



# **Website Hosting Windows**

## **Getting Started Guide**

**May 2012**

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Published by Telstra Network Engineering, Level 6, 242 Exhibition St, Melbourne, Australia

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# Introduction

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## About this Guide

The *Website Hosting Windows Getting Started Guide* contains essential information and contact details to help you to get up and running to start using your new Website Hosting Windows service. The guide starts from when your Website Hosting Windows service is ready for you to use and takes you through the steps to configure your Domain and start using your Website Hosting Windows service.

The intended audience for this guide is the person within your organisation who has access to T-Suite and who will manage your Website Hosting Windows service. We suggest that before reading this guide, you should understand the basics of the Domain Name System (DNS) which will turn your website service's IP address into a user-friendly domain name.

## About Telstra T-Suite®

T-Suite is Telstra's Software as a Service (SaaS) Web Portal, available at:

<https://store.t-suite.telstra.com>

From T-Suite you can register domain names, as well as order a wide range of branded software services from Microsoft®, Symantec.cloud™, McAfee® and many other well-known companies.

T-Suite is used to order new services and manage existing services. To manage the services you have purchased from T-Suite, please log in to the T-Suite Management Console using the login and password provided for you, when you register with T-Suite.

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# Getting Started

## Introduction

Welcome to your **Website Hosting Windows** service which provides you access to one-click install web development applications, Search Engine Optimisation (SEO) tool, database controls, extensive programming language support and tools for advanced users to build a new website or transfer an existing website.

Midi Hosting plans include 15GB website hosting disk space while Maxi Hosting plans include 25GB website hosting disk space.

This guide will help you to get started by configuring your domain name to point to your website service, steps to set up your new website or transfer your existing website, and information about the additional features and tools available with this service.

## Overview

The following are steps will help you start using your Website Hosting Windows Service.

Step	Key Tasks
1.	<b>Manage your website service</b> Familiarise yourself with Website Hosting Control Panel as this is the window to applications and tools you need to manage your service. Please refer to <b>Website Control Panel</b> .
2.	<b>Build a new website or transfer an existing website</b>  A. You can start building your website utilising the features and tools available, including open-source website development applications through SimpleScripts, a one-click install application management tool.  Refer to <b>My Website Applications</b> and <b>My Hosting Services</b> for more information.  B. If you have an existing website, then go to <b>Transfer an Existing Website to Website Hosting Windows service</b> for more information.  Once you are finished building your website and have previewed it, you can publish the website.  <b>Important note:</b> Until you have configured your domain name, the only way you will be able to access your website is by using the IP address.  If you have an existing website, modify your A and CNAME records only when you are ready to deactivate your old website and publish your new website hosted with Telstra.
3.	<b>Configure your domain with your Website Hosting service</b>  As part of purchasing Website Hosting, you would have provided a domain name that is now associated with your website service.  If your domain hasn't been registered, you will need to do this immediately. If the domain is no longer available, please contact T-Suite Customer Support. Details are provided in the Additional Information section.  You will need to point your domain name to your Website Hosting Windows service. <ul style="list-style-type: none"><li>• If your domain name was purchased through T-Suite Domains, please refer to <b>How to configure your Website Hosting with a T-Suite Domain</b></li><li>• If you transferred your domain to T-Suite Domains, please refer to <b>How to configure your Website Hosting with a domain transferred to T-Suite</b></li><li>• If the domain name you provided is with another provider, please refer to <b>How to configure your Website Hosting with an existing domain (external provider)</b></li></ul> <b>Please have your Welcome to Midi or Maxi Hosting email ready as it contains important information required for this step.</b>

4.	<p><b>Activate your SEO tool.</b></p> <p>Refer to <b>My Website Applications, Search Engine Optimisation (SEO)</b> for more details.</p> <p><b>Important note:</b> Check that your website displays as expected when you type your domain name in a web browser. After you have configured your domain name it can take approximately 24-72 hours before you will be able to access your website using your domain name. This will need to be complete before your SEO tool will work.</p>
----	--

# Website Control Panel

## Overview

The Website Control Panel is a web based portal which you use to manage your new Website Hosting Windows account.

Your Website Control Panel provides you access to a comprehensive set of applications and tools to build and maintain your website, as well as access any additional features such as statistics and database tools.

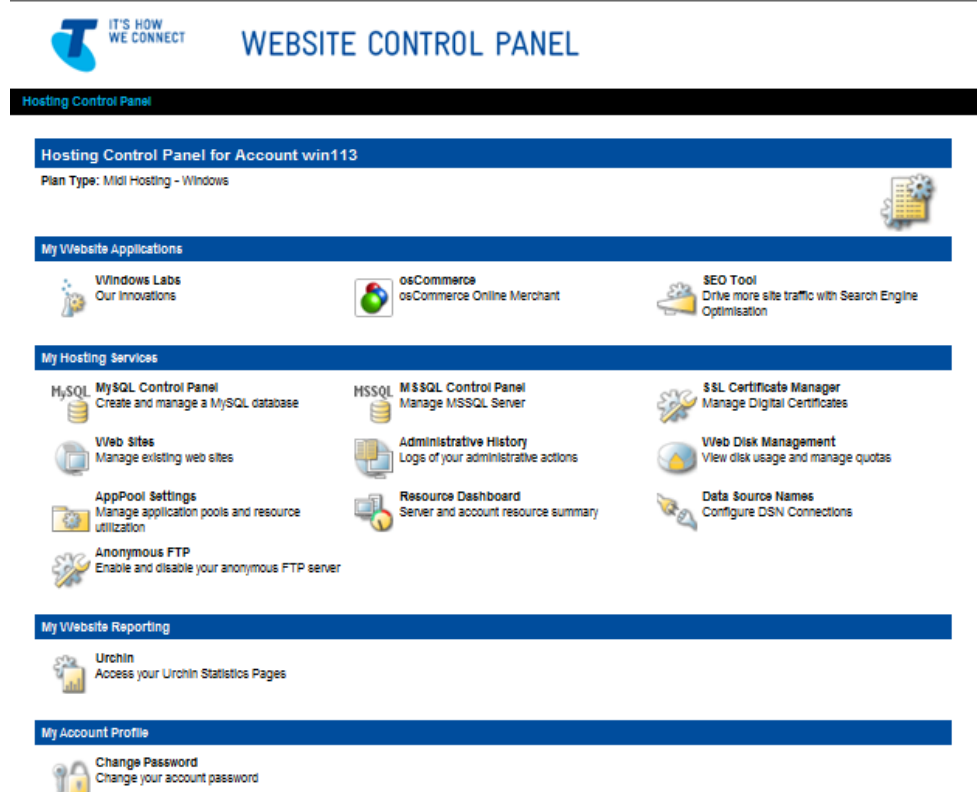


Figure 1 Website Control Panel

**Note:** Depending on the plan you purchased, you may not have access to some of the third-party applications described in the **help** section.

You can access your Website Control Panel in a number of ways:

- Directly via your Internet browser
  1. Launch your Internet browser and enter <http://ipaddress/stats/> in the address bar and press Enter. For example <http://192.217.101.154/stats/>.
  2. Enter your User ID and Password. Passwords are case sensitive. If your User ID/Password combination is incorrect, an error message appears. Contact T-Suite Support if you are unable to find your login information.

**Note:** The link to your Website Control Panel, User ID and Password are sent to you in the Welcome to Website Services email that is sent after your order is completed.

- Through the T-Suite Management Console, you can access Website Control Panel by clicking 'Website Panel' as shown in Figure 2.

Manage Your Services		Licenses Purchased	Licenses Assigned
General Domains 1 year registration (.biz)	<a href="#">Options</a>	1	<a href="#">?</a>
General Domains 1 year registration (.com)	<a href="#">Options</a>	1	<a href="#">?</a>
General Domains 1 year registration (.net)	<a href="#">Options</a>	1	<a href="#">?</a>
Maxi Hosting plan Windows 25GB	<a href="#">Options</a>		<a href="#">Website Panel</a> <a href="#">?</a>

Figure 2 T-Suite Management Console – access Website Control Panel

# My Website Applications

My Website Applications is where Windows Lab, osCommerce and SEO Tool applications can be accessed.

## Windows Lab

Windows Lab provides range of tools and access to one click applications you can install.

To access the range of open source applications navigate to Windows Lab and click on **One-Click Install Applications**.

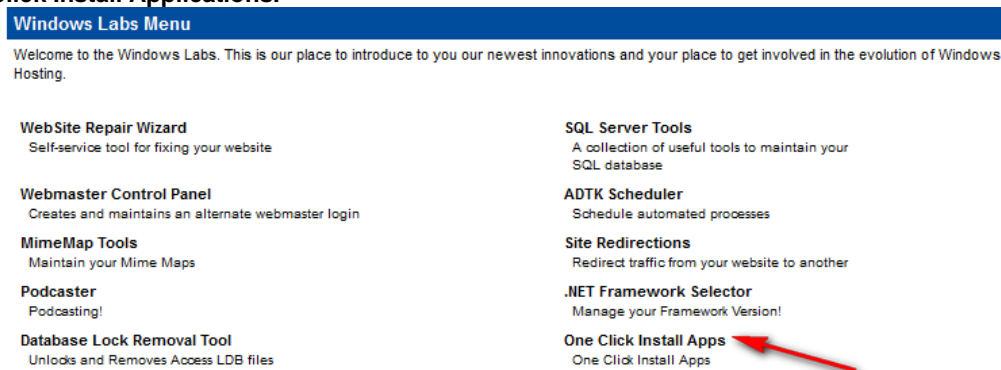


Figure 3 Website Control Panel – Windows Lab

You are able to install WordPress, MediaWiki, PHPEventCalendar, Geeklog and Joomla from One Click Install Apps as shown in figure 4 The One Click Install Applications are grouped into 2 categories. ISAPI Applications means these applications (WordPress, MediaWiki and PHPEventCalendar) run in PHP ISAPI mode whilst CGI Applications (Geeklog and Joomla!) run in PHP CGI mode.

