

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.

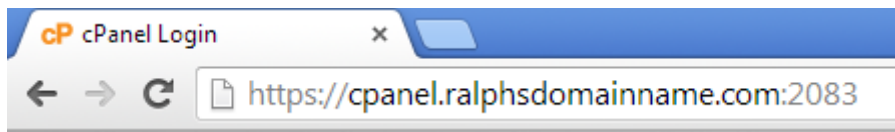
Using cPanel

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

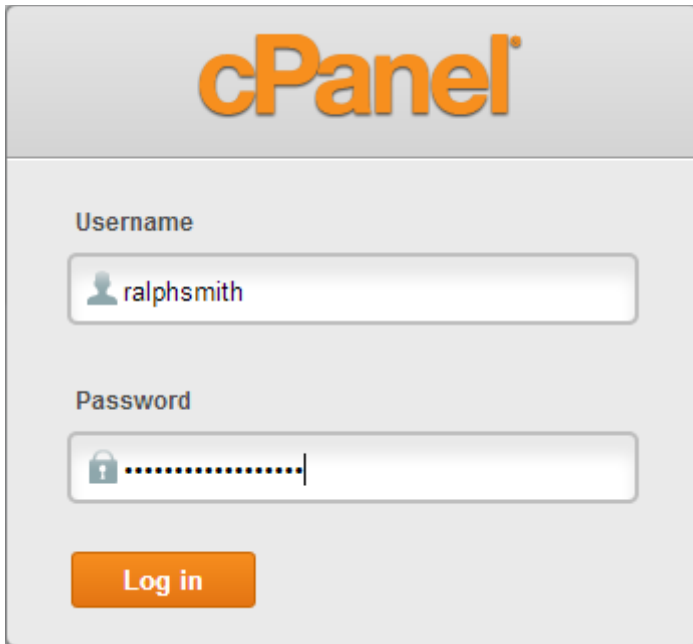
If the domain's DNS is handled within cPanel browse to *cpanel.yourdomainname.com* replacing *yourdomainname.com* with the domain that you want to access the cPanel interface for.



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

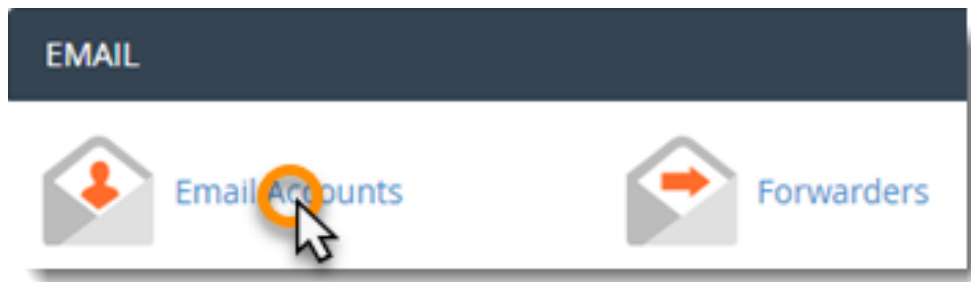
Enter your username and password in the fields provided and clicks the **Log in** button.

The image shows the cPanel login interface. At the top, the 'cPanel' logo is displayed in orange. Below the logo, there are two input fields. The first field is labeled 'Username' and contains the text 'ralphsmith' preceded by a small person icon. The second field is labeled 'Password' and contains a series of dots preceded by a small padlock icon. Below these fields is an orange button with the text 'Log in' in white.

Adding a new mailbox to a domain

Step 1

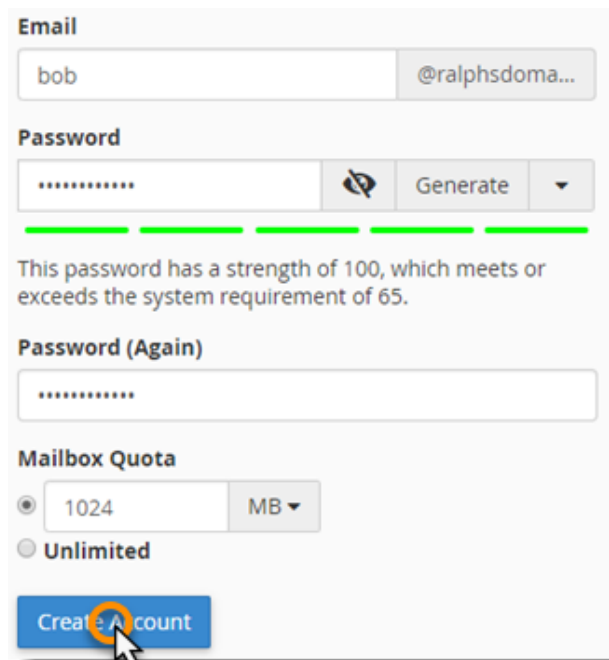
Click on the **Email Accounts** icon found in the *Email* section.



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 for or select *Unlimited*.



The screenshot shows the 'Email' form in cPanel. It includes fields for 'Email' (with 'bob' and '@ralphsdoma...' entered), 'Password' (with a strength indicator of 100), 'Password (Again)', and 'Mailbox Quota' (with '1024 MB' selected). A blue 'Create Account' button is at the bottom, with a mouse cursor clicking on it.

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



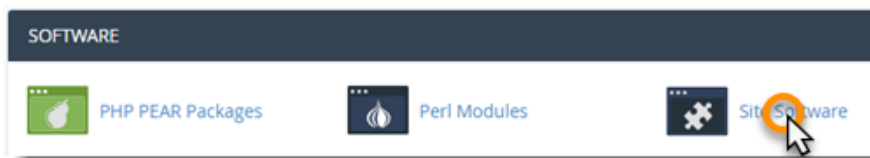
Quick tip: You can also use the **Generate** button to get cPanel to generate a strong password for you.

