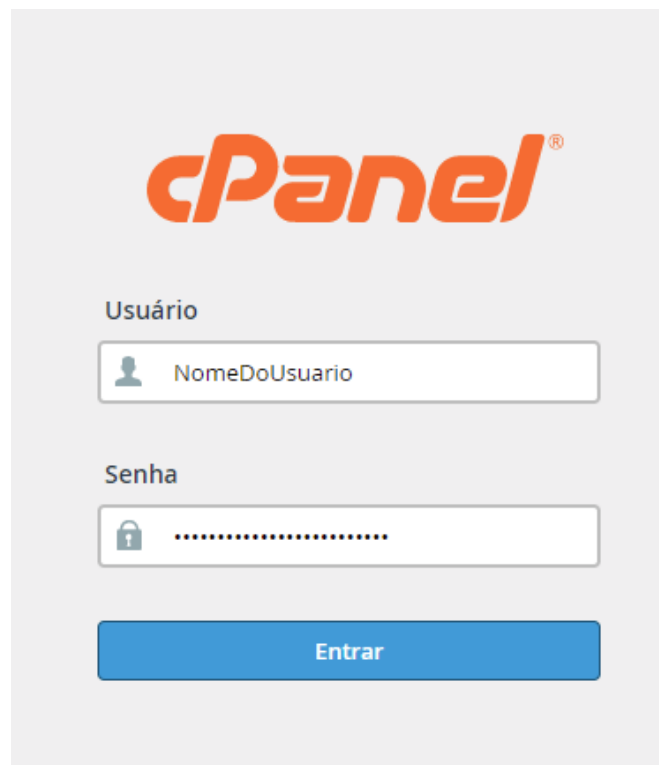


COMO CRIAR E-MAILS NO CPANEL

O seu alojamento cPanel permite a configuração de contas de emails.

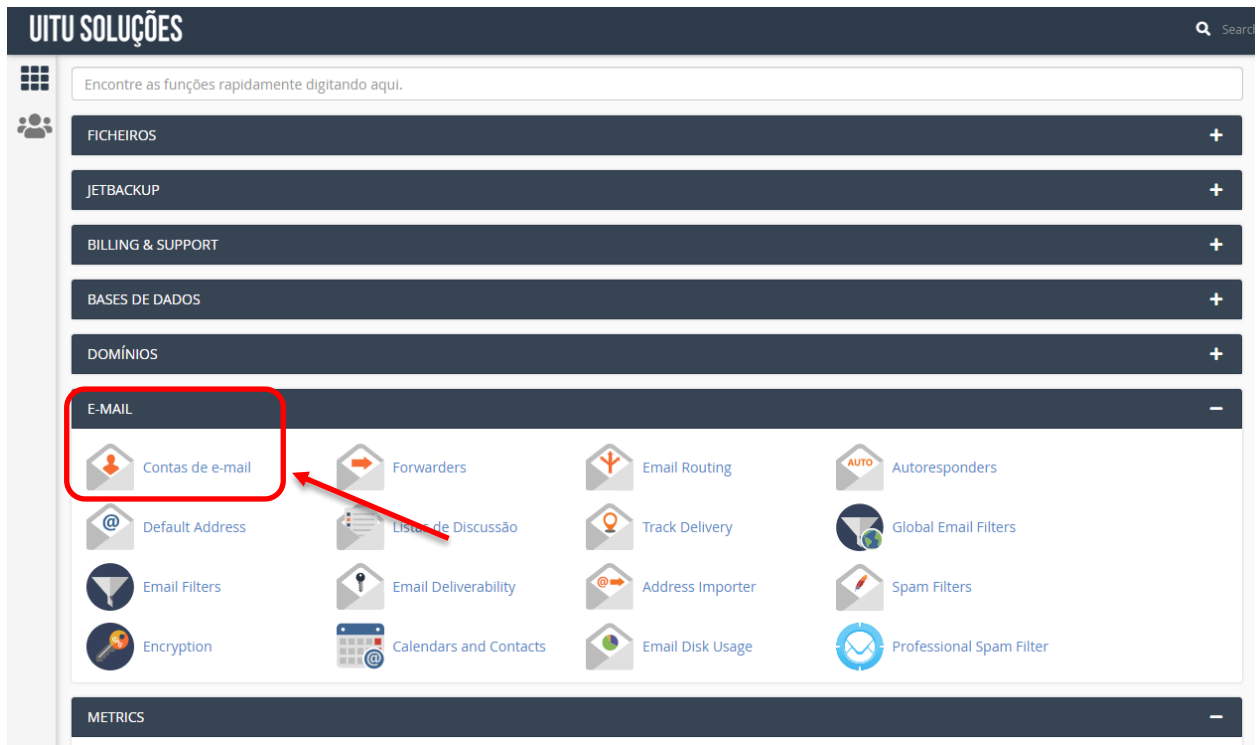
O que precisa antes de começar:

