

Files

File Manager, FTP accounts, backups, disk usage, and Web Disk tools in cPanel.

Contents

[Using the File Manager](#)

[FTP Accounts Management](#)

[Backup and Restore Options](#)

[Disk Usage Overview](#)

[Managing Web Disk](#)



Using the File Manager

Upload, edit, and organize website files directly in your browser with cPanel File Manager.

cPanel's **File Manager** lets you manage your website files through the browser without needing FTP software.

Open File Manager

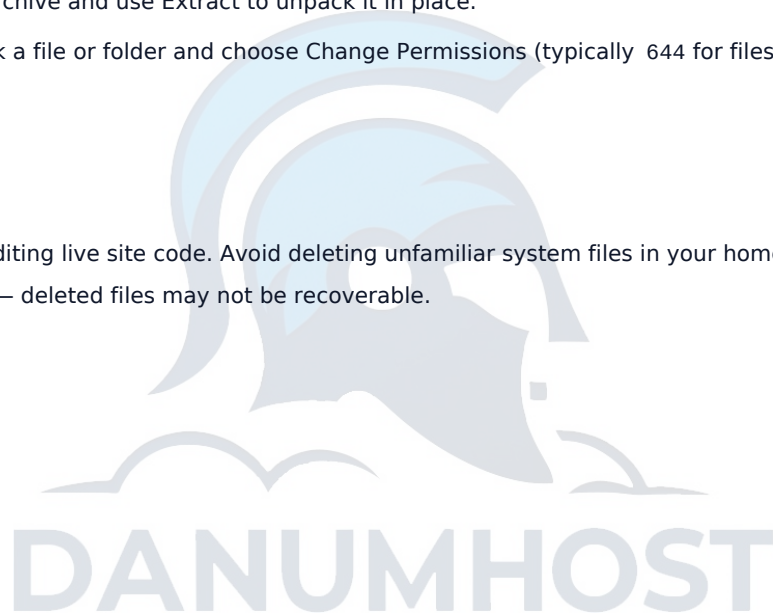
1. Log in to cPanel and go to **Files → File Manager**.
2. Choose the directory to open — usually `public_html` for your main website.
3. Click **Go**.

Common tasks

- **Upload** — click Upload, drag files, or use the upload button in the toolbar.
- **Edit** — right-click a file and choose Edit or Code Edit for HTML, PHP, or text files.
- **Extract** — upload a ZIP archive and use Extract to unpack it in place.
- **Permissions** — right-click a file or folder and choose Change Permissions (typically 644 for files and 755 for directories).

Safety tips

Always back up files before editing live site code. Avoid deleting unfamiliar system files in your home directory. Use **Trash** settings carefully — deleted files may not be recoverable.



FTP Accounts Management

Create FTP users with restricted access to specific directories for file uploads.

FTP accounts let you upload and manage website files using an FTP client such as FileZilla or WinSCP.

Create an FTP account

1. Go to **Files → FTP Accounts**.
2. Enter a login name and select the domain.
3. Choose a strong password or use the password generator.
4. Set the directory the account can access — use `public_html` or a subfolder for limited access.
5. Set a quota if needed and click **Create FTP Account**.

Connect with an FTP client

- **Host:** your domain name or server IP (or `ftp.yourdomain.com`)
- **Port:** 21 for FTP, or 22 for SFTP if enabled on your DanumHost plan
- **Username:** the full FTP username shown in cPanel
- **Password:** the password you set

For better security, prefer SFTP or use the built-in File Manager when possible. Delete unused FTP accounts to reduce attack surface.



Backup and Restore Options

Download full or partial backups of your cPanel account and restore when needed.

Regular backups protect your website, databases, and email from accidental deletion, failed updates, or security incidents.

Download a backup

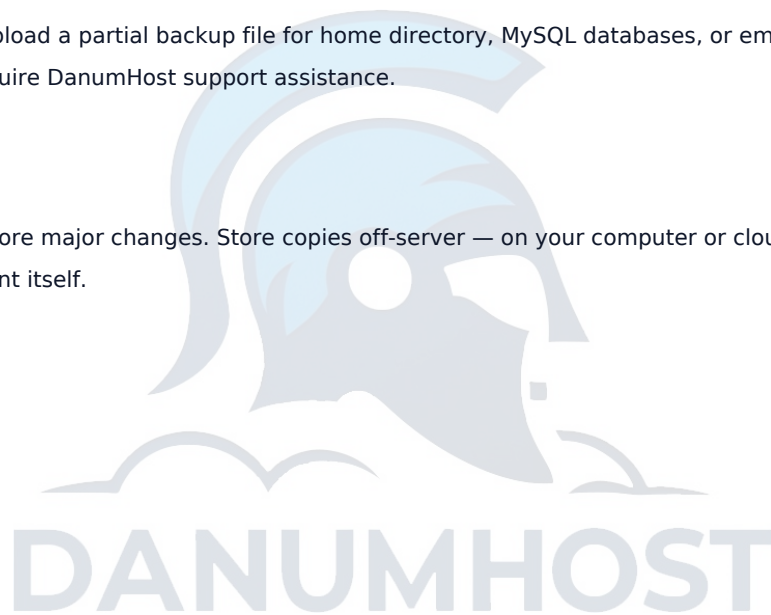
1. Go to **Files → Backup** or **Backup Wizard**.
2. Choose **Download a Full Account Backup** for everything, or partial backups for home directory, databases, or email forwarders/filters.
3. Select a destination (home directory or remote FTP if configured).
4. Click **Generate Backup** and download the file when it is ready.

