

Setting Up Your “Contact Me” Page For Easy Customer Service

In this module I’ll show you how to set up your email address for customer service so that it coincides with your sub-niche domain.

This is the email address that you can use for all aspects of your business. You can use it to set up your autoresponder, your payment processor, signing up to forums, etc.

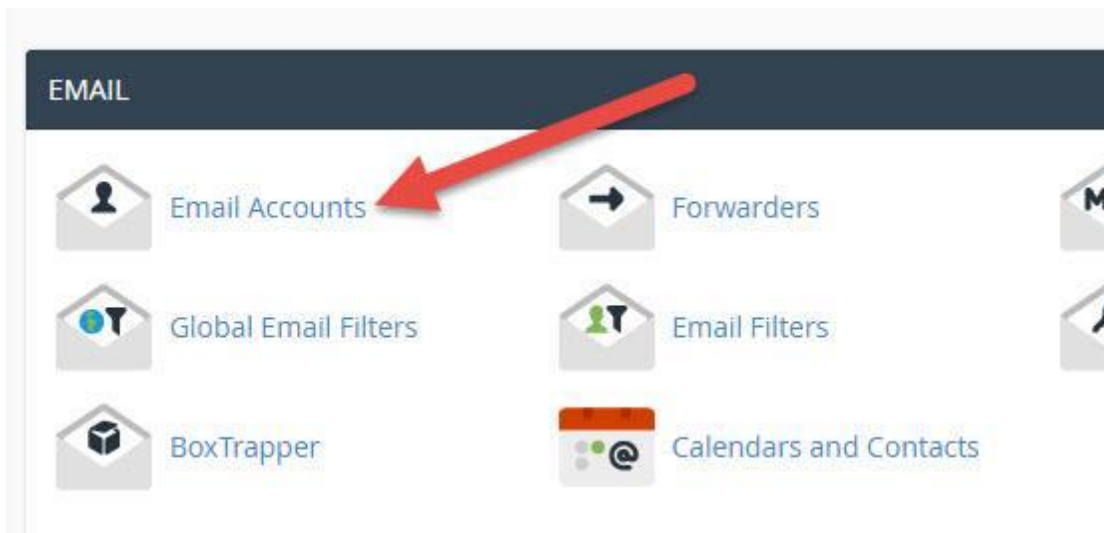
Here’s how it works...

Step 1: Go to your Cpanel and log in. Do this by typing your URL with “/cpanel” on the end of it.

Example: <http://www.yourproductwebsite.com/cpanel>

Step 2: Login

Step 3: Once inside your Cpanel, scroll down to the section titled “EMAIL”. Then click “Email Accounts.”



Step 4: Enter in the required information in the forms to create the email address.

I recommend using your first name (or your “pen” name) as the username. Then enter a password (make it something you can easily remember).

Then, when the information is entered, click “Create Account”

Manage the email accounts associated with your domain. Use the *Set Up Mail Client* interface to add an email account to yc

Add Email Account

Email

will

@

Domain

internetretirementsystem.com

Password

.....

Password (Again)

.....

! Passwords do not match.

Strength

Strong (73/100)

Password Generator

Mailbox Quota

500 MB

Unlimited

Create Account

Create a Gmail for work account

Now you're email is created! You can provide that email address to your customers as your customer service email.

How To Access Your Email Account

Once you've created your email address, you can access your inbox by typing in your sub-niche URL with "/webmail" on the end of it.

Example: <http://www.yourproductwebsite.com/webmail>

Then you can enter your username and password (the same username and password you use to access your Cpanel), choose a Default Webmail Application (I normally use horde), and you're good to go!