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.
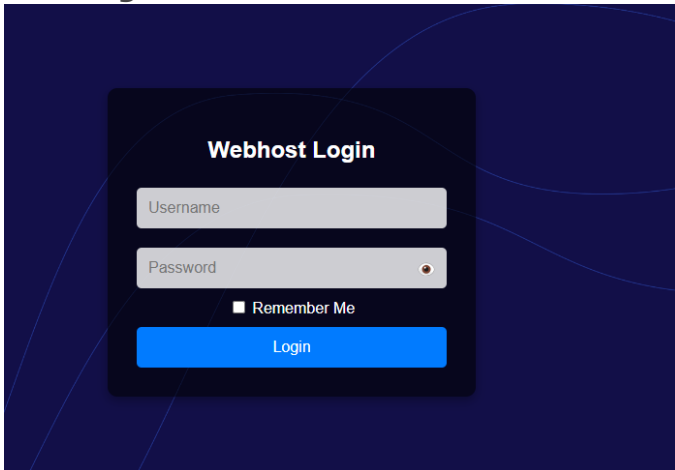
1. Accessing cPanel

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

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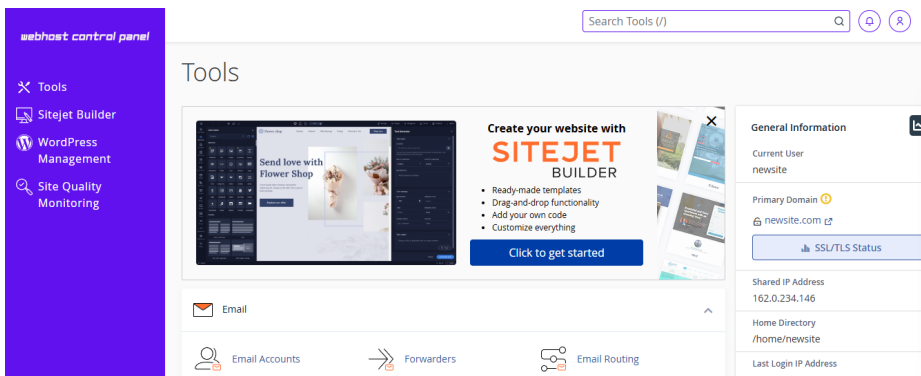- Your *password*

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.
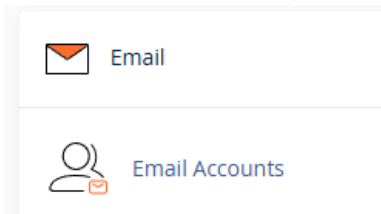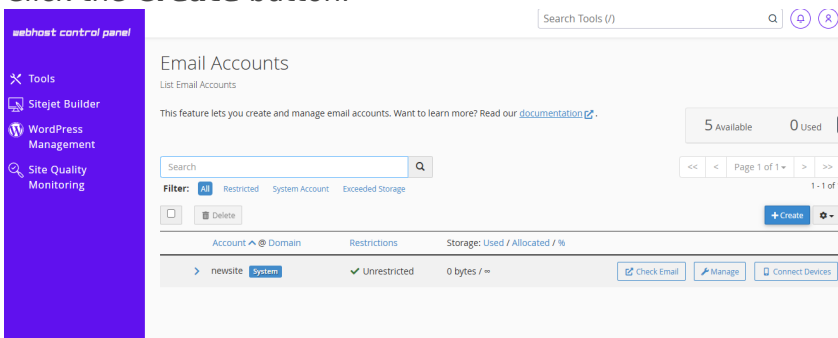
a. Managing Email Accounts

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**.

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.

System Email Account

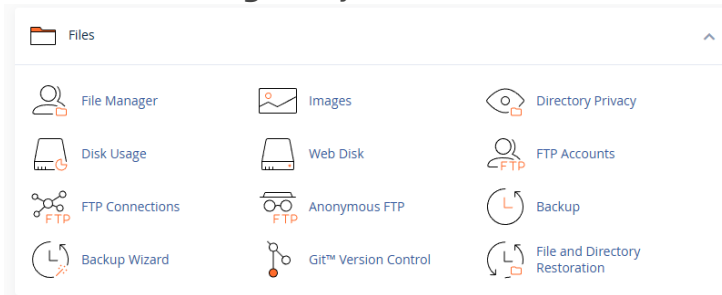You may see a default **system email account** tied to your cPanel username. This account is used for server communications and can't be deleted. It doesn't use your regular storage quota and shares the same login as your cPanel.