**Important Note:** One Click Install Apps are written in PHP mode. Applications that require ISAPI cannot run simultaneously on sites with applications that require CGI. We recommend that you to test your One Click Install applications after you change the PHP Mode

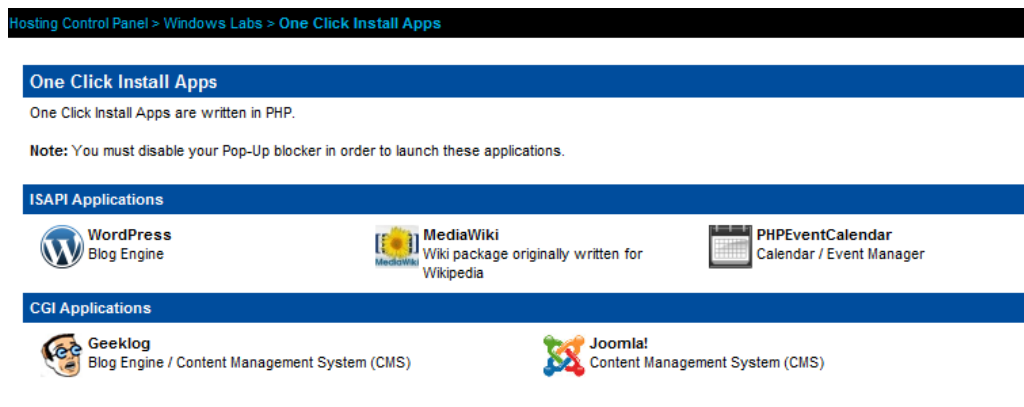
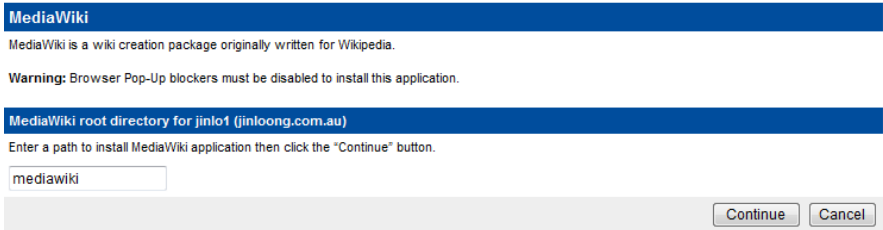
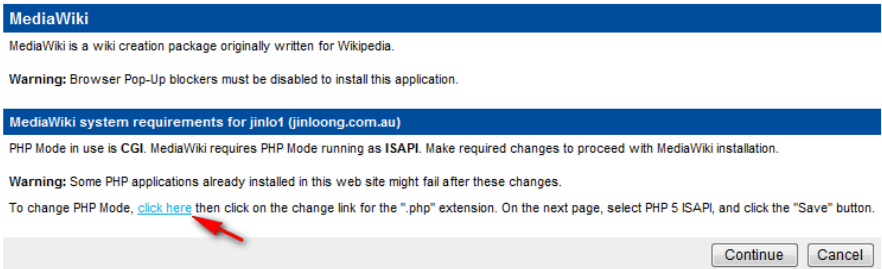


Figure 4 Windows Lab – One-Click Install Apps



Please follow the instructions below to install MediaWiki

**Important Note: Please ensure you disable Pop-Up blocker before you begin installation of this application.**

Step	Action
1.	<p>Before you install the open source applications, you must install MySQL database first.</p> <p>Go to <b>My Hosting Services</b> for instructions to <b>create MySQL database</b></p> <p><b>Note: you are only required to install MySQL database once.</b></p>
2.	<p>Click on Windows Lab, navigate to One-Click Install Apps and select WordPress.</p> <p>Enter a path or leave the path as provided below and click <b>Continue</b></p>  <p><i>Figure 5 MediaWiki Installation</i></p>
3.	<p>The Control Panel will check which mode PHP running in. If the PHP mode is running as CGI, you will be required to change this to ISAPI for MediaWiki as shown below.</p> <p>Click on “<b>click here</b>” and you will be taken to menu “<b>IIS Application Mappings</b>”</p>  <p><i>Figure 6 MediaWiki Installation – system requirements</i></p>

4.

IIS Application Mappings will open in a new window.

Scroll down to IIS Mappings window until you see PHP 5 CGI and click on "Change" as shown below

.php	PHP 5 CGI **	[Change] 
.pl	PERL	[Change]

When you click "Change" you will be taken to figure 7 where you are shown the Application Mappings, select PHP 5 ISAPI and click **save**.

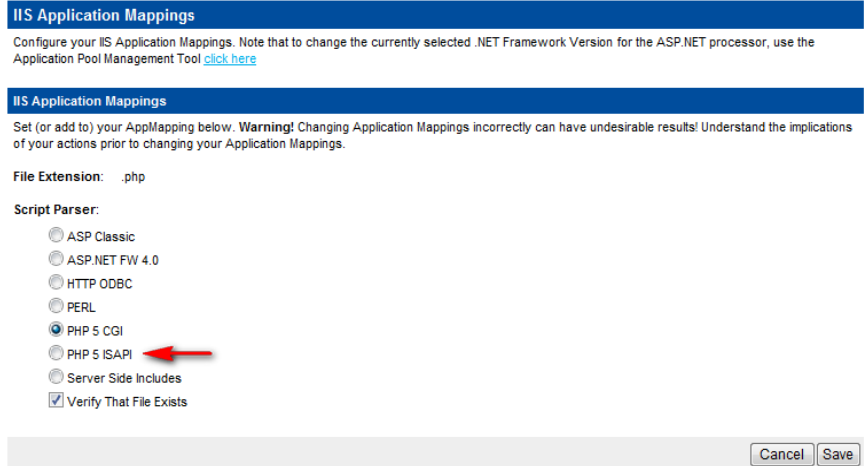


Figure 7 IIS Application Mappings

5.

When you completed changing the IIS Application Mappings, you can return to Windows Lab, MediaWiki install menu. Please enter the MySQL database password and click install

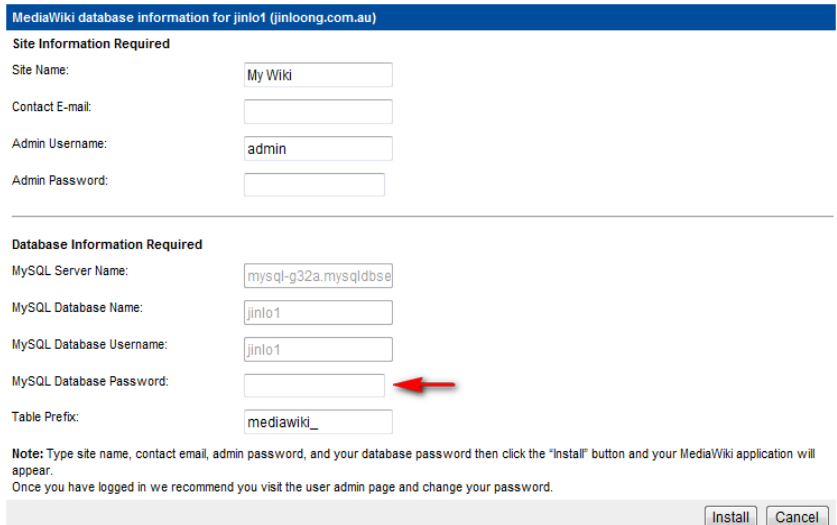


Figure 8 MediaWiki Installation – Database information

6.

You will be taken to a new page reflecting the default landing page for your domain name or server not found page (if the domain name is not active).

In order to be taken to the MediaWiki Application Admin or Installation page installed, please change the domain name of the URL of that new page with the IP address of your Website service.

MediaWiki <http://jinloong.com.au/mediawiki/config/index.php>.

Replace the domain name jinloong.com.au with 192.217.101.154 (provided in your Welcome Email) as shown below.

<http://192.217.101.154/mediawiki/config/index.php> will result in MediaWiki application as shown in Figure 9 below.

MediaWiki 1.16.0 Installation

» Don't forget security updates! Keep an eye on the [low-traffic release announcements mailing list](#).

Checking environment...

Please include all of the lines below when reporting installation problems.

- » PHP 5.2.17 installed
- » Found database drivers for: MySQL, SQLite
- » **Warning: PHP's safe mode is active.** You may have problems caused by this, particularly if using image uploads.
- » PHP server API is safe; using ugly URLs (index.php?title=Page\_Title)
- » Have XML/UTF-8 conversion support.
- » Session save path (D:\Web\1\in1\data\php\session) appears to be valid.
- » PHP's memory\_limit is 24M bytes. Raised memory\_limit to 52428800 bytes.
- » Couldn't find eAccelerator, APC or XCache; cannot use these for object caching.
- » GNU diff3 not found.
- » Found GD graphics library built-in; image thumbnailing will be enabled if you enable uploads.
- » Installation directory: D:\web\1\in1\mediawiki
- » Script URI path: /mediawiki
- » Installing MediaWiki with php file extensions
- » **Environment checked. You can install MediaWiki.**

Site config

Wiki name:  **Must not be blank or "MediaWiki" and may not contain "/"**

Preferably a short word without punctuation, i.e. "Wikipedia".  
Will appear as the namespace name for "meta" pages, and throughout the interface.

