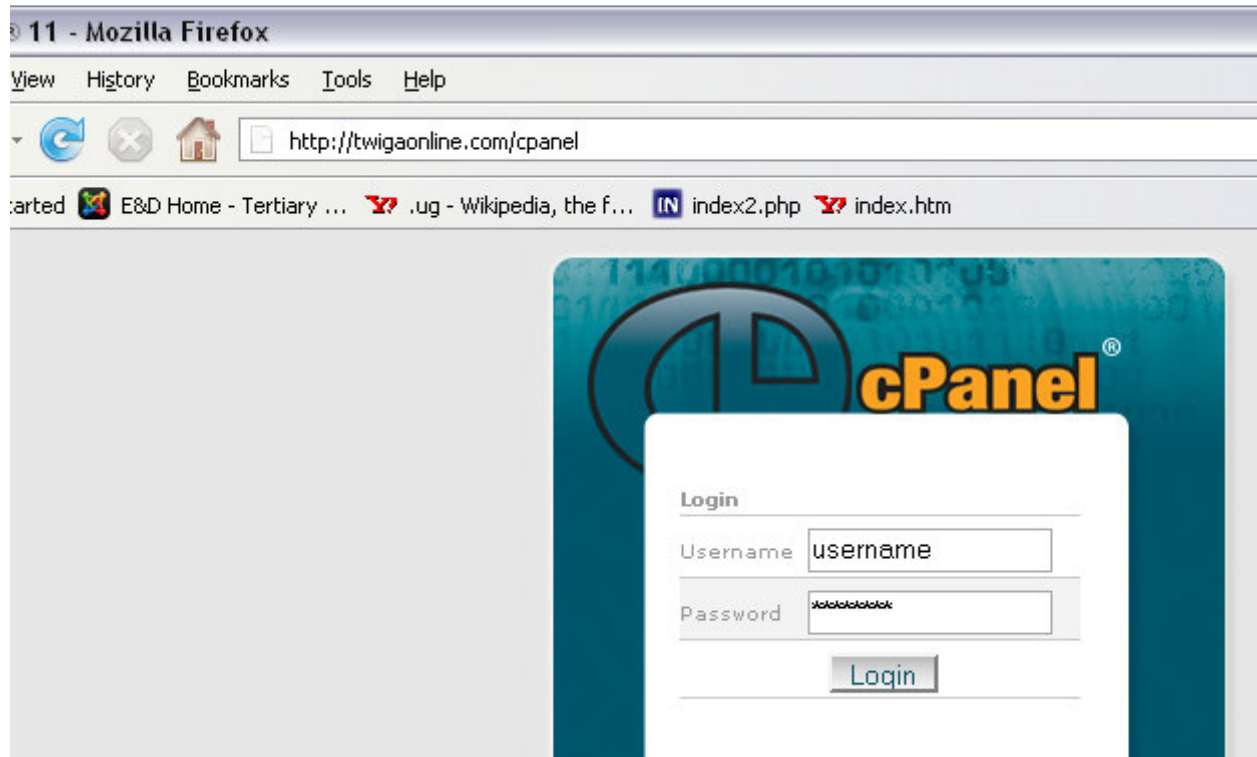


# How to Manage your Control Panel

## How to Login in Control Panel

- Write your address as usual but at the end of your domain add /cpanel as show in the diagram below (eg.www.twigaonline.com/cpanel)
- Enter your control panel username and password
- Click login



# How to Manage your E-Mail Accounts

## How to Manage your E-Mails

- After login on Control Panel Click on Mail

The screenshot displays a control panel interface. On the left, there is a table titled "General account information:" with the following data:

General account information:	
Hosting package	ecom
Shared Ip Address	70.85.226.194
Subdomains	0 / unlimited
Parked Domains	0 / 0
Addon Domains	0 / 0
MySQL Databases	24 / 50
Disk Space Usage	1594.66 Megabytes

To the right of the table is a grid of icons for various management tools:

- Mail (highlighted in orange)
- Webmail
- Change Password
- Parked Domains
- FTP Manager
- File Manager
- Disk Space Usage
- Backups