- Link de acesso ao cPanel (enviado por email)
 - Usuário e senha de acesso ao cPanel (enviado por email)
 - Nomes dos emails que vai criar (a parte que vem antes do @). Ex:
 - joao.antonio@uituhost.com
 - maria.rosaria@uituhost.com
1. Acesse o painel de controlo do alojamento cPanel através do link e credenciais de acesso que lhe foram disponibilizados via email.
 2. Especifique na página de login o nome do utilizador e a senha e clique Entrar

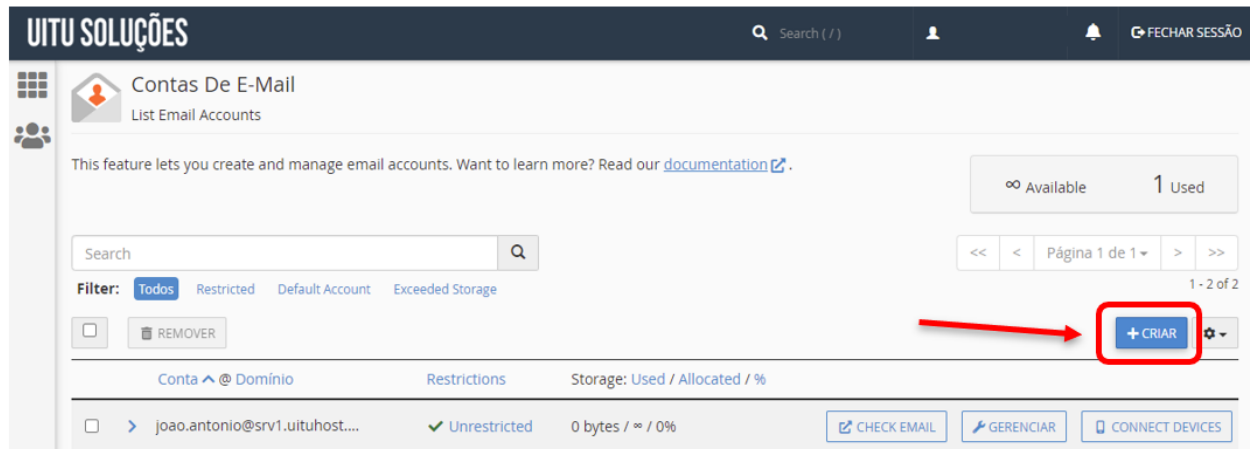


The image shows the cPanel login interface. At the top is the orange cPanel logo. Below it, the word 'Usuário' is followed by a text input field containing 'NomeDoUsuario' and a person icon. Below that, the word 'Senha' is followed by a text input field containing a series of dots and a lock icon. At the bottom is a blue button with the text 'Entrar'.

3 - No Painel de controlo, vá ao separador **E-MAIL** e clique na opção: **Contas de e-mail**.



4 – Clique no botão **+CRIAR**, afim de aceder a página de criação da conta.



5 – Nesta página:

- Especifique a designação da conta a criar (a parte que antecede o @ no e-mail) ex: **maria.rosaria**
- Especifique a **senha**
- Clique no botão **+CRIAR**.

UITU SOLUÇÕES

Contas De E-Mail
[List Email Accounts](#) / [Create an Email Account](#)

Use this page to create new email addresses for any of the domains on your cPanel account. Want to learn more?

CREATE AN EMAIL ACCOUNT [SHOW/HIDE HELP ?](#)

Usuário ?
maria.rosaria @srv1.uituhost.com

You can use letters, numbers, periods, hyphens, and underscores.
Usernames can't have more than 64 characters.
[Missing a domain?](#)

Segurança
 Set password now. Provide alternate email.

