

# Managing Your Site with cPanel

Once your domain is connected and your hosting account is active, the real power begins inside **cPanel**—your web hosting control panel. cPanel is a user-friendly dashboard that gives you complete control over your website, files, emails, databases, security, and more. Whether you want to install WordPress, create professional email addresses, manage files, or monitor your hosting usage, cPanel puts all the tools at your fingertips. In this chapter, we'll walk you through the most essential features you'll use to manage and grow your website efficiently.

- [About Emails & File Management](#)
- [About FTP Connections](#)
- [About Databases](#)
- [About Domains](#)
- [About WP ToolKit](#)
- [About Cron jobs](#)

# About Emails & File Management

Your Step-by-Step Guide to Accessing and Using Your Web Hosting Dashboard

Welcome to your SiteDeploy web hosting account! This guide will walk you through how to access your cPanel dashboard and manage essential features like email accounts, files, and backups.

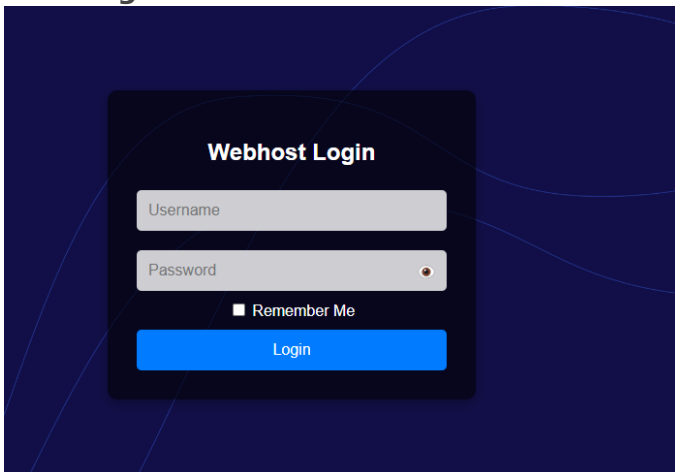
## 1. Accessing cPanel

After purchasing your web hosting package, you will receive a welcome email containing:

- Your *cPanel login link*
- Your *username*
- Your *password*

### How to Log In:

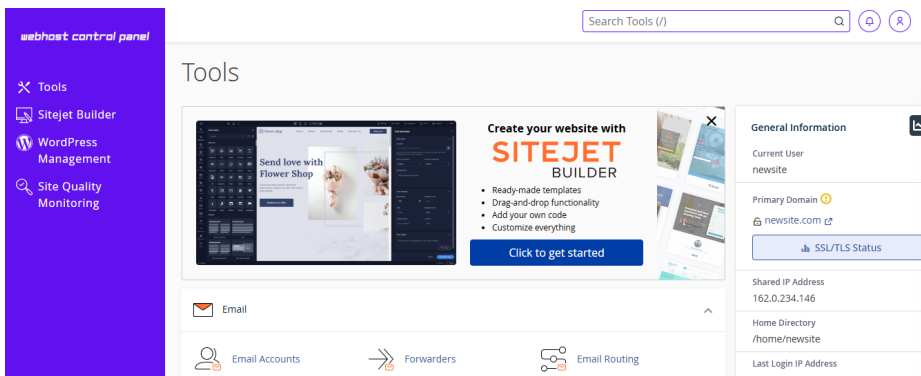
1. Open the cPanel login link from your email.
2. Enter your username and password.
3. Click **Log In**.



Once logged in, you'll be taken to your **cPanel dashboard**, where you can control everything related to your website and hosting.

## 2. Navigating the cPanel Dashboard

The cPanel interface is designed to be user-friendly and easy to navigate. From here, you can manage email accounts, website files, databases, backups, and more—all in one place.

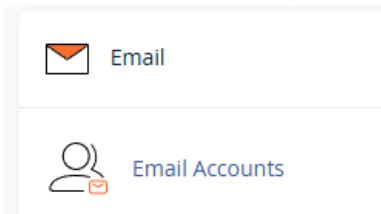


## a. Managing Email Accounts

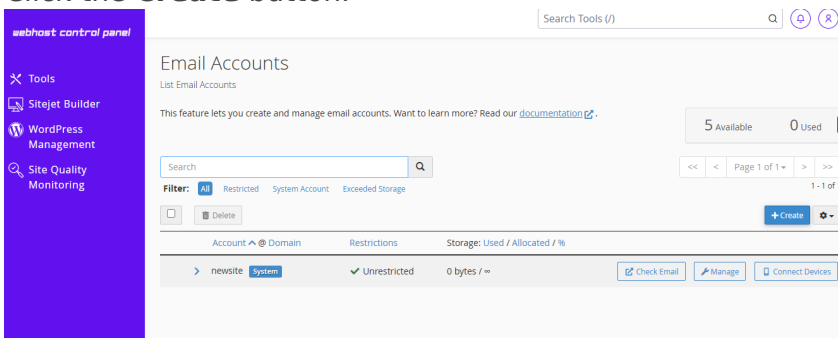
With cPanel, you can create and manage custom email addresses linked to your domain (e.g., **yourname@yourdomain.com**).

## b. Creating an Email Account

1. In the **Email** section, click **Email Accounts**.



2. Click the **Create** button.



3. Enter the username you want (e.g., **info@yourdomain.com**).
4. Choose a password or use the password generator.
5. Click **Create**.

## 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** [?](#)

@newsite.com

[Missing a domain?](#)

**Password**

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

Generate

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

5 Available0 Used

### MISSING A DOMAIN?

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

[Manage Domains](#)

### NEED HELP?

[About This Interface](#)

Your new email account will now appear in your email account list.

## 3. Managing Email Accounts

You can:

- Search and filter your email accounts (e.g., by usage or storage).
- Access **webmail** to send and receive emails.
- **Connect devices** (like Outlook, Apple Mail, or Thunderbird).
- View and adjust storage limits.
- Reset passwords, delete accounts, or change settings.

Q

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

☐ Delete

+ Create

Account ^ @ Domain	Restrictions	Storage: Used / Allocated / %	
> newsite <b>System</b>	✓ Unrestricted	0 bytes / ∞	<a href="#">Check Email</a> <a href="#">Manage</a> <a href="#">Connect Devices</a>

## System Email Account

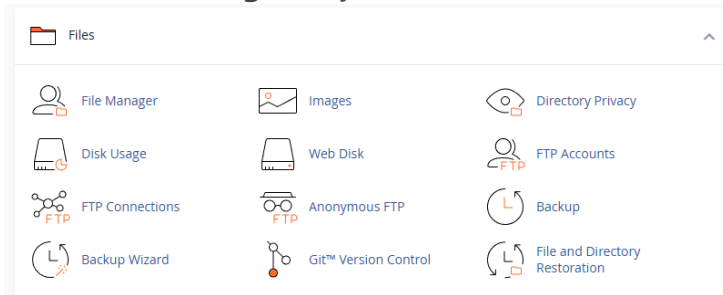
You may see a default **system email account** tied to your cPanel username. This account is used for server communications and can't be deleted. It doesn't use your regular storage quota and shares the same login as your cPanel.