Installing Software

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

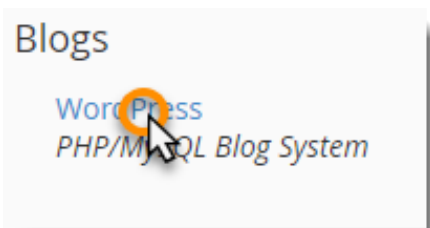
Step 1

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](#)

http://blog.fasthosts ▾ /

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

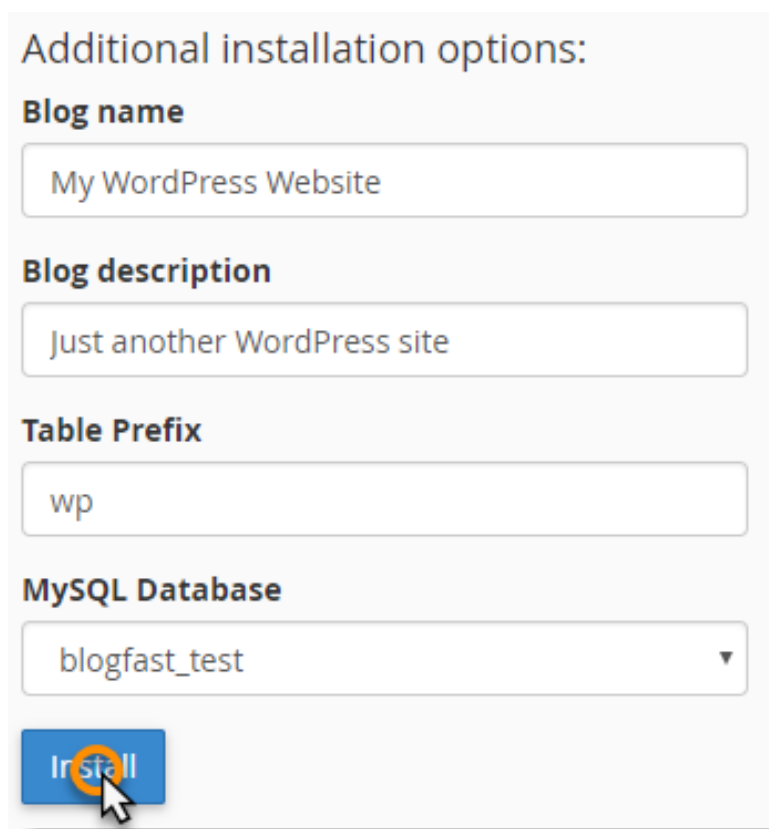


Quick tip: You can also use the **Generate** button to get cPanel to generate a strong password for you.

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

Blog description

Table Prefix

MySQL Database

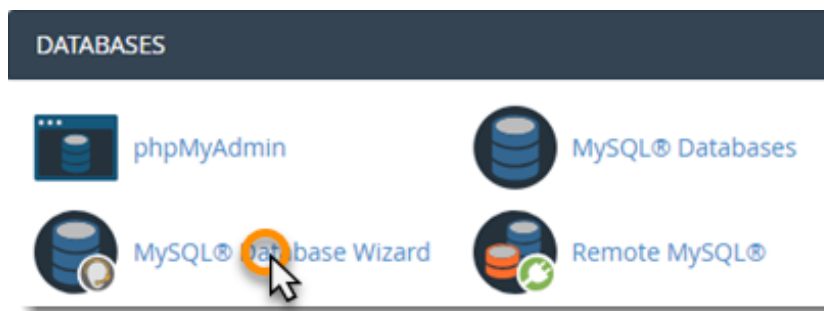
Install

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

Creating a database

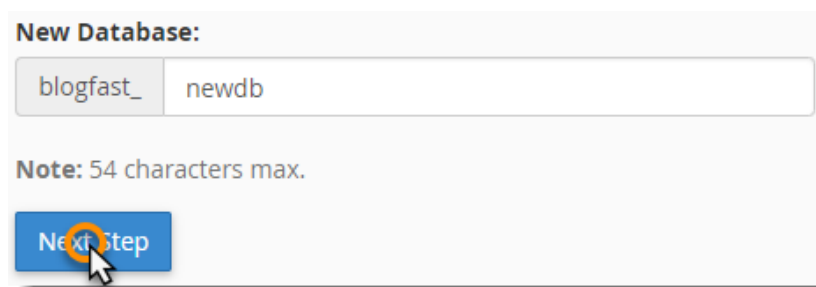
Step 1

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



Step 2

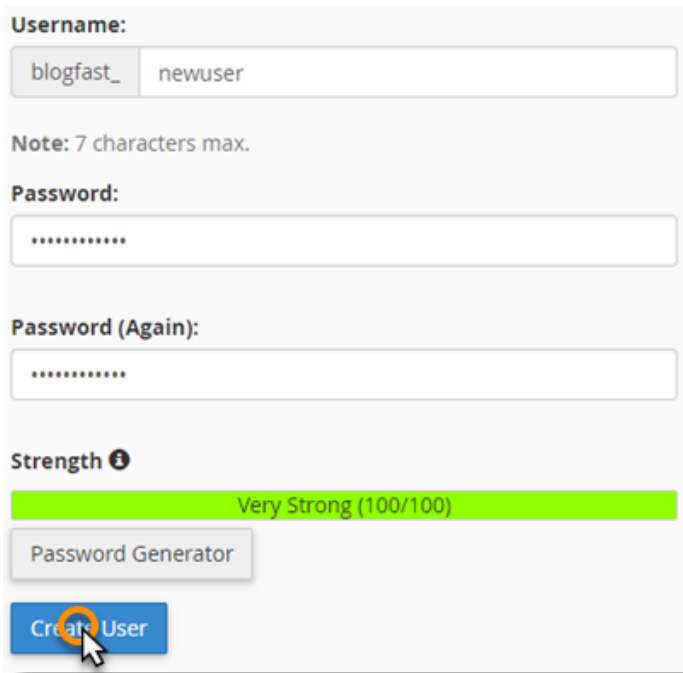
Enter a name for your new database in the field provided and click the **Next Step** button.



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.



The screenshot shows the 'Create User' form in cPanel. It includes a 'Username' field with a dropdown menu showing 'blogfast_' and 'newuser'. Below it is a 'Note' stating '7 characters max.'. The 'Password' and 'Password (Again)' fields are masked with dots. A 'Strength' indicator shows 'Very Strong (100/100)' with a green bar. There is a 'Password Generator' button and a 'Create User' button at the bottom, which is highlighted with a mouse cursor.

