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Creating many mailboxes at once with the cPanel Address Importer and a spreadsheet

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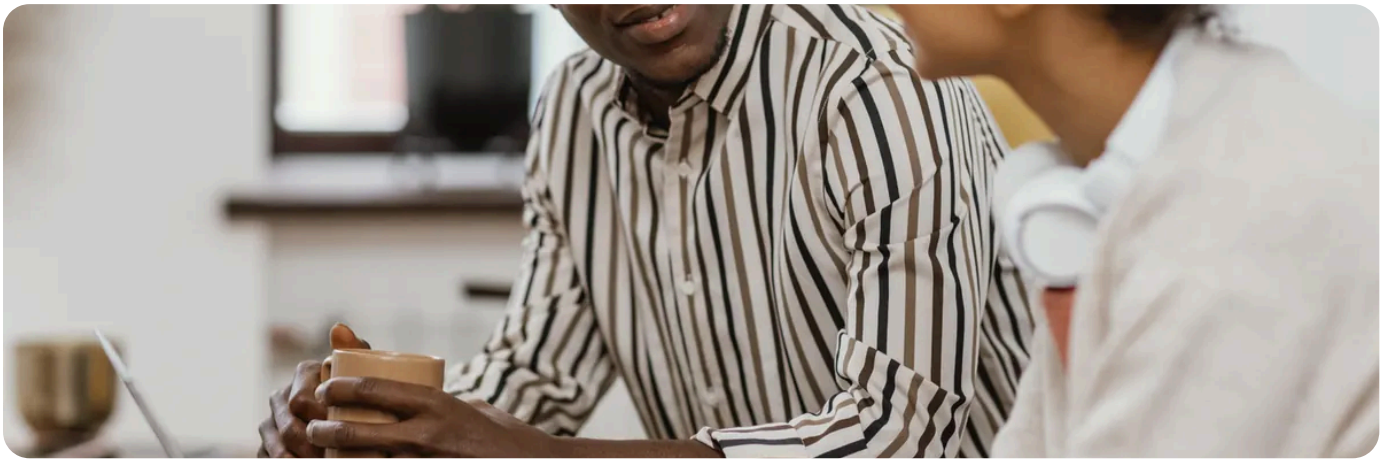
CODE	VERSION	COUNTRY · LANGUAGE
RLX-MZ-KB-2389	v2026.11.13	Mozambique · English

MozOut Mozambique
RLX Holdings, S.A. · Group RLX Holdings
Tax ID (NUIT) 401 191 607 · Legal entity no. (NUEL) 105 045 974 · Economic activity code (CAE) 62022

https://www.meu.mozout.co.mz/knowledgebase/2389

Creating many mailboxes at once with the cPanel Address Importer and a spreadsheet

E-mail Created on **November 13, 2026** 3 min read



The short answer: if you need ten, twenty or fifty mailboxes, you do not have to create them one by one. cPanel has the **Address Importer**, which reads a **CSV** or spreadsheet file with the addresses, passwords and quotas and creates every mailbox in one go. It can also create many **forwarders** at once.

When it is worth it

For two or three mailboxes, the normal way is quicker: **creating an e-mail account in cPanel**. The importer pays off when a company starts with a whole team, when you change provider and have to recreate every address, or when a school or association gives every member an address.

> **Check how many mailboxes your plan allows first.**
> The number is on the **Professional E-mail** page and on the **hosting plans** page. Mailboxes beyond the limit are not created.

1. Prepare the file

In a spreadsheet, use one row per mailbox and one column per field. Save it as CSV. An example:

```
email,password,quota
ana,Strong-Unique-Pass-1,2048
carlos,Another-Strong-Pass-2,2048
invoices,One-More-Pass-3,1024
```

Column	What goes in it
Address	The part before the @ (or the full address). You pick the domain in the importer.
Password	A strong, different password for each mailbox.

Column	What goes in it
Quota	Each mailbox's space. Check in the importer's preview that the values came out the way you meant.

2. Import in cPanel

1. **Log in to cPanel** and, in the Email section, open **Address Importer**.
2. **Choose what you are importing:** e-mail accounts or forwarders.
3. **Upload the file** and say which character separates the columns (comma, semicolon) and whether the first row holds the column names.
4. **Pick the domain** for the mailboxes and tell the importer which column is the address, the password and the quota.
5. **Review the preview** and confirm. At the end, cPanel shows which mailboxes were created and which failed, and why.

3. After the import

1. **Delete the file** from your computer, your e-mail and any shared folder: it holds every mailbox password.
2. **Give each person their password** through a safe channel and ask them to change it the first time they log in: **changing a mailbox password**.
3. **Check the list under Email Accounts** and test one or two mailboxes in webmail.

Bulk forwarders
work the same way, with two columns: the source address and the destination. It is a quick way to create info@ and sales@ that deliver to whoever handles each subject.

Weak passwords in a file are an invitation.
If someone guesses one, they use the mailbox to send spam in your name, and it is your domain's reputation that suffers. Make passwords with a **password generator** and never reuse one across mailboxes.

NEED A HAND?

Many mailboxes to create, or to bring over from another provider? Talk to us.

Open a support ticket →

SEE ALSO

- How to create an e-mail account in cPanel? →
- Which e-mail addresses a business should create: role addresses and personal ones →
- How to change an e-mail account password →
- Catch-all, forwarders and aliases: the three that get confused →
- Company e-mail from day one: a checklist from the first mailbox to every phone →
- Bringing your mailboxes from another provider: the messages, not just the addresses →

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