Creating an e-mail address in the Enhance control panel

Email · https://kyzoe.be/en/docs/creating-an-email-address-in-the-enhance-control-panel/

With your own domain name, you can create professional e-mail addresses, such as `info@yourdomain.be`. In this guide, we explain how it works.

What do you need?

- A website/domain that has already been created in the control panel
- Your login details for the control panel

Step 1: Log in and choose your website

Go to **https://cp.vcloudhosting.eu** and log in. Click **Websites** on the left and then choose the domain for which you want to create an e-mail address.

Step 2: Go to the e-mail settings

Within your website's settings, click **Email**. Here you will see an overview of all existing e-mail addresses for this domain.

Step 3: Add a new e-mail address

Click **Add email** and fill in:

- **E-mail address**: the address you want, for example `info` (the `@yourdomain.be` part is added automatically).
- **Password**: choose a strong password. You will need it later to read your e-mail.

Then click **Add email** to confirm.

Step 4: Using your e-mail

You can view your e-mail in two ways:

- **Via webmail**: handy for quickly checking your e-mail from any computer. We will gladly send you the webmail link.
- **Via an e-mail program or your smartphone,** such as Outlook, Apple Mail or the mail app on your phone. For this, you need the server settings (incoming and outgoing server). You can find them in the control panel, or we can send them to you on request.

Tip: forwarding to an existing address

Would you like messages for, say, `info@yourdomain.be` to arrive automatically at your existing address? Then, instead of a mailbox, you can set up a forwarding address. Let us know if you would like help with this.

Need help?

Not managing to set it up on your phone or in your e-mail program straight away? Don't worry, that's a common question. Send an e-mail to **support@kyzoe.be** and we will help you set it up correctly.