

CPANEL USER GUIDE

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Introduction

cPanel is a powerful and intuitive web interface that enables you to provide your customers with an easy way to administer their websites, databases and email addresses.

This guide will cover all the basics needed in order to get started with cPanel.

Before you begin

Before you begin you will need to make sure that you have the following details at hand:

- A cPanel account provided by your WHM Administrator.
- The login details for cPanel provided by your WHM Administrator.

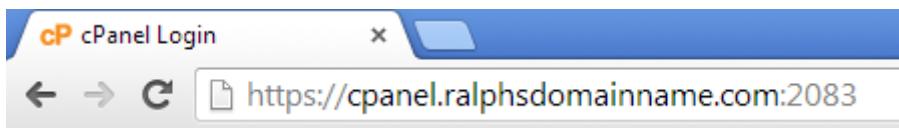
Using cPanel

Once you have created your first account in WHM, both your users and you will have access to the cPanel interface for that account.

Logging into cPanel

Step 1

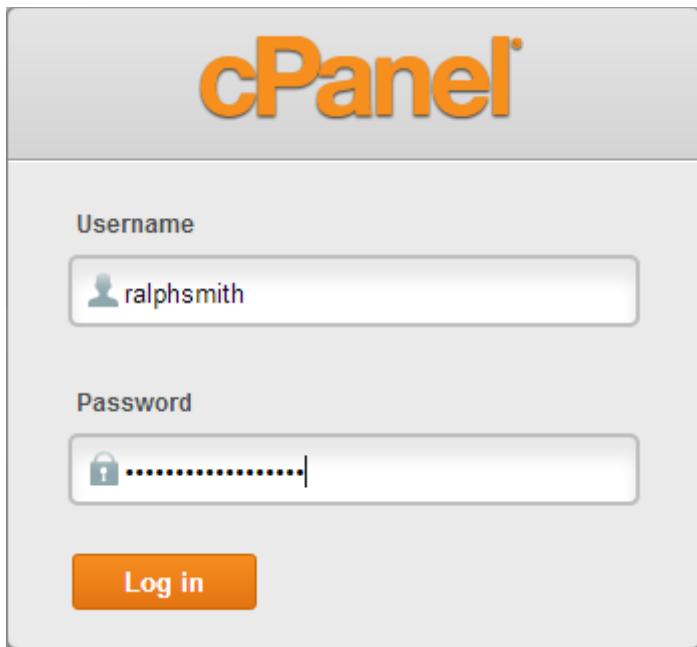
If the domain's DNS is handled within cPanel browse to cpanel.yourdomainname.com replacing *yourdomainname.com* with the domain that you want to access the cPanel interface for.



Important: If the domain you are accessing cPanel for does not have DNS hosted on your server, you will need to access cPanel via *https://yourserverip:2083* replacing *yourserverip* with your server's IP address.

Step 2

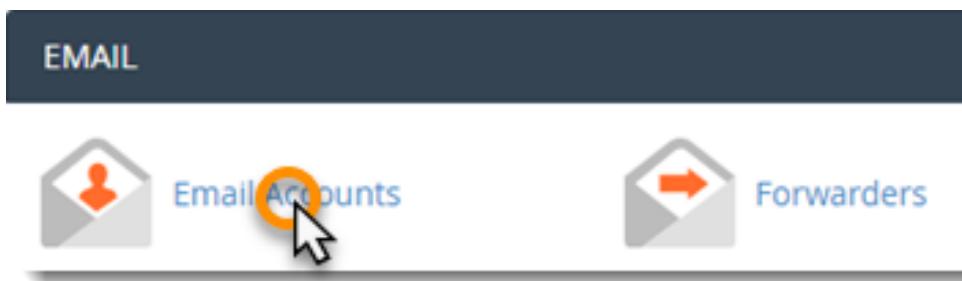
Enter your username and password in the fields provided and clicks the **Log in** button.



Adding a new mailbox to a domain

Step 1

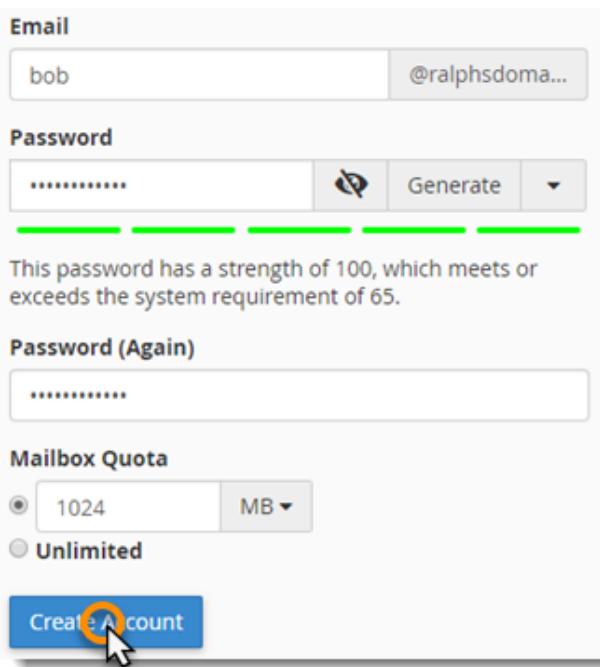
Click on the **Email Accounts** icon found in the *Email* section.



Step 2

Fill out the mailbox details in the fields provided.

- **Email:** - Enter the prefix for the new mailbox address.
- **Password:** - Enter a password for the new mailbox.
- **Password (again):** - Enter the password again.
- **Mailbox Quota:** - Enter an amount in MB to limit the mailbox size or select *Unlimited*.



The screenshot shows the 'Create Mailbox' form in cPanel. The 'Email' field contains 'bob' and the domain '@ralphsdoma...'. The 'Password' field shows a masked password and includes a 'Generate' button and a strength meter (green). Below it, a note says: 'This password has a strength of 100, which meets or exceeds the system requirement of 65.' The 'Password (Again)' field is empty. Under 'Mailbox Quota', '1024 MB' is selected. There is also an 'Unlimited' option. At the bottom is a blue 'Create Account' button with a white cursor icon pointing to it.

Once done click **Create Account** your mailbox will now be created.



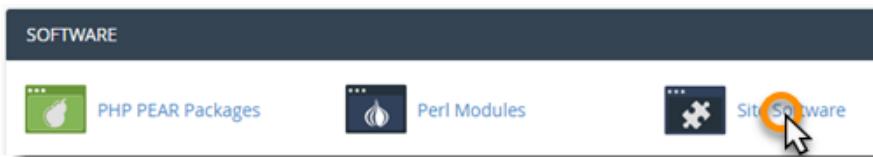
Quick tip: You can also use the **Generate** button to get cPanel to generate a strong password for you.

Installing Software

You can install software such as WordPress to cPanel as long as your WHM administrator has enabled it for you.

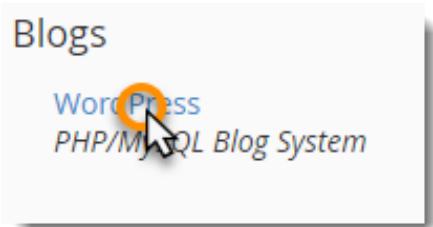
Step 1

Log in to cPanel, scroll down to the **Software** section and click the **Site Software** icon.



