Mailing Lists in cPanel: One Address That Reaches a Whole Group

cPanel Guides · https://www.hyyat.com/en/knowledgebase/cpanel-mailing-lists/

In short In cPanel open **Mailing Lists**. Enter the **List Name** and a password to manage it, choose **Public** or **Private** access, then click **Add**. Then add members, and any message sent to the list address reaches all of them.

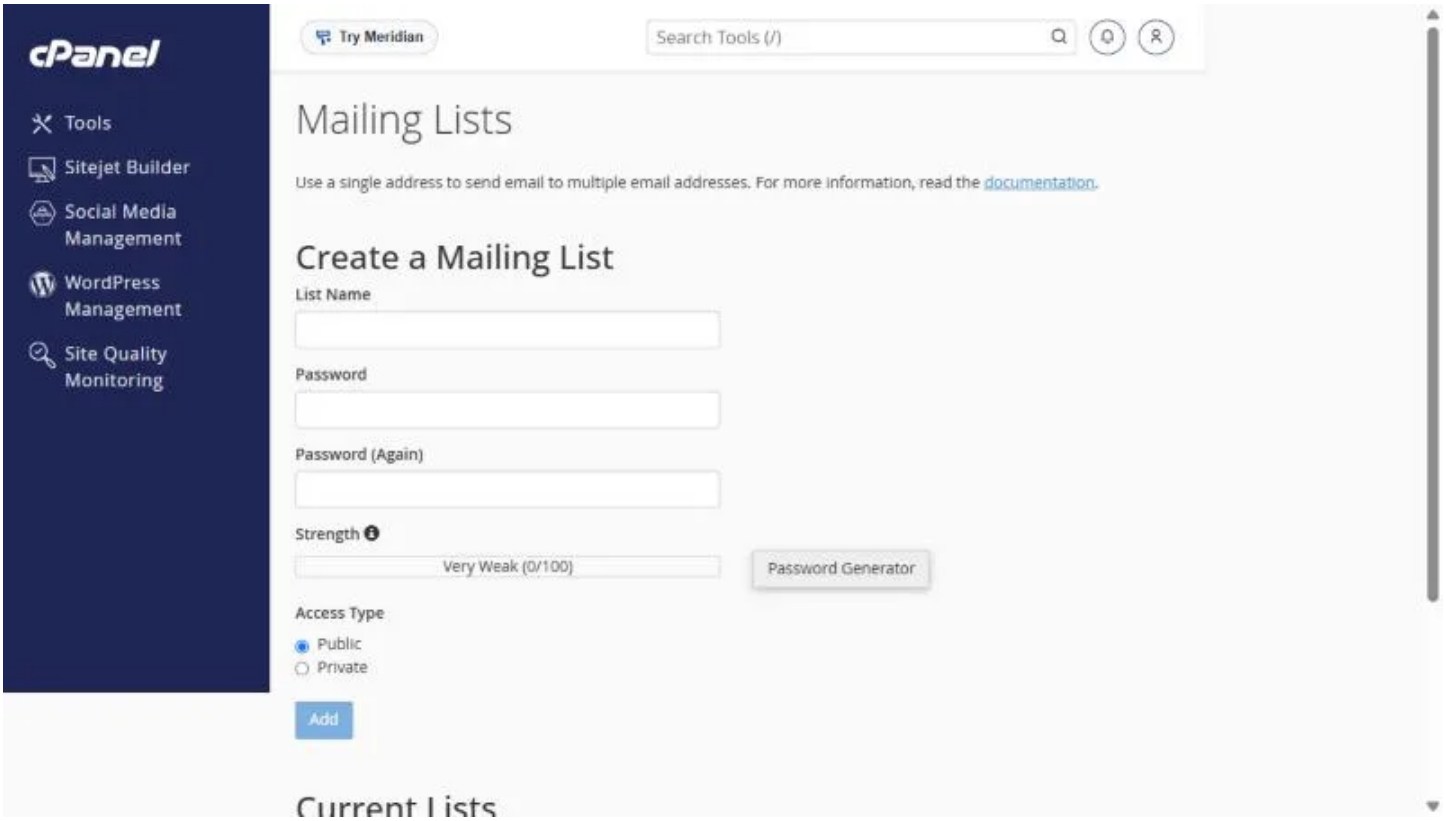
Embedded media: https://www.hyyat.com/wp-content/uploads/2026/11/hyyat-email-lists-en.mp4?_=1

A customer asked: "We want to send internal notices to all staff from one address, without typing 30 addresses each time."

A mailing list is a single address, such as team@yourcompany.com, that delivers every message to all its members. Useful for a work team, a customer group or club members.

Creating the list

1. **Open Mailing Lists** in the Email section of cPanel.
2. **Type the list name,** such as team, and pick the domain if you have several.
3. **Set a password** for managing the list, or use Password Generator.
4. **Choose the access type,** Public or Private.
5. **Click Add** and it appears under Current Lists.



Public or private?

Type	Meaning
Public	The list is shown on the lists page and anyone can ask to join
Private	It is hidden and joining needs the administrator's approval

Adding members and settings

Under Current Lists click **Manage** next to the list to open its admin panel, where you add addresses and choose who may post to the list.

Mailing list or forwarder?

	Mailing list	Forwarder
Recipients	Many	A few
Subscribe and unsubscribe	Yes	No

	Mailing list	Forwarder
Who can send	You control it	Anyone who emails the address

Not for bulk marketing. Shared hosting has an hourly sending limit, and bulk mail to people who did not sign up hurts your domain's reputation. For large campaigns use a dedicated newsletter service.

Good uses for mailing lists

- A list for your internal team for announcements.
- A list for committee or club members to exchange messages.
- A list for customers who signed up for service updates themselves.
- Restrict posting to the administrator if the list is for announcements only.

Cases we have seen

- **A school** created a private list for teachers; the head writes to it and everyone gets the message, while non-members cannot post.
- **A customer used a list for a marketing newsletter** to thousands of customers and hurt his domain reputation. Lists suit internal and small groups.
- **A company needed an address reaching only three people**, and a forwarder was simpler than a full list.

For three or four people a forwarder is enough and simpler to manage than a list.

Frequently asked questions

What is a mailing list?
A single address that delivers each message to all list members.

Can I use it for marketing?
It is not recommended: hosting has a sending limit and bulk mail hurts your domain's reputation.

How do I add members?
Under Current Lists click Manage next to the list.

Can members see each other's addresses?

That depends on the list settings in its admin panel.

Can I delete the list later?

Yes, from Current Lists next to the list.

Related guides

- The Email Section in cPanel: A Guide to Every Tool and When to Use It
- Email Forwarding (Forwarders) in cPanel: Send Mail From One Address to Another
- Enable SPF and DKIM with Email Deliverability in cPanel So Your Mail Avoids Spam

All cPanel guides →

Need this service from Hyyat Host?Our team handles it for you, with support replying to tickets within 24 hours at most.

Email HostingBusiness Hosting