## 4. Managing Website Files

cPanel includes a powerful **File Manager**, allowing you to manage your website files directly from your browser—no extra software needed.

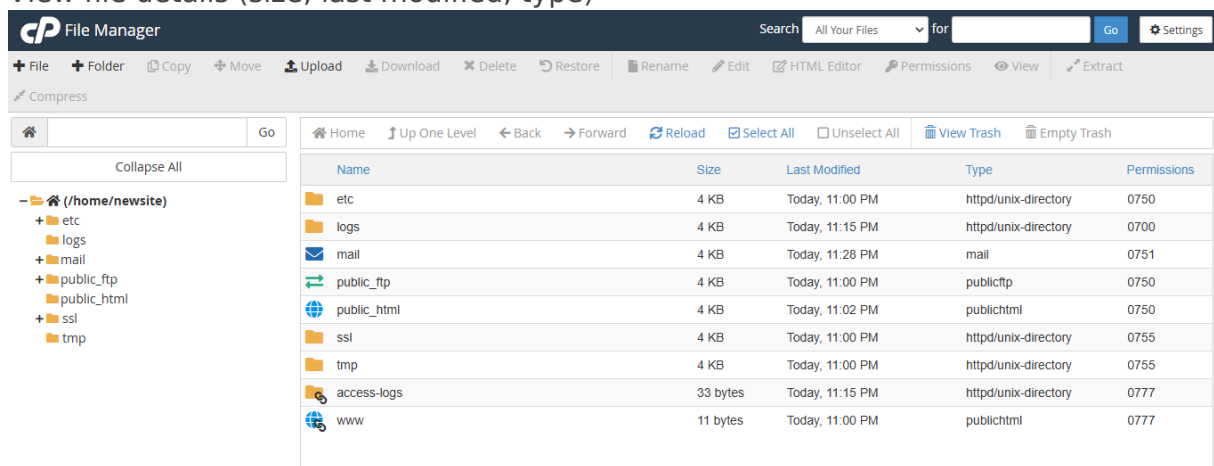
# Using File Manager

1. Go to **File Manager** in your cPanel dashboard.



2. Inside the **public\_html** folder, you'll find the main files for your website.
3. You can:

- Upload new files (HTML, images, scripts, etc.)
- Edit, rename, move, or delete files
- Create new folders
- Change file permissions
- View file details (size, last modified, type)



This is especially useful if you're managing your website manually or want to make quick updates.

## 5. Backing Up & Restoring Your Website

Keeping a backup of your website is essential in case of accidental deletion, updates gone wrong, or server issues.

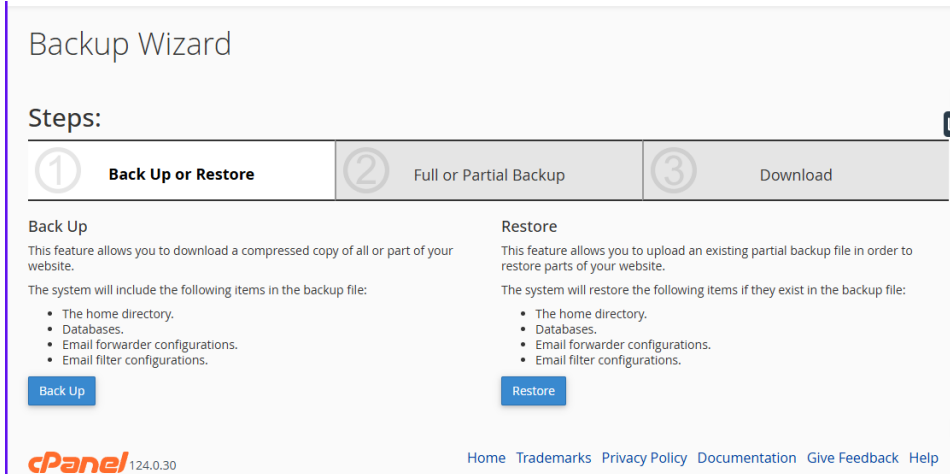
### a. Backup Wizard

The **Backup Wizard** helps you create and restore backups easily.

You can:

- Download a full backup (everything in your account)
- Download partial backups of:
  - Home Directory
  - Databases
  - Email settings

- Restore partial backups (upload a backup file to recover specific parts of your site)

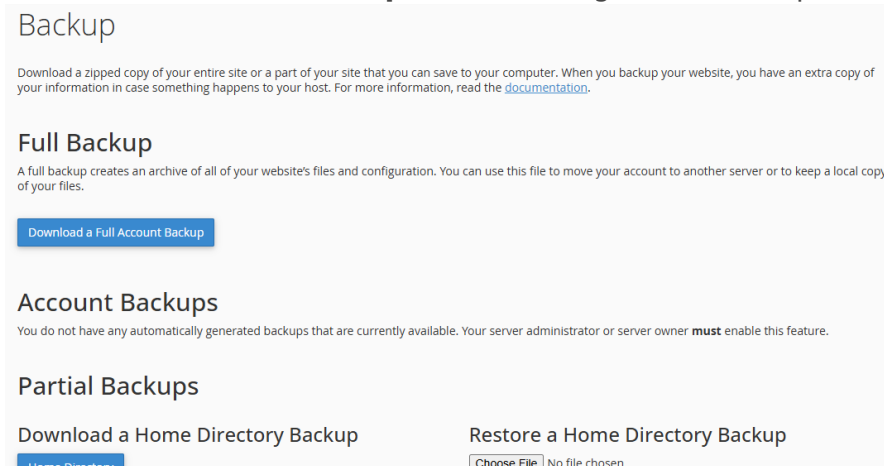


## b. Backup Tool

The **Backup** tool gives you more control if you want to download a complete or partial backup manually.

You can:

- Download a **Full Backup** (complete account: site files, databases, email, settings)
- Download **Partial Backups** (just specific areas)
- Create an **Account Backup** to save configurations and preferences



It's a good practice to download backups regularly and store them safely.

## Tips for a Smooth Hosting Experience

- Always **keep backups** of your site before making major changes.
- Regularly **check email storage** and clean up old messages.
- Use **secure passwords** for all email and cPanel accounts.
- Install a **free SSL certificate** via cPanel for secure HTTPS access.
- Use **cron jobs** only if you're familiar with automated tasks and scripting.

You're Ready to Go!

Now that you know how to access cPanel and manage essential features, you're fully equipped to take control of your website. Whether you're creating a simple blog, launching a business, or building something more complex—everything you need is right at your fingertips.

Would you like this turned into a branded PDF, with screenshots and formatting? I can prepare that too.

# About FTP Connections

The *FTP Connections* tool in cPanel allows you to monitor and manage users currently connected to your hosting account via FTP (File Transfer Protocol). This is an important feature for maintaining the security and integrity of your website files. By reviewing active sessions, you can detect unauthorized access and terminate suspicious connections when necessary.