Step 2

Click the link for the software you want to install, in this example *WordPress* has been selected.



Step 3

Fill out the WordPress installation details as follows:

- **Admin User:** Enter a username.
- **Admin Password:** Enter a password.
- **Admin Password (Again):** Re-enter the password.
- **Email:** Enter an email address.
- **Installation URL:** Select the installation URL, you can also enter a subfolder into the box below.

Hide Advanced Configuration

Installation URL: [Add a subdomain](#)

/

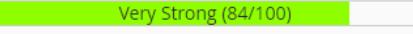
To install directly into a domain's document root, leave the installation URL's path blank.

Important: The system will overwrite any files that exist whose name matches a file name that is part of the cPAddon installation.

Admin User (Minimum 5 characters)

Admin Password (Minimum 5 characters)

Admin Password (Again)

Password Strength:  Very Strong (84/100)

Email



Quick tip: You can also use the **Generate** button to get cPanel to generate a strong password for you.

Step 4

In the *Additional install* options section, fill out the fields as follows:

- **Blog name:** Enter a name for your blog.
- **Blog description:** Enter a description for your blog.
- **Table Prefix:** Enter a prefix for database tables.
- **MySQL Database:** Select the database you want the software to use.

Additional installation options:

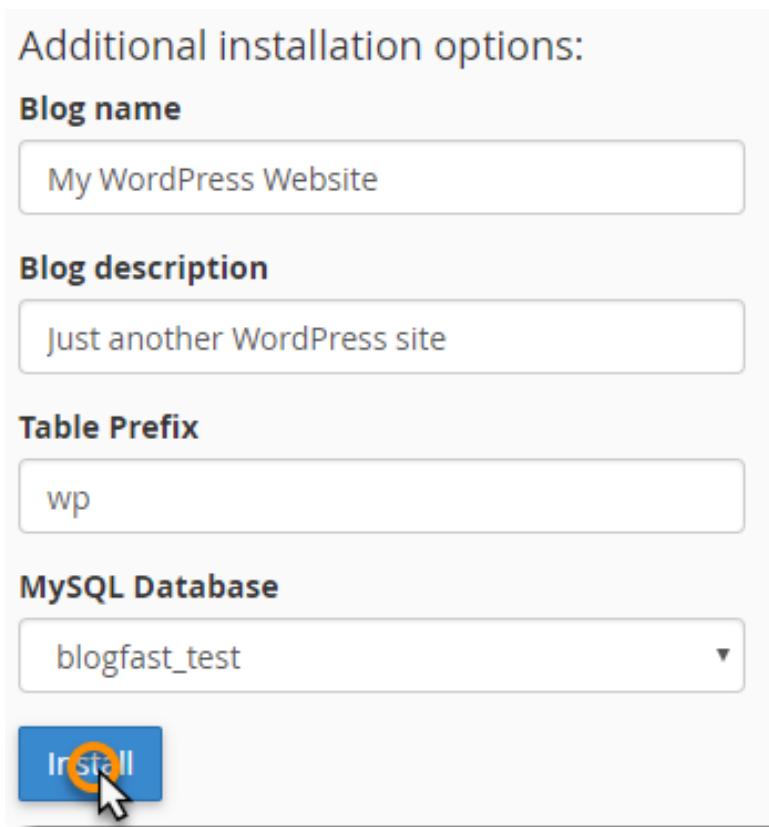
Blog name
My WordPress Website

Blog description
Just another WordPress site

Table Prefix
wp

MySQL Database
blogfast_test

Install

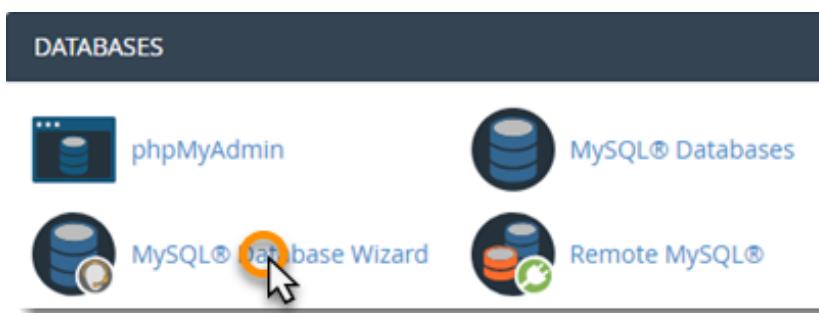


Once finished, click the **Install** button.

Creating a database

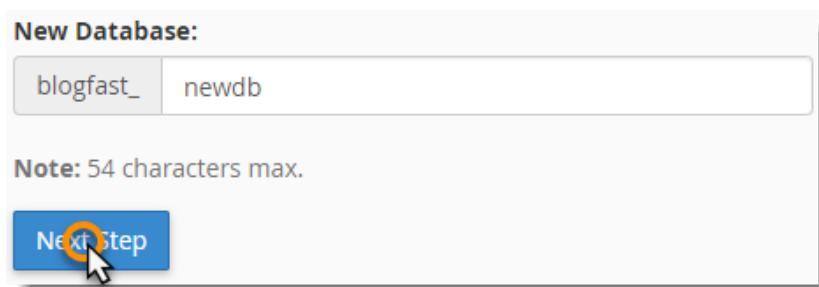
Step 1

Scroll down to the *Databases* section and click the **MySQL® Database Wizard** icon.



Step 2

Enter a name for your new database in the field provided and click the **Next Step** button.



Step 3

In the next step you will set up a user for your new database. Fill out the fields given as follows:

- **Username:** - Enter the username for your database user.
- **Password:** - Enter a password for your new user.
- **Password (Again):** - Re-enter the password for your user.

Username:

Note: 7 characters max.

Password:

Password (Again):

Strength Very Strong (100/100)