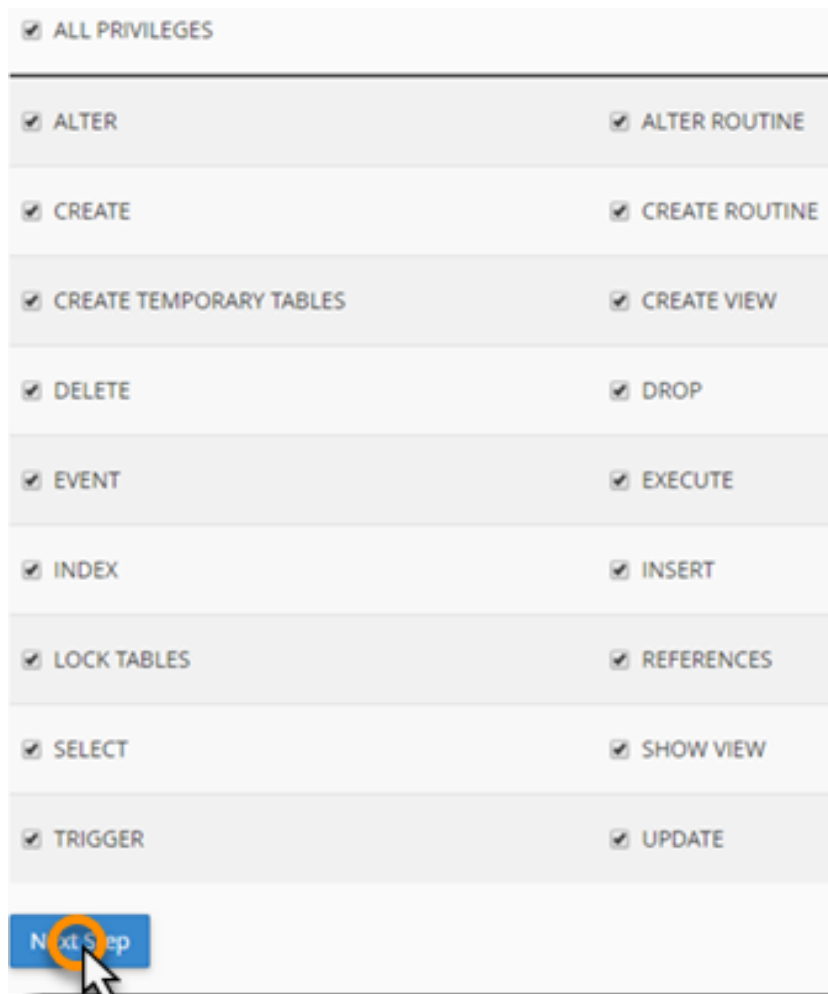
Once finished, click the **Create User** button.



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.



The screenshot shows a form for assigning database privileges. At the top, there is a checkbox labeled "ALL PRIVILEGES" which is checked. Below this, there is a table of individual privileges, each with a checked checkbox:

<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

At the bottom left of the form, there is a blue button labeled "Next Step" with a mouse cursor pointing to it.

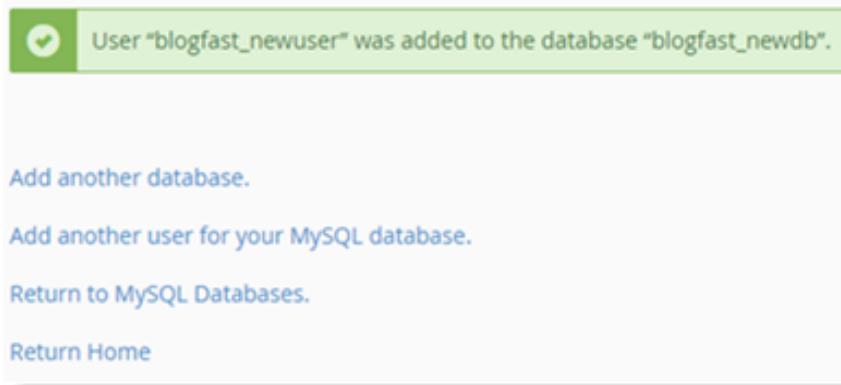
Once you have selected all the privileges that you want to assign to your new user, click the **Next Step** button.

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.

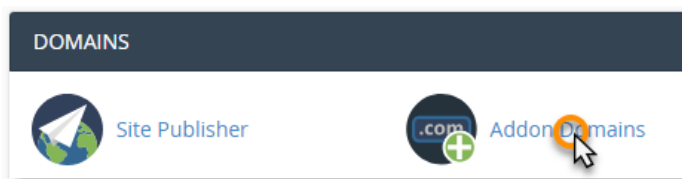
Step 4: Complete the Task



Adding additional domains to cPanel

Step 1

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

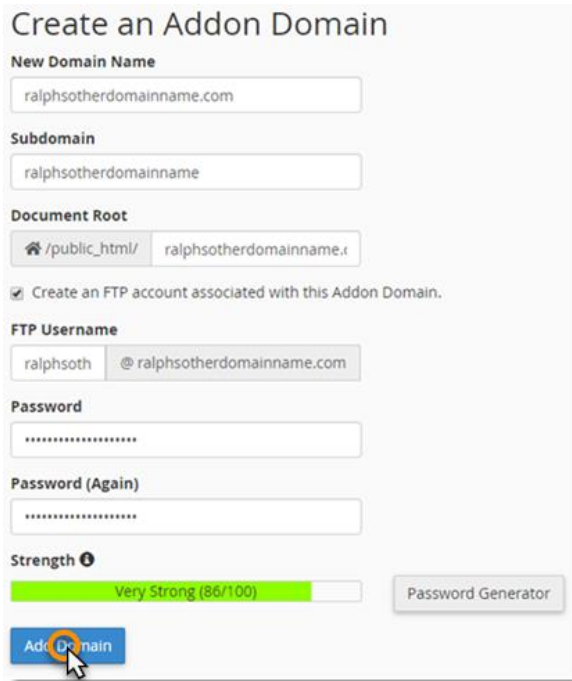


Step 2

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.



Create an Addon Domain

New Domain Name
ralphsotherdomainname.com

Subdomain
ralphsotherdomainname

Document Root
/public_html/ ralphsotherdomainname.x

☒ Create an FTP account associated with this Addon Domain.

