

Website Hosting

Quick Guide

May 2012

IT'S HOW
WE CONNECT



Quick guide to using your Website Hosting service

Your Website Hosting service has a great range of features to help you manage your website.

To make things even easier, we've listed the basics to using your service in this guide. For more information you can refer to the Getting Started Guide for the plan you purchased:

- [Website Hosting Linux Getting Started Guide](#)
- [Website Hosting Windows Getting Started Guide](#)

1. Login to your Website Control Panel to manage your Website Hosting service

The Website Control Panel is where you will find the applications and tools you need to build and manage your website, such as One-Click Install apps and the Search Engine Optimisation (SEO) Basic tool.

In your welcome email you would have received the login details to access your Website Control Panel; it looks something like this:

Manage your website service

.....

My IP Address: http://144.140.108.25/ stats/

My Domain Name: http://www.telstra.com.au/stats/ (the domain name link is active once you've configured your domain name)

User name: WebHost

Password: Pa\$\$word


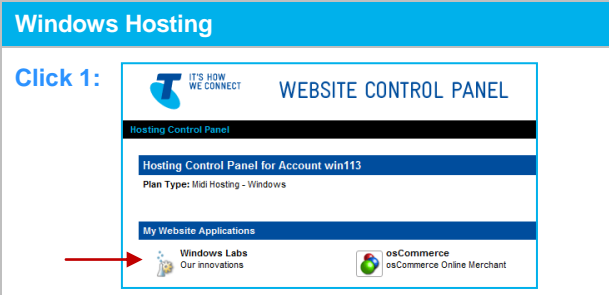
An IP address is how computers identify your website. Until you have successfully linked your domain name to your website service use this link to access your Website Control Panel.

2. Create your website using One-Click Install Applications

We offer an easy and fast way to install and remove the latest versions of popular open-source website development applications through SimpleScripts, a one-click install application management tool.

Once you have installed the application it will appear in your Website Control Panel as an icon. For Windows Hosting, please refer to Website Hosting Windows Getting Started Guide for further information on installing the open source development applications.

How to find One-Click Install Applications?

| Linux Hosting | Windows Hosting |
|---|---|
|  | <p>Click 1:</p>  <p>Click 2:</p> <div style="border: 1px solid #0070C0; padding: 5px; width: fit-content; margin: 5px auto;"> <p>Open Source Applications</p> <p>Open Source Applications</p> </div> |


Telstra T-Suite® customer support is available for general server functionality, use of the One-Click install application manager, installation of the applications and general server functionality.

The one-click install applications available are developed and maintained by the open source community. Links to websites, support forums, and documentation for these applications can be found within that application's page of the Application Library.

3. Configure your domain name so that it points to your new website

When you type a website address or domain name into a web browser, computers on the internet translate this into an IP address to route your request to the website you're trying to reach. This is similar to dialling a phone number to connect to the person you're trying to call. Thanks to the Domain Name System (DNS), you don't have to remember IP addresses. Instead, you connect through a domain name server, also called a DNS server or name server, whose basic job is to turn a user-friendly domain name into an IP address.

If you have an existing domain – please wait until your website has launched to configure your domain.

