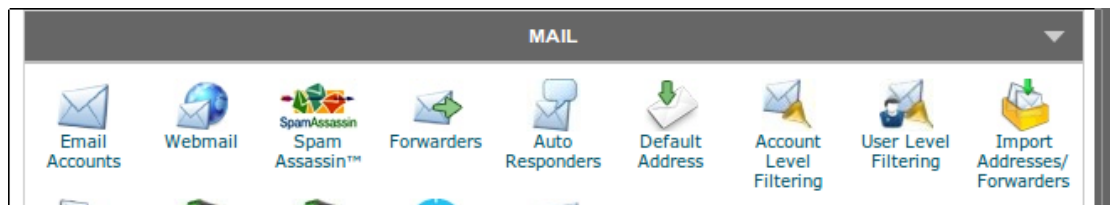


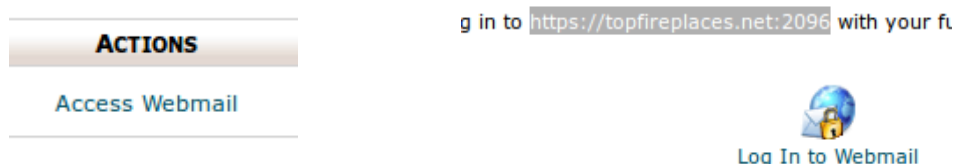
Login to Siteground. Once logged in click on the 'My Accounts' tab, and then the red 'Go to cPanel' button. Log in to cPanel. When in cPanel, scroll down until you find the 'MAIL' section. Click on 'Email Accounts'.



Create the email and password for this account by filling in the fields and hitting the 'Create Account' button.

A screenshot of the 'Create Account' form in cPanel. The form includes the following fields and options: 'Email' (with 'hello' entered and '@topfireplaces.net' selected), 'Password' (with a green checkmark), 'Confirm Password' (with a green checkmark), 'Password Strength: (Why?)' (displaying 'Very Strong (100/100)' in a green box), a 'Password Generator' button, 'Mailbox Quota' (with '250' entered and 'MB' selected), and a 'Create Account' button at the bottom.

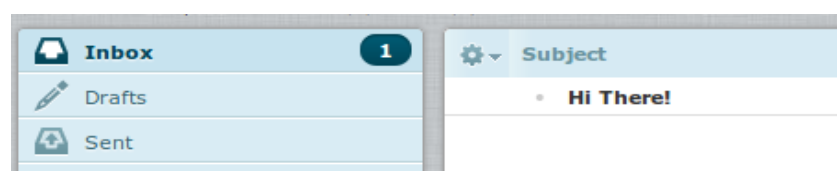
You should get a message letting you know that the email was successfully created, and it will appear at the bottom of the screen. On the right hand side, under 'Actions' there is a link to 'Access Email'. Click this. On the next page click 'Log in to Webmail'. Above it is a link to your webmail, they basically do the same thing.



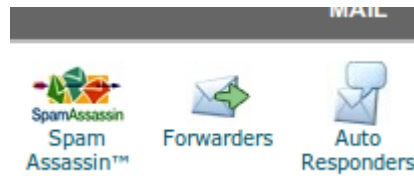
On the next page, there'll be a dialog on the right asking you to confirm your settings, click 'Got it' and the 3 options below will appear. These are your Webmail providers. Set one as the default, then click on the image to enter your webmail. Choose whichever you like.



Test it by going into your personal email and sending yourself a message.



Click 'Compose' and send an email back. Logging into your webmail to check your email is a bit of a hassle though, so we'll go back to cPanel to create a forwarder. Under 'MAIL' click 'Forwarders'.



On the next page click 'Add Forwarder', then fill in the 'Address to Forward' and 'Forward to email address' fields.

A screenshot of the 'Add Forwarder' form. The form has two main sections: 'Address' and 'Destination'. Under 'Address', there is a text input field containing 'hello', followed by a dropdown menu showing '@topfireplaces.net' with a green checkmark to its right. Under 'Destination', there is a radio button selected, followed by a text input field for the 'Forward to email address' and a green checkmark to its right.

Click 'Add Forwarder' and now any emails sent to your new address will also be sent to your other account. Setting it up the other is a bit trickier, it's probably easier to log into your webmail to send email from your new account.