## 1. What Is FTP?

FTP (File Transfer Protocol) is used to transfer files between your computer and your web hosting server. It is commonly used to upload website files, make edits, or manage your site's structure. If you or others regularly use FTP accounts, it's important to monitor access to prevent unauthorized activity.

## 2. Accessing the FTP Connections Tool

To monitor FTP activity:

1. Log in to your cPanel account at: <https://cpanel.sitedeploy.com>
2. Scroll down to the Files section.
3. Click on FTP Connections.



This will take you to the FTP session monitor, where all current connections are displayed in a table format.

## 3. Understanding the FTP Connections Page

Once inside the FTP Connections tool, you'll see a table listing all active FTP sessions. Each row represents one active user session and includes the following details:

- User – The FTP account username currently connected.
- Logged in From – The IP address of the user accessing the server.
- Login Time – The time and date the user connected.
- Status – Current state of the connection (e.g., IDLE or transferring data).
- Process ID (PID) – A unique identifier for the session.
- Actions – An option to disconnect a session if necessary.

## FTP Connections

Monitor visitors that are logged into your site through FTP. Terminate FTP connections to prevent file access by unwarranted users. For more information, read the [documentation](#).

### Current Connections

You may need to reload your page to view current connections.

[Reload](#)

User	Logged in From	Login Time	Status	Process ID	Actions
There are no active FTP connections for your account.					

**cPanel** 124.0.30 [Home](#) [Trademarks](#) [Privacy Policy](#) [Documentation](#) [Give Feedback](#) [Help](#)

## 4. How to Monitor FTP Sessions

- Check for Active Users:  
Review the list to see all users currently connected via FTP.
- Look for Suspicious Activity:  
Pay attention to unknown usernames, unfamiliar IP addresses, or odd login times.
- Refresh the List:  
Click the Reload button to update and get the most recent data.

## 5. Terminating Unwanted FTP Connections

If you notice a session that appears suspicious or unauthorized, follow these steps to disconnect it:

1. Locate the session in the FTP Connections table.
2. In the Actions column, click Disconnect next to the session you want to terminate.
3. Click Reload to confirm that the session has ended.

This will immediately close the FTP connection and prevent further file access under that session.

## 6. System Recommendations for FTP Security

To help you protect your website files, follow these best practices:

- Use Secure FTP (SFTP):  
Whenever possible, use SFTP instead of standard FTP to encrypt file transfers.
- Limit FTP Access:  
Only give FTP access to users who need it. Restrict access to specific IP addresses if supported.
- Monitor FTP Sessions Regularly:  
Get into the habit of checking FTP Connections to ensure no unauthorized users are

logged in.

- Update FTP Passwords Periodically:

Strong, regularly updated passwords help prevent brute-force and unauthorized access.

- Disable Unused FTP Accounts:

If an account is no longer needed, remove or suspend it to reduce risk.

The FTP Connections tool in cPanel is a powerful feature that helps you manage and secure your website by monitoring real-time FTP activity. Regularly reviewing this section and terminating suspicious sessions ensures that only authorized users can access your website files.

# About Databases

cPanel provides powerful, easy-to-use tools that help you create, manage, and maintain databases for your website or web applications. Whether you're installing a content management system (CMS) like WordPress, setting up a web app, or storing user data, these tools make database management accessible even to users with limited technical experience.

The two primary tools for managing databases in cPanel are:

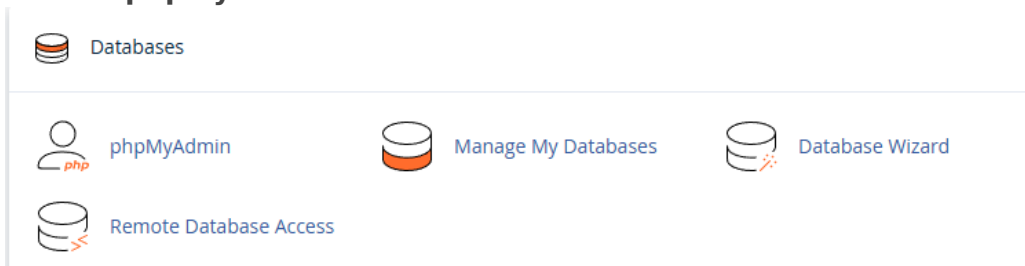
- **phpMyAdmin** – A graphical interface for direct database interaction.
- **Database Wizard** – A step-by-step guide to creating databases and users quickly and securely.

## 1. Managing Databases with phpMyAdmin

**phpMyAdmin** is a web-based tool that lets you manage your MySQL databases using a visual interface. It provides access to advanced functions without the need to write SQL queries manually, although those with experience can still execute custom SQL commands.

### How to Access phpMyAdmin:

1. Log in to your cPanel account.
2. Scroll to the **Databases** section.
3. Click on **phpMyAdmin**.



This will open a new browser window with the phpMyAdmin interface.

### What You Can Do with phpMyAdmin:

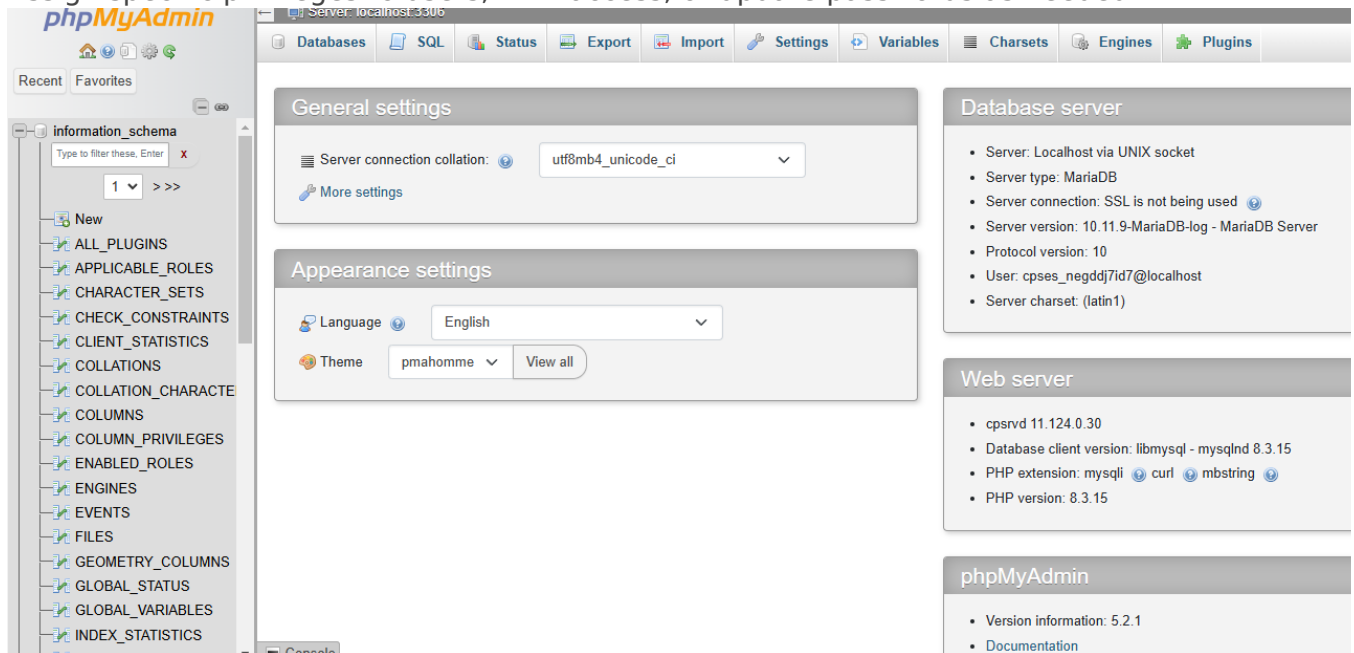
- **Create New Databases**  
Use phpMyAdmin to manually create databases if needed.
- **Manage Tables**  
Create, modify, and delete tables within a selected database. You can also define relationships between tables and adjust structures as your project evolves.
- **Run SQL Queries**  
Write and execute custom SQL statements to insert, retrieve, update, or delete data.

