The Email Section in cPanel: A Guide to Every Tool and When to Use It

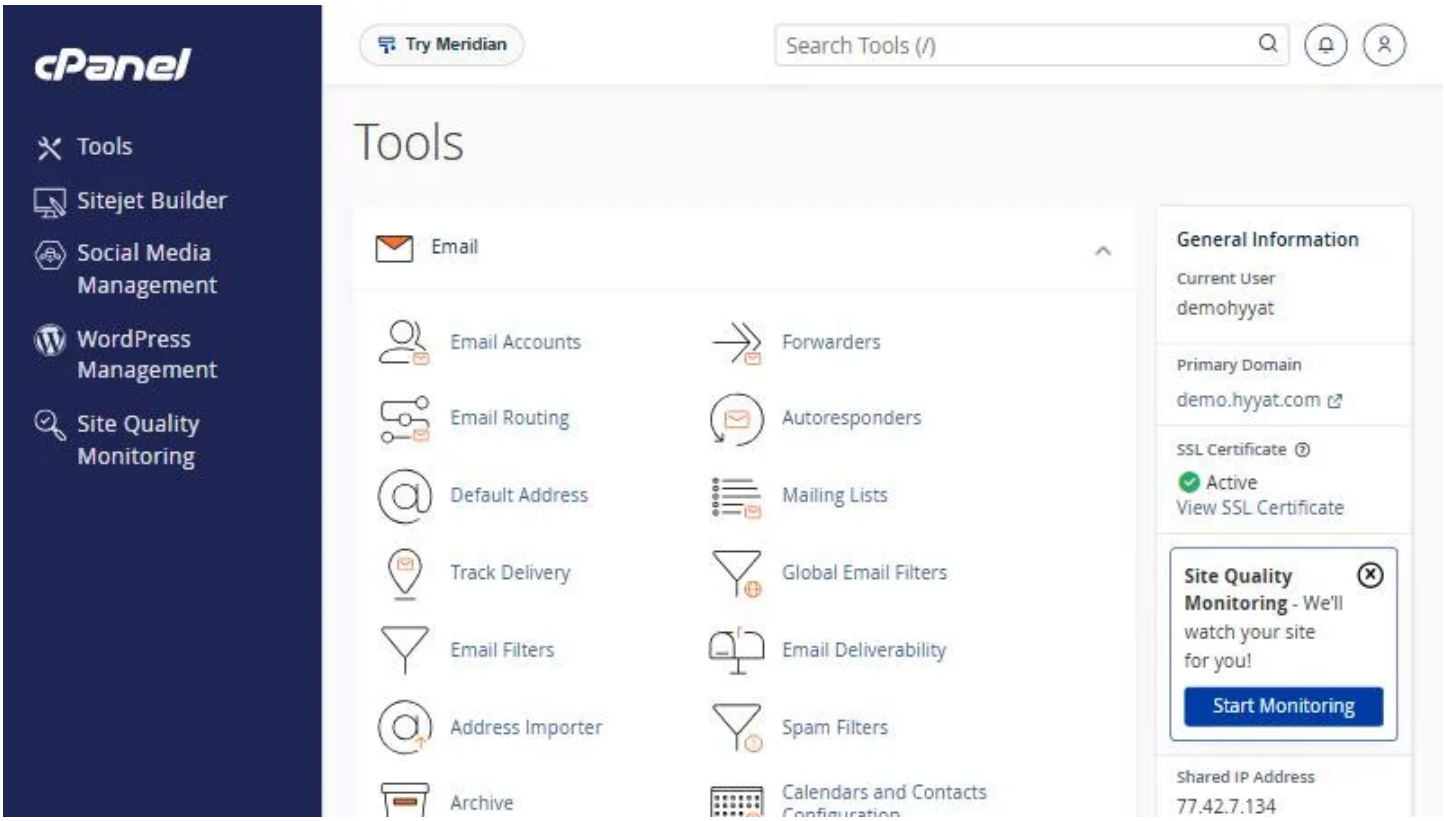
cPanel Guides · https://www.hyyat.com/en/knowledgebase/cpanel-email-section-guide/

In short The **Email** section is the first section on the cPanel Tools page. From it you create email on your domain, forward messages, set auto replies, filter spam and make sure your messages do not land in spam folders. This guide explains every tool in one line and links to its detailed guide.

