



Knight Tymes Designs, LLC

6120 W Encanto Blvd Phoenix Arizona 85035

623-931-7286 Fax 623-321-1930

www.ktdhosting.com/support

Setting Up a New Email Account

1. Go to yourdomain.com/cpanel
(replace *yourdomain.com* with Your domain e.g. if your domain is *bobsite.com* then it should be *bobsite.com/cpanel*)
2. Log in using the username and password you received in your Welcome Letter when your account was set up.
3. In the section titled “Mail” click “Email Accounts”
4. In the “Add a New Email Account” section, fill in the blanks.
5. Click the “Create” button.

You're done and your new email account is ready to send and receive email. Be sure to set up the program that you use to check your email to also check your new email account. Add your new email address to business cards, flyers, your web site, etc.