Contact e-mail:

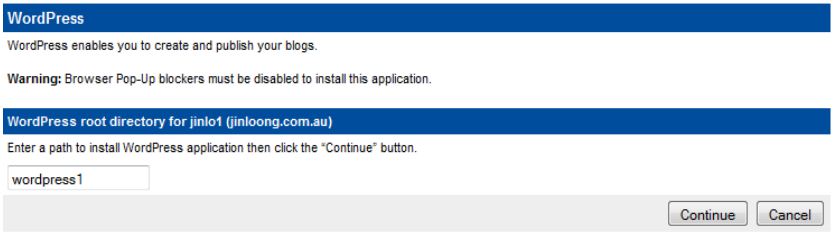
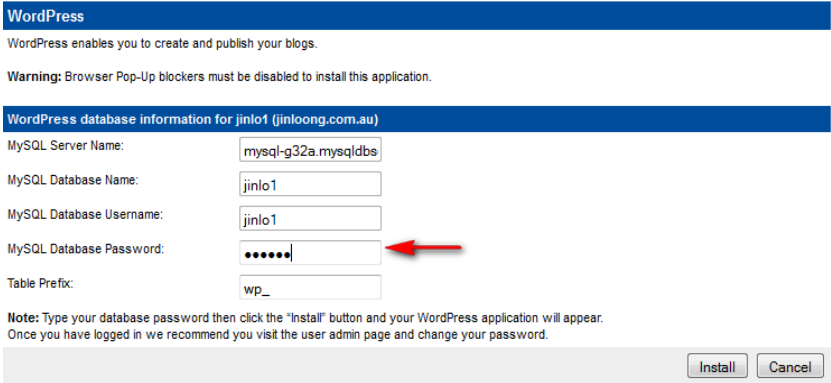
Displayed to users in some error messages, used as the return address for password reminders, and used as the default sender address of e-mail notifications.

Language:

Figure 9 MediaWiki application

**Important note: Please remember to bookmark this page. The Website Control Panel does not provide you with the link to your MediaWiki home page.**

**Important Note:** Please ensure you disable Pop-Up blocker before you begin installation of this application.

Step	Action
1.	<p>Before you install the open source applications, you must install MySQL database first.</p> <p>Go to <b>My Hosting Services</b> for instructions to <b>create MySQL database</b>.</p> <p><b>Note: you are only required to install MySQL database once.</b></p>
2.	<p>Click on Windows Lab, navigate to One-Click Install Apps and select WordPress.</p> <p>Enter a path or leave the path as provided below and click <b>Continue</b>.</p>  <p style="text-align: center;"><i>Figure 10 WordPress Installation</i></p>
3.	<p>You will then be required to enter MySQL Database password and click <b>Install</b>.</p>  <p style="text-align: center;"><i>Figure 11 WordPress Installation – Database information</i></p> <p><b>Important Note:</b> The Control Panel will check which mode PHP running in. If the PHP mode is running as CGI, you will be required to change this to ISAPI for WordPress, MediaWiki and PHPeventCalendar as shown below.</p> <p><b>Go to Step 3 and 4 of MediaWiki Installation for instructions on changing PHP mode from CGI to ISAPI.</b></p>

4.

You will be taken to a new page reflecting the default landing page for your domain name or server not found page (if the domain name is not active).

In order to be taken to the Application Admin or Installation page of the open source application you installed, please change the domain name of the URL of that new page with the IP address of your Website service.

e.g. WordPress <http://jinloong.com.au/wordpress1/wp-admin/install.php>

Replace the domain name jinloong.com.au with 192.217.101.154 (provided in your Welcome Email) as shown below

<http://192.217.101.154/wordpress1/wp-admin/install.php> will result in WordPress application as shown in Figure 12 below.

## Welcome

Welcome to the famous five minute WordPress installation process! You may want to browse the [ReadMe documentation](#) at your leisure. Otherwise, just fill in the information below and you'll be on your way to using the most extendable and powerful personal publishing platform in the world.

## Information needed

Please provide the following information. Don't worry, you can always change these settings later.

Site Title	<input type="text"/>
Username	<input type="text" value="admin"/> <small>Usernames can have only alphanumeric characters, spaces, underscores, hyphens, periods and the @ symbol.</small>
Password, twice	<div><input type="password"/> <input type="password"/> <div>Strength indicator</div></div> <small>A password will be automatically generated for you if you leave this blank.</small>
Your E-mail	<input type="text"/> <small>Double-check your email address before continuing.</small>
<input checked="" type="checkbox"/> Allow my site to appear in search engines like Google and Technorati.	

Figure 12 WordPress Application – Admin Panel

5.

Complete the 5 minute WordPress installation and you will be taken through to Admin Panel login page, entering username "Admin" and password you created from Step 4.



Success!

WordPress has been installed. Were you expecting more steps? Sorry to disappoint.

Username	admin
Password	Your chosen password.

Log In

Figure 13 WordPress Application – Admin Panel

**Important note: Please remember to bookmark this page. The Website Control Panel does not provide you with the link to your WordPress Admin home page. E.g. <http://192.217.101.154/wordpress1/wp-login.php>**

6.

Upon successful login to WordPress Dashboard you can start familiarising yourself with WordPress and begin building or migrating your Website.

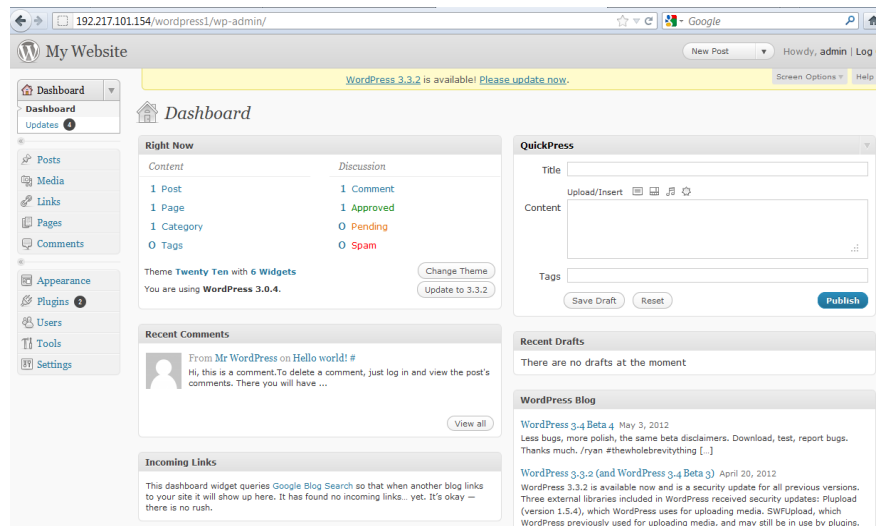
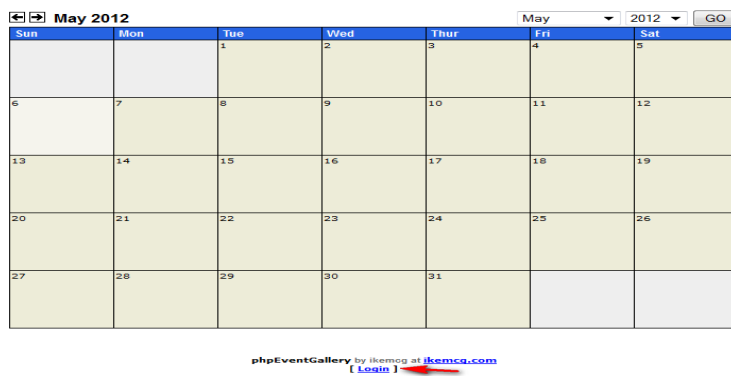
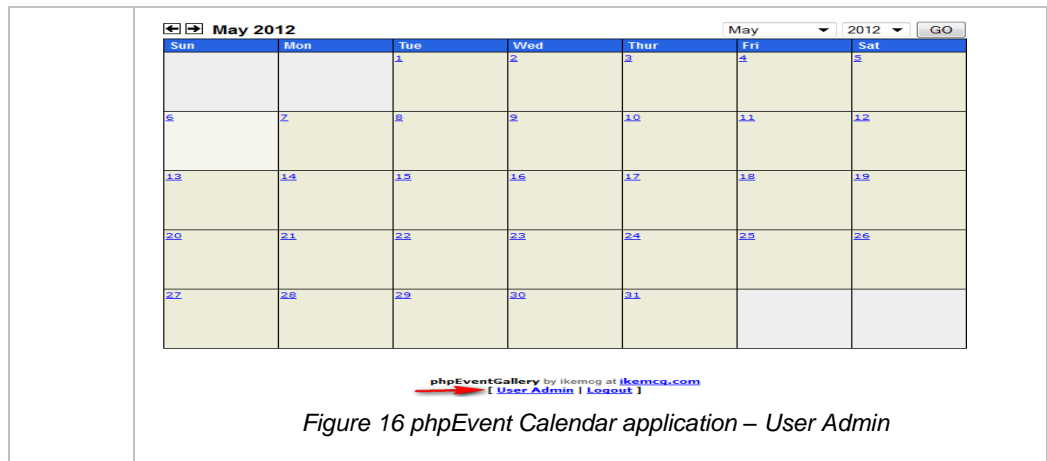


Figure 14 WordPress Application – Admin Panel

Please follow the instructions below to install phpEventCalendar.