- **Import and Export Databases**

Easily back up or restore data by exporting or importing entire databases or selected tables in formats like SQL, CSV, XML, and more.

- **Manage Users and Permissions**

Assign specific privileges to users, limit access, or update passwords as needed.



## Key Features:

- **Browse and Edit Data**

Navigate through your database tables, view entries, and edit rows directly.

- **Search Capability**

Quickly search for specific values or records within your tables.

- **View Database Structure**

Understand and modify how your tables are built, including columns, types, and indexes.

- **Backups and Recovery**

Export entire databases as backup files, which can be restored at any time using the import function.

phpMyAdmin is ideal for users who want full control over their databases or need to perform specific administrative tasks on the backend of a web application.

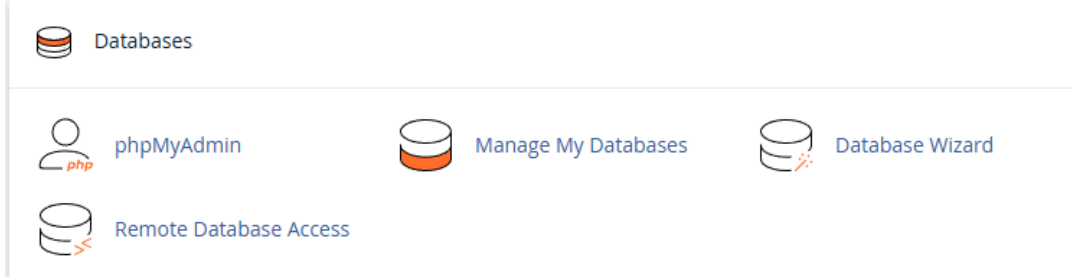
## 2. Creating Databases with the Database Wizard

The **Database Wizard** is perfect for users who are new to database management. It simplifies the process by guiding you step-by-step through the creation of a database, database user, and permission assignment.

### How to Access the Database Wizard:

1. Log in to cPanel.
2. Go to the **Databases** section.

### 3. Click on **Database Wizard**.



## *Steps to Use the Database Wizard:*

### Step 1: Create a Database

- Enter a unique and descriptive name for your new database.

Example:

- Click **Create Database**.
- A confirmation message will appear once the database is created.

A screenshot of the MySQL Database Wizard interface. The title is 'Database Wizard'. Below it, a paragraph explains that databases allow storing information in an easily-accessible way and that users need to create a database to use it. The main heading is 'Step 1: Create A Database'. Underneath, it says 'New Database:' followed by a text input field containing 'newsite\_'. A note below the field states 'Note: 55 characters max.' and there is a blue 'Next Step' button.

### Step 2: Create a Database User

- Choose a username for the new user account associated with the database.  
Example:
- Enter a secure password or use the **Password Generator**.
- Click **Create User**.
- A confirmation message will appear once the user is created.

Database Wizard

✔ You have created a database named "newsite\_test66".

### Step 2: Create Database Users:

Username:

**Note:** 39 characters max.

Password:

Password (Again):

Strength ⓘ  

Very Weak (0/100)

Password Generator

Create User

## Step 3: Assign User Privileges

- Choose the database and the user you just created.
- Select the privileges the user should have:
  - **All Privileges** – Grants full access to the database (ideal for administrators or trusted apps).
  - **Specific Privileges** – Select specific permissions such as SELECT (read), INSERT (add), UPDATE (modify), DELETE (remove), etc.
- Click **Make Changes** to apply the permissions.

Database Wizard

✔ You have successfully created a database user named "newsite\_test55".

### Step 3: Add user to the database.

User: **newsite\_test55**  
Database: **newsite\_test66**

☐ ALL PRIVILEGES

<input type="checkbox"/> ALTER	<input type="checkbox"/> ALTER ROUTINE
<input type="checkbox"/> CREATE	<input type="checkbox"/> CREATE ROUTINE
<input type="checkbox"/> CREATE TEMPORARY TABLES	<input type="checkbox"/> CREATE VIEW
<input type="checkbox"/> DELETE	<input type="checkbox"/> DROP
<input type="checkbox"/> EVENT	<input type="checkbox"/> EXECUTE

You've now successfully set up a database and user account that can be used by your website or web application.

## Best Practices for Database Management

- **Use Strong Passwords**

Always use complex, unique passwords for database users to prevent unauthorized access. The password generator in cPanel is highly recommended.

- **Assign Minimal Privileges**

Only grant the permissions needed for a specific user or app. For example, if the user should only retrieve data, avoid granting write or delete privileges.

- **Name Databases Clearly**

Use meaningful names to identify the purpose of each database, especially when managing multiple websites or applications.

- **Perform Regular Backups**

Back up your databases before making major changes or updates. You can use phpMyAdmin's export tool or cPanel's Backup section.

- **Monitor for Unused Databases**

Delete any databases that are no longer in use to keep your hosting environment clean and secure.

Whether you are launching a blog, developing a web app, or managing customer data, cPanel gives you the tools to create and control databases effectively.

- Use **phpMyAdmin** for hands-on management and detailed tasks.
- Use the **Database Wizard** for fast, guided setup.

Both tools provide everything you need to support the database needs of your website securely and efficiently.