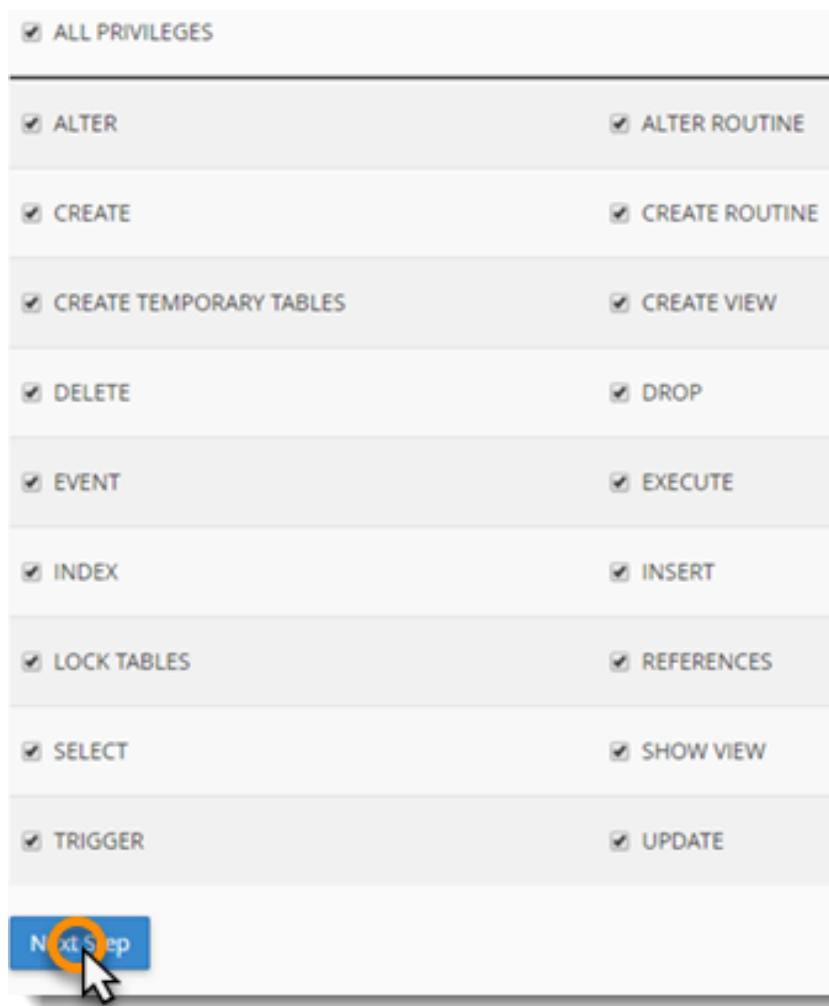
Once finished, click the **Create User** button.



Quick tip: You can also use the **Generate** button to get cPanel to generate a strong password for you.

Step 4

Tick all the privileges that you want your new user to have access to on the database you have just created. You can also select *ALL PRIVILEGES* to assign the user all privileges shown.



| | |
|---|--|
| <input checked="" type="checkbox"/> ALL PRIVILEGES | |
| <input checked="" type="checkbox"/> ALTER | <input checked="" type="checkbox"/> ALTER ROUTINE |
| <input checked="" type="checkbox"/> CREATE | <input checked="" type="checkbox"/> CREATE ROUTINE |
| <input checked="" type="checkbox"/> CREATE TEMPORARY TABLES | <input checked="" type="checkbox"/> CREATE VIEW |
| <input checked="" type="checkbox"/> DELETE | <input checked="" type="checkbox"/> DROP |
| <input checked="" type="checkbox"/> EVENT | <input checked="" type="checkbox"/> EXECUTE |
| <input checked="" type="checkbox"/> INDEX | <input checked="" type="checkbox"/> INSERT |
| <input checked="" type="checkbox"/> LOCK TABLES | <input checked="" type="checkbox"/> REFERENCES |
| <input checked="" type="checkbox"/> SELECT | <input checked="" type="checkbox"/> SHOW VIEW |
| <input checked="" type="checkbox"/> TRIGGER | <input checked="" type="checkbox"/> UPDATE |

Next Step

Once you have selected all the privileges that you want to assign to your new user, click the **Next Step** button.

Step 5

A confirmation screen will appear and also give you three options:

- Click the **Add another database** link to add another database.
- Click the **Add another user for your MySQL database** link to add another user.
- Click the **Return to MySQL Databases** link to go to a list of your databases.
- Click the **Return Home** link to go back to the main cPanel interface.

Step 4: Complete the Task



User "blogfast_newuser" was added to the database "blogfast_newdb".

[Add another database.](#)

[Add another user for your MySQL database.](#)

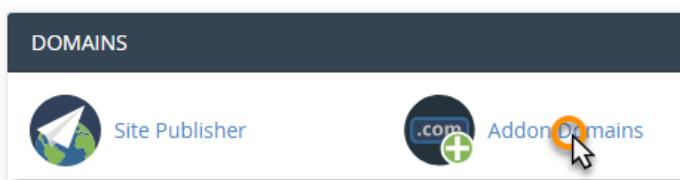
[Return to MySQL Databases.](#)

[Return Home](#)

Adding additional domains to cPanel

Step 1

Log in to cPanel, scroll down to the *Domains* section and click the **Addon Domains** icon.



Step 2

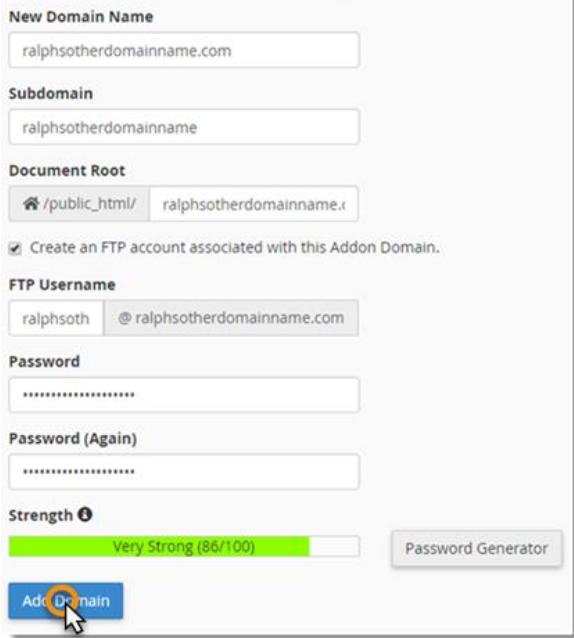
Enter the details for the new domain as follows:

- **New Domain Name:** Enter the domain name that you are adding.
- **Subdomain:** Enter a subdomain if required.
- **FTP Username:** Enter a username for use with FTP (This will be auto filled).
- **Document Root:** The location for the website will be auto filled.
- **Password:** Enter a Password for use with FTP.
- **Password (Again):** Re-enter the password for FTP.

You can also use the **Password Generator** button to have cPanel generate a strong password for you.

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Create an Addon Domain



New Domain Name
ralphsotherdomainname.com

Subdomain
ralphsotherdomainname

Document Root
/public_html/ ralphsotherdomainname.c

Create an FTP account associated with this Addon Domain.

FTP Username
ralphsot @ ralphsotherdomainname.com

Password
.....

Password (Again)
.....

Strength Very Strong (86/100) >Password Generator

Add Domain

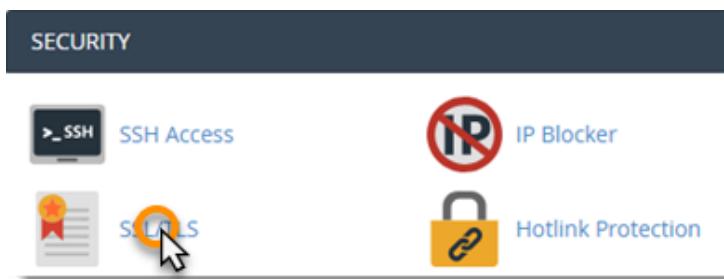
When you've entered the details, click **Add Domain**. A confirmation will appear to state that the domain has been added.

