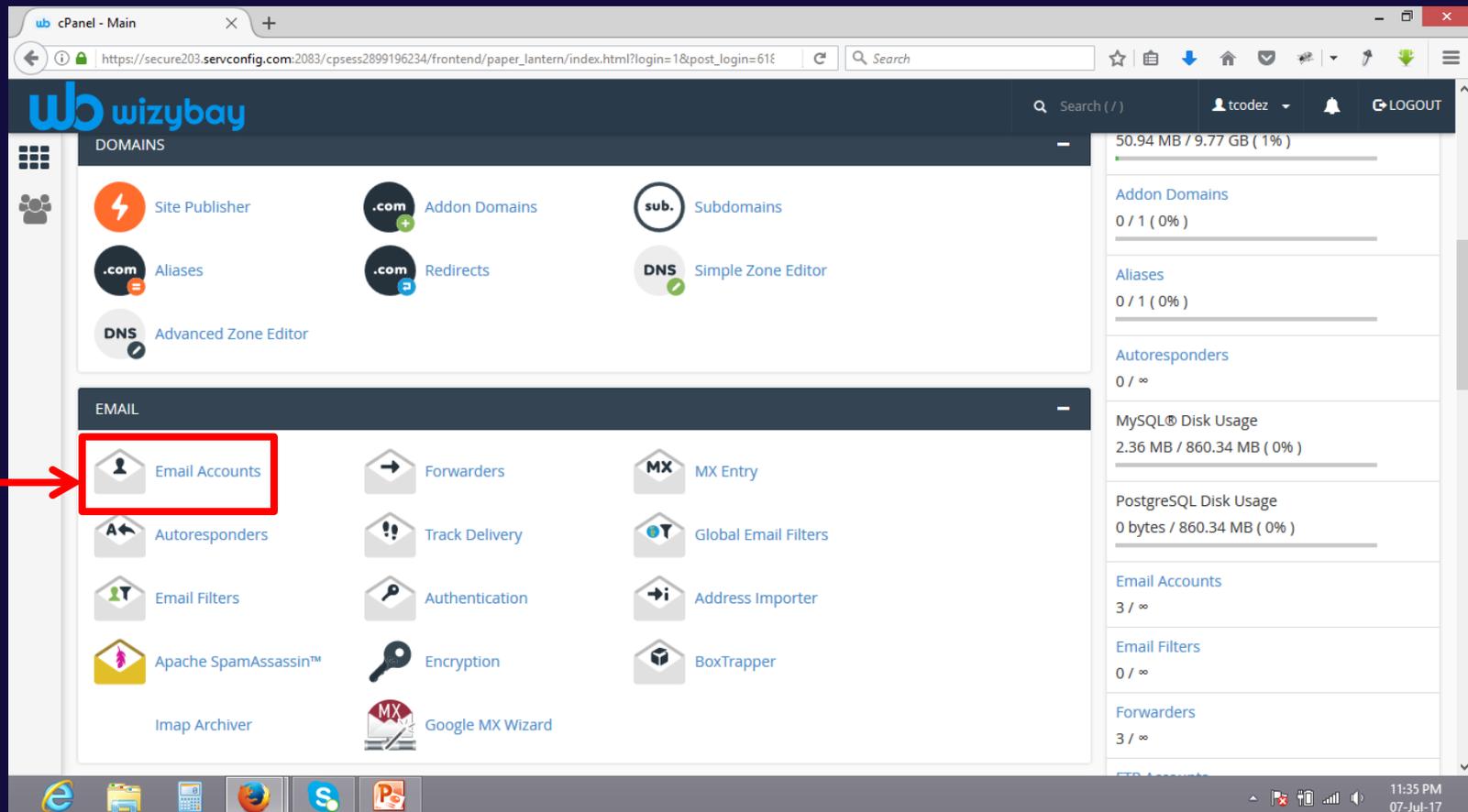
# Just Follow the Simple Steps:

Step 3: Scroll down and move towards the **Email** section



# Just Follow the Simple Steps:

## Step 4: Click on **Email Accounts**



The screenshot displays the cPanel interface for a WIZYBAY account. The 'EMAIL' section is active, and the 'Email Accounts' option is highlighted with a red box and a red arrow. The interface includes a navigation menu on the left, a main content area with various email management tools, and a right-hand sidebar with system statistics.