FTP Username
ralphsoth @ ralphsotherdomainname.com

Password

Password (Again)

Strength ⓘ
Very Strong (86/100) Password Generator

Add Domain

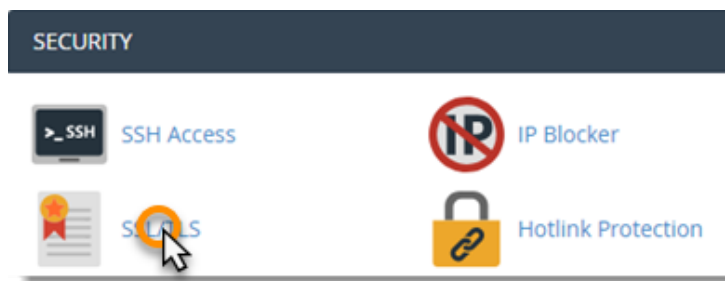
When you've entered the details, click **Add Domain**. A confirmation will appear to state that the domain has been added.

Adding an SSL certificate to a domain name

Generate a CSR request

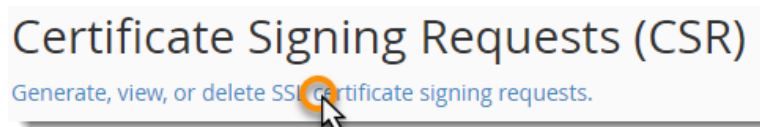
Step 1

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:



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.

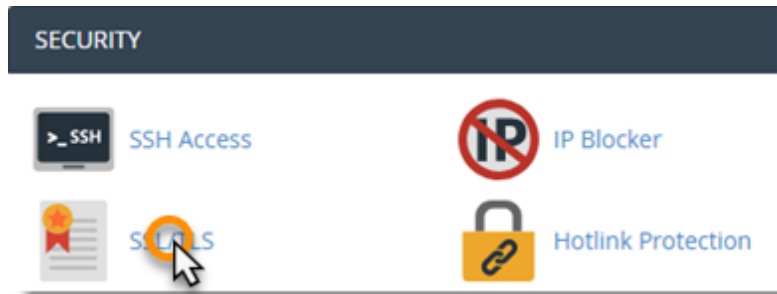
Once you have the gained the CRT from your certificate authority, copy the entire certificate from the start of the line reading:

To the end of the line reading:

-----BEGIN CERTIFICATE-----
MIIFdCCBFygAwIBAgIDCM0PMA0GCSqGSIb3DQEBBQUAMGExCzAJBgNVBAYTAiVT
MRYwFAYDVQQKEw1HZW9UcnVzdCBJbmMuMR0wGwYDVQLExREb21haW4gVmFsaWRh
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QYDVQQLEx5Eb21haW4gQ29udHJvbCBWYXpZGF0ZWQgLSBRdWJja1NTTChSKSBQcmVt
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SIb3DQEBAQUAA4IBDwAwggEKAoIBAQC8eu3wrrk8Utu0PRowNnZ6p4/Fob6owqN
d3V4GodZbQAZgE+WQc8mwcwfjw5tUnfQMfdDTVVVGcfp/656cLusCjJVBMX8Z0fn
zDvamcke+0E61oPlY3hxoLcf60SdUwuiuvXryJKZW0xnsFKIHeJwC50f6bsOoLzI
aVBIKAT2kTIEq6uuQSTHuXbgtAYFrU32ERe8Qscvjx8yQR25R8vMSN/jDplBtKe6
1O/+ye21BFPOzDBEJy/dbl6P/wlPNe663mb7Zpol5qKUL/ycv3b3UPqjDphJCEA4
+j0NIA+N6a8s+qvVCyCHFL4drMoJk8B8nOUWkxTB9VubHwhXq9h9FagMBAAGjggHE
MIIBBwDAFBgNVHSMEGDAWgBBSM9NmTCke8AKBKzkt1bqC2sLJ+/DAOBgNVHQ8BAf8E
BAMCBAAwHQYDVR0LBBYwFAYIKwYBBQU

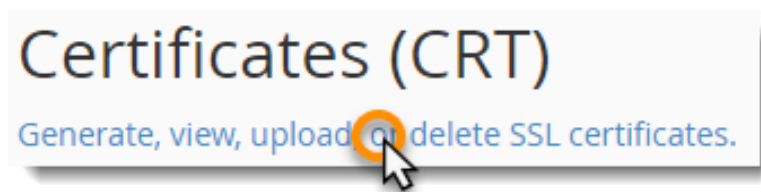
Step 2

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



Step 3

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



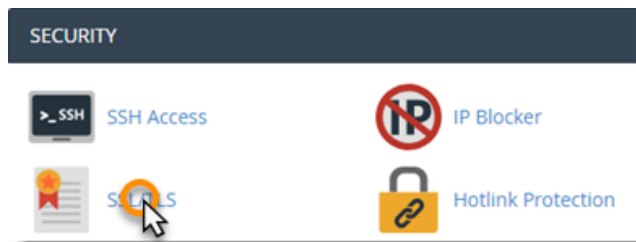
Step 4

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

Apply the SSL certificate to your domain

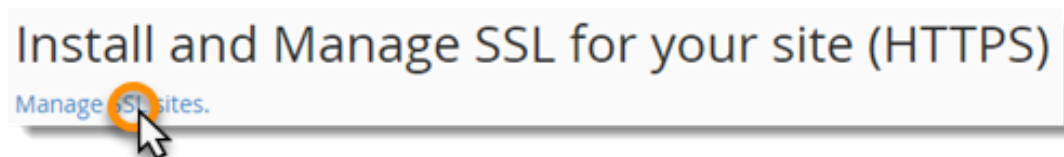
Step 1

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



Step 2

Click the link *Manage SSL Sites*.