Figure 1

- Click on Add/Remove/Manage Accounts

### Mail Manager Main Menu

- »» Web Mail
- »» Email Domain Forwarding
- »» Add/Remove/Manage Accounts
- »» Default Address
- »» Auto-responders

Figure 2

- Then all the E-Mail Accounts which you have created will be displayed as it shown in figure 3
- From there you can Delete any E-Mail Account by clicking on Delete
- You can Log in to any E-Mail Account by clicking in Webmail as long as you have password of that E-Mail
- You can change the space you gave to that email address by clicking on Quota then click change The message notifying you about the changes will display then click on Go Back
- You can change the password of the E-Mail by clicking on password, after entering the new password click on change. The message notifying you about the changes will display then click on Go Back

- Also you can configure Outlook just click on it,

NOTE: The configuration of Outlook requires a little knowledge of ICT so if you have no idea we advise do not configure it, look for help from anyone who can do it for you.

### Mail Account Maintenance

Address	Login		Webmail	Quota	Password	Configure Outlook
<b>Main Account</b>	>>> jacobn		Webmail			Configure Outlook
admin@twigaonline.com	>>> admin@twigaonline.com	Delete	Webmail	Quota	Password	Configure Outlook
backup@twigaonline.com	>>> backup@twigaonline.com	Delete	Webmail	Quota	Password	Configure Outlook

Figure 3

### How to Add New E-Mail Account?

- Click on add Add Account

tanepha@twigaonline.com	>>> tanepha@twigaonline.com	Delete	Webmail	Quota	Password	Cc
test@twigaonline.com	>>> test@twigaonline.com	Delete	Webmail	Quota	Password	Cc
twigahosting@twigaonline.com	>>> twigahosting@twigaonline.com	Delete	Webmail	Quota	Password	Cc

**Show Disk Space Used**

Be sure to enable SMTP Authentication in your E-mail client or you may not be able to send mail. If your e-mail trouble using a @ sign in the login, you can use +, :, or % sign instead.

[ Add Account ] | [ Go Back ]

Figure 4

- Enter your E-Mail name and password, in quota that is the size (space) of that E-Mail Account. By default it will give 10 megabyte but you can change it by increasing/decreasing the space, the click create as shown in figure 5

**Add Mail Account**

E-mail:  @

Password:

Quota (optional):  Meg

[\[ Go Back \]](#)

**Figure 5**

- Dialog box will display showing some detail of created E-Mail Account as shown in figure 6, then click Go Back

**Mail Account Maintenance**

**Account Created**

The e-mail account **demo@twigaonline.com** with the login **demo+twigaonline.com** and password **demo** with a quota of **10** Megabytes was successfully created.








[\[ Go Back \]](#)

**Figure 6**

- The Created E-Mail will be added on the list of E-Mails as shown in figure 4.

## [How to view Site Statistics](#)

- After login in control panel click on Web/Ftp Stats as shown in figure 1

bandwidth (this month)	152.03 Megabytes	error pages	subdomain	MySQL Databases	Redirects	E
mail Accounts	14 / unlimited					S
mail Forwarders	10	Web/FTP Stats	Raw Access Logs	Raw Log Manager	Error log	
auto-responders	0					
mailing Lists	0 / unlimited	PhpMyChat	CGI Center	Scripts Library	Agora Shopping	
mail Filters	0					
ftp Accounts	0 / unlimited					

**Figure 1**

- Click on Awstats as shown in figure 2

## Web / Ftp Statistics

In this area you can view statistics about your website. Please be aware that only latest visitors is a live - the statistical reports are updated every 24 hours. All of the bandwidth information is updated every 6 h wish to compare data from each statistics program you should only compare data that is at least 36 hou ensure that it has been updated and is providing the correct information. Please note these times are e and are subject to change based on the amount of traffic on the server.

- » [Awstats](#)  
Awstats produces very pretty stats.
- » [Webalizer](#)

Figure 2

- After clicking on Awstats there you can see the statistics of your website.
- At the left side you can see the navigation which will be used to navigate the statistics of your website.