**Important Note: Please ensure you disable Pop-Up blocker before you begin installation of this application.**

Step	Action
1.	<p>Before you install the open source applications, you must install MySQL database first.</p> <p>Go to <b>My Hosting Services</b> for instructions to <b>create MySQL database</b></p> <p><b>Note: you are only required to install MySQL database once.</b></p>
2.	<p>Click on Windows Lab, navigate to One Click Install Apps and select phpEventCalendar.</p> <p>Enter a path or leave the path as default and click <b>Continue</b>.</p>
3.	<p>You will then be required to enter MySQL Database password and click <b>Install</b>.</p> <p><b>Important Note:</b> The Control Panel will check which mode PHP running in. If the PHP mode is running as CGI, you will be required to change this to ISAPI for WordPress, MediaWiki and PHPeventCalendar as shown below.</p> <p><b>Go to Step 3 and 4 of MediaWiki Installation for instructions on changing PHP mode from CGI to ISAPI.</b></p>
4.	<p>You will be taken to a new page reflecting the default landing page for your domain name or server not found page (if the domain name is not active).</p> <p>In order to be taken to the phpEvent Calendar Application Admin or Installation page installed, please change the domain name of the URL of that new page with the IP address of your Website service.</p> <p>E.g. phpEventCalendar <a href="http://jinloong.com.au/phpeventcalendar/createtables.php">http://jinloong.com.au/phpeventcalendar/createtables.php</a></p> <p>Replace the domain name jinloong.com.au with 192.217.101.154 (provided in your Welcome Email) as shown below.</p> <p><a href="http://192.217.101.154/phpeventcalendar/createtables.php">http://192.217.101.154/phpeventcalendar/createtables.php</a> will result in following</p> <p>Your phpEvent Calendar application appears as shown below. Click “<b>Login</b>” to log into your Admin panel. Enter “admin” and “password”</p>  <p>The screenshot shows a web browser displaying a calendar for May 2012. The calendar is a grid with days of the week as columns and dates as rows. Below the calendar, there is a footer that reads 'phpEventGallery by ikemcg at ikemcg.com' and a red arrow pointing to a '[ Login ]' link.</p> <p><i>Figure 15 phpEvent Calendar application</i></p> <p><b>Important note: Please remember to bookmark this page.</b></p> <p><b>The Website Control Panel does not provide you with the link to your phpEventCalendar Admin home page.</b></p> <p><a href="http://192.217.101.154/phpeventcalendar/index.php?month=5&amp;year=2012">http://192.217.101.154/phpeventcalendar/index.php?month=5&amp;year=2012</a></p>
5.	<p>You can access User Admin to change the password for Admin panel and add Calendar Users.</p>




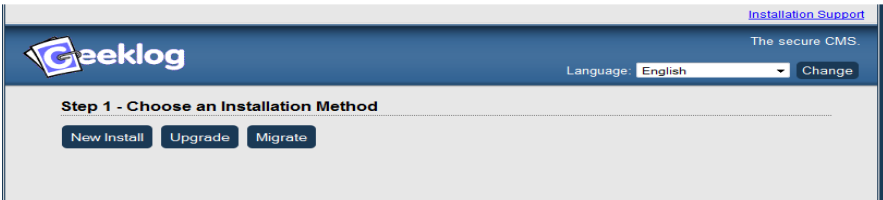
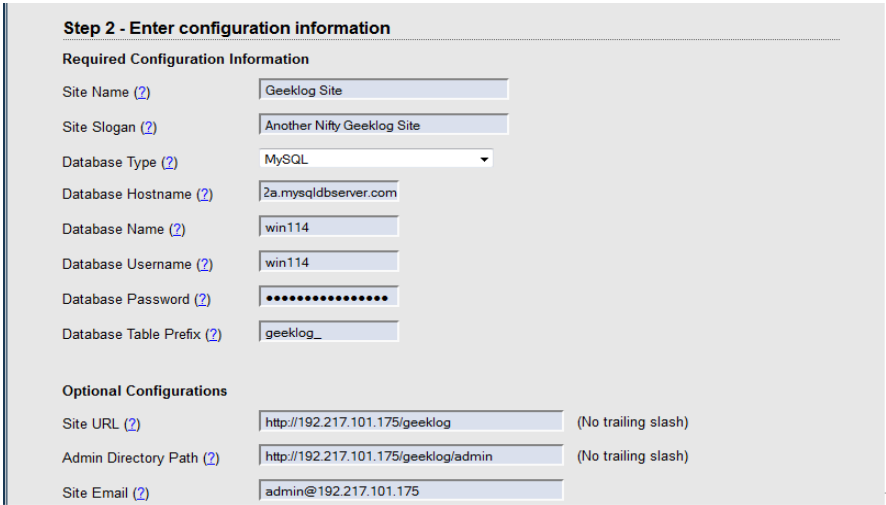
## Geeklog

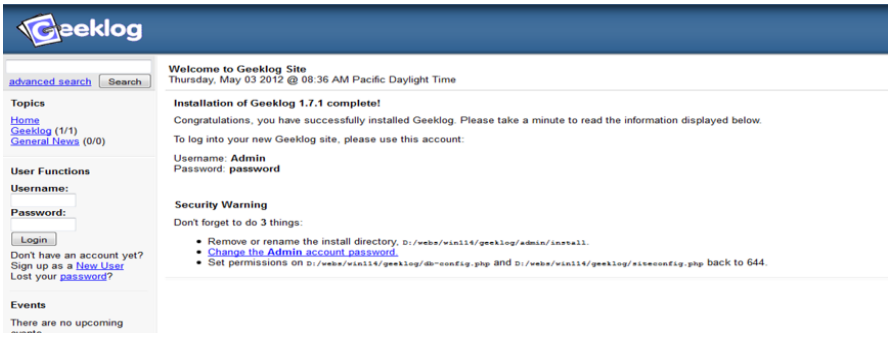
Please follow the instructions below to install Geeklog.

**Important Note:** Please ensure you disable Pop-Up blocker before you begin installation of this application.

Step	Action						
1.	<p>Before you install the open source applications, you must install MySQL database first. Go to <b>My Hosting Services</b> for instructions to <b>create MySQL database</b>.</p> <p><b>Note: you are only required to install MySQL database once.</b></p>						
2.	<p>Click on Windows Lab, navigate to One-Click Install Apps and select Geeklog. Enter a path or leave the path as default and click <b>Continue</b>.</p>						
3.	<p><b>Important Note:</b> The Control Panel will check which mode PHP running in. If the PHP mode is running as ISAPI, you will be required to change this to CGI.</p> <div><p><b>Geeklog</b></p><p>Geeklog is an open source portal system that can be used as a story telling software, news system or online community.</p><p><b>Warning:</b> Browser Pop-Up blockers must be disabled to install this application.</p><p><b>Geeklog system requirements for jiniot (jiniot.com.au)</b></p><p>PHP Mode in use is <b>ISAPI</b>. Geeklog requires PHP Mode running as CGI. Make required changes to proceed with Geeklog installation.</p><p><b>Warning:</b> Some PHP applications already installed in this web site might fail after these changes.</p><p>To change PHP Mode, <a href="#">click here</a> then click on the change link for the ".php" extension. On the next page, select PHP 5 CGI, and click the "Save" button.</p><p style="text-align: right;"><span>Continue</span> <span>Cancel</span></p></div> <p style="text-align: center;"><i>Figure 17 Geeklog Installation</i></p>						
4.	<p>IIS Application Mappings will open in a new window.</p> <p>Scroll down to IIS Mappings window until you see PHP 5 ISAPI and click on "Change" as shown below.</p> <table><tr><td>.php</td><td>PHP 5 ISAPI</td><td>[Change]</td></tr><tr><td>.pl</td><td>PERL</td><td>[Change]</td></tr></table> <p>When you click "Change" you will be taken to figure 18 where you are shown the Application Mappings where you select PHP 5 ISAPI and click <b>Save</b>.</p> <div><p><b>IIS Application Mappings</b></p><p>Set (or add to) your AppMapping below. <b>Warning!</b> Changing Application Mappings incorrectly can have undesirable results! Understand the implications of your actions prior to changing your Application Mappings.</p><p><b>File Extension:</b> .php</p><p><b>Script Parser:</b></p><ul style="list-style-type: none"><li><input type="radio"/> ASP Classic</li><li><input type="radio"/> ASP.NET FW 4.0</li><li><input type="radio"/> HTTP ODBC</li><li><input type="radio"/> PERL</li><li><input type="radio"/> PHP 5 CGI</li><li><input checked="" type="radio"/> PHP 5 ISAPI</li><li><input type="radio"/> Server Side Includes</li><li><input checked="" type="checkbox"/> Verify That File Exists</li></ul><p style="text-align: right;"><span>Cancel</span> <span>Save</span></p></div> <p style="text-align: center;"><i>Figure 18 IIS Application Mappings</i></p>	.php	PHP 5 ISAPI	[Change]	.pl	PERL	[Change]
.php	PHP 5 ISAPI	[Change]					
.pl	PERL	[Change]					
5.	<p>When you have completed changing the IIS Application Mappings, you can return to Windows Lab, GeekLog install menu. Please enter the MySQL database password and click install</p>						



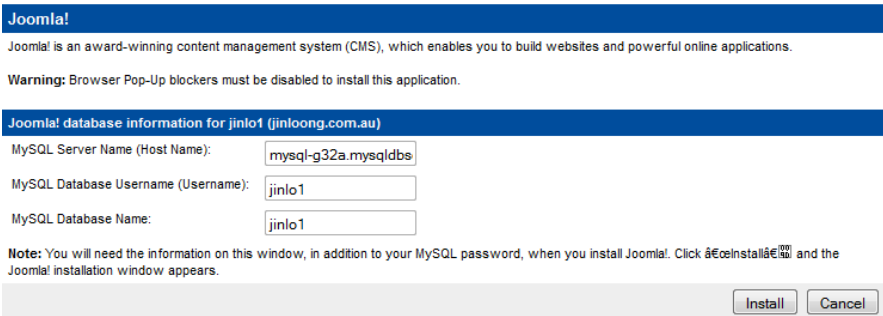
Step	Action
6.	<p>You will be taken to a new page reflecting the default landing page for your domain name or server not found page (if the domain name is not active).</p> <p>In order to be taken to the GeekLog Application Admin or Installation page installed, please change the domain name of the URL of that new page with the IP address of your Website service.</p> <p>GeekLog <a href="http://jinloong.com.au/geeklog/admin/install/index.php">http://jinloong.com.au/geeklog/admin/install/index.php</a></p> <p>Replace the domain name jinloong.com.au with 192.217.101.154 (provided in your Welcome Email) resulting in Geeklog application page (figure 19).</p> <p><a href="http://192.217.101.154/geeklog/admin/install/index.php">http://192.217.101.154/geeklog/admin/install/index.php</a></p>  <p style="text-align: center;"><i>Figure 19 Geeklog Installation</i></p>
7.	<p>Follow the Installation steps, choose New Install, Upgrade or Transfer.</p>  <p style="text-align: center;"><i>Figure 20 Geeklog Installation</i></p>
8.	<p>Enter configuration information as shown below.</p>  <p style="text-align: center;"><i>Figure 21 Geeklog Installation</i></p>