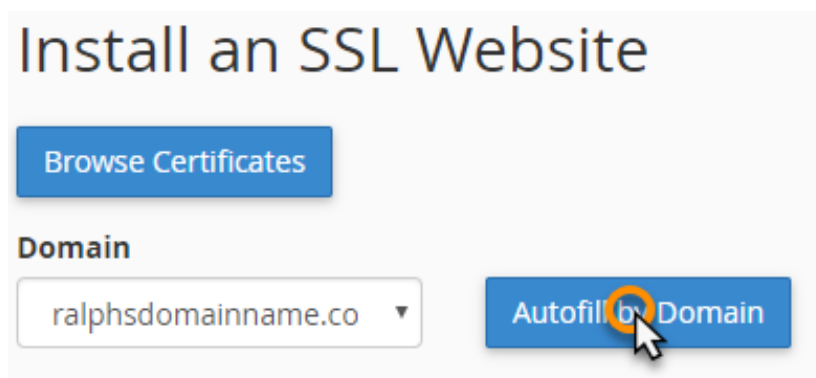
Step 3

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



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.



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

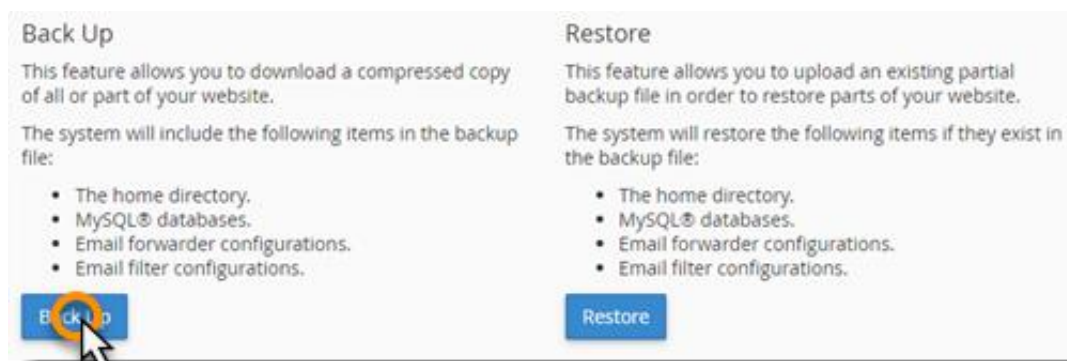
Step 1

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



Step 2

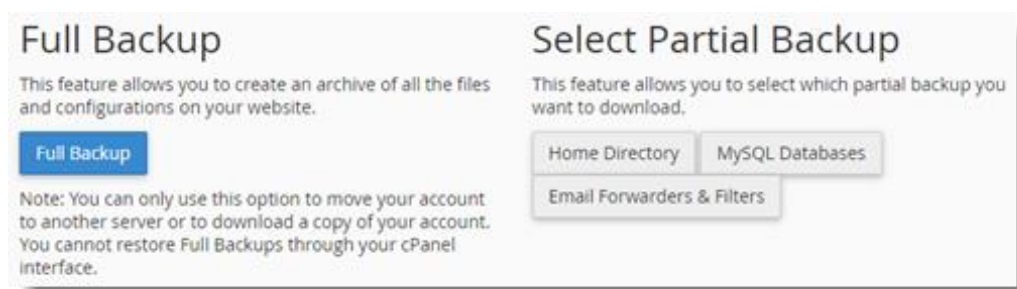
Click the **Backup** button under the *Backup* section.



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:

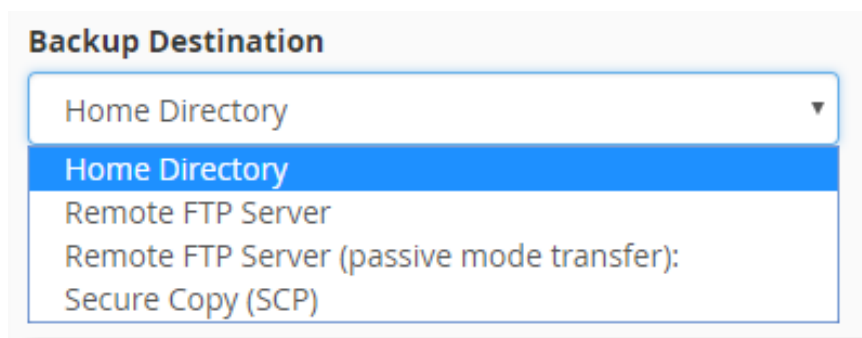
- **Home Directory** – Backs up the website files.
- **MySQL Databases** – Backs up the MySQL databases.
- **Email Forwarders and Filters** – Backs up email forwarders and filters.



Step 4

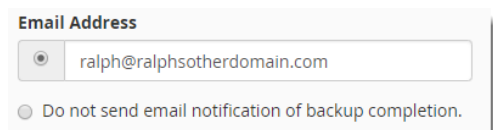
Select the backup destination from the *Backup Destination* drop down menu:

- **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*.

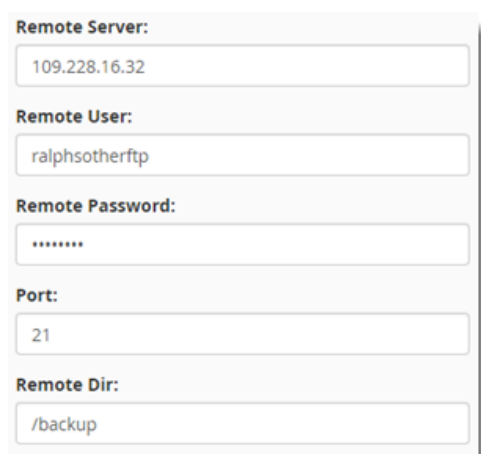


The screenshot shows a form titled "Email Address". It contains a radio button selected next to the email address "ralph@ralphsotherdomain.com". Below this, there is another radio button labeled "Do not send email notification of backup completion." which is not selected.

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.

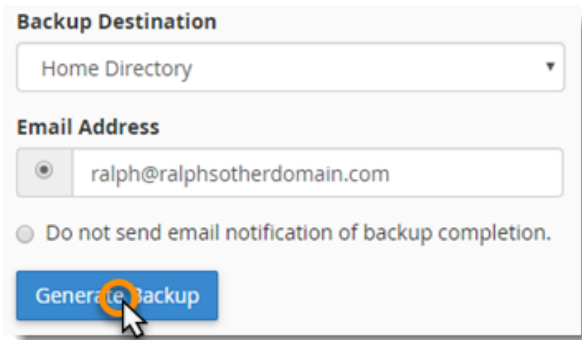
- **Remote Server:** Enter the IP address of the remote server.
- **Remote User:** Enter the FTP or SCP username for the remote server.
- **Remote Password:** Enter the FTP or SCP password for the remote server.
- **Port:** Enter the FTP port used for connecting to the remote server (Usually 21).
- **Remote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



The screenshot shows a form with five fields for remote server configuration. The fields are labeled "Remote Server:", "Remote User:", "Remote Password:", "Port:", and "Remote Dir:". The values entered are "109.228.16.32", "ralphsotherftp", "*****", "21", and "/backup" respectively.