**DOMAINS**

- Site Publisher
- Addon Domains
- Subdomains
- Aliases
- Redirects
- Simple Zone Editor
- Advanced Zone Editor

**EMAIL**

- Email Accounts** (highlighted)
- Autoresponders
- Email Filters
- Apache SpamAssassin™
- Imap Archiver
- Forwarders
- Track Delivery
- Authentication
- Encryption
- Google MX Wizard
- MX Entry
- Global Email Filters
- Address Importer
- BoxTrapper

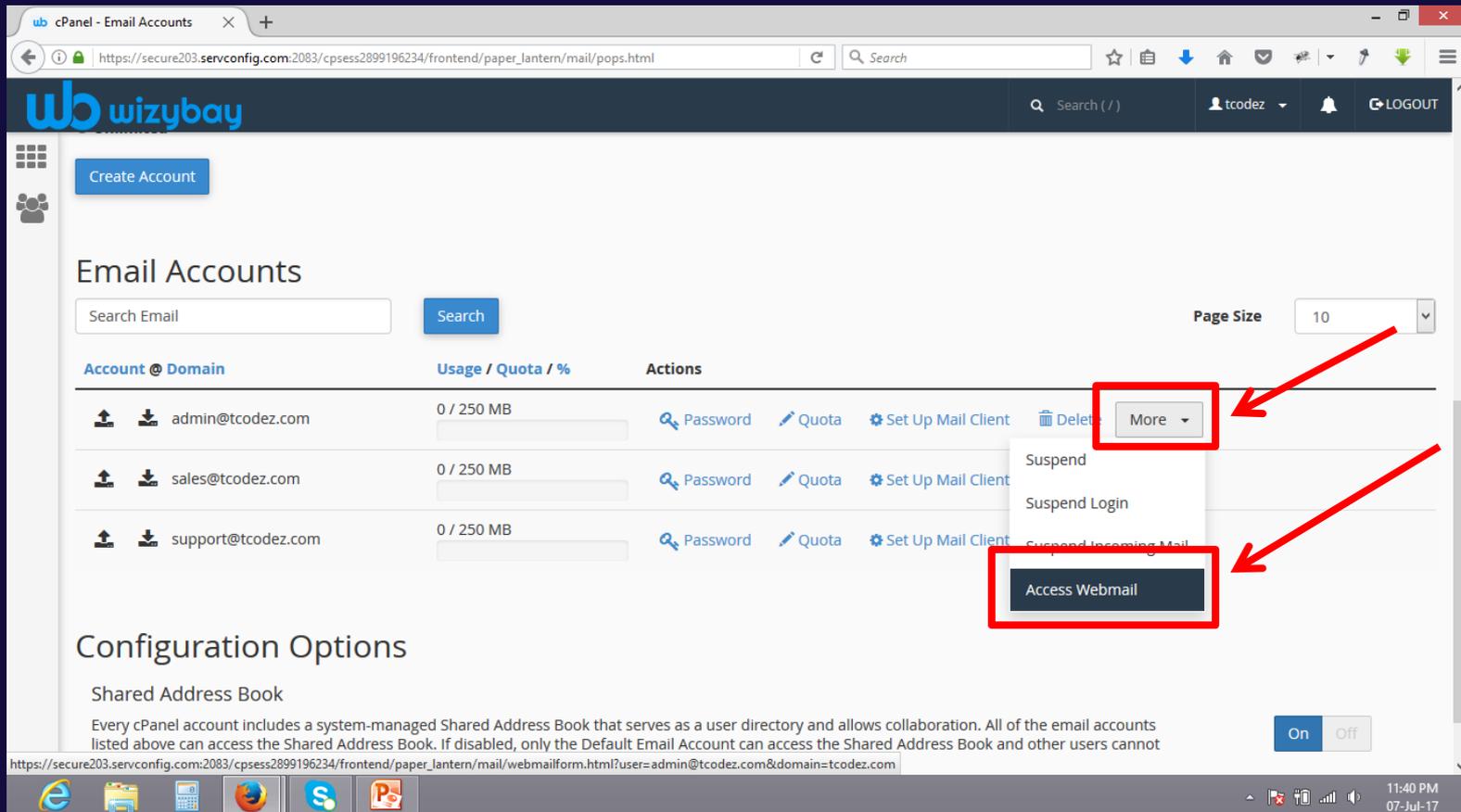
**System Statistics (Right Sidebar):**

- 50.94 MB / 9.77 GB (1%)
- Addon Domains: 0 / 1 (0%)
- Aliases: 0 / 1 (0%)
- Autoresponders: 0 / ∞
- MySQL® Disk Usage: 2.36 MB / 860.34 MB (0%)
- PostgreSQL Disk Usage: 0 bytes / 860.34 MB (0%)
- Email Accounts: 3 / ∞
- Email Filters: 0 / ∞
- Forwarders: 3 / ∞

**Taskbar (Bottom):** 11:35 PM, 07-Jul-17

# Just Follow the Simple Steps:

Step 5: Scroll down and click on **More** drop down menu and then click on **Access Webmail**



The screenshot shows the cPanel 'Email Accounts' interface. A table lists email accounts with columns for 'Account @ Domain', 'Usage / Quota / %', and 'Actions'. The 'More' dropdown menu is open for the first account, and the 'Access Webmail' option is highlighted. Red arrows point to the 'More' dropdown and the 'Access Webmail' option.

Account @ Domain	Usage / Quota / %	Actions
admin@tcodez.com	0 / 250 MB	Password Quota Set Up Mail Client Delete <b>More</b>
sales@tcodez.com	0 / 250 MB	Password Quota Set Up Mail Client
support@tcodez.com	0 / 250 MB	Password Quota Set Up Mail Client