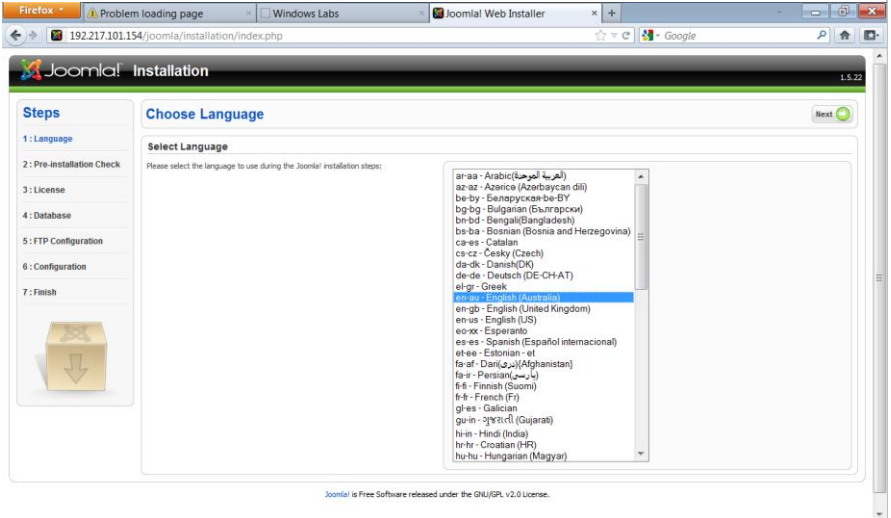
Step	Action
	<p>Successful completion of installation will take you to Geeklog site where you can login to Admin panel.</p>  <p style="text-align: center;"><i>Figure 22 Geeklog Application – Admin panel</i></p> <p><b>Important note: Please remember to bookmark this page. The Website Control Panel does not provide you with the link to your GeekLog Admin home page.</b></p> <p><a href="http://192.217.101.154/geeklog/admin/install/success.php?type=install&amp;language=english">http://192.217.101.154/geeklog/admin/install/success.php?type=install&amp;language=english</a></p>

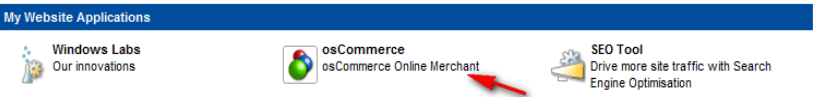
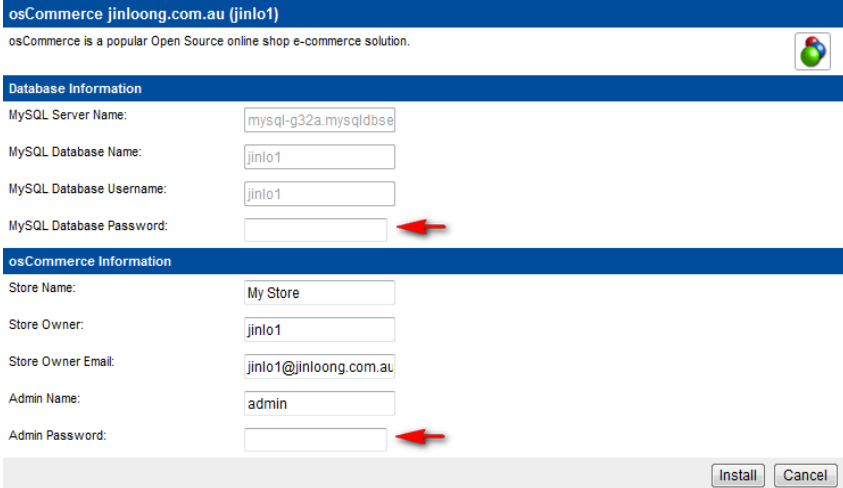
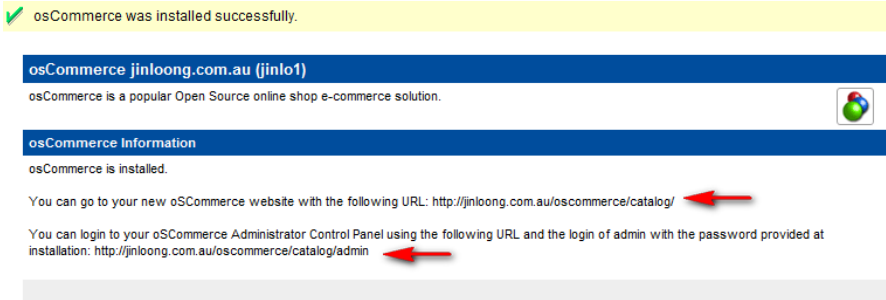
## Joomla!

Please follow the instructions below to install Joomla!

**Important Note: Please ensure you disable Pop-Up blocker before you begin installation of this application.**

Step	Action
1.	<p>Before you install the open source applications, you must install MySQL database first. Go to <b>My Hosting Services</b> for instructions to <b>create MySQL database</b>.</p> <p><b>Note: you are only required to install MySQL database once.</b></p>
2.	<p>Click on Windows Lab, navigate to One Click Install Apps and select Joomla!</p> <p>Enter a path or leave the path as default and click <b>Continue</b>.</p>
3.	<p><b>Please remember to take note of MySQL Server Name, MySQL Database Username and database name as this information will be required during Joomla 7 Installation steps.</b></p>  <p style="text-align: center;"><i>Figure 23 Joomla! Installation – Database information</i></p> <p><b>Important Note:</b> The Control Panel will check which mode PHP running in. If the PHP mode is running as ISAPI, you will be required to change this to CGI.</p> <p>Please go to Steps 3 and 4 of GeekLog Installation process for instructions on changing PHP mode ISAPI to CGI.</p>

Step	Action
4.	<p>You will be taken to a new page reflecting the default landing page for your domain name or server not found page (if the domain name is not active).</p> <p>In order to be taken to the Joomla Application Admin or Installation installed, please change the domain name of the URL of that new page with the IP address of your Website service.</p> <p>Joomla! <a href="http://jinloong.com.au/joomla/installation/index.php">http://jinloong.com.au/joomla/installation/index.php</a></p> <p>Replace the domain name jinloong.com.au with 192.217.101.154 (provided in your Welcome Email) as shown below.</p> <p><a href="http://192.217.101.154/joomla/installation/index.php">http://192.217.101.154/joomla/installation/index.php</a> will result in following Joomla! 7 Installation steps (figure 24)</p>  <p style="text-align: center;"><i>Figure 24 Joomla! Installation</i></p>
5.	<p>Follow the Joomla Installation wizards to completion. You will then have the ability to login Admin panel or the Site.</p>

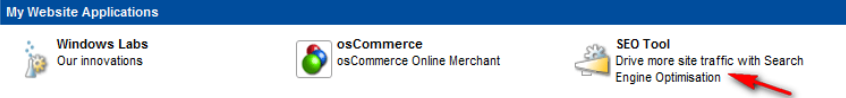
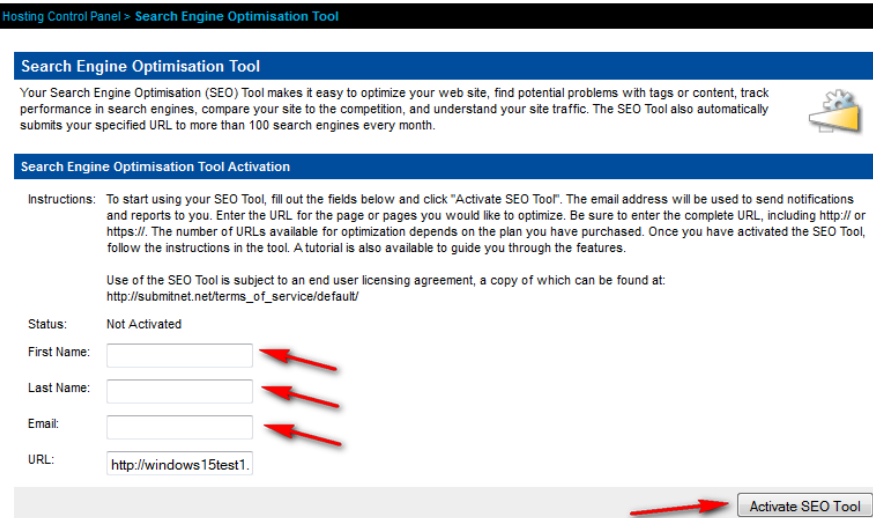
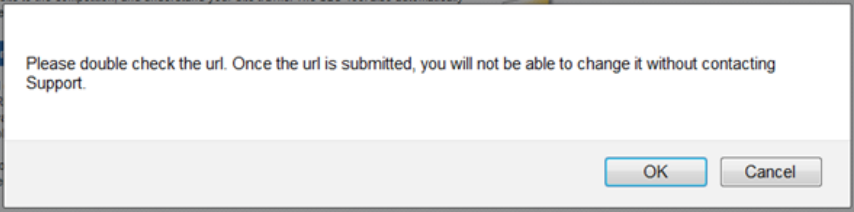
osCommerce	Step	Action
		<p>With so many Internet users searching for products and services on the web, it's crucial to have your website in the top search engine listings.</p> <p>Our Search Engine Optimization (SEO) Basic tool from SubmitNet automatically submits your website to the top search engines and includes an email manual review of your website to give feedback on its search engine readiness.</p> <p><b>Note: you are only required to install MySQL database once.</b></p> <p>2. From My Website Applications, click on osCommerce to start the installation of this application. You can start using your SEO tool by following the steps below</p> <p>If you haven't created mySQL database, please go to <b>My Hosting Services</b> for instructions to <b>create MySQL database</b>.</p>  <p><i>Figure 25 Windows Control Panel – My Website Applications</i></p>
	3.	<p>Enter MySQL database password and enter an Admin password for accessing osCommerce Admin panel.</p>  <p><i>Figure 26 osCommerce Installation – database information</i></p> <p><b>Note:</b> Your password must be between 8 and 16 characters. It must include one upper-case and one lower-case letter. It must also include a number or a symbol from the following set: !#%_ -+={}[]: @?.,\~.. The password cannot include your user ID.</p>
	4.	<p>When osCommerce is installed successfully, you can then click on osCommerce Administrator Control Panel (second arrow) and use the Admin password you created in step 2.</p>  <p><i>Figure 27 osCommerce Installation – Admin panel information</i></p>