Restore from backup

Use **Backup → Restore** to upload a partial backup file for home directory, MySQL databases, or email filters. Full account restores typically require DanumHost support assistance.

Best practices

Schedule regular backups before major changes. Store copies off-server — on your computer or cloud storage — not only on the hosting account itself.



Disk Usage Overview

See which folders and file types consume the most storage on your cPanel account.

The **Disk Usage** tool shows how your account storage is distributed so you can free space before hitting plan limits.

View disk usage

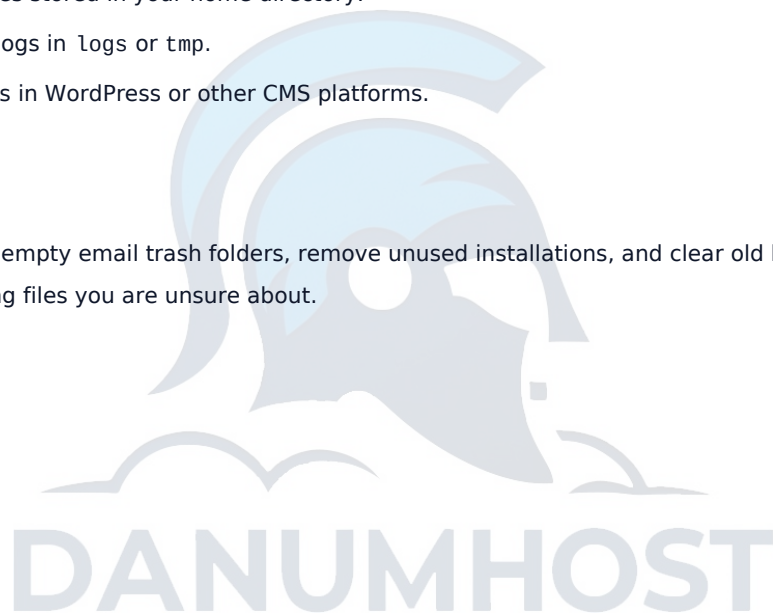
1. Go to **Files** → **Disk Usage**.
2. Review the bar chart and folder breakdown showing size per directory.
3. Click folders to drill down into subdirectories.

Common space consumers

- **Email** — large mailboxes and spam folders.
- **Backups** — old backup files stored in your home directory.
- **Logs** — access and error logs in `logs` or `tmp`.
- **Uploads** — media libraries in WordPress or other CMS platforms.

Free up space

Delete unnecessary backups, empty email trash folders, remove unused installations, and clear old log files. Always back up before deleting files you are unsure about.



Managing Web Disk

Access your hosting files as a network drive on your computer using cPanel Web Disk.

Web Disk lets you mount your hosting account's files as a network drive on Windows, macOS, or mobile devices — useful for drag-and-drop file management without FTP software.

Enable Web Disk access

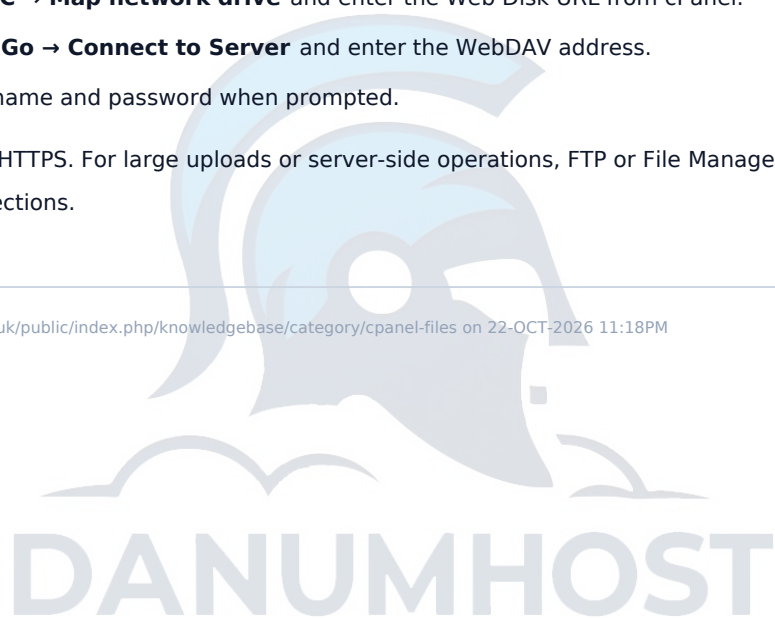
1. Go to **Files → Web Disk**.
2. Create a Web Disk account or use your main cPanel login if enabled.
3. Choose read/write or read-only access.
4. Note the connection URL and credentials shown on the page.

Connect from your computer

1. On Windows, open **This PC → Map network drive** and enter the Web Disk URL from cPanel.
2. On macOS, use **Finder → Go → Connect to Server** and enter the WebDAV address.
3. Enter your Web Disk username and password when prompted.

Web Disk uses WebDAV over HTTPS. For large uploads or server-side operations, FTP or File Manager may be more reliable on slower connections.

Downloaded from <https://danumhost.co.uk/public/index.php/knowledgebase/category/cpanel-files> on 22-OCT-2026 11:18PM



DANUMHOST