

EbusinessToGo.com Presents:

Basic Cpanel User's Guide

This short manual will provide you with a quick overview of how to manage any site using the Cpanel software provided by our hosting partner and other leading host companies.

IMPORTANT - The exact name and appearance of the icons, links, and management forms within your Cpanel will vary depending on the theme your host has installed. But using this mini-manual as a reference it will only take a little common sense to identify the correct icons/links.

Accessing Cpanel

Cpanel is an interactive Web interface that can be accessed by simply adding /cpanel to your domain in the address bar of your browser and hitting 'Go' or clicking 'Enter' on your keyboard.

So for example you would use a URL of this nature:

`http://yoursite.com/cpanel`

Going to such a URL will bring up a login prompt in the center of your screen, where you will enter you're the username and password for your hosting account. The login details for the site you purchased from EbusinessToGo.com can be found in the thank you email we sent you.

Setting Up Email Accounts On Your Domain

Probably one of the first things you will want to do is set up your email accounts. Having an email address on your own domain lends a professional image to all your communications.

Once you have logged into Cpanel look near the top of your screen, and you will see a 'Mail' or 'Email' icon.



Mail

Click on this image to be taken to your web mail manager. From here, select the Manage/Add/Remove Accounts option.

Mail Manager Main Menu

- »» Web Mail
- »» Email Domain Forwarding
- »» Manage/Add/Remove Accounts
- »» Default Address
- »» Auto-responders
- »» E-mail Filtering
- »» Forwarders
- »» Mailing Lists
- »» Trace an E-mail Address
- »» Modify Mail Exchanger (MX Entry)

You will see a default account at the top of the next page. If you like, you can have Cpanel configure this account to your email client.

You may also wish to set up a new account, or multiple accounts. For instance having email accounts like support@, sales@, etc. are common and smart practices.

Simply click the Add Account link.

[\[Add Account \]](#)

Fill in the required info for the new email account form, and you're ready to start using your new mailbox.

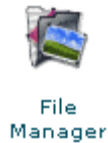
Add Mail Account

E-mail:	<input type="text"/>	@	<input type="text" value="yournewsite.com"/>	<input type="button" value="v"/>
Password:	<input type="password"/>			
Quota (optional):	<input type="text" value="10"/>		Meg	
<input type="button" value="Create"/>			<input type="button" value="Clear"/>	

Using Cpanel's Web mail is pretty much like using any other email service. Once you access your mailbox you'll see the standard folder settings and email options.

Uploading Files Through Cpanel

To upload files to your hosting account, login to Cpanel and select the 'File Manager' icon.



Once inside your File Manager, find either the link for 'www' or 'public_html' (either will do) and click on the small folder icon next to the link you choose.



Once you have clicked the icon and thus entered the selected folder, find and click on the 'Upload Files' link toward the top of the page.



This will bring you to an upload form that allows you to find files on your computer and transfer them to your host's server. Click the 'Browse' button to search your hard drive for the appropriate file(s), and then click 'Upload' to transfer the file(s) to your domain.

Please select files to upload to /home/snapt0/public_html

<input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>	<input type="button" value="Browse..."/>
<input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>	<input type="button" value="Browse..."/>
<input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>	<input type="button" value="Browse..."/>
<input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>	<input type="button" value="Browse..."/>
<input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>	<input type="button" value="Browse..."/>
<input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>	<input type="button" value="Browse..."/>

Overwrite existing files:

Important: The name of the file that will be your home page (or the default page of any given folder) should always be index. Of course, this may be index.html, index.php, or whatever depending on the type of file.

Adding Databases

If you want to add blogs, forums, membership sites, or other .php driven programs to your domain you will need to add a MySQL database for each such program. Most scripts you purchase will have detailed installation instructions, but we'll quickly cover the basics of adding a database and database user through Cpanel below:

First find the MySQL management icon on your main control panel page:



Click this to go to the database management page, where you'll see a variety of forms that allow you to create databases, create users, and add these users to the database.

First of course you will need to create a new database. Using a form and button like the one seen below does this quickly and easily:

New Database:

For a database to work, it needs a user with a password. This is not a human user who manually logs in and executes functions, it is a digital user – a sort of access key that a script will use to access your new database and function accordingly.

To add a database user to Cpanel you'll just use a form like the one seen below, which can be found on your MySQL management page:

Username:
Password:

Finally, you will need to add the user to the database and give it permission to access and execute any scripts that will be using this database. Once again as simple form like the one atop the next page allows you to do this:

Add Users To Your Databases:

User: Database:

Privileges:

<input checked="" type="checkbox"/> ALL	or	<input type="checkbox"/> SELECT	<input type="checkbox"/> CREATE
		<input type="checkbox"/> INSERT	<input type="checkbox"/> ALTER
		<input type="checkbox"/> UPDATE	<input type="checkbox"/> DROP
		<input type="checkbox"/> DELETE	<input type="checkbox"/> LOCK TABLES
		<input type="checkbox"/> INDEX	<input type="checkbox"/> REFERENCES
		<input type="checkbox"/> CREATE TEMPORARY TABLES	

Databases can actually get pretty complex when it comes down to managing and editing them, but the above info is all you need for actually creating them and adding a working user to them. Once this is done just refer to the instructions that came with any dynamic script you might have bought or give the database name, database username and password info to the Web development pro who is installing a dynamic script for you.