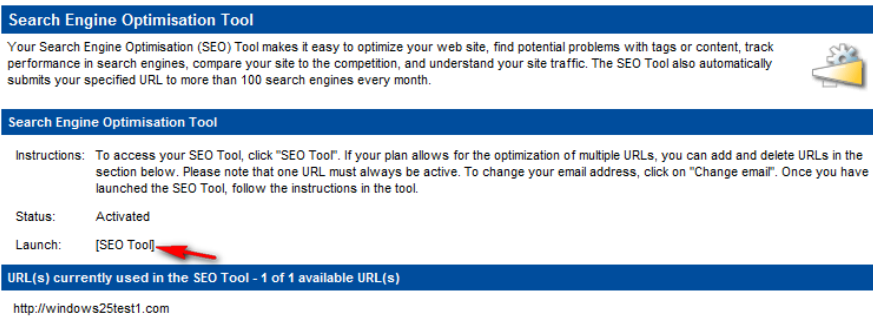
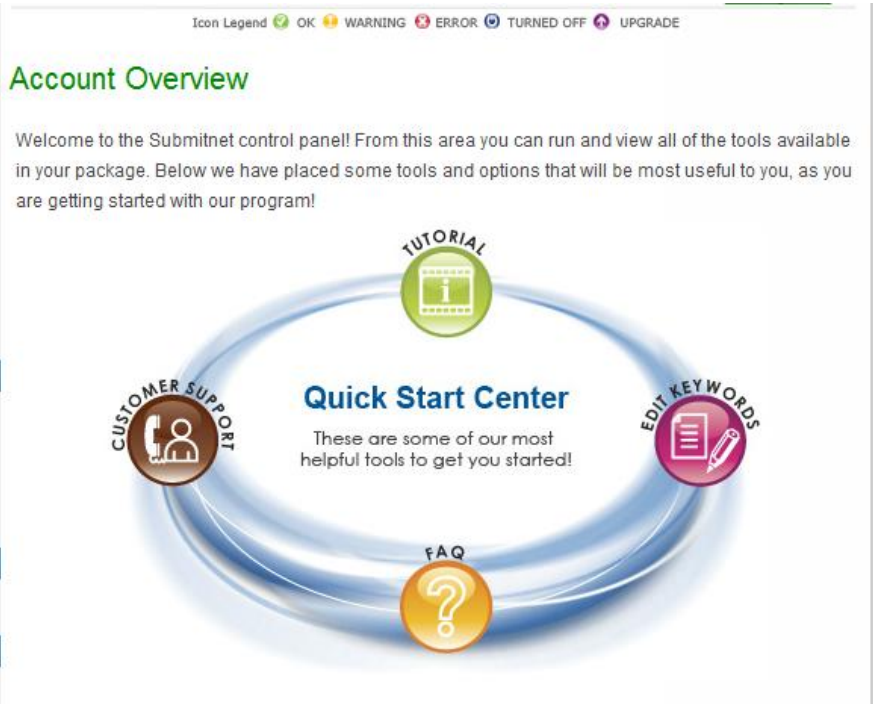
## Search Engine Optimisation (SEO)

With so many Internet users searching for products and services on the web, it's crucial to have your website in the top search engine listings.

Our SEO Tool from SubmitNet® automatically submits your website to the top search engines and includes an expert manual review of your website to give feedback on its search engine readiness.

You can start using your SEO tool by following the steps below.

Step	Action
1.	<p>Go to Website Services Control Panel, navigate to My Website Applications, and click on SEO tool.</p>  <p><i>Figure 28 My Website Application – SEO tool</i></p>
2.	<p>You will need to activate your SEO tool to start using it. In order to do this, please enter your first name, last name and email address and click “Activate SEO Tool”.</p>  <p><i>Figure 29 My Website Application – SEO tool</i></p> <p><b>Important note:</b> Please ensure you have updated your Domain's domain name servers with the zone records for your Website Hosting Windows website service first before activating your SEO Tool.</p>
3.	<p>This warning message is to ensure the domain name used with your Website Hosting Windows website is correct and that you have updated your Domain's name servers with the zone records.</p>  <p><i>Figure 30 My Website Application – SEO tool</i></p> <p>Click “OK” to complete the activation of your SEO Tool</p>
4.	<p>Your Website Control Panel, SEO menu will provide you with a successful confirmation message and status shown as “Activated”.</p>

Step	Action
5.	<p>To continue using the SEO Tool click on <b>“SEO Tool”</b></p>  <p><i>Figure 31 SEO menu</i></p>
6.	<p>A new window will open with the SEO control panel.</p>  <p><i>Figure 32 SEO control panel</i></p> <p>Note: The Website Control Panel window remains open</p>
7.	<p>First time users are able to run the tutorial wizard.</p> <p>Important note: For the SEO Tool, you will only have access to Submission Options. The other options and features that display with an arrow icon are not available at this time.</p>

# My Hosting Services

---

## Overview

My Hosting Services provides you with a range of advanced controls and tools you can use included as part of your Website Hosting Windows service. They are MySQL Control Panel, Web Sites (manages your Website), AppPool Settings, Anonymous FTP, MSSQL Control Panel, Administrative History, Resource Dashboard, SSL Certificate Manager, Web Disk Management and Data Source Names.

These tools can be accessed by navigating to the main menu of the Website Service Control Panel.

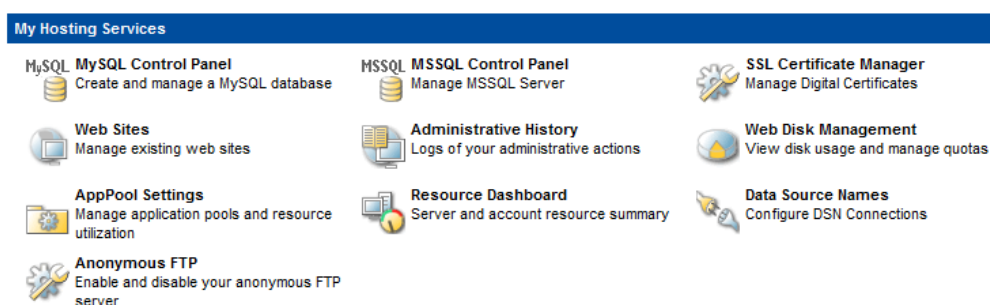


Figure 33: My Hosting Services

More information on each feature is provided in the sections below.

---

## MSSQL Control Panel

Click to view the MSSQL Database Statistics for your account and to access your MSSQL Tools. You can use this feature to divide up your database space among databases that you create, and manage/maintain multiple MSSQL databases.

---

## Data Source Names:

Use this tool in order to create your DNS connections for ODBC Data Sources.

---

## SSL Certificate Manager

Click to create a Certificate Signing Request (**CSR**) and manage your SSL Certificates.

**Note:** You need to do the following to install a Private SSL Certificate:

- Generate a CSR via the Control Panel
- Send CSR to Certificate Authority
- Receive signed certificate from Certificate Authority
- Install signed certificate (private) via the Control Panel

You can also do the following in the SSL Certificate Manager:

- Export a signed certificate
- Import a signed certificate
- Renew a signed certificate

## MySQL Control Panel

First time users will be taken to Manage MySQL Database as per figure 34 in order to activate their MySQL database.

Enter a password for creating the MySQL Database and click Create Database.

Important Note: Please ensure you take note of the password as you will require this information when installing Open Source applications or logging into phpMyAdmin. You will only need to create a MySQL database once.

Hosting Control Panel > MySQL

### Manage MySQL Database

Your MySQL database will be activated once you create a password.

- Password must be between 8 and 16 characters in length
- Password must include at least one uppercase letter AND at least one lowercase letter AND at least one number or symbol: `~!@#\$%^&\*()\_+=-`
- Password may not include the username

### Create MySQL Database

To create a MySQL database type a password in the appropriate fields and click the 'Create Database' button.

Login: jinlo1  
Database: jinlo1  
Password:   
Confirm:

Create Database

Figure 34 MySQL Database creation

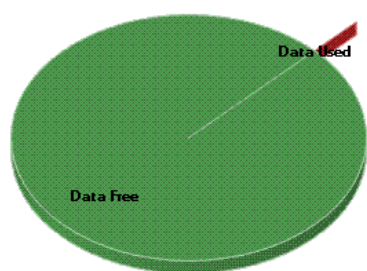
Users will be able to access MySQL tools, view MySQL Database statistics and create, manage/maintain, change MySQL password and delete your MySQL databases.

### Manage MySQL Database: jinlo1

Use the tools on this page to administer your database.

#### MySQL Database Statistics

Database Name: jinlo1  
Server Name: mysql-g32a.mysqlserver.com  
Port: 3306  
Server Version: 5.1.62  
Max Database Size: 500 MB  
Database Used: 0 MB [Refresh Quota]  
Database Login: jinlo1  
Character Set: utf8  
Collation: general  
Server Modes: none



#### Database Management Tools

[Go To phpMyadmin](#)  
Advanced browser-based tool to manage your MySQL database.

[Change Password](#)  
Change the password for your database login.

[IP Rules](#)  
Configure access to your MySQL database from remote IP addresses.

