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CPANEL: INFORMATION FOR CUSTOMERS AWAITING TRANSITION TO CPANEL

Use this document if your website is being transitioned from one of our old web servers to the new Cpanel server. This document covers how to access Cpanel and make changes to your e-mail client.

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## How to access your new Cpanel web administration site:

Open up your favorite web browser and goto <http://www.<your domain>:2082>. A new window should appear asking for a username and a password. Use the username and password you asked for when setting up your account.

*Note: If you're using an Internet connection that is not provided by DakotaCom.net then it can take up to 24 hours before you're able to connect to your Cpanel account. This is due to Domain Name Service, the service which converts your domain to a number so that the page can be displayed.*

Once logged in you will see all of the available options represented as icons. Most customers will be interested in only a few of these sections: Mail, Ftp Manager and Change Password. For more detailed instructions see [HERE](#) and [HERE](#)

## How to add Mail accounts:

- From the main menu click 'Mail'.
- From this new page click on 'Add/Remove Accounts'.
- On this screen you will see a list of accounts, if any exist. To add a new account click on 'Add' Account' located at the bottom of the screen.
- This new screen prompts you for the prefix on the e-mail address (everything before the @ symbol), password and quota (maximum size of the mailbox)
- Once done click on 'Create'.

## How to remove accounts:

- From the 'Mail' section click on 'Add/Remove Accounts'
- You will see all the accounts listed. Click on the 'Delete' button for the account you wish to remove.
- You will be asked whether or not you really want to delete it. If you do then click on 'Yes'.

## How to change the password for a specific e-mail account:

- From the 'Mail' section click on 'Add/Remove Accounts'.
  - From here you will see a list of accounts. Click on the 'Change Password' button.
  - You will be asked for a new password. Enter it and click on 'Change'. Changes are effective immediately.
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## Instructions for FTP based services

### How to add a new FTP user to allow access to the entire website:

- From the main menu click on 'FTP Manager'
- In the new section click on 'FTP Accounts'.
- You should see a set of 4 default accounts. These are created at the time the account is setup.
- To add a new FTP account that can access the entire site click on 'Add FTP Account'
- Enter a 'Login', 'Password' and put a '/' in the 'Directory' section.

*WARNING: remember, this new user you're about to add can modify anything on the web site that your main account can. If you only wish to create an FTP account for someone that has limited access read the next section.*

- If satisfied with the information click on 'Create'.

### How to create a new FTP user with limited access:

- From the main menu click on 'FTP Manager'
  - In the new section click on 'FTP Accounts'
  - You should see a set of 4 default accounts. These are created at the time the account is setup.
  - To add a new FTP account that can access the entire site click on 'Add FTP Account'
  - Fill in 'Login', 'Password'. By default the 'Directory' section gets filled in with the same name as the 'Login'.
  - If you wish to have the 'Directory' named something else then change it and click on 'Create'.
  - The new user will now have access to only that directory which was created and everything beneath it. Nothing more.
  - The new user's files will also be publicly accessible from `http://www.<your domain>/<login/directory name>`
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### How to change the master account password

- From the main menu click on 'Change Password'.
- On this new page you will be prompted for the old password and the new password twice.
- If satisfied click on 'Change your password now!'.

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[Next: Instructions on how to setup e-mail clients](#)

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