Step 7

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



The screenshot shows a form titled "Backup Destination". It contains a dropdown menu set to "Home Directory". Below this is an "Email Address" section with a radio button selected next to the email "ralph@ralphsotherdomain.com". There is also an unchecked radio button for "Do not send email notification of backup completion." At the bottom is a blue button labeled "Generate Backup" with a mouse cursor clicking on it.

Restoring a backup

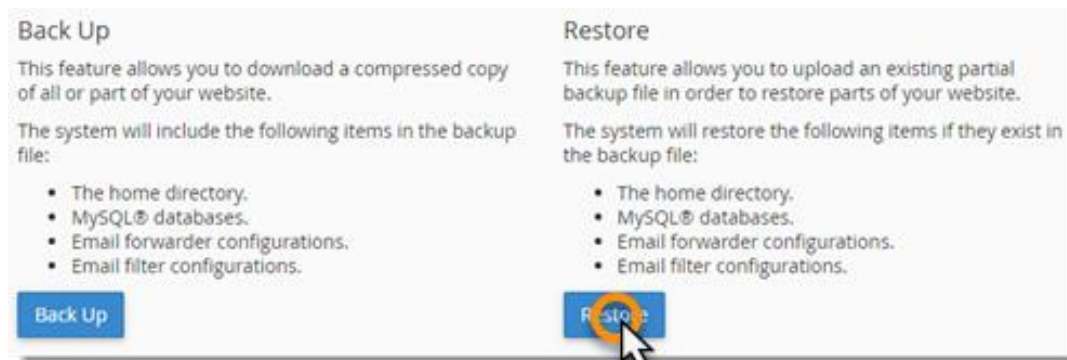
Step 1

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



Step 2

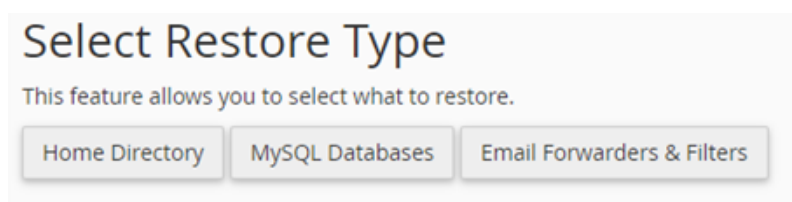
Click the **Restore** button under the *Backup* section.



Step 3

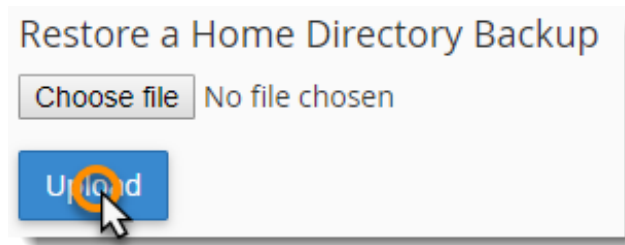
Select the restore type that you want to perform from the following list:

- **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.



Step 4

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

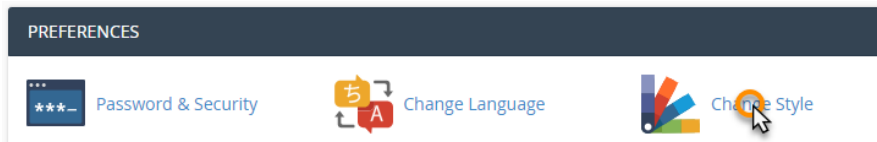


Once the upload is finished, a restore log will appear.