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.
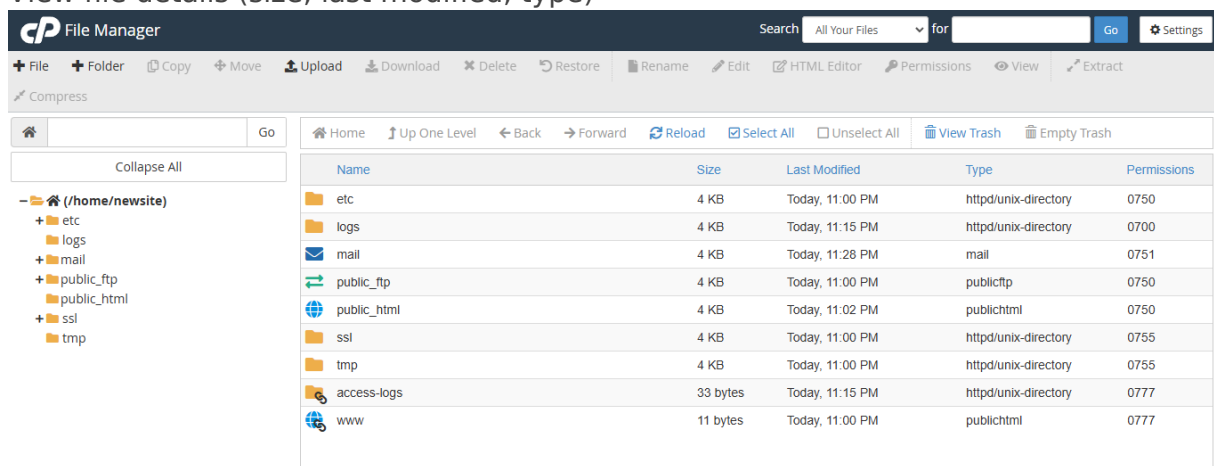
Using File Manager

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.
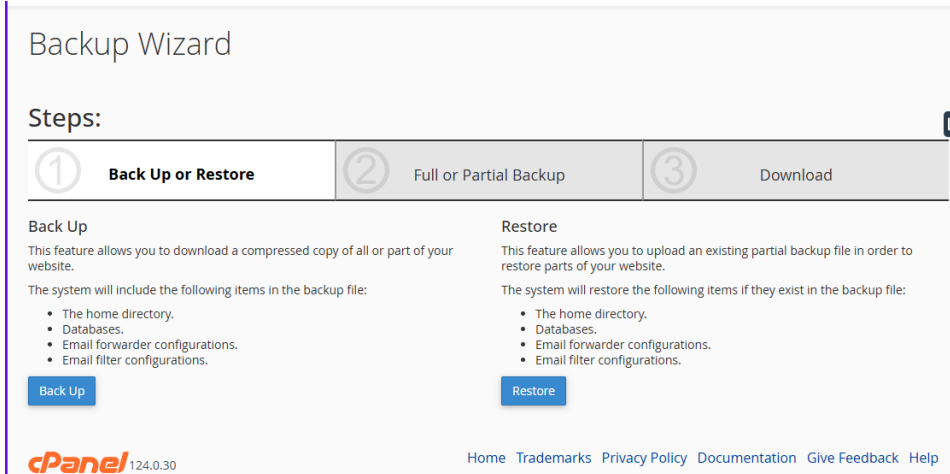
a. Backup Wizard

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)
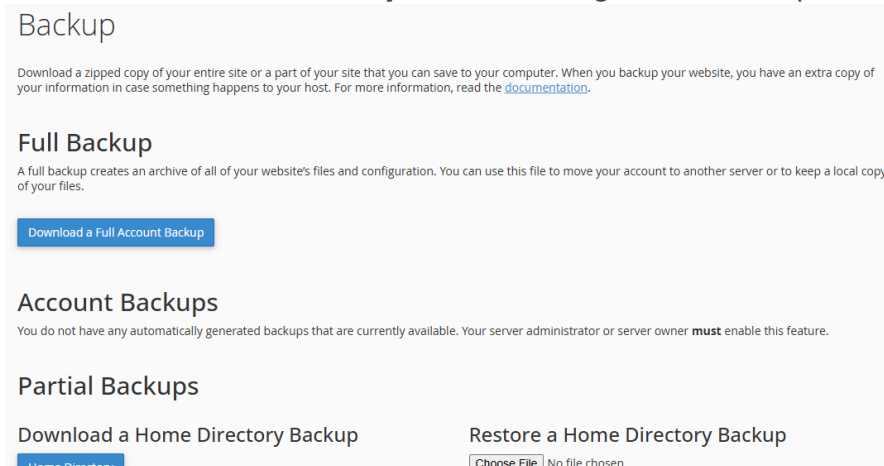

b. Backup Tool

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.

Revision #1
Created 28 March 2025 05:31:17 by Admin
Updated 28 March 2025 05:47:13 by Admin