## **Tutorial Create Account Email**

 Untuk membuat account email pada hosting yang anda miliki. Anda dapat mengakses cPanel dengan mengetikkan: <u>https://cpanel.namadomainanda.id:2083</u> atau <u>https://cpanel.namahosting.id:2083</u> pada browser anda, kemudian akan muncul tampilan seperti dibawah ini. Dan masukan *username* dan *password* sesuai dengan yang diinformasikan via email.

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Enter your account password.	
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Copyright 2013 dww.i.L.C. Pressy Vision	

2. Setelah login Bapak/Ibu akan diberikan tampilan seperti berikut

cPanel	[Search Too	is (/) Q (4 (8)			
☆ Tools	Tools				
WordPress Manager by Softaculous	* The Norde webmail application has been removed in cPanel & WHM version 108. All Horde email, contacts, and calendars will be automatically migrated to Roundcube. For more information, read our cPanel Deprecation Plan documentation.				
	Email A	General Information			
	Email Accounts	demonamahosting (demo.namahosting •			
	Autoresponders     Autoresponders     Autoresponders     Autoresponders     Track Delivery     Track Delivery     Global Email Filters     Email Filters	န္ demo.namahosting.id မု ာ SSL/TLS Status			
	Email Deliverability (Q) Address Importer Spam Filters	Shared IP Address 202.138.226.66			
	Ernail Marketing	Home Directory /home/demonamahosting			
	Email Disk Usage	Last Login IP Address 114.122.68.26			
	Files A	Jupiter *			
	Pile Manager Images OD Directory Privacy	Server Information >			



3. Selanjutnya dibagian *Email*, pilih menu *Email Account*, kemudian akan muncul tampilan seperti dibawah ini:

cPanel				Search Tools (/)	۹ 🙆 👂
☆ Tools	Email Accounts				
WordPress Manager by Softaculous	This feature lets you create and manage email accounts. Y	Want to learn more? Read our <u>doc</u>	umentation 🖻 -	<sup>00</sup> Available	1 Used
	Search Filter: All Restricted System Account Exceeded Stora	låe.		<< < P	age 1 of 1 + > >> 1 - 2 of 2
	Account A @ Domain	Restrictions	Storage: Used / Allocated / %		+ Create
	admin@demo.namahosting.id     demonamahosting System	<ul> <li>✓ Unrestricted</li> <li>✓ Unrestricted</li> </ul>	56.83 KB / 1 GB / 0.01%	<ul> <li>☑ Check Email</li> <li>✓ Manage</li> <li>☑ Check Email</li> <li>✓ Manage</li> </ul>	Connect Devices
	<b>Panel</b> 1100.12			Home Trademarks Privacy Policy Doc	umentation Give Feedback

4. Untuk membuat account email, klik tombol "+ *Create*" yang saya tunjuk pada gambar diatas. Kemudian Anda hanya perlu mengisi form-form yang telah disediakan, dari atas sampai bawah:

Email Accounts				
Use this page to create new email addresses for any of th	e domains on your cPa	nel account. Want to	learn more? Read our <u>docu</u>	mentation 🛃 .
CREATE AN EMAIL ACCOUNT	6	Show/Hide Help 🕲	∞ Available	25 Used
Domain 🝞				
namahosting.id		•		12
Missing a domain? Check the Missing a domain? section to fi	nd out how you can crea	ite one.	MISSING A DOMAI	
Username 🕐			Navigate to a full list of domains.	the account's
Enter your email address's username here.	@r	amahosting.id	🌽 Manage Domains	
Missing a domain?				
Password				
Set password now.			NEED HELP?	
<ul> <li>Send login link to alternate email address.</li> </ul>			About This Interface	
Enter Password	<b>R</b>	ienerate 🝷		



Optional Settings	The Reset Settings
Storage Space ③	
● <u>1024</u>	
Automatically Create Folders for Plus Addressing ③ Automatically Create Folders Do Not Automatically Create Folders	
Send a welcome email with instructions to set up a mail client.	
Stay on this page after I click <i>Create</i> .	
+ Create	🗲 Go Back

- Di kolom "Username", masukkan alamat email atau nama email yang Anda inginkan sebagai contoh "Admin" atau "NamaAnda".
- Pada Security, Anda bisa membiarkan pilihan 'Set password now'
- Tulis password pada kolom "Password". Pastikan Anda membuat password yang kuat. Sekali lagi, saya menyarankan untuk menggunakan password generator (klik *GENERATE*).
- Terakhir tentukan storage space email Anda, misalnya 100 MB, 200MB, 1000MB atau unlimited. Perlu Anda ketahui bahwa space pada email ini akan mengurangi space pada account hosting Anda, jadi pastikan anda tidak memberikan akses secara unlimited kepada orang lain..
- 5. Apabila kolom username, password dan Storage Space sudah ditentukan kemudian klik Create