# About Domains

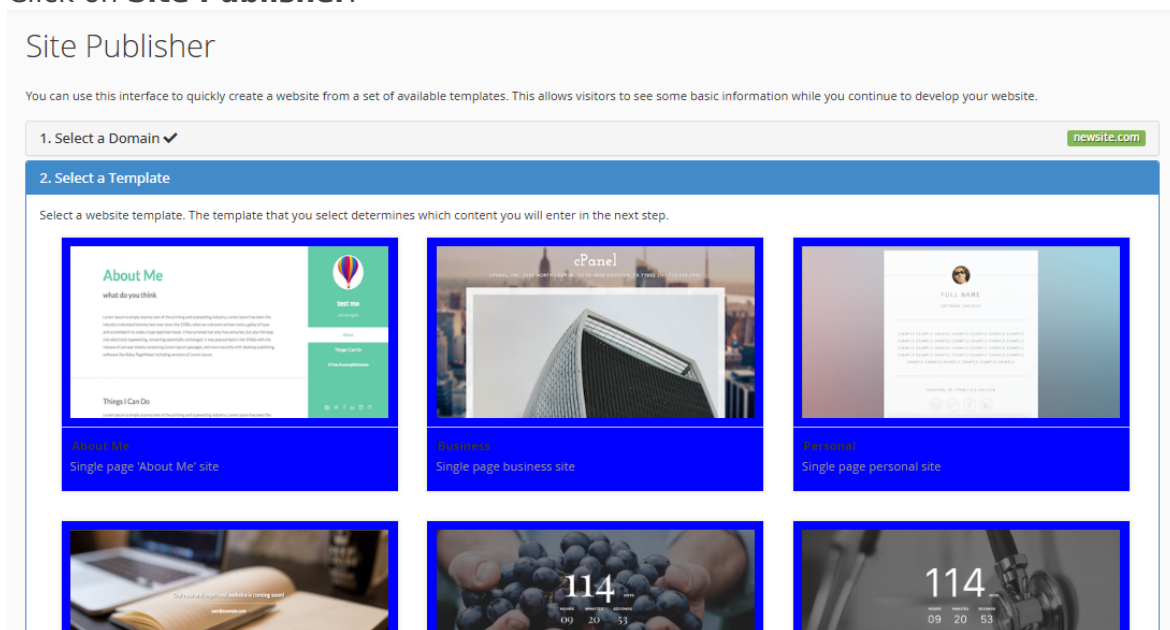
cPanel includes powerful tools that allow users to quickly launch websites, customize site designs, and manage domain settings—all from one convenient location. Whether you're building a temporary landing page, a full-featured site, or managing domain redirections, this guide will walk you through everything step-by-step.

## 1. Creating a Simple Website with Site Publisher

The **Site Publisher** tool is designed for users who need to quickly publish a basic website using pre-built templates. This is ideal for small businesses, portfolios, or placeholders while a full website is being developed.

### a. Accessing Site Publisher:

1. Log in to your cPanel account.
2. Navigate to the **Domains** section.
3. Click on **Site Publisher**.



### b. How to Use Site Publisher:

#### Select a Domain and Template

- Choose the domain you want to publish the site on.
- Select a template that matches your needs (business, personal, portfolio, etc.).

#### Customize Website Content

You'll be asked to fill in various fields depending on the template, including:

- Business Name
- Tag Line
- Company Description
- About Us Section
- Contact Details (Address, Phone, Email)
- Operating Hours
- Social Media Links
- Google Maps Location
- Google Analytics Tracking ID

## Site Publisher

You can use this interface to quickly create a website from a set of available templates. This allows visitors to see some basic information while you continue to develop your website.

1. Select a Domain ✓

newsite.com

2. Select a Template ✓

vCard: Power

3. Customize and Publish

[vCard] Prefix

My name is

[vCard] Your Name

Martha Gonzales

[vCard] Subtitle

Freelance Graphic Designer

Phone Number

xxx-xxx-xxxx

Fax Number

xxx-xxx-xxxx

Email Address

me@mysite.com

Address



vCard: Power

These fields are optional, but the more you complete, the more polished your site will appear.

## Publish Your Website

After entering your information, click **Publish**.

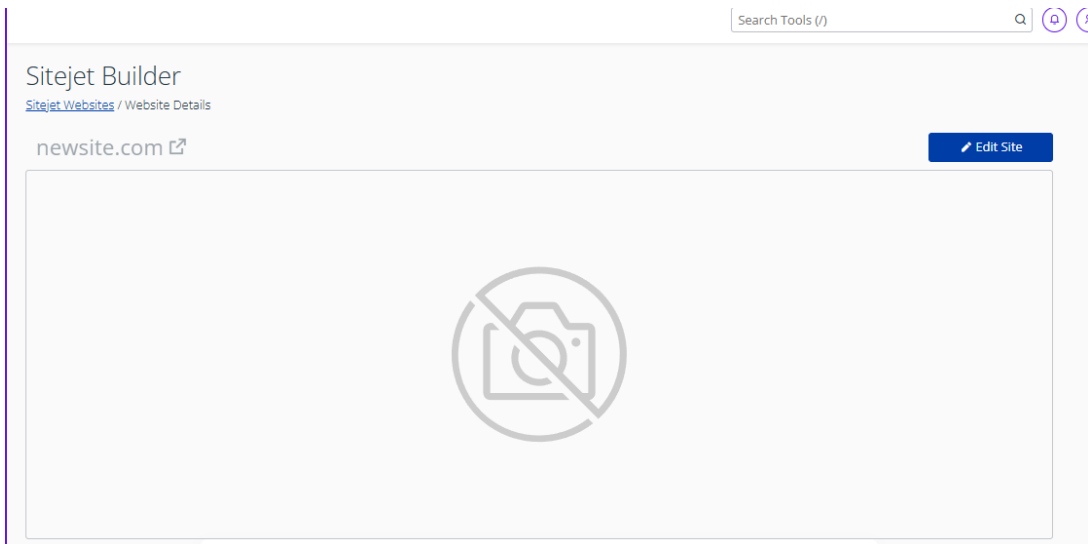
Your site will go live instantly using the selected template and your content.

## 2. Building Custom Websites with Sitejet Builder

**Sitejet Builder** is a drag-and-drop website builder included with cPanel. It's perfect for creating visually appealing, fully customized websites without needing to write any code.

### a. Accessing Sitejet Builder:

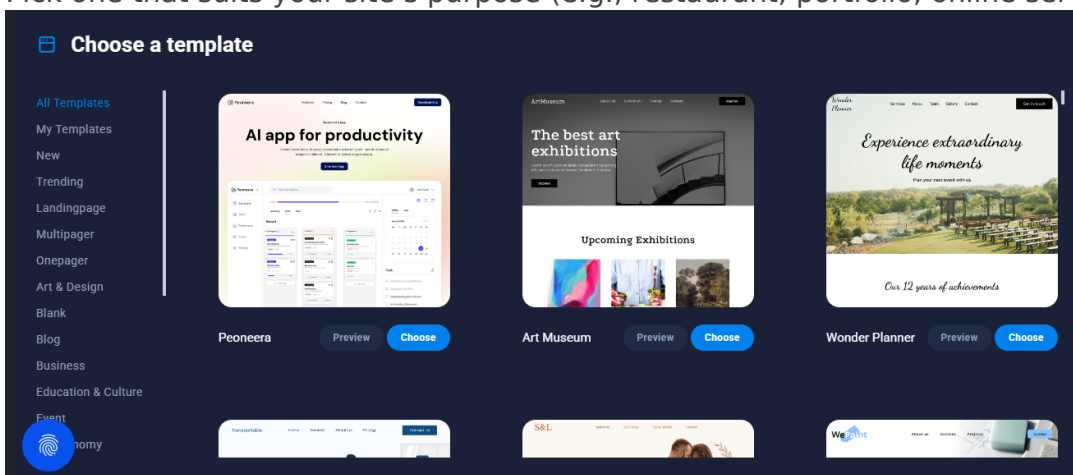
1. Log in to cPanel.
2. Go to the **Sitejet Website Builder** or look under the **Domains** or **Software** section.
3. Select the domain you want to work with.
4. Click **Edit Site** to launch the builder.