| If you have a T-Suite Domain | If you have an existing Domain Name | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-------------------------------------|-----------|-------|-----------------|-----------------|-----|---------------------|-----------------|---------|----------|-----------|-----------|------|--------------------|-----------------|-------|---|-----|--------------------|-------|-------|---|----------|-----------|------|-----------------|-----------------|-----|----------|-----------|------|---------------------|-----------------|---------|
| <p>Update your A (Address) / CNAME Records</p> <ol style="list-style-type: none"> 1. Log in to the T-Suite Management Console 2. Navigate to <i>Manage Your Services</i> and you will see your domain. From the options select service details 3. Click the <i>Manage DNS</i> icon  next to the domain you want to manage. 4. Under <i>A, CNAME, AAAA Records</i> enter <table border="1"> <thead> <tr> <th>Hostname</th> <th>Points To</th> <th>TYPE</th> </tr> </thead> <tbody> <tr> <td>yourdomain.com.</td> <td>your IP Address</td> <td>'A'</td> </tr> <tr> <td>ftp.yourdomain.com.</td> <td>yourdomain.com.</td> <td>'CNAME'</td> </tr> </tbody> </table> <p>Please Note: It's important to add a full stop '.' to the end of your domain name</p> <p>If you have a T-Suite domain your management portal should look like this</p> <div style="border: 1px solid #00AEEF; padding: 5px;"> <p>A, CNAME, AAAA Records</p> <p>Modify your A, CNAME and AAAA records to send some domain traffic to a specific server.</p> <table border="1"> <thead> <tr> <th>HOSTNAME</th> <th>POINTS TO</th> <th>TTL (SEC)</th> <th>TYPE</th> </tr> </thead> <tbody> <tr> <td>secure-it-net.com.</td> <td>192.217.106.107</td> <td>86400</td> <td>A</td> </tr> <tr> <td>ftp</td> <td>secure-it-net.com.</td> <td>86400</td> <td>CNAME</td> </tr> </tbody> </table> </div> <p>It typically takes 24 to 48 hours for your domain name to become visible on the internet. Until this is complete you can access your website by using the IP address.</p> | Hostname | Points To | TYPE | yourdomain.com. | your IP Address | 'A' | ftp.yourdomain.com. | yourdomain.com. | 'CNAME' | HOSTNAME | POINTS TO | TTL (SEC) | TYPE | secure-it-net.com. | 192.217.106.107 | 86400 | A | ftp | secure-it-net.com. | 86400 | CNAME | <p>When you bought your Domain name did you buy it with DNS Management or without DNS Management? If you don't know which one you have, start with option A.</p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <div style="text-align: center;"> <p>A</p> <div style="border: 1px solid #00AEEF; padding: 2px; background-color: #00AEEF; color: white; width: 100px; margin: 0 auto;">Domain Name</div> <div style="border: 1px solid #00AEEF; padding: 2px; background-color: #00AEEF; color: white; width: 100px; margin: 0 auto;">DNS</div> </div> <div style="text-align: center;"> <p>B</p> <div style="border: 1px solid #00AEEF; padding: 2px; background-color: #00AEEF; color: white; width: 100px; margin: 0 auto;">Domain Name</div> </div> </div> <ol style="list-style-type: none"> A) Login to your Domain / DNS Management <ol style="list-style-type: none"> i. Update an A Record to point to your new Website Hosting Service IP address <table border="1"> <thead> <tr> <th>Hostname</th> <th>Points To</th> <th>TYPE</th> </tr> </thead> <tbody> <tr> <td>yourdomain.com.</td> <td>your IP Address</td> <td>'A'</td> </tr> </tbody> </table> <ol style="list-style-type: none"> ii. Create a CNAME records to point to your domain name ending with a full stop.' <table border="1"> <thead> <tr> <th>Hostname</th> <th>Points To</th> <th>TYPE</th> </tr> </thead> <tbody> <tr> <td>ftp.yourdomain.com.</td> <td>yourdomain.com.</td> <td>'CNAME'</td> </tr> </tbody> </table> <p>Please Note: It's important to add a full stop '.' to the end of your domain name</p> iii. If you can't find these options call your domain name provider's support as they may be able to do this for you. <ol style="list-style-type: none"> B) If you purchased a domain name but can't create A or CNAME record you have two options: <ol style="list-style-type: none"> i. You may be able to purchase DNS service / Management tool from your existing Domain provider for a small fee <p>OR</p> <ol style="list-style-type: none"> ii. Easily transfer your domain administration to T-Suite so you can manage your domains and website services from one centralised place. <p>Generic top level domain licences (i.e. .com, .info, .org) will be renewed at transfer for a further 12 months from the current expiry date. Australian domains (i.e. .com.au, .net.au, .org.au) where the existing domain name licence period has less than 90 days remaining will be renewed at the time of transfer for a further 24 months from the current expiry date for that domain name.</p> | Hostname | Points To | TYPE | yourdomain.com. | your IP Address | 'A' | Hostname | Points To | TYPE | ftp.yourdomain.com. | yourdomain.com. | 'CNAME' |
| Hostname | Points To | TYPE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| yourdomain.com. | your IP Address | 'A' | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ftp.yourdomain.com. | yourdomain.com. | 'CNAME' | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HOSTNAME | POINTS TO | TTL (SEC) | TYPE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| secure-it-net.com. | 192.217.106.107 | 86400 | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ftp | secure-it-net.com. | 86400 | CNAME | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hostname | Points To | TYPE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| yourdomain.com. | your IP Address | 'A' | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hostname | Points To | TYPE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ftp.yourdomain.com. | yourdomain.com. | 'CNAME' | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

4. Submit your website to search engines with SEO tool

Once you've launched your website, you can use the SEO Tool included in your Website Hosting service to easily submit your site's URL to all major search engines.