Changing the cPanel Theme

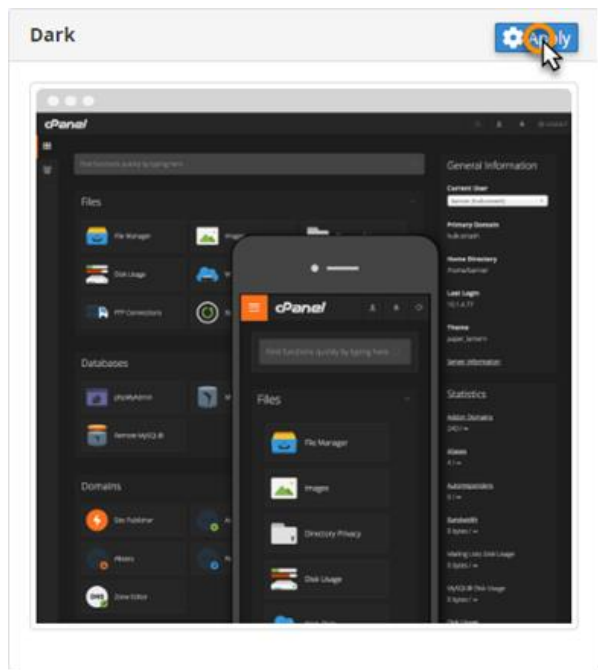
Step 1

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

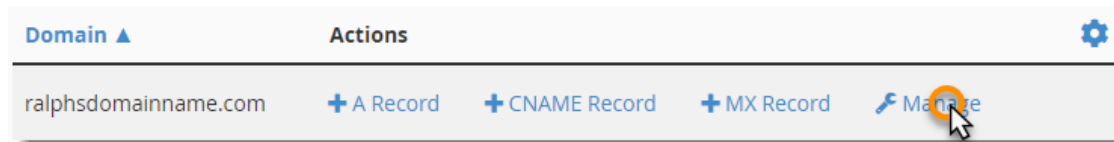
Step 1

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



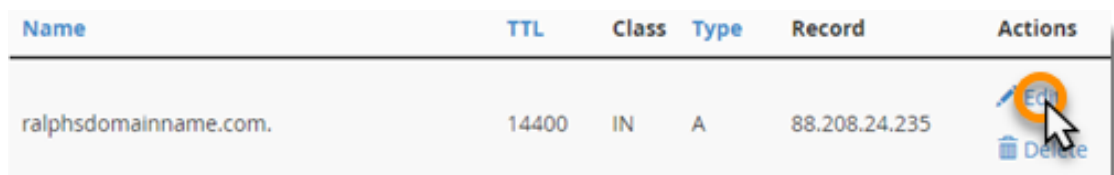
Step 2

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



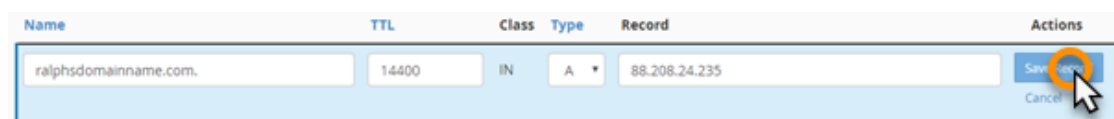
Step 3

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



Step 4

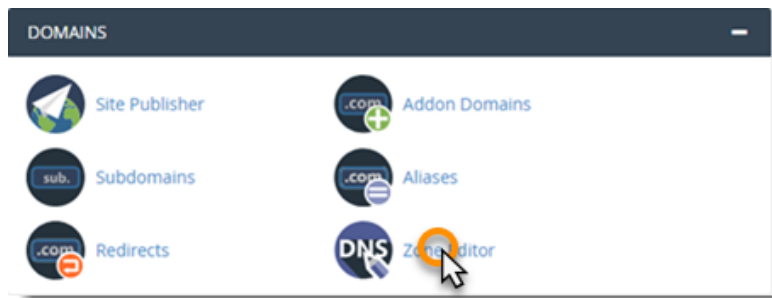
Enter the changes you want to make in the fields provided and click **Save Record**.



Create a new DNS record

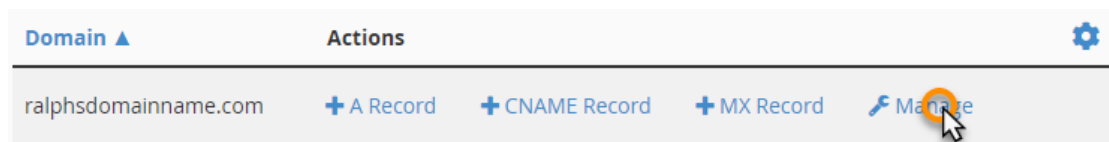
Step 1

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



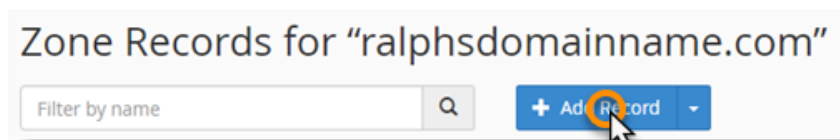
Step 2

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

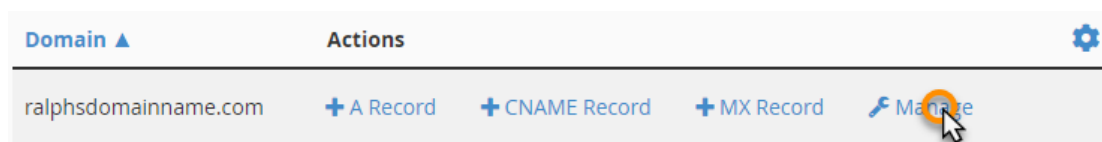
Step 1

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



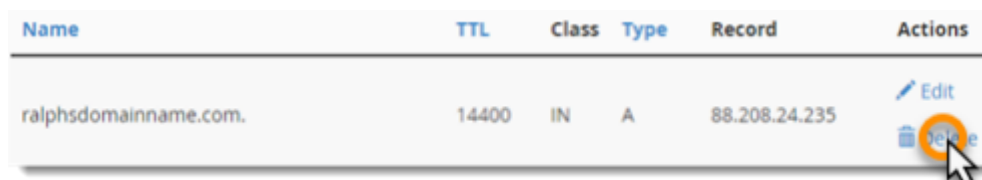
Step 2

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



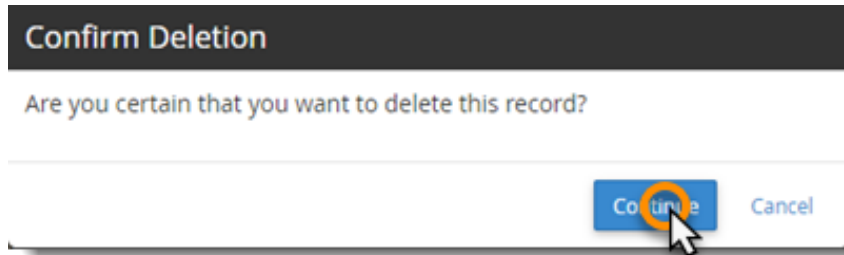
Step 3

Find the record you want to delete and click Delete.



Step 4

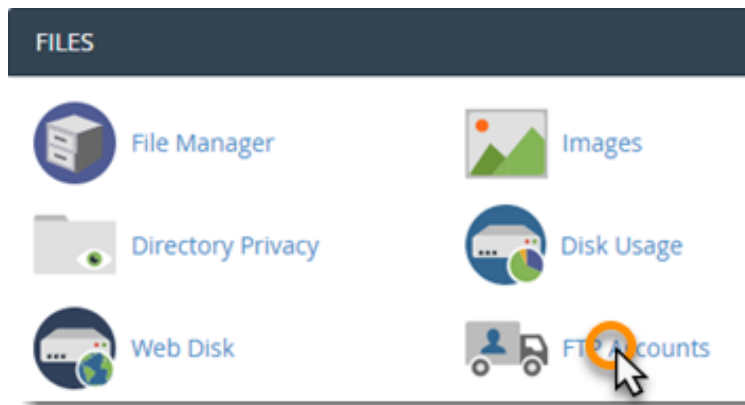
A pop-up will appear to confirm the deletion. To confirm that you want to delete the record, click the **Continue** button.



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 beside 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.