## b. How to Use Sitejet Builder:

### Choose a Template

- Browse through the template library.
- Pick one that suits your site's purpose (e.g., restaurant, portfolio, online service).



### Customize Using Drag-and-Drop

You can easily build your site by dragging and arranging elements on the page:

- Add sections such as headers, footers, image sliders, and content blocks.
- Modify fonts, colors, layouts, and themes.
- Add interactive elements like forms, maps, and social media icons.

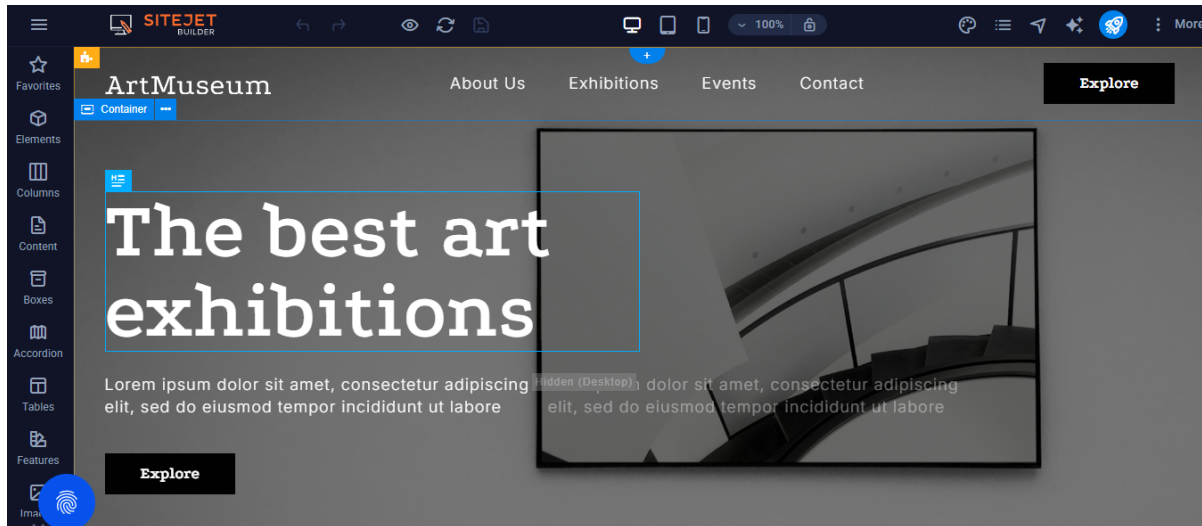
## c. Update Content

Click into any section to edit text, images, links, or other components. Everything is live-previewed as you go.

## Publish Your Website

Once you're satisfied with your design, click **Publish**.

Your custom-built website will go live and be accessible on the selected domain.



Sitejet makes it easy to create professional-grade websites without needing technical experience.

### 3. Managing Domains in cPanel

The **Domains** tool allows you to add and configure domain names linked to your hosting account. Whether you want to host multiple websites, set up subdomains, or manage HTTPS redirects, this tool gives you full control.

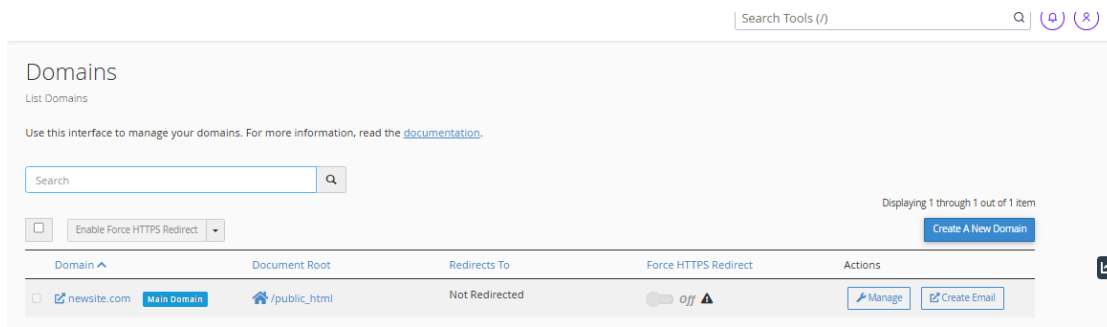
#### a. Accessing the Domains Tool:

1. Log in to your cPanel account.
2. Navigate to the **Domains** section.
3. Click on **Domains**.

#### b. Domains Interface Overview

The Domains list shows all domains currently associated with your account. For each domain, you'll see:

- **Domain Name** – The website address.
- **Document Root** – The folder on the server where files for this domain are stored.
- **Redirect To** – Displays if the domain is redirecting to another site.
- **Force HTTPS Redirect** – Shows whether secure HTTPS is enforced.
- **Actions** – Options to manage or delete the domain.



## c. Adding a New Domain

To add a new domain:

1. Click **Create a New Domain**.
2. Enter the domain name you want to add (e.g., yournewsite.com).
3. Set the document root if you want to customize where files are stored.
4. Click **Submit** to complete the setup.

Your new domain will be added to the list. From there, you can:

- Upload files via **File Manager** or **FTP**
- Set up **email addresses** for the domain
- Redirect it to another website
- Configure **SSL certificates** for HTTPS access

## Best Practices for Managing Domains and Sites

- *Use HTTPS Redirects:* Always enable "Force HTTPS Redirect" to ensure your visitors access your site securely.
- *Keep Sites Updated:* Whether using Site Publisher or Sitejet, regularly update your content to stay relevant.
- *Use Meaningful Folder Names:* When adding new domains, keep document root folders organized and clearly named.

- *Limit Redundancy:* Only keep domains and subdomains you're actively using.
- *Back Up Your Website Files:* Before making major changes, download a backup via cPanel's Backup or File Manager tools.

cPanel offers a full suite of website and domain management tools:

- Use **Site Publisher** to create a fast and functional landing page.
- Build visually rich sites with **Sitejet's drag-and-drop editor**.
- Add, manage, and configure domains easily using the **Domains** tool.

These features give you control, flexibility, and the freedom to build your online presence—no coding required.