#### Delete Database

Figure 35 Manage MySQL Database



## phpMyAdmin

From Manage MySQL database, you can go to phpMyAdmin

Click on **Go To phpMyAdmin** will take you to phpMyAdmin home page as shown in figure 36

Please use your Windows username and your MySQL database password to login.

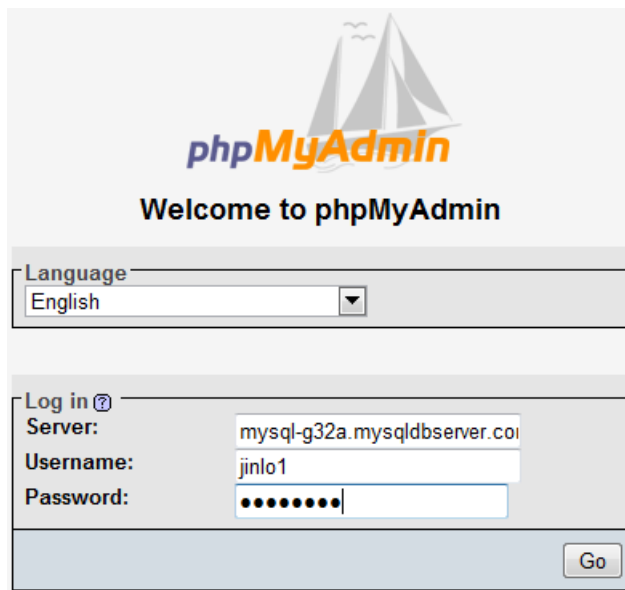


Figure 36 MySQL Database

## Anon FTP

Anon FTP or Anonymous FTP allows users to upload or download files from your website without the need to log in. By default this feature is disabled, if you enable this feature you won't be able to control who accesses your Website files.

### Anonymous FTP

You can allow person to upload and download files anonymously by enabling Anonymous FTP Access utility.

**Important:** You will not know who is downloading or uploading content to your directories if you enable Anonymous FTP access. Using this utility may open your Website to abuse.

Enable Anonymous FTP	
Userid:	win113
Domain:	windows15gtest4.com
<input type="checkbox"/>	* Caution! Check box to enable Anonymous FTP
<input type="button" value="Update preference"/>	

Figure 37 My Hosting Services – Anon FTP menu

- To disable Anon FTP, just click on the checkbox to remove the tick and click update preference.

**Important Note:** Use this feature only if necessary, and do not leave it enabled once you are finished. Internet hackers are capable of scanning websites for Anon FTP access and can abuse your hosting account.

---

**AppPool  
Settings**

Application Pool Settings enables you to assign Web Sites to separate AppPools and assist resources to running them. You can manage the AppPool for your Website through Web Sites, AppPool/Site Isolation.

---

**Protect  
Directories**

Protect Directories lets you assign a User ID and Password to a directory that you specify.

**Note:** If you are using FrontPage Extensions, do not use this feature, you can use the manage users and passwords through the FrontPage tools.

---

**Administrative  
History**

This feature provides you with the administrative changes performed on your Website for your account. These can be exported in CSV format.

---

**Web Disk  
Management**

Web Disk Management enables you to view the web usage in MB. You can view how much web storage space is available based on the plan you purchased.

---

**Resource  
Dashboard**

You can view your Web Site's performance and make any desired adjustments to VRU resources for your Web site.

---

## Web Sites

The Site details page shows you an overview of your Web site. This page has the necessary tools for site maintenance and management of your Website.

**Site Details for windows15gtest4.com (win113)**

The Site Details page shows an overview of the selected Web Site. This page has the necessary tools for site maintenance and management.

**Site Information**

Site Name: win113 (parent site)  
Domain Name: windows15gtest4.com  
Site IP: 192.217.101.174  
Status: Running  
Web Root: <http://windows15gtest4.com>  
Shared SSL Domain: <https://win113.sslcert32.com>  
FTP Root: <ftp://192.217.101.174/webroot>

**Warning!** It appears that DNS for this Web Site [DNS Record Not Found] may not be set correctly (or possibly DNS has not yet propagated). Please verify that DNS has been assigned to [192.217.101.174] in the Domain Manager.

**IIS Web Site Settings**

- Logging**  
Configure IIS Logging Settings
- Bandwidth Compression**  
Configure IIS Bandwidth Compression Settings
- Connection Settings**  
Configure IIS Connection Settings
- Default Document**  
Configure Directory Index Order
- Custom Errors**  
Configure IIS Custom Error Pages
- ASP Error Message**  
Set the ASP Script Error Message
- Document Footer**  
Setup a document footer
- Directory Permissions**  
Configure Directory Permissions
- IIS Application Mappings**  
Manage your Application Mappings

Figure 38 excerpt of Web Site details page.

**Site Name** is the ID of your Website. It will always be an extension of your primary User ID. This is also the User ID webmasters will use if a webmaster password was created.

**Domain Name:** The name of your Web Site.

**Site IP:** The unique IP address assigned to your account. All your Web Sites share this IP address, and are served by HTTP Host headers.

**Status:** The current status of your Web Site.

**Web Root:** This displays the home folder of your Web Site, where your Web Site files are located. Click the URL to open a new Web browser window displaying your Web Site.

**Shared SSL Domain:** Click to open a secure connection to the Web Site. This is Domain is used to access your Web Site securely without purchasing an SSL certificate.

**FTP Root:** The directory you or your webmaster can use to upload files via an FTP client. Click the URL to open a new FTP client browser window for your Web Site.

---

### Logging

Click to Enable/Disable your IIS logs, configure the format of the logs, and the location to which they are saved.

---

### Bandwidth Compression

Click to Enable/Disable static or dynamic file compression. Your Web Site files load faster for viewers with this feature activated, although dynamic compression uses additional resources on your Web Site such as CPU and bandwidth.

---

<b>Connection Settings</b>	Click to configure connection settings for your Web Site and control its bandwidth. These are just some of the features which enable you to put limits on a Web Site so that it doesn't use all of the resources for your account.
<b>Default Document</b>	Click to add or delete default document filenames, set the order in which the documents are accessed upon client requests to your Web Site, or reset the default document filename order. This enables you to control what page loads first when someone brings up the Web Site, and makes it easily changeable if necessary.
<b>Custom Errors</b>	Click to replace default Windows error pages with pages you create or specify.
<b>ASP Error Message</b>	Click to replace all of your ASP error messages with custom text.
<b>Document Footer</b>	This feature enables you to specify an HTML file or string which will appear at the bottom of every page of your Web Site. Note: The footer will not be appended to any dynamic content files such as ASP and ASP.NET.
<b>Directory Permissions</b>	<p>This feature enables you to create custom authorisation and permissions settings for individual directories. This can be used for installing blogging apps, wikis which require directories with specific permissions, or for restricting access to a directory to people with the correct authentication information for your Web Site.</p> <p><b>Important Note:</b> Improperly setting permissions can introduce security risks. For example, setting a directory with write and execute for a user which should only be given read access.</p>
<b>IIS Application Mappings</b>	<p>This feature enables you to configure the settings for your IIS Application Mappings. To change the currently selected .NET Framework Version for the ASP.NET processor, please go to the Application Pool Management Tool found from the main page of the Control Panel.</p> <p><b>Important Note:</b> Please ensure you understand the implications of your actions prior to changing your Application Mappings. Incorrect changes can affect your Website.</p>
<b>Troubleshooting</b>	This area also contains access to tools to recycle your AppPool, restore directory permissions to the server defaults, and run the Detect Problems and Repair Site wizard.
<b>AppPool/Site Isolation</b>	WINDOWS accounts measure resources in VRUs (Virtual Resource Units). The VRUs reside in one or more Application Pools which you can assign Web Sites to. The more VRUs in an AppPool, the more resources it can use for the Website that it contains.
<b>Administrative History</b>	Click to view the events (administrative changes) performed on your Website. These can be exported in CSV format.
<b>Web Disk Management</b>	This feature enables you to view the disk usage in MB. You can also assign an amount of disk space to be available for your Web Site to use.

---

**Archive Gateway:**

Archive Gateway lets you unzip files directly on your website. It is useful when using a relatively slow internet connection or transferring large quantities of files.

If there are path names stored in the archive, the appropriate directories are created during decompression. Basically, you can extract an entire site (with all directories intact), using this feature.

To begin, zip your file(s) using an archive utility such as WinZip and upload the zip file using FTP. Please refer to section on using FTP with your Website service.

To decompress files using the Archive Gateway:

Step	Action
1.	From your Site Management Control Panel, click Archive Gateway. The Archive Gateway window appears.
2.	In the Input Filename field, type the directory for your archived file, including the file name. If your file resides in the root directory, enter the filename only.
3.	In the Output Path field, type the destination directory for your file. If you want to extract your file to the root directory, enter the filename only.  If you are processing a .gz file, you do not use an output path. When you decompress a .gz file, it ends up in the same directory, as an archived file (e.g., a .tar file). Then, unpack the file into the directory you want.
4	Click Extract Files. The window refreshes with a confirmation message.

If there are path names stored in the archive, the appropriate directories are created during decompression. You can extract an entire site (with all directories intact), using this feature.

---

**Application Roots**

Click to create bin directories for .NET applications. Creating multiple AppRoots enables you to keep your .NET applications independent of one another. Upload your .NET application files to the AppRoot directory that you create using this feature.

---

**MSSQL Express Database**

This feature shows you the status of a Web Site's SQL Express Database. You can enable your database with a password. Note: This password is different to your MySQL database password.

There is also a link for downloading the Microsoft SQL Server Management Studio Express tool.

**Important Note:** If you delete your database without using the delete database tool in your Control Panel, the Database Management tools will not function properly.