The image shows a cPanel form for changing a password. It has two input fields: 'Password' and 'Password (Again)', both containing masked characters. Below these is a 'Strength' indicator showing a green bar and the text 'Very Strong (100/100)'. To the right of the strength indicator is a 'Password Generator' button. At the bottom left is a blue 'Change Password' button with a mouse cursor clicking on it, and to its right is a grey 'Cancel' button.

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.

A screenshot of the cPanel 'Password & Security' form. It contains three input fields: 'Old Password', 'New Password', and 'New Password (Again)', each with a masked password (asterisks). Below these fields is a 'Strength (Why?)' section with a yellow progress bar indicating 'Strong (70/100)'. To the right of the progress bar is a 'Password Generator' button. At the bottom, there is a checkbox for 'Enable Digest Authentication' and a blue button labeled 'Change your password now!' which is circled in orange with a mouse cursor pointing at it.

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

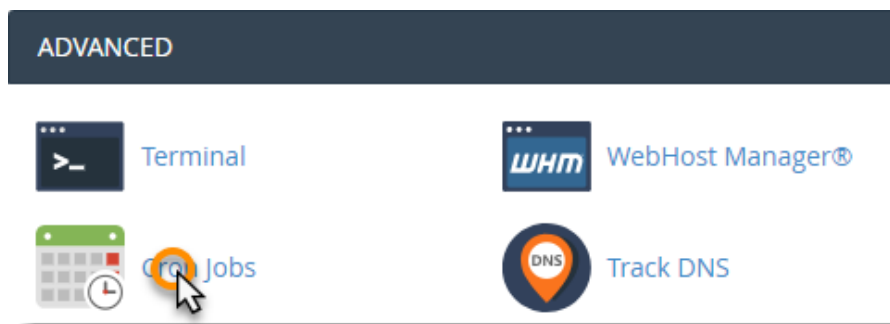


Quick tip: You can also use the **Password Generator** button to get cPanel to generate a strong password for you.

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:

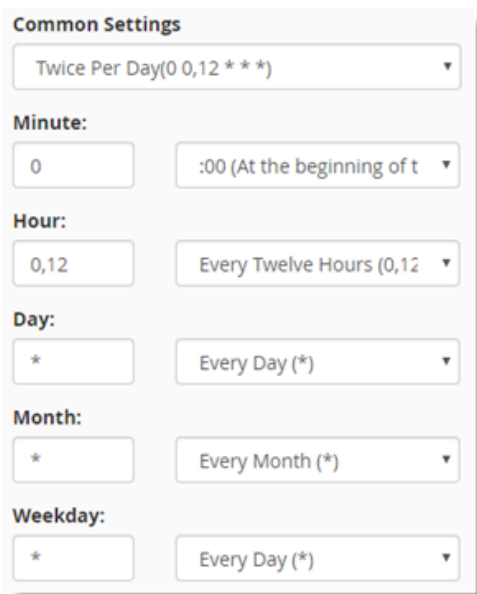
- **Common Settings:** - This option allows you to select a preset interval for your cron job to run.

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.

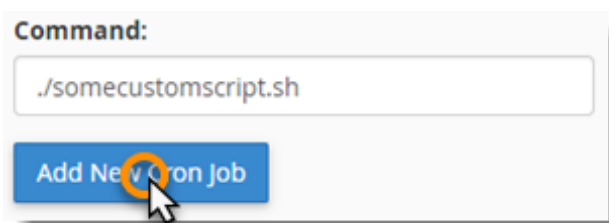
The following example shows a job set up to run twice daily.



The screenshot shows the 'Common Settings' dialog box. At the top, there is a dropdown menu set to 'Twice Per Day(0 0,12 * * *)'. Below this, there are several rows of input fields and dropdown menus for scheduling: 'Minute:' with '0' and ':00 (At the beginning of t'; 'Hour:' with '0,12' and 'Every Twelve Hours (0,12'; 'Day:' with '*' and 'Every Day (*)'; 'Month:' with '*' and 'Every Month (*)'; and 'Weekday:' with '*' and 'Every Day (*)'.

Step 3

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



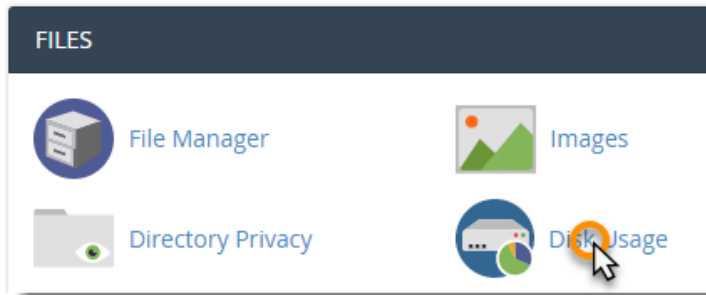
The screenshot shows the 'Command:' field with the text './somecustomscript.sh'. Below the field is a blue button labeled 'Add New Cron Job'. A mouse cursor is pointing at the button, and a small orange circle highlights the button.

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.



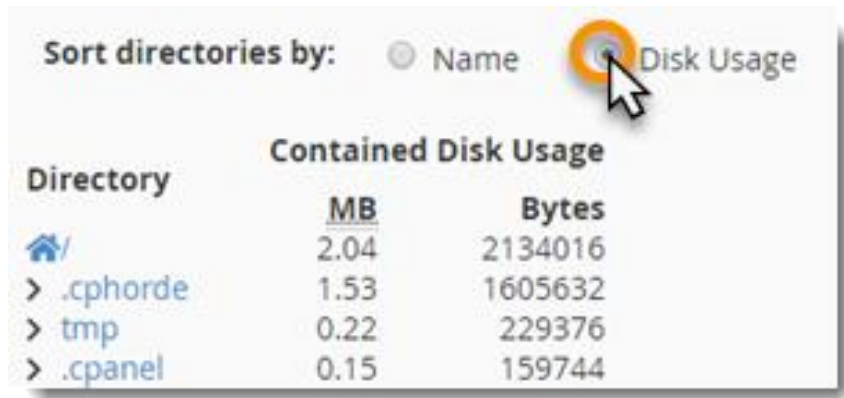
Step 2

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

Location	Size (MB)	Disk Usage
Files in home directory.	0.07 MB	<div></div>
Files in hidden subdirectories.	1.69 MB	<div></div>
etc/	0.01 MB	<div></div>

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>