# About WP ToolKit

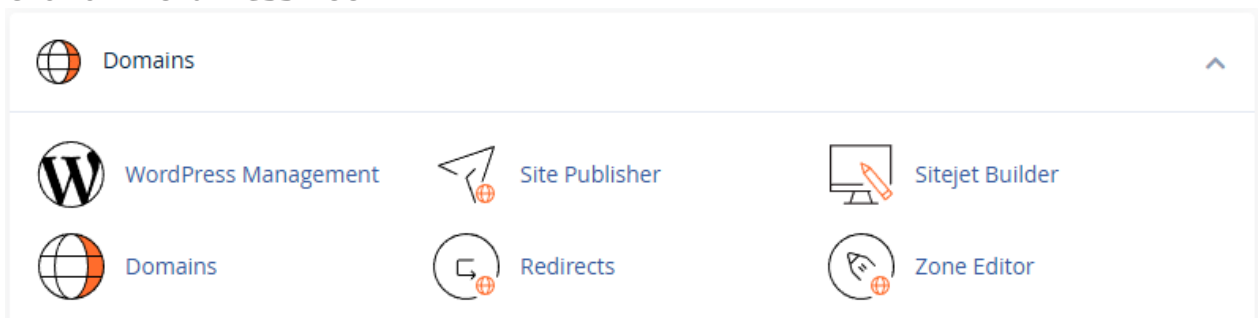
cPanel includes powerful domain and site management tools, and one of the most valuable for WordPress users is the **WordPress Toolkit (WT)**. This tool simplifies the process of installing, managing, and maintaining WordPress websites—all from a single, easy-to-use dashboard.

This guide will walk you through each section of the WordPress Toolkit so you can confidently manage your WordPress sites without needing technical experience.

## 1. Accessing the WordPress Toolkit

To open the WordPress Toolkit:

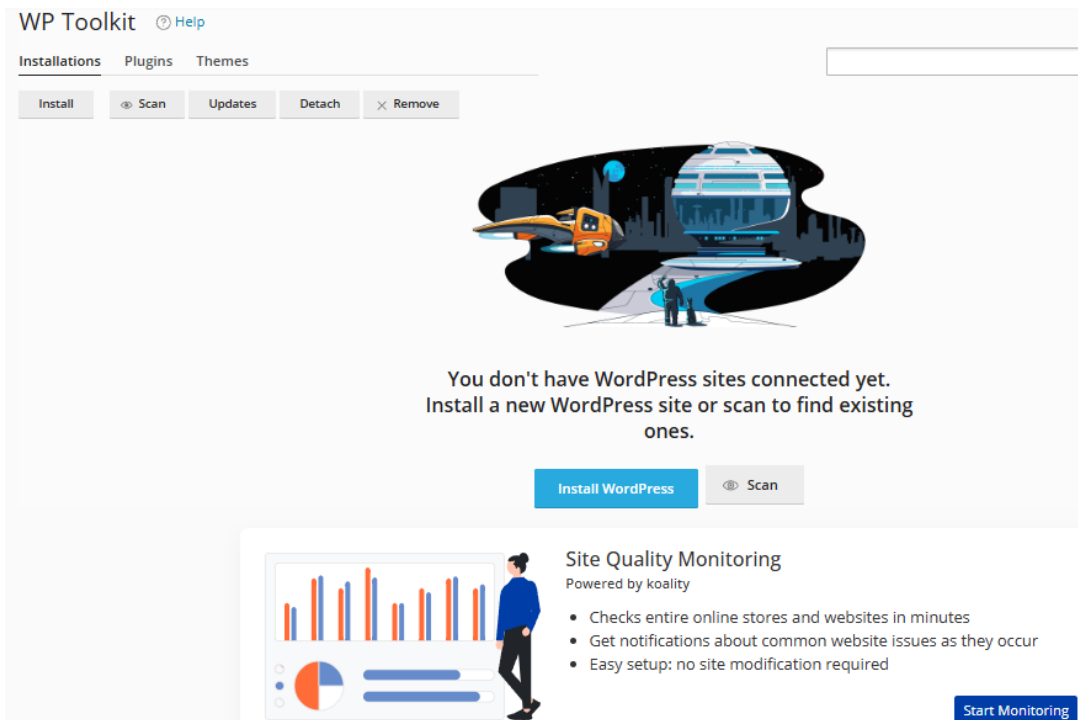
1. Log in to your cPanel account.
2. Scroll to the **Domains** or **Applications** section.
3. Click on **WordPress Toolkit**.



You'll be taken to the WordPress management dashboard, where all your WordPress sites are listed and grouped under the following sections: **Installations**, **Plugins**, and **Themes**.

## 2. Installations

The **Installations** section allows you to manage existing WordPress sites or install new ones with just a few clicks.



## Key Features:

- **Install New WordPress**

Start a new WordPress site easily by clicking “Install”. The Toolkit will guide you through setting up the site, admin credentials, and database automatically.

- **Scan Existing Installations**

If you already have a WordPress site installed manually or through another tool, you can use the “Scan” option to detect and add it to your Toolkit dashboard.

- **Website Quality Monitoring**

WordPress Toolkit automatically scans your site for:

- Outdated plugins and themes
- Missing security updates
- Performance issues
- Configuration problems

- **Real-Time Notifications**

The system provides real-time alerts to help you identify and fix issues as soon as they arise, improving your site’s stability and performance.

## Install WordPress

Choose installation options

Random values will be generated if fields are left blank.

### General

Installation path	<input type="text" value="https"/> <input type="text" value="://"/> <input type="text" value="newsite.com"/> <input type="text" value="/"/> <input type="text" value="Installation directory"/>
Website title	<input type="text" value="Wanderlust"/>
Plugin/theme set	<input type="text" value="None"/>
Website language	<input type="text" value="English (United States)"/>
Version	<input type="text" value="6.7.2 (current)"/>

### WordPress Administrator

Username	<input type="text" value="admin_vq1cvqaq"/>
Password	<input type="password" value="*****"/> <input type="button" value="Generate"/>
Email	<input type="text" value="admin@newsite.com"/>

Database

Automatic Update Settings

<input type="button" value="Install"/>	<input type="button" value="Cancel"/>
--	---------------------------------------

This makes managing one or multiple WordPress sites easier and more efficient, especially for users who want a quick overview of their website health.

## 3. Plugins

The **Plugins** section gives you full control over the plugins installed on your WordPress sites.

### What You Can Do:

- **View Installed Plugins**

See all active and inactive plugins for each WordPress installation.

- **Manage Plugins**

- Activate or deactivate plugins
- Delete unused plugins
- Update plugins directly from the interface

- **Install New Plugins**

Search the WordPress repository and install plugins with one click.

You can also upload custom plugin files from your computer.

Managing plugins through the Toolkit ensures your site remains secure, functional, and up to date.

## 4. Themes

The **Themes** section allows you to manage the visual design of your WordPress sites.

## What You Can Do:

- **View Installed Themes**

See all themes currently available in your WordPress installation.

- **Activate Themes**

Quickly switch between themes by selecting and activating your preferred design.

- **Manage Themes**

- Enable or disable themes
- Delete unused themes
- Update to the latest version

- **Install New Themes**

You can browse and install themes directly from the WordPress repository or upload a custom theme file from your local device.

This makes it easy to refresh your site's appearance or test new layouts without manually accessing your WordPress admin panel.