Adding an SSL certificate to a domain name

Generate a CSR request

Step 1

Scroll down to the *Security* section and select the **SSL/TLS** icon.



Step 2

Click the link *Generate, view or delete SSL certificate signing requests*.



Step 3

Fill out the CSR form using the fields provided.

- **Key**:- Leave this field set at *Generate a new 2,048 bit key*.
- **Domains**:- Enter the domain name that you want to add SSL to.
- **City**:- Enter the City that the domain's registrant details contain.
- **State**:- Enter the State or County that the domain's registrant details contain.
- **Country**:- Select the domain registrant's country from the dropdown menu.
- **Company**:- Enter your company name.
- **Company Division**:- Enter the division within your company.
- **Email**: Enter the domain registrant's email address.
- **Passphrase**: Enter a passphrase (optional).
- **Description**: Enter a description (optional).

Once finished click the **Generate** button.

Step 4

Copy the entire *Encoded Certificate Signing Request* from the start of the line reading:

-----BEGIN CERTIFICATE REQUEST-----

To the end of the line reading:

-----END CERTIFICATE REQUEST-----

Encoded Certificate Signing Request:



```
-----BEGIN CERTIFICATE REQUEST-----  
MIIC8TCCAdkCAQAwgasxEjAQBgNVBAoMCU2hc3Rob3N0czEdMBsGA1UEAwwUcmFs  
cGhzZG9tYWlubmFtZS5jb20xGDAWBgNVBAcMD0dsb3VjZXN0ZXJzaGlyZTEoMCYGC  
CSqGSIB3DQEJARYZam9uLmRhaW50b25AZmFzdGhvc3RzLmNvbTESMBAGA1UECwwJ  
RmFzdGhvc3RzMjswCQYIDVQQGEwJHQjERMA8GA1UECAwIYXlyc2hpcmUwggEiMA0G  
CSqGSIB3DQEBAQAA4IBDwAwggEKAoIBAQCT7ZKN1WOXsmlatYlcd+lNTLpB8Gt4R  
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7r8D89hdrukFKeu0AknGFUuS116Dxzx8E2kaUWUQVJBEX2N/8Sq  
Fz6C7p4+990nD/qRv6NHIkafvh17RApUnmyOXF3CR7E00oMTW  
TYCsBJWcLTPqq6qSGH5SKOuQGLAQBiJuFE1wG1Pas6s9gcpx  
ADANBgkqhkiG9w0BAQUFAOAQEA17eNSOtENHpwTBBBvfWugB  
FtykBI2v5wgkfUCyhx1zJ0mLUVcNxyrDOVUJgghuXgnMmNy2Vb  
ewch0Xj5zjM95BmsZIYkmrq0vk2WFxhTIN8IB2q0YK1dkePpO  
I7IFvz+V5csPinujUmy9bUoktehM5j1hy72HjBoVHV3q2fTmi  
Ri8FgagKnBjVpw6+nMH1QgGdzEsmEHyooXYywwqiIR+CQuB3n  
bnxwUSD7T7QJtFeMhcclfSsL5Fxn2Q1bcDGZ9POsG5RF/mfHQ  
-----END CERTIFICATE REQUEST-----
```

Paste this into a *notepad* file for safe keeping.

Step 5

You will need to provide this to your chosen certificate authority (the company you are purchasing your SSL certificate from). They will then provide you with the certificate part to upload to cPanel.

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Enter your certificate (CRT)

Step 1

Once you have gained the CRT from your certificate authority, copy the entire certificate from the start of the line reading:

-----BEGIN CERTIFICATE-----

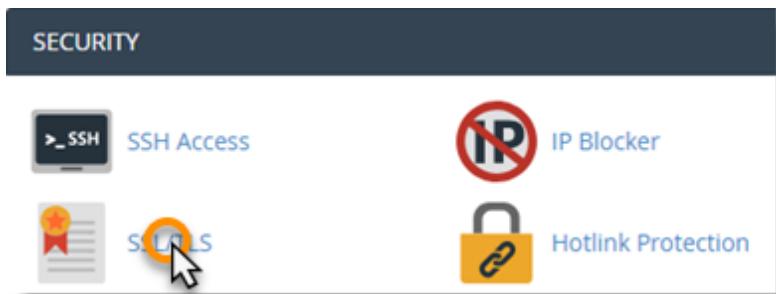
To the end of the line reading:

-----END CERTIFICATE-----

-----BEGIN CERTIFICATE-----
MIIFdDCCBFygAwIBAgIDCM0PMA0GCSqGSIb3DQEBBQUAMGExCzAJBgNVBAYTAIVT
MRYwFAYDVQQKEw1HZW9UcnVzdCBjbMmuMR0wGwYDVQQLExREb21haW4gVmFsaWRh
dGVkIFNTTDEbMBkGA1UEAxMSR2VvVHJ1c3QgRFYgU1NMIENBMB4XDTE0MDMxOTIx
MDgzNFoXDTE1MDMyMzExNDEzN1owgc8xKTAnBgNVBAUTIHBlVkpDSEx3STVzbjRu
YTdqUy8tbUtXWk1BeTE1OEZrMRMwEQYDVQQLEwpHVDQwNjQ5NTgzMTEwLwYDVQQL
EyhTZWUgd3d3Lmldb3RydXXN0LmNvbS9yZXNvdXJjZXMuY3BzICjKTE0MTcwNQYD
VQQLEy5Eb21haW4gQ29udHJvbCBWYWPxpZGF0ZWQgLSBRdWlja1NTTChSKSBQcmVt
aXVtMSEwHwYDVQQDExh3d3cucmFscGhzZG9tYWlubmFtZS5jb20wggEiMA0GCSqG
S1b3DQEBAQUAA4IBDwAwggEKAoIBAQCl8eu3wrrk8Utu0PRowNnZ6p4/FOb6owqN
d3V4G0dzbQA2gE+WQc8mwcfjw5tUnfQMdDTVVGcfp/656cLusCjJVBMX8Z0fn
zDvamcke+0E61oPIy3hxoLcf60SdUwuiuvXryJKZW0xnsFKIHeJwC50f6bsOoLzl
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1O/+ye21BFPozDBEJy/dbl6P/wIPNe663mb7Zpol5qKUL/ycv3b3UPqjDphJCEA4
+j0NIA+N6a8s+qvVCyCHFL4drMoJkB8nOUWkxTB9VubHwhXq9h9FAgMBAAGjggHE
MIIBwDAfBgNVHSMEGDAwgBSM9NmTCke8AKBkzkt1bqqC2sIJ+/DAOBgNVHQ8BAf8E
BAMCBaAwHQYDVR0IBBYwFAYIKwYBBQUH AwEGCCsGAQUFBwMCMDkGA1UdEQQyMDCC
GHd3dy5yYWxwaHNkb21haW5uYW1ILmNvbYIUC
QQYDVR0fBDowODA2oDSgMoYwaHR0cDovL2d0c
bS9jcmxzL2d0c3NsZHYuY3jsMB0GA1UdDgQWBBC
nDAMBgNVHRMBAf8EAjAAAHUGCCsGAQUFBwI
cDovL2d0c3NsZHytb2NzcC5nZW90cnVzdC5jb20w
Ly9ndHNzbGR2LWFpYS5nZW90cnVzdC5jb20vZ3Rz
QzBBBpgphkgBvhFAQc2MDMwMQYIKwYBBQUH
c3QuY29tL3Jlc291cmNlc9jchHMwDQYJKoZIhvcNA
dfpGs/Zr2RfYduAZgeJv66q68w2BrYRC6eZbK2ertjf
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YRm8esD++niN7f/Ujdx+grVqT22D7Z7AxIsvGOwWXB
BkszfcP0204fcGUXPtNSVQ8
ytkiGziKgVUSOB1/BC6nfk2cVkv+qk+wRJyjO459ov
vnjigZskQ39jWMkNEym/AUo
BnVDKWUMXxb/BTpDwu4eqj3LSP54Fmi1FOPYAKDH
baSk2TS0zJVIxIYooJEMRZOn
5V0oNEQ7W/c=-----END CERTIFICATE-----