Checking Traffic Stats

Cpanel comes complete with a full suite of great stats programs that will allow you to see details of how much traffic your site is getting, and where this traffic is coming from and going to. Access your list of stats options by clicking the Web/FTP stats icon on the main control panel page:



You'll then see a page listing numerous options for checking traffic and FTP stats. You can monitor FTP stats to be sure no hackers are tampering with your site, and of course the traffic stats will let you know how your promotions are going.

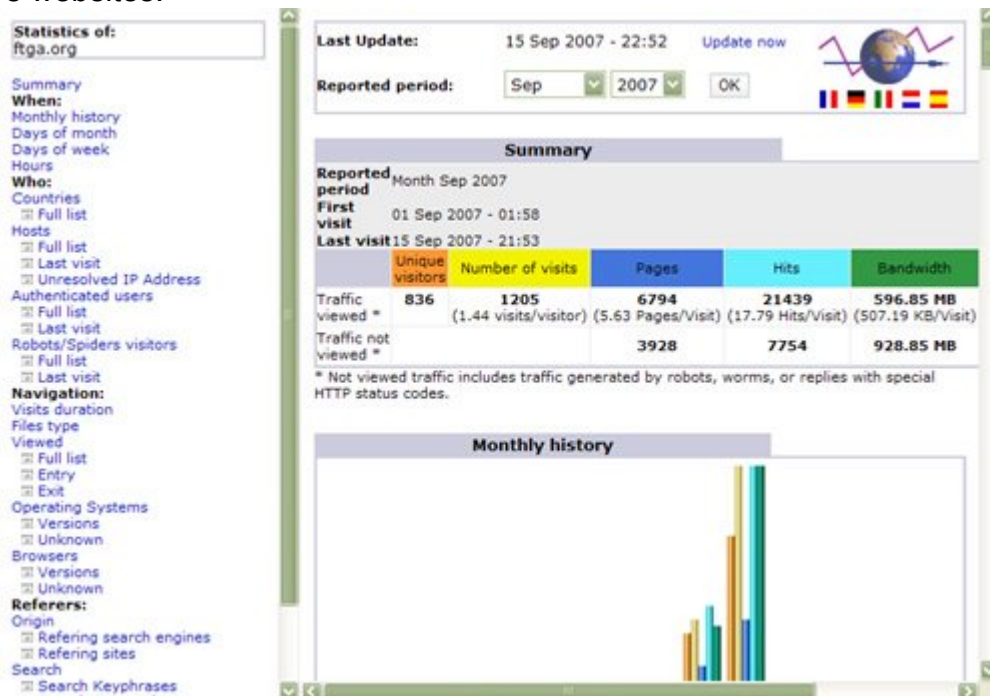
Below is a screenshot of the more common programs that are part of Cpanel's default selection:

Web / Ftp Statistics

In this area you can view statistics about your website. Please be aware that only latest visitors is a live feed. All of the statistical reports are updated every **24** hours. All of the bandwidth information is updated every **6** hours. If you wish to compare data from each statistics program you should only compare data that is at least **36** hours old to ensure that it has been updated and is providing the correct information. Please note these times are estimates, and are subject to change based on the amount of traffic on the server.

- » **Analog**
Analog produces a simple summary of all the people who have visited your site. It is fast and provides great lightweight statistics.
- » **Awstats**
Awstats produces very pretty stats.
- » **Webalizer**
Webalizer is a more complex stats program that produces a nice variety of charts and graphs about who has visited your site. This is probably the most popular stats engine available today.
- » **Webalizer Ftp**
Webalizer is a more complex stats program that produces a nice variety of charts and graphs about who has visited your site. This is probably the most popular stats engine available today.
- » **Urchin Stats**
Urchin is commercial stats package.
- » **Subdomain Stats**
This will show statistics for the subdomains on your account.
- » **Latest Visitors**
This will show you the last 300 visitors who came to your site and some interesting information about them.
- » **Bandwidth**
This will show how many bytes your account has transferred.
- » **Error Log**
This will show errors in your site, images not loading, missing files, etc. This is very useful for debugging CGI scripts.

Explore the options your Cpanel gives you to find the programs you like best. To give you an idea of the level of detail you can glean from these programs, here is another quick screen capture taken from the AW Stats program on one of my client's websites.



And there you have it. While there is certainly much more to learn about managing your own website, the information presented in this short PDF is all you need to get started.

Thanks for reading, and let us know if you need anything else.

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