



Wooza Tutorial Email Account Setup

Congratulations on your Wooza iWeb or Wooza Shop purchase!

This manual will assist you with creating your 5 custom email addresses via Wooza's Cpanel interface. Please follow the steps below to get started!

Step 1: Access Cpanel Account

To access your Cpanel account simply open up your web browser (internet Explorer, Firefox, Safari, Chrome etc) and type the following into the address bar:
www.yourdomain.co.za/cpanel

So for example, if you have registered the following domain with us: mikesplumbing.co.za then you will need to type in the following:
www.mikesplumbing.co.za/cpanel .

Step 2: Enter Cpanel Username and Password

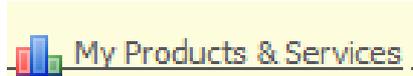
To access your Cpanel account you will need to enter your Wooza Cpanel username and password.

Wooza note: *If you have purchased the Wooza iWeb or Wooza Shop package then your Cpanel login details will be the same as your site builder login details!*

If you have forgotten your Cpanel login details you can view them by going to www.wooza.co.za and performing the following:

- Click on Client Area
- This will bring you to a login screen that will request your Wooza client area username and password. *This would have been emailed to you so please check your emails from Wooza.*
- After you have entered the login details, you will be taken to the client area portal. Here you can view your products, make payments, edit client details etc.

- In the client area click on My Products & Services Icon, depicted below:



- After clicking on the above icon, you will need to click on View Details, on the right hand side of the table and then scroll down to view your Cpanel login details!

Step 3: Cpanel Email Address Setup

After entering your Cpanel login details (see step 2), you will be taken to the Cpanel front page –see below. Please select: Email Accounts, circled in red in the screenshot below.



Step 4: Email Account Creation

After clicking on Email Accounts, you will be presented with the screen shown below:

Email: @

Password:

Password (again):

Strength (why?):

Mailbox Quota: 250 MB Unlimited

Here you will need to enter your own custom email address and a password. Then click Create Account.

Wooza note: you must remember this password and email address as you will need these details when setting up your email addresses in Outlook or other email client programs.

Step 5: Email Setup in Outlook/Other Email Programs

Congratulations! Your email account has now been set up on our server!

You will now be able to send/receive emails from Microsoft Outlook (or a similar email program) using this email address. During set up of each email address, you will need to note the following configuration details:

User Information

Your Name: <enter the name that you want to appear on your email when receipts receive an email from you>

E-mail Address: <enter the email address you created>

Server Information

Incoming Mail Server (POP3): mail.yourdomain.co.za

Outgoing mail server (SMTP): mail.yourdomain.co.za

Login Information

Username: <enter the email address you created on our server in Step 4>

Password: <enter the corresponding password that you created on our server in Step 4>

Other Information

Outgoing server port: Please ensure that your outgoing server port is set to 26. Also, Authentication is required for the outgoing server.