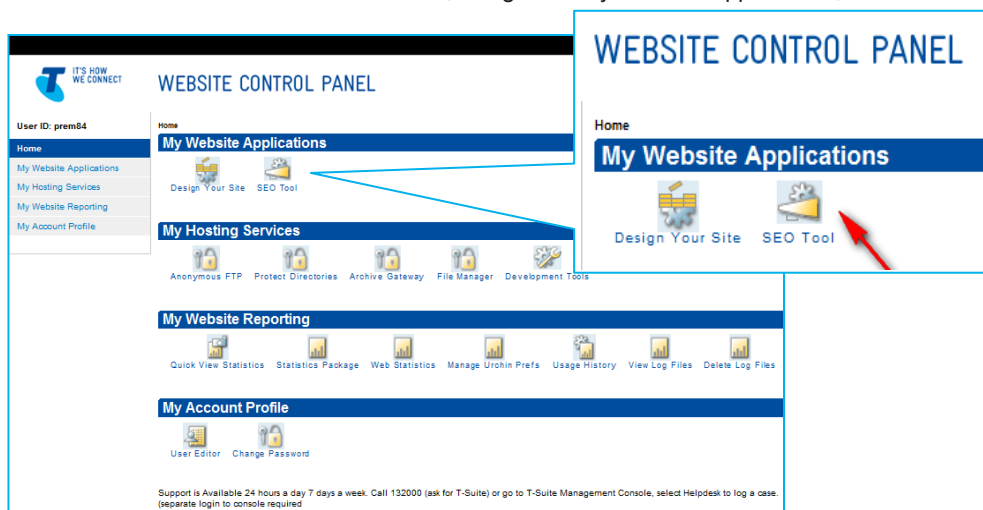
You will need to manually submit your site to the Open directory Project or "DMOZ" with the category best suited your business, it is recommended you only do this once.

The SEO tool includes an initial review by SEO experts to give feedback on search engine readiness and then automatically re-submits your site's URL every month.

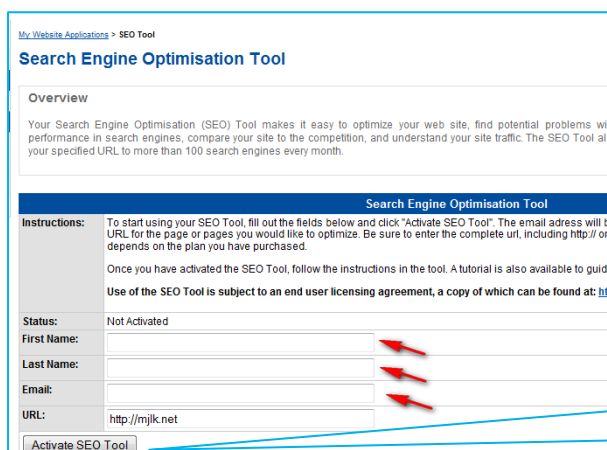
When your website is complete and your domain name is pointing to your website, activate your SEO tool to start using it.

How to activate your SEO Tool?

1. Go to Website Services Control Panel, navigate to My Website Applications, click on 'SEO tool' icon



2. Check that the domain name is correct and then enter your first name, last name and email address and click "Activate SEO tool"



A new window will open with the SEO control panel. First time users are able to run the flash tutorial wizard to get started using the SEO tool.

T-Suite customer support is available 24x7

Online

Refer to [Website Hosting Linux Getting Started Guide](#) or [Website Hosting Windows Getting Started Guide](#) for detailed self help.

You can lodge technical support questions through the Helpdesk via the [T-Suite Management Console](#).

Phone

If you have an urgent problem, you can call T-Suite customer technical support on 1800 TSUITE (1800 878 483).

® Registered trade mark of Telstra Corporation Limited ABN 33 051 775 556