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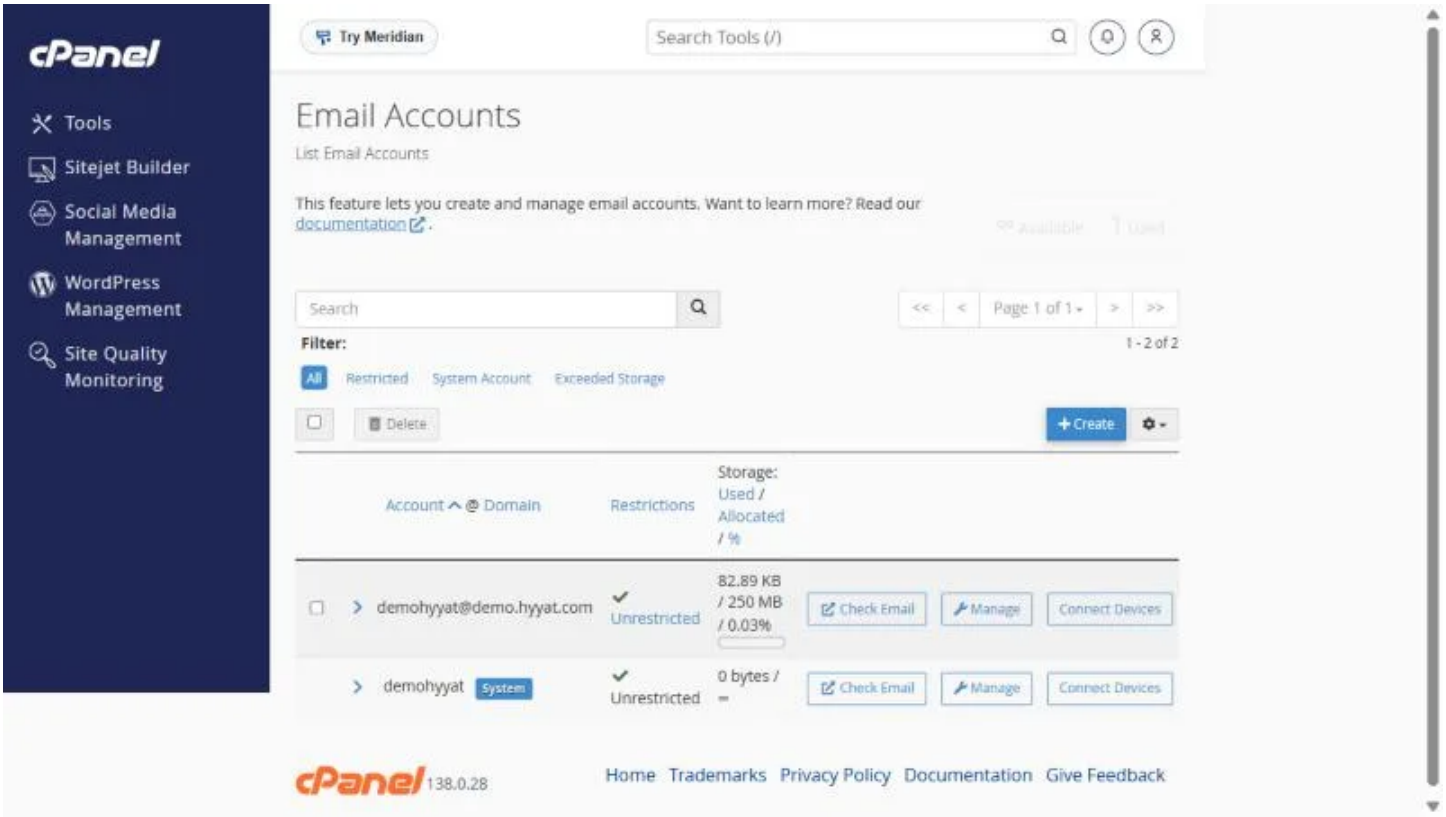
A customer asked: "I have email on my domain, but I do not know what all these icons in the Email section do."

