

# USING YOUR CONTROL PANEL

Below are step-by-step instructions for using the Control Panel to create and manage your email accounts.

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## ACCESSING THE CONTROL PANEL

To access the Control Panel:

- Go to [www.yourwebaddress.com/cp](http://www.yourwebaddress.com/cp)
- Login with your username and password

## CREATING NEW EMAIL ADDRESSES

To create a new email address:

- Click on the "Mail Manager" icon (top row, fourth box)
- Follow the steps to create a new account and password  
[To access your email, go to [www.yourwebaddress.com/webmail](http://www.yourwebaddress.com/webmail). I have already created an account for you at [info@yourwebaddress.com](mailto:info@yourwebaddress.com). The password is "popcorn." You can change the password through the Mail Manager in the Control Panel.]

## CREATING AND USING MAILING LISTS

Click on the "mailing list" icon to access the mailing list manager, which looks somewhat like this:

Create New Mailing List: @yourwebaddress.com

Mailing List (1)	Manage						
<a href="mailto:mailinglist@yourwebaddress.com">mailinglist@yourwebaddress.com</a>	Config	Subscribers	Allowed	Digest	Moderators	Blacklist	Delete

To create a new mailing list:

- Type in the name of the new mailing list and click "add." The new mailing list will be added to the list. I have already created an example called [mailinglist@yourwebaddress.com](mailto:mailinglist@yourwebaddress.com). You can delete this list by clicking "Delete."
- When you want to send out an email to your mailing list, all you need to do is address it to that email address (in the example, [mailinglist@yourwebaddress.com](mailto:mailinglist@yourwebaddress.com).) The email will be sent to everyone on the list.

To add email addresses to the mailing list:

- Click on "subscribers" and add the email address of the new subscriber.