Address Importer

For cPanel & WHM version 64

(Home >> Email >> Address Importer)

Overview

This interface allows you to use two types of files to create multiple email addresses or forwarders for your account simultaneously. You may use Excel spreadsheet files (`.xls`) or comma-separated values sheet (CSV) files (`.csv`) to import data.

Create the import file

To create the import file, add a series of email addresses and passwords to your spreadsheet or plain text file. For each account forwarder, use a separate row in the spreadsheet or a new line in the plain text file to separate the information for each account or forwarder.

Import the following information for each address or forwarder:

- Usernames (for example, `user1` or `user@example.com`). You are **not** required to include the domain portion of the address (in the previous example, `@example.com` represents the domain portion of the email address).
- Passwords (to import email addresses).
- Quotas (for example, `10` indicates 10 Megabytes).

A `.csv` file is a plain text file with the `.csv` extension. When you use a `.csv` file, separate your email addresses and passwords consistently. Use commas (`,`), periods (`.`), or any other character (delimiter), to separate the information that you wish to import for each account.

Your `.csv` file will resemble the following example:

```
user1@example.com, Password, 10
user2@example.com, Password, 10
user3@example.com, Password, 10
```

Import the file

Import the file to create the accounts. cPanel uses the information in the file to create all of the accounts automatically.

To import the file, perform the following steps:

1. In *Step 1*, select *E-mail Accounts* or *Forwarders*.
2. In *Step 2*, click *Choose File* to select the file to import.
3. In *Step 3*, select the character that you used as the delimiter. If you used a delimiter that does not appear in the list, select *Other* and enter that character in the *Other* text box.
4. Select *Treat first row as column headers* if you placed column headers in the first row of the file.
5. Click *Next*.
6. Use the menus above each column of values to assign the properties of each delimited value.
   - For example, if you chose to use a comma as the delimiter, and input the line `account, password, domain`, use the menus above each value to assign `account` to *Email*, `password` to *Password*, and `domain` to *Domain*.
   - Select *Ignore* for columns that contain unnecessary data.
7. From the *Domain* menu at the bottom of the interface, select the domain to use for these accounts.
8. Click *Next*.
9. Click *Finish*.

Click *Import More* to return to the first screen of this interface and import additional addresses.