Configuration Options

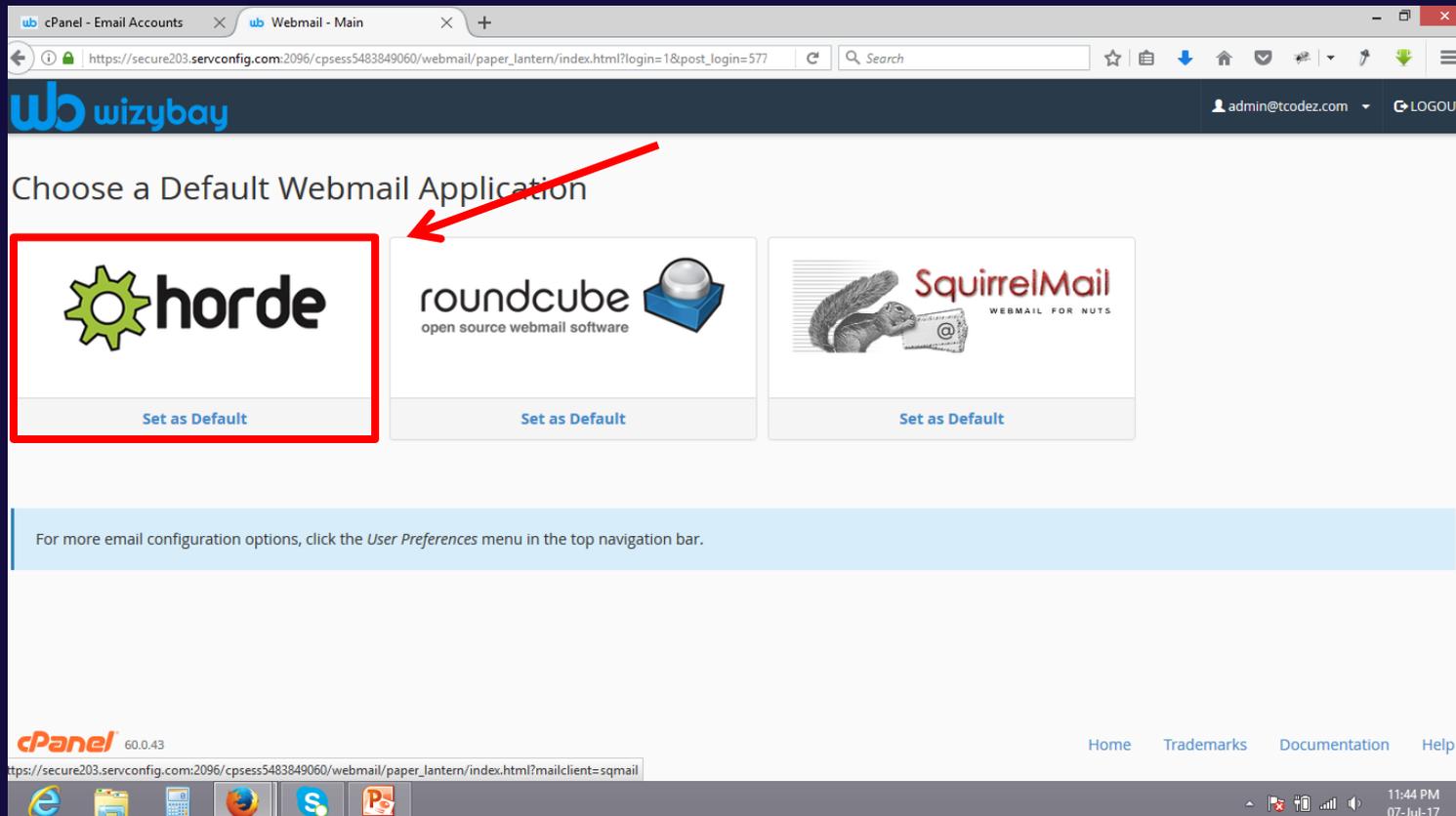
Shared Address Book

Every cPanel account includes a system-managed Shared Address Book that serves as a user directory and allows collaboration. All of the email accounts listed above can access the Shared Address Book. If disabled, only the Default Email Account can access the Shared Address Book and other users cannot

On Off

# Just Follow the Simple Steps:

Step 7: Click on **Horde** and Set it as default.