An address on your domain such as info@yourcompany.com earns more trust than a free mailbox. Everything you need to manage it is in the **Email** section of cPanel. This guide walks through every tool in the section, with a link to each tool's illustrated guide.



The core tools

Tool	What it does	Guide
Email Accounts	Create mailboxes, change their password and storage, suspend them	create an email account
Check Email (Webmail)	Open your email in a browser, no app needed	log in to Webmail
Connect Devices	Settings for connecting email to your phone and Outlook	email client settings
Forwarders	Send a copy of incoming mail to another address	email forwarding
Autoresponders	Automatic replies when you are away or out of hours	autoresponders
Default Address	What happens to mail sent to an address that does not exist	Default Address



Protection and delivery tools

Tool	What it does	Guide
Spam Filters	Detect spam and move it to a separate folder	Spam Filters
Email Filters	Rules that move or delete mail by sender or subject	email filters
Email Deliverability	Check SPF and DKIM so your mail does not land in spam	SPF and DKIM
Track Delivery	See whether a message was delivered or rejected, and why	Track Delivery
Email Routing	Choose where your domain mail is received: here or at Google, for example	Google Workspace setup

Storage and organisation tools

Tool	What it does	Guide
Email Disk Usage	See what fills your mailbox and delete old mail	email disk usage
Archive	Keep a copy of incoming and outgoing mail for a period you choose	email archiving
Mailing Lists	One address that sends to a group of people	mailing lists
Calendars and Contacts	A calendar and contacts that sync with your phone	

Where to start

1. **Create your mailbox** in Email Accounts.
2. **Check Email Deliverability** and fix SPF and DKIM if a problem is shown.
3. **Connect your phone** with Connect Devices, or open Webmail.
4. **Turn on Spam Filters** to cut down on spam.

Tips for professional email on your domain

- Create addresses by role (info, sales, support), not only by person, so mail is not lost when staff change.
- Use a different password for every mailbox and change it when someone leaves.
- Check Email Deliverability after any DNS change or domain move.
- Check storage monthly; a full mailbox rejects new mail without you noticing.
- Do not send bulk marketing mail from hosting email; it hurts your domain reputation.

From our support desk

- **A start-up** created a mailbox per employee, then needed a general orders address. Instead of a new mailbox it set up a forwarder from orders to two people, paying for no extra space.
- **A shop** found its mail landing in customers' spam. Email Deliverability showed DKIM was off, and fixing it solved the problem within a day.
- **A law office** needed a copy of all correspondence, so it turned on archiving for a year instead of relying on staff mailboxes.

Need professional email for a whole team with more space per mailbox? Compare Email Hosting with Business Hosting; this article compares them in detail.

Frequently asked questions

Where are the email settings in cPanel?
In the Email section, the first section on the Tools page.

How do I create an email address on my domain?
In Email Accounts click Create, then enter the name and a password.

Why do my emails go to spam?
Often because of SPF or DKIM records. Check them in Email Deliverability.

Is email included in my hosting?
Yes, every cPanel plan lets you create email on your domain. The number and storage depend on your plan.

Can I read my domain email in Gmail or Outlook?

Yes, by connecting the mailbox over IMAP, or by moving your email to Google Workspace.

Related guides

- How to Create an Email Account on Your Domain in cPanel
- How to Log In to Webmail: Links, Steps and Fixes
- Email Client Settings for Your Phone and Outlook: IMAP, POP3, SMTP and Ports
- Enable SPF and DKIM with Email Deliverability in cPanel So Your Mail Avoids Spam
- Why Do Your Website and Business Emails Go to Spam? Causes and Step-by-Step Fixes

All cPanel guides →

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Email HostingBusiness Hosting