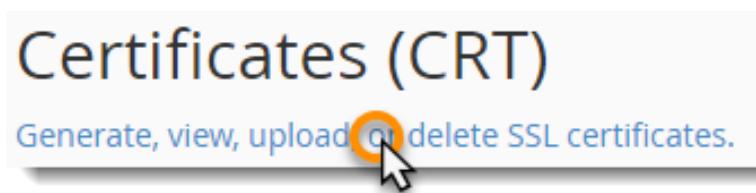
Step 2

Scroll down to the *Security* section and select the **SSL/TLS** icon.



Step 3

Click the link *Generate, view, upload or delete SSL certificates*.



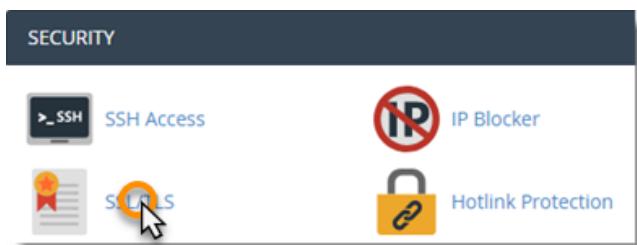
Step 4

Paste your certificate into the box labelled *Paste your certificate below* and click **Save Certificate**.

Apply the SSL certificate to your domain

Step 1

Scroll down to the **Security** section and select the **SSL/TLS Manager** icon.



Step 2

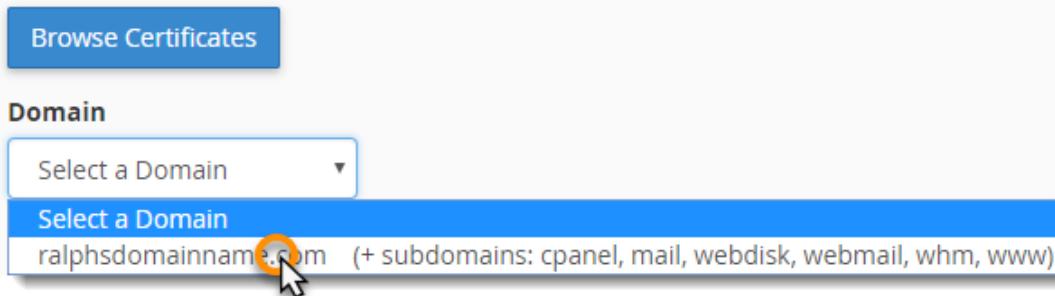
Click the link *Manage SSL Sites*.



Step 3

Scroll down the page and from the *Domain* drop down menu select the domain name that you want to install the SSL certificate on.

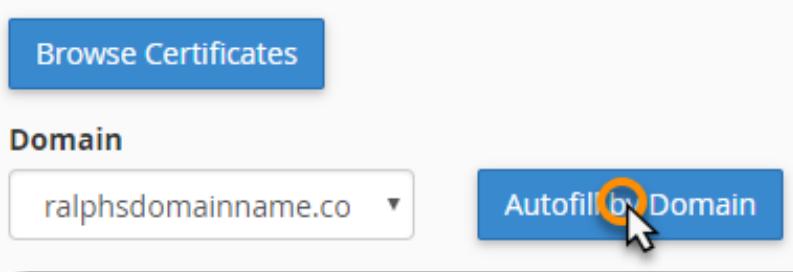
Install an SSL Website



Step 4

Click the button that appears labelled **Autofill by Domain**. This will automatically fill in all the key parts for the domain that were installed in previous steps.

Install an SSL Website



Step 5

Scroll to the bottom of the page and click the **Install Certificate** button.



A confirmation screen will appear, click the **OK** button to finish the SSL installation.

Using the cPanel Backup Wizard

Creating a backup

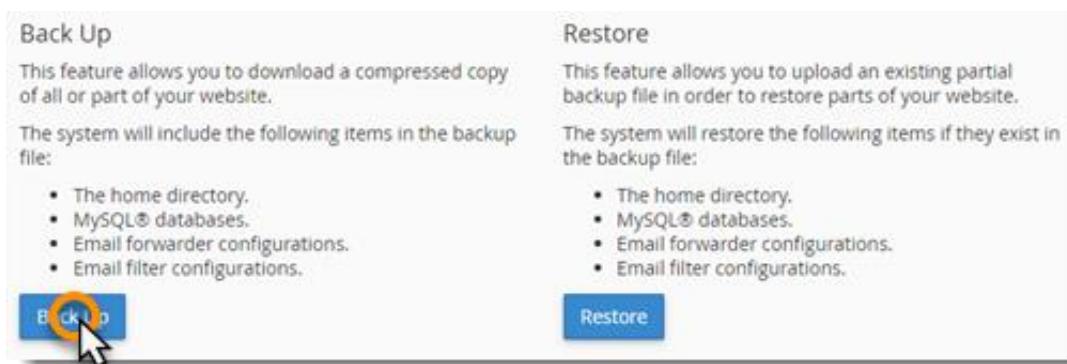
Step 1

Scroll down to the *Files* section and click the **Backup Wizard** icon.



Step 2

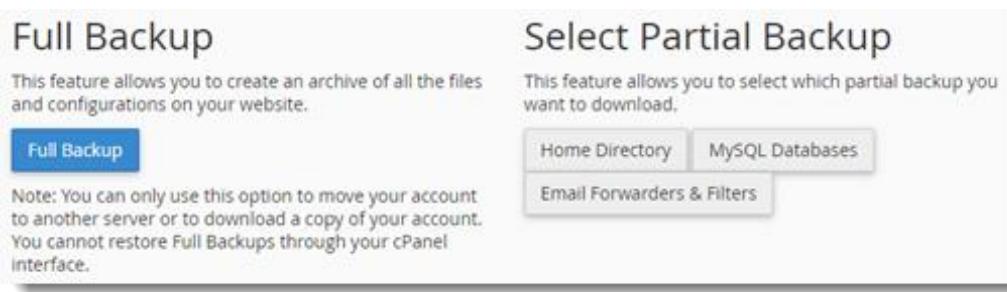
Click the **Backup** button under the *Backup* section.