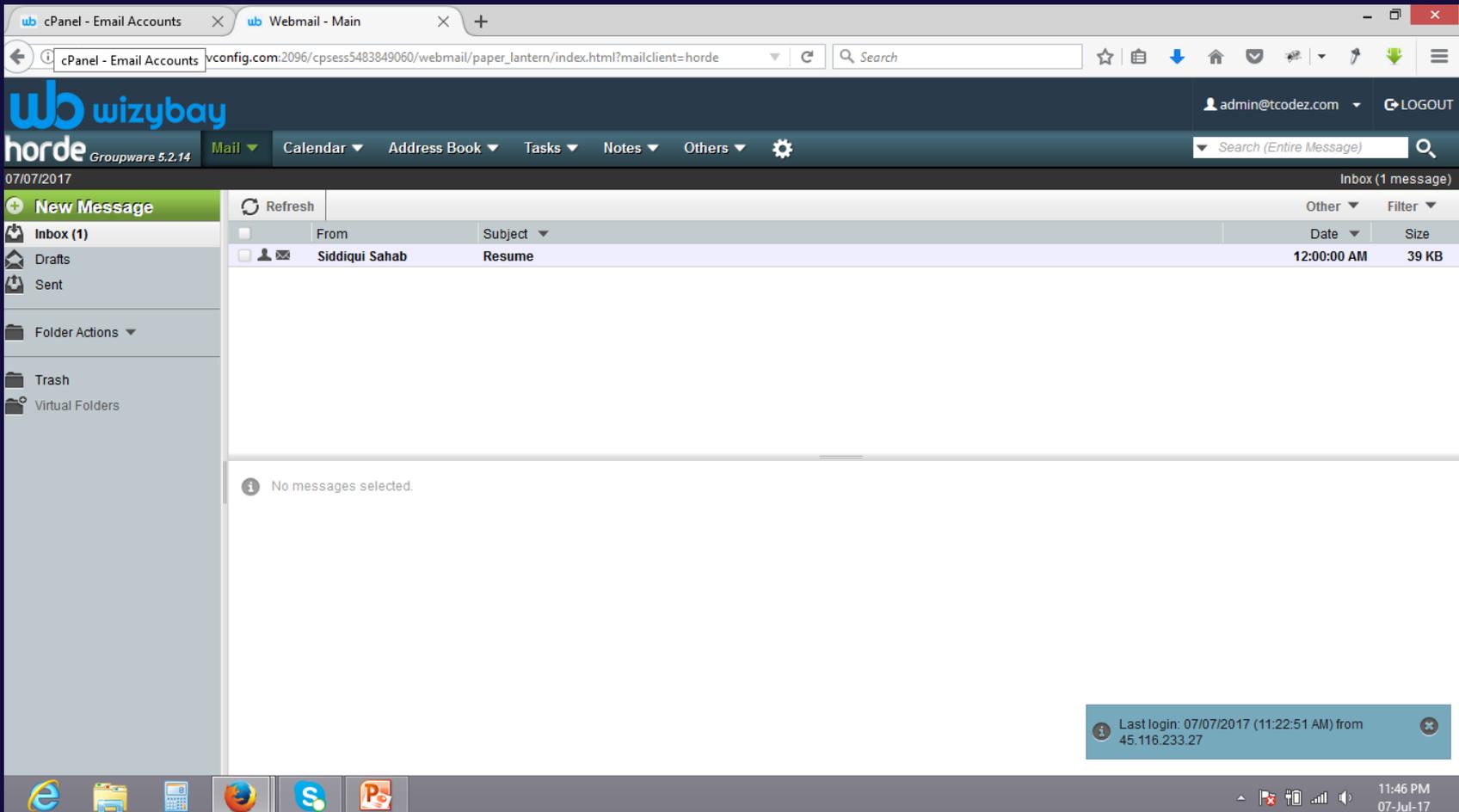
The screenshot shows the cPanel Webmail configuration interface. The page title is "Choose a Default Webmail Application". There are three options displayed as cards:

- horde**: Represented by a green gear icon. A red box highlights this card, and a red arrow points to it from the text above. Below the card is a "Set as Default" button.
- roundcube**: Represented by a blue cube icon with a white sphere on top. Below the card is a "Set as Default" button.
- SquirrelMail**: Represented by a squirrel icon holding a nut. Below the card is a "Set as Default" button.

At the bottom of the page, there is a footer with the cPanel logo (60.0.43) and navigation links: Home, Trademarks, Documentation, Help. The system tray at the very bottom shows the time as 11:44 PM on 07-Jul-17.

# Just Follow the Simple Steps:

All is done and your Email Account will be in front of you 😊



The screenshot displays a web browser window with two tabs: 'cPanel - Email Accounts' and 'Webmail - Main'. The address bar shows the URL: `http://vconfig.com:2096/cpsess5483849060/webmail/paper_lantern/index.html?mailclient=horde`. The webmail interface features a dark blue header with the 'wizybay horde Groupware 5.2.14' logo and a user profile for 'admin@tcodez.com'. Below the header is a navigation menu with options like 'Mail', 'Calendar', 'Address Book', 'Tasks', 'Notes', and 'Others'. A search bar is also present. The main content area shows an 'Inbox (1 message)' with a single email from 'Siddiqui Sahab' with the subject 'Resume', dated '12:00:00 AM' and '39 KB'. A 'New Message' button is visible in the top left of the inbox. The bottom of the browser window shows a Windows taskbar with various application icons and a system tray with the time '11:46 PM' and date '07-Jul-17'.