

## How to Use Webmail to Access Your Siteground Email Account

You can easily access your WebMail interface by visiting:

- <http://www.yourdomainname.com/webmail> – remember your ‘yourdomainname.com’ is your actual domain name

If this doesn't work it could be that your ISP is blocking the access to non-standard ports loaded through the SSL connection. If you think this is the case then use the following:

- <http://webmail.servername.com>, where ‘servername.com’ should be the name of your mail server (e.g. <http://webmail.siteground121.com>)

It is important to note if you log in to your webmail through the Webmail icon on the cPanel page you are logged in with the default system email account. If you use this account your emails will end up going to the Junk folders.

To use your email you need to create another account with the same or different username.

Logging into one of your email accounts from your cPanel you need to go to Email Accounts and click on the Access Webmail link, next to the account you want to access. Once you've done that type in the password for that account and click on the Login tab.

### How To Send Email Messages Via Webmail

It's easy and convenient to send emails through the webmail client, there's no need to change up any of the settings. Just find the New message button in Horde, the Compose button in **Squirrelmail** or the Create a New Message button in RoundCube and you can start writing your message. That's all there is to the email setup.

We suggest you save your message if it's too long or if you are writing a message that's a little longer than average. There is a chance the webmail program might drop the connection and unless it's saved, you will lose your email.

### How To Change Your Email Password

If for some reason you need to change your email password, it is quick and simple to do via your cPanel. Even if you don't remember your current password you'll be able to reset it. Just follow these easy steps:

1. Login to your cPanel
2. On the cPanel home click on the Email Accounts icon
3. Select the Change Password option next to the mail account you want to change the password for
4. A new panel will open; fill in the new password and click on the Change Password and save it – make sure to store your SiteGround email login someplace safe