Step 3

Depending on what you want to backup, click the **Full Backup** button to backup everything or select one of the *Partial Backup* options:

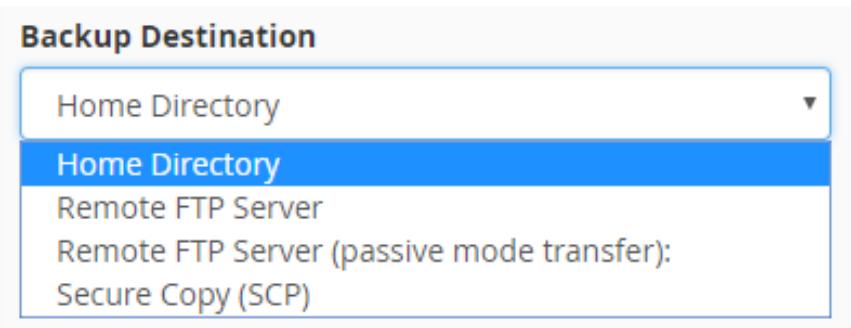
- **Home Directory** – Backs up the website files.
- **MySQL Databases** – Backs up the MySQL databases.
- **Email Forwarders and Filters** – Backs up email forwarders and filters.



Step 4

Select the backup destination from the *Backup Destination* drop down menu:

- **Home Directory** – Your server's own home directory.
- **Remote FTP server** – Backup over FTP to a remote server.
- **Remote FTP server (passive mode transfer)** – Backup using passive FTP to a remote server.
- **Secure Copy** – Backup to a remote server using SCP.



Step 5

Enter an email address into the field provided. This will be used to send a notification once the backup has been completed. If you do not want to receive a notification, select *Do not send email notification of backup completion*.

Email Address

ralph@ralphsotherdomain.com

Do not send email notification of backup completion.

Step 6

If you are performing a backup over FTP or SCP to a remote server fill out the below fields, otherwise skip this step.

- **Remote Server:** Enter the IP address of the remote server.
- **Remote User:** Enter the FTP or SCP username for the remote server.
- **Remote Password:** Enter the FTP or SCP password for the remote server.
- **Port:** Enter the FTP port used for connecting to the remote server (Usually 21).
- **Remote Dir:** Enter the directory on the remote server where you want to store your backup.

Remote Server:

109.228.16.32

Remote User:

ralphsotherftp

Remote Password:

Port:

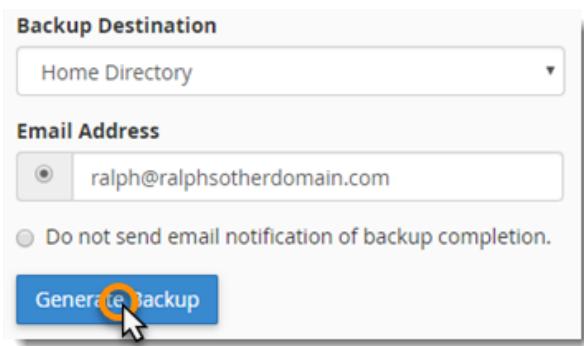
21

Remote Dir:

/backup

Step 7

Click the **Generate Backup** button, a confirmation screen will appear and your backup will start.



Restoring a backup

Step 1

Scroll down to the *Files* section and click the **Backup Wizard** icon.



Step 2

Click the **Restore** button under the *Backup* section.

Back Up

This feature allows you to download a compressed copy of all or part of your website. The system will include the following items in the backup file:

- The home directory.
- MySQL® databases.
- Email forwarder configurations.
- Email filter configurations.

Restore

This feature allows you to upload an existing partial backup file in order to restore parts of your website. The system will restore the following items if they exist in the backup file:

- The home directory.
- MySQL® databases.
- Email forwarder configurations.
- Email filter configurations.

Back Up **Restore**

Step 3

Select the restore type that you want to perform from the following list:

- **Home Directory** – Select to restore the server's home directory.
- **MySQL Databases** – Select to restore the MySQL database.
- **Email Forwarders & Filters** – Select to restore Email forwarders and filters.

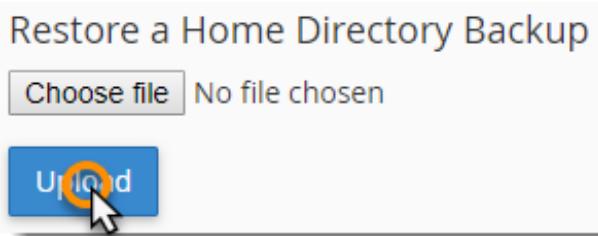
Select Restore Type

This feature allows you to select what to restore.

Home Directory MySQL Databases Email Forwarders & Filters

Step 4

Browse and locate your backup file and click **Upload**.



Once the upload is finished, a restore log will appear.

Changing the cPanel Theme

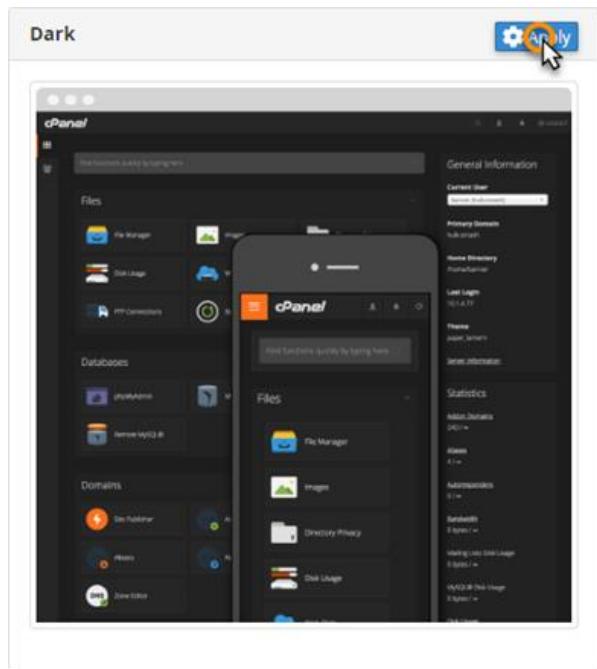
Step 1

Scroll down to the *Preferences* section and click the **Change Style** icon.



Step 2

Select a theme from the list by clicking the **Apply** button.



A confirmation will appear to state that the style has been changed.

cPanel Administrative Tasks

Edit DNS for a domain within cPanel

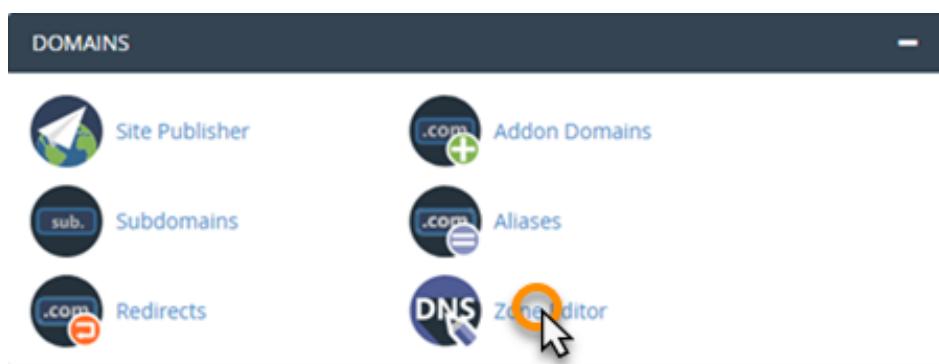


Important: In order to be able to edit DNS within cPanel, the `zoneedit` feature must be enabled for the account by an Administrator in WHM.