Senha
..... GENERATE ▾

This password has a strength of 100, which meets or exceeds the system requirement of 65.

Storage Space ?
 1024 MB ▾
 Ilimitado

Automatically Create Folders for Plus Addressing ?
 Automatically Create Folders Do Not Automatically Create Folders

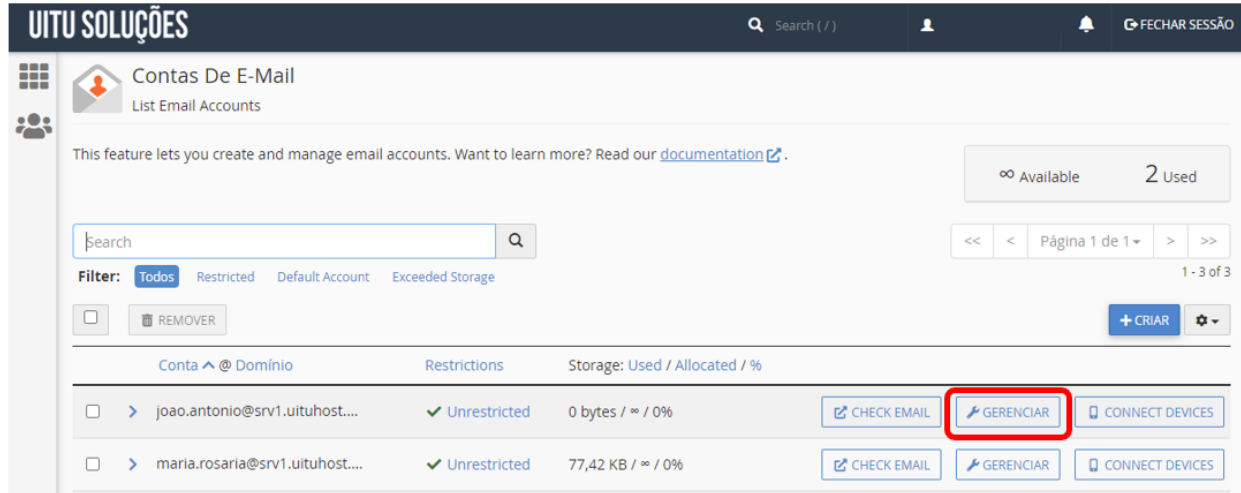
Send a welcome email with instructions to set up a mail client.

Stay on this page after I click Create.

+ CRIAR [← VOLTAR](#)

Depois de criada, a conta de email é adicionada e listada juntamente com outras contas (caso existam).

NOTA: Para alterar a senha (caso o usuário tenha esquecido) ou atribuir mais espaço a uma caixa de correio, use a opção GERENCIAR (assinalada abaixo).



The screenshot displays the 'Contas De E-Mail' (List Email Accounts) section of the UITU SOLUÇÕES interface. At the top, there is a search bar and a 'FECHAR SESSÃO' button. Below the header, the page title 'Contas De E-Mail' and subtitle 'List Email Accounts' are visible. A descriptive text states: 'This feature lets you create and manage email accounts. Want to learn more? Read our [documentation](#).' To the right, it shows '∞ Available' and '2 Used' accounts. A search input field is present, followed by a filter menu with options: 'Todos', 'Restricted', 'Default Account', and 'Exceeded Storage'. Below the filters, there are 'REMOVER' and '+ CRIAR' buttons. The main content is a table with the following columns: 'Conta ^ @ Domínio', 'Restrictions', 'Storage: Used / Allocated / %', and action buttons. Two accounts are listed:

Conta ^ @ Domínio	Restrictions	Storage: Used / Allocated / %	Actions
<input type="checkbox"/> > joao.antonio@srv1.uituhost....	✓ Unrestricted	0 bytes / ∞ / 0%	<input type="checkbox"/> CHECK EMAIL GERENCIAR <input type="checkbox"/> CONNECT DEVICES
<input type="checkbox"/> > maria.rosaria@srv1.uituhost....	✓ Unrestricted	77,42 KB / ∞ / 0%	<input type="checkbox"/> CHECK EMAIL GERENCIAR <input type="checkbox"/> CONNECT DEVICES