## Best Practices for Managing WordPress with the Toolkit

- **Keep Everything Updated**

Regularly update your WordPress core, themes, and plugins to prevent security issues.

- **Remove Unused Plugins and Themes**

Deactivate and delete anything you're not actively using to improve site performance and reduce vulnerability.

- **Monitor Website Health Regularly**

Use the Toolkit's built-in monitoring to stay ahead of issues before they affect your site.

- **Use Strong Passwords**

Always use secure passwords for WordPress admin accounts and database users.

The **WordPress Toolkit in cPanel** gives you complete control over your WordPress sites—from installation to optimization—in one centralized location. Whether you're running a personal blog, a business site, or multiple websites, the Toolkit makes WordPress management simple, secure, and efficient.

# About Cron jobs

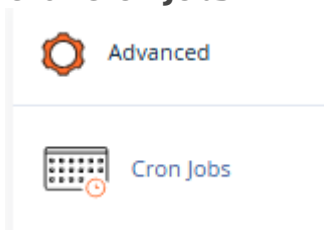
**Cron Jobs** in cPanel allow you to automate recurring tasks by scheduling commands or scripts to run at specific times. This is especially useful for automating maintenance processes such as clearing temporary files, running database backups, or sending scheduled reports.

By using Cron Jobs, you can ensure important scripts run consistently and on time—without manual effort.

## 1. Accessing the Cron Jobs Tool

To begin setting up automated tasks:

1. Log in to your cPanel account.
2. Scroll to the **Advanced** section.
3. Click **Cron Jobs**.



This opens the Cron Jobs interface where you can create new scheduled tasks or manage existing ones.

## 2. Understanding How Cron Jobs Work

A **cron job** is a time-based task that runs a command or script automatically, according to a schedule you define. You control when a task runs by setting time intervals using five fields:

- **Minute** (0-59)
- **Hour** (0-23)
- **Day** (1-31)
- **Month** (1-12)
- **Weekday** (0-7, where 0 and 7 represent Sunday)

For example:

To run a task at **2:00 AM every day**, use the following settings:

makefile	
----------	--

minute	0
Hour	2
Day	*
Month	*
Weekday	*

Common Cron Job Schedules

Schedule	Settings
Once Daily	Minute: 0, Hour: [your hour], Day: *, Month: *, Weekday: *
Every Hour	Minute: 0, Hour: *, Day: *, Month: *, Weekday: *
Weekly	Minute: 0, Hour: 3, Day: *, Month: *, Weekday: 1 (Monday)

### 3. Adding a New Cron Job

To schedule a new task:

#### Step 1: Configure Email Notifications

- If you'd like to receive an email every time the cron job runs, enter your email address in the **Cron Email** field.
- If you **do not** want to receive emails for a particular job, add this to the end of the command:


javascript:

```
>/dev/null 2>&1
```

This prevents your inbox from being flooded with cron output.

### Cron Jobs

Cron jobs allow you to automate certain commands or scripts on your site. You can set a command or script to run at a specific time every day, week, etc. For example, you could set a cron job to delete temporary files every week to free up disk space.

 **Warning:** You need to have a good knowledge of Linux commands before you can use cron jobs effectively. Check your script with your hosting administrator before adding a cron job.

### Cron Email

Send an email with the output every time the cron job runs. [less »](#)

You can have cron send an email every time it runs a command which produces output. If you do not want an email to be sent for an individual cron job, you can redirect the command's output to /dev/null. For example: `mycommand >/dev/null 2>&1`

Current Email  
newsite

Email

Update Email

## Step 2: Set the Time Intervals

- Use the dropdown menus to select when you want your command to run.
- You can customize this based on minute, hour, day, month, and weekday.

### Add New Cron Job

PHP command examples:

General example:

```
/usr/local/bin/php /home/newsite/public_html/path/to/cron/script
```

Domain-specific example:

```
/usr/local/bin/ea-php99 /home/newsite/domain_path/path/to/cron/script
```

In the above example, replace "ea-php99" with the PHP version assigned to the domain you wish to use. Look in the [MultiPHP Manager](#) for the actual PHP version assigned to a domain.

**Common Settings**

-- Common Settings --

**Minute:**

-- Common Settings --

**Hour:**

-- Common Settings --

**Day:**

-- Common Settings --

**Month:**

-- Common Settings --

**Weekday:**

-- Common Settings --

**Command:**

## Step 3: Enter the Command

In the **Command** field, enter the script you want to execute. Examples:

### General PHP Command:

swift

```
/usr/local/bin/php /home/username/public_html/path/to/cron/script.php
```

### PHP Command with Custom Version (Domain-Specific):

swift

```
/usr/local/bin/ea-php81 /home/username/public_html/path/to/cron/script.php
```

Replace `ea-php81` with the PHP version assigned to your domain (check via **MultiPHP Manager** in cPanel).

## Step 4: Add the Cron Job

Click **Add New Cron Job**. The task will now appear in your list of current cron jobs.

## 4. Managing Existing Cron Jobs

Once created, your cron jobs will appear in the **Current Cron Jobs** section.

Command:

Add New Cron Job

Current Cron Jobs

Minute	Hour	Day	Month	Weekday	Command	Actions
No Cron Jobs						

This table displays the following information:

Minute	Hour	Day	Month	Weekday	Command	Actions
*	2	*	*	*	/usr/local/bin/php /home/newsite /public_html/path/to/cron/script	[Edit] [Delete]

Each entry shows:

- Scheduled time (minute, hour, day, month, weekday)
- The command to be run
- Action options: **Edit** or **Delete**

You can use these options to:

- Modify the schedule or command of an existing job
- Remove jobs that are no longer needed

## 5. Cron Job Email Notifications

By default, cPanel will send an email with the output of your cron job to the email listed in the **Current Email** field. This is useful for monitoring whether tasks complete successfully.

- To change the notification email, update the address in the **Cron Email** section at the top of the Cron Jobs interface.
- To disable email notifications for a specific job, append the command with:

javascript:

>/dev/null 2>&1

## 6. Best Practices for Using Cron Jobs

- **Test Scripts First:** Always run your script manually before scheduling it to ensure it works as expected.
- **Use Secure Commands:** Make sure the script or command you enter doesn't contain errors or unsafe operations.

- **Avoid Unnecessary Jobs:** Only schedule tasks that are needed. Overusing cron jobs can affect server performance.
- **Monitor Output:** Check your email reports (or logs) to ensure tasks run successfully.
- **Use Full Paths:** Always specify the full path to your script or command to avoid errors.
- **Know Your Hosting Limits:** Some hosting providers limit how often cron jobs can run or how many are allowed. Contact your provider if you're unsure.

**Cron Jobs** in cPanel are a powerful way to automate routine or recurring website tasks. Whether you're managing backups, sending email reports, or maintaining databases, cron jobs can help you save time and ensure tasks are performed consistently.

Take time to carefully configure your job schedules, use full command paths, and monitor performance to get the most from this feature.