Edit an existing DNS record

Step 1

Scroll down to the *Domains* section and click on the **Zone Editor** icon.



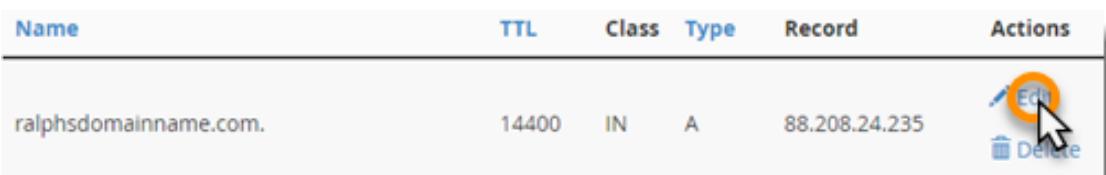
Step 2

Click **Manage** next to the domain name you want to edit.



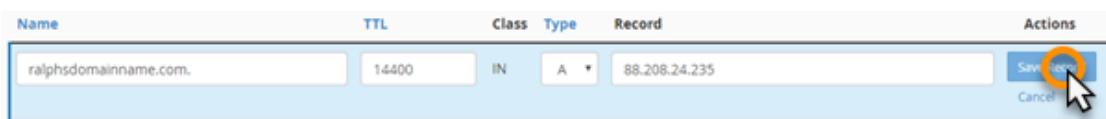
Step 3

Click **Edit** on the record you want to edit.



Step 4

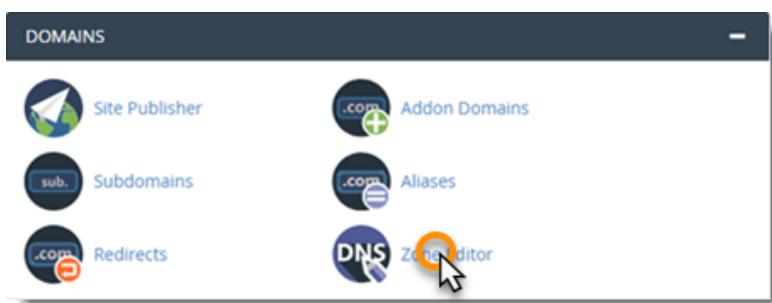
Enter the changes you want to make in the fields provided and click **Save Record**.



Create a new DNS record

Step 1

Scroll down to the *Domains* section and click on the **Zone Editor** icon.



Step 2

Click **Manage** next to the domain name you want to add a new DNS record for.



Step 3

Click **Add Record**.



Step 4

Fill out the fields provided:

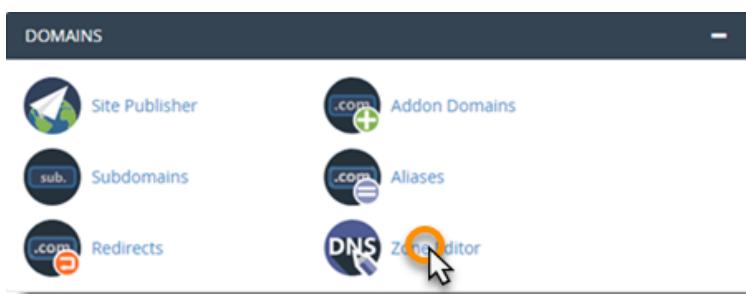
- **Name:** Enter the new record that you want to add.
- **TTL:** Enter the number in seconds that you want this record to be held in cache.
- **Type:** Select the type of record that you are adding.
- **Address:** Enter the IP address that you want your record to point to.

Once complete click the **Add Record** button, a notification will appear to confirm that the record has been added.

Delete a DNS record

Step 1

Scroll down to the *Domains* section and click on the **Zone Editor** icon.



Step 2

Click **Manage** next to the domain name you want to add a new DNS record for.



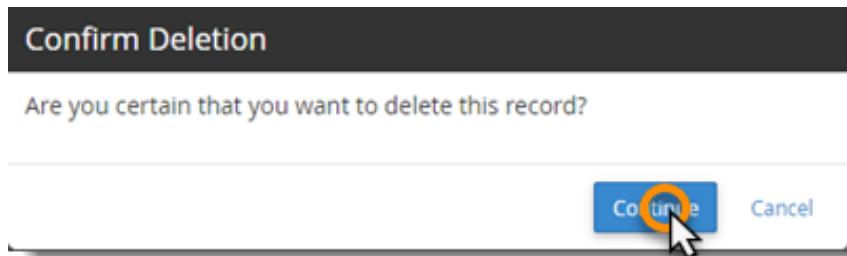
Step 3

Find the record you want to delete and click **Delete**.

| Name | TTL | Class | Type | Record | Actions |
|-----------------------|-------|-------|------|---------------|---|
| ralphsdomainname.com. | 14400 | IN | A | 88.208.24.235 |  |

Step 4

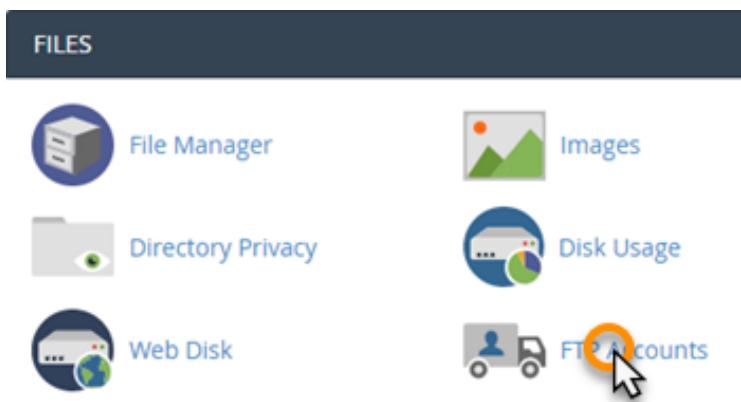
A pop-up will appear to confirm the deletion. To confirm that you want to delete the record, click the **Continue** button.



Changing an FTP Password

Step 1

Scroll down to the *Files* section and click the **FTP Accounts** icon.



Step 2

Scroll down to the *FTP Accounts* section and click the **Change Password** link besides the account that you want to change the password for.



Step 3

Fill out the form as follows:

- **Password:** - Enter the new FTP password.
- **Password (again):** - Re-enter the new FTP password.



>Password

.....

Password (Again)

.....

Strength

Very Strong (100/100)

Password Generator

Change Password Cancel

Once finished, click the **Change Password** button. A confirmation notification will appear.

