

# Email All Users

(WHM >> Home >> Account Functions >> Email All Users)

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## Overview

This interface enables you to email every cPanel user simultaneously. This feature is useful, for example, if your server will be down temporarily for maintenance or if you need to contact users about security issues.

## Email users

To email your users, perform the following steps:

1. Enter your information for the *Sender Name*, *Sender Email*, *Subject*, and *Message Body* text boxes.
2. Select the *Send Email to Resellers' Customers as well* checkbox if you want to also email the resellers' customers.



**Note:**

To send a message to resellers **only**, use the [Email All Resellers](#) interface (WHM >> Home >> Account Functions >> Email All Resellers).

3. Click *Send*. When you click *Send*, the page refreshes. Use this time to review the information that you entered.
4. Click *Send* again to send the email. The *Emails have been sent!* message displays when the email sends.



**Warning:**

You **must** click *Send* again to send the email.

## Additional documentation

- [Tweak Settings - Notifications](#)
- [Account Restore](#)
- [Account Transfer](#)
- [Change Multiple Sites' IP Addresses](#)
- [Change Ownership of Multiple Accounts](#)