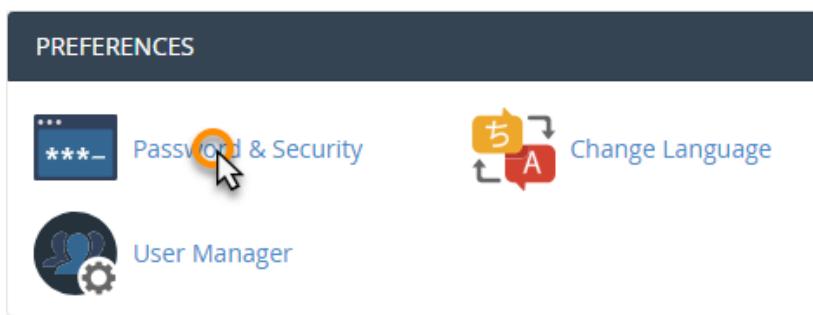


Quick tip: You can also use the **Password Generator** button to get cPanel to generate a strong password for you.

Changing a cPanel login password

Step 1

Scroll down to the *Preferences* section and click the **Password & Security** icon.



Step 2

Enter your old password, followed by your new password as follows:

- **Old Password:** Enter your existing password.
- **New Password:** Enter your new password.
- **New Password (again):** Re-Enter your new password.

Old Password
.....

New Password
.....

New Password (Again):
.....

Strength (Why?)

Strong (70/100)

Password Generator

Enable Digest Authentication

Change your password now!

Once finished, click the **Change your password now!** button.

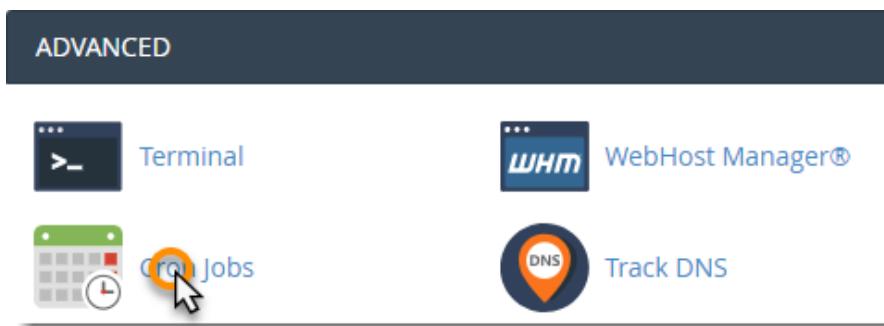


Quick tip: You can also use the **Password Generator** button to get cPanel to generate a strong password for you.

Setting up cron jobs in cPanel

Step 1

Scroll down to the *Advanced* section and click the **Cron Jobs** icon.



Step 2

Scroll down to the *Add New Cron Job* section. You can either select from the *Common Settings* drop down menus or fill out your own custom values. Fill out the form as follows:

- **Common Settings:** - This option allows you to select a preset interval for your cron job to run.

If you have not chosen one of the preset *Common Settings*, choose from the other options:

- **Minute:** - Either enter a custom value or select a preset value from the *Common Settings* menu.
- **Hour:** - Either enter a custom value or select a preset value from the *Common Settings* menu.
- **Day:** - Either enter a custom value or select a preset value from the *Common Settings* menu.

- **Month:** Either enter a custom value or select a preset value from the *Common Settings* menu.
- **Weekday:** Either enter a custom value or select a preset value from the *Common Settings* menu.

The following example shows a job set up to run twice daily.

Common Settings

Twice Per Day(0 0,12 * * *)

Minute:

0 :00 (At the beginning of t

Hour:

0,12 Every Twelve Hours (0,12

Day:

* Every Day (*)

Month:

* Every Month (*)

Weekday:

* Every Day (*)

Step 3

Enter the command you want to run in the *Command* field and click **Add New Cron Job**.

Command:

./somecustomscript.sh

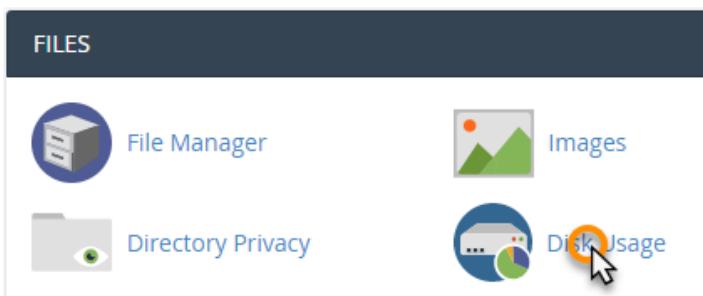
Add New Cron Job

A confirmation will appear to confirm that the job has been added.

Checking disk usage in cPanel

Step 1

Log in to cPanel, scroll down to the *Files* section and click the **Disk Usage** icon.



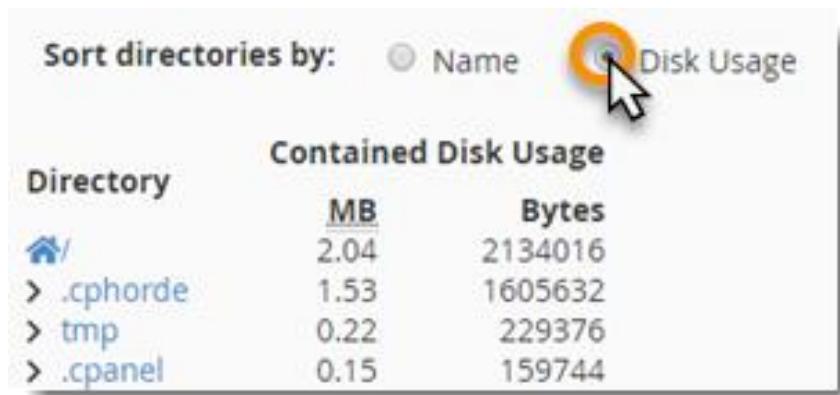
Step 2

You will see a graph displaying the directories and the disk space each directory uses. The bars represent usage relative to the largest directory.



Step 3

Further down the page you will see a table of directories, if you want to identify which directories are occupying the most space, select the **Disk Usage** option and the table will be sorted by largest to smallest.



Sort directories by: Name Disk Usage

| Directory | Contained Disk Usage | |
|------------|----------------------|---------|
| | MB | Bytes |
| 🏠 / | 2.04 | 2134016 |
| > .cphorde | 1.53 | 1605632 |
| > tmp | 0.22 | 229376 |
| > .cpanel | 0.15 | 159744 |

Finding additional help for cPanel

You can access WHM and cPanel help resources directly through your web browser using any of the following links:

WHM guides and documentation:

<https://documentation.cpanel.net/pages/viewpage.action?pageId=2457745>

cPanel guides and documentation:

<https://documentation.cpanel.net/display/ALD/cPanel+User+Documentation>

cPanel & WHM FAQ:

<https://documentation.cpanel.net/display/ALD/WHM+FAQ>

cPanel & WHM Forum:

<https://forums.cpanel.net>