---

**URL Rewrite for IIS**

This feature enables you to add configurations from Apache. These will help to increase your SEO, give the ability to proxy another server's content, and strengthen your site security


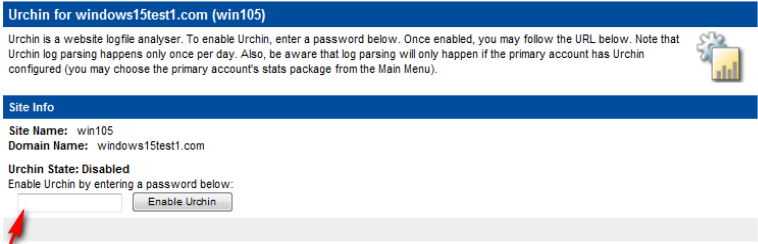
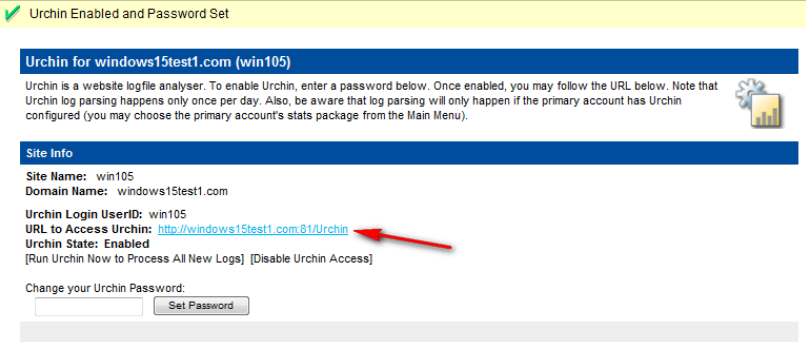
**Important Note:** Using this feature may cause a slight performance decrease to your Website.

# My Website Reporting

## Urchin

Urchin Statistics will help you track ongoing visits to your website in order to see helpful information such as how many visitors have viewed your site, what pages they look at the most, etc.

Please follow the steps below to enable Urchin Statistics.

Steps	Actions
1.	<p>You can enable Urchin statistics for your Website by navigating to your Website, clicking Urchin Statistics from My Applications.</p>  <p>Figure 39 My Website Reporting menu</p>
2.	 <p>Figure 40 My Website Reporting menu</p> <p>To enable Urchin, enter a password and click “Enable”.</p> <p>Note: Please remember to take note of this password. You will require the password when logging into Urchin as per step 4 below.</p>
3.	<p>A confirmation message will confirm Urchin is enabled.</p>  <p>Figure 41 My Website Reporting menu</p> <p>To access Urchin, click on URL as shown in figure 41 which will launch a new window.</p>

4.

Enter your Windows username and Urchin password created as shown in figure 42 below.



Figure 42 Urchin Admin login

5.

You can start viewing Urchin Reports from here.



Figure 43 Urchin Admin home page

# My Account Profile

## Introduction

This section provides you with information on Change Password features.

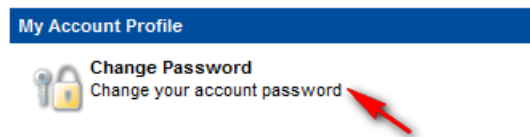


Figure 44 My Account Profile Main Menu

## Change Password

You can change your password for your Windows Control Panel by navigating to My Account Profile and click on the Change Password icon.

**Important Note:** You will be required to enter your Windows Control Panel username and password when you click on this icon.

As a result, a new tab or new window will launch with the Change Password menu as shown below.

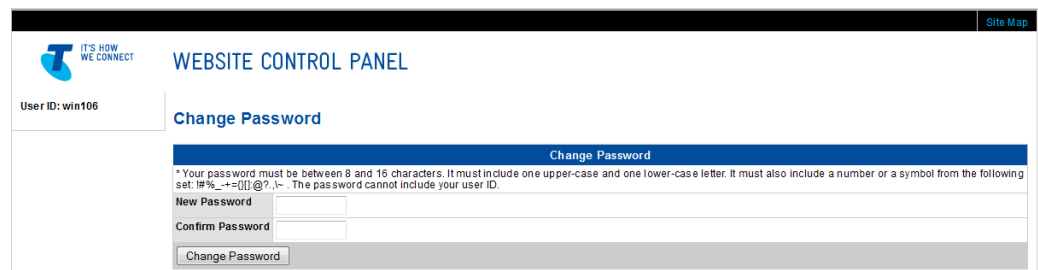


Figure 45 Windows Control Panel - Change Password

**Note:** Your password must be between 8 and 16 characters. It must include one upper-case and one lower-case letter. It must also include a number or a symbol from the following set: !#%\_-=[]@?.,\~-. The password cannot include your User ID.



# Transfer an existing website to your Website Hosting service

---

## Introduction

This section is for **experienced customers** that already have developed a website and want to move it to their new Midi or Maxi Website Hosting Windows location. Once you have received your activation email you are ready to transfer your website from your previous webhost to your new hosting service.

If you wish to transfer your website yourself, follow the directions below.

**Important Note:** Changing your DNS (Domain Name Servers) to our Name Servers should be the **last thing you do** – do this only after you have moved and tested your site to your satisfaction. This will ensure the smoothest possible transition for your website.

## Overview

The overview of the migration process is:

1. Back up your entire website content, databases, and email messages stored by your current website host by downloading it to your local computer.
2. Upload your files and import your databases to your new hosting account with us.
3. If you have any databases in operation, update your database connection strings and system paths to match the environment for your account.
4. Recreate any email addresses on your new account.
5. Test your new account with the IP Address vs. the Domain Name.
6. Once you have tested the account to make sure that the site looks and acts the same, please go to the relevant Domain configuration sections in this guide to update your Domain to connect with your new Website Hosting service.

**Note:** It can take anywhere from 24-48 hours for your DNS to propagate (find the new address) over the Internet. As a result, we recommend you select the time to change the DNS to when it will cause the least disruption to your business.

**Important Note:** if you have Email with your existing Website, please ensure you sign up to a new Email Hosting service or through T-Suite Microsoft® Office 365. Website Hosting does not include email.

Detailed instructions are provided below.

Step	Action
1.	Log in to your old host and download all the files for your website to your local computer using File Transfer Protocol (FTP). If you are not familiar with FTP, please contact your previous hosting company for assistance in downloading your files. Many FTP clients are available online to download to your machine for free such as Filezilla <a href="http://filezilla-project.org/">http://filezilla-project.org/</a> ,
2.	Upload or transfer your saved files to your new Website hosting account on our servers using your FTP client. You will need to type your IP Address or domain name, User ID and Password as provided to you in the activation email when prompted by the FTP program.
3.	If you have a database on your site, you will also need to move it from your previous webhost to our servers. Export the database from your previous host and save it on your computer (if prompted, save it in compressed format). If you're having trouble saving your database from your previous host, please contact them for assistance.
4.	You can use MySQL Control Panel or MSSQL available through My Hosting Services.


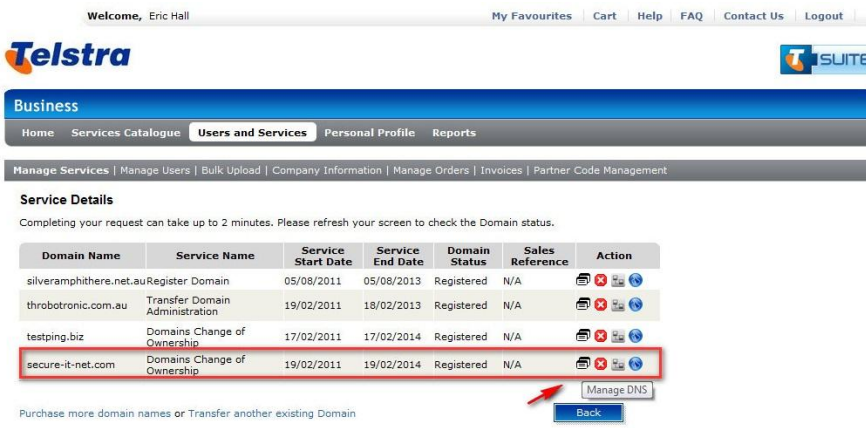
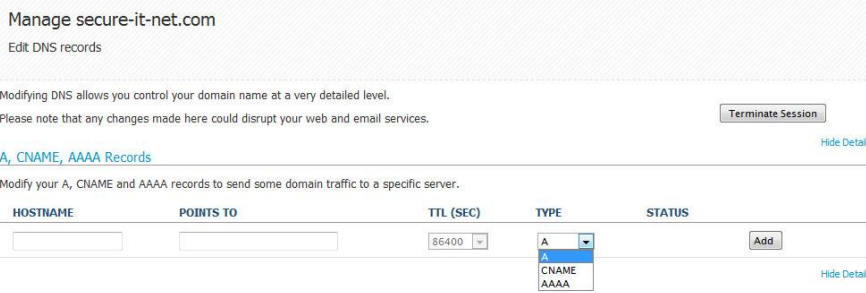
Step	Action
5.	<p>If you have email accounts with your existing service, you will need to ensure you have new email service either through T-Suite Office 365 or with another provider.</p> <p>You can then recreate your email accounts with your new email service.</p> <p><b>Important Note:</b> Email accounts are not available with Website Hosting service.</p>
6.	<p>The last step is to point the domain to our Web Hosting Name Servers. This will ensure that your website and email services will properly resolve to your new Website Hosting service.</p>
7.	<p>Please go to the relevant Domain configuration sections in this guide to update your domain name servers.</p>

# How to configure your Website Hosting with a T-Suite Domain

## Introduction

To link a T-Suite Domain with your Website Hosting, you will need to update your DNS Server with A and CNAME DNS record by following the steps below.

Please note domain **secure-it-net.com** is used here as an example only, you will need to use your own domain name that is linked to your service.

Step	Action
Login	<p>Log in to the T-Suite Management Console.</p> <p>Navigate to the 'Manage Services' tab on the toolbar. In the 'Service Details' table, you will see your Domains.</p> <p>Click the 'Manage DNS' icon  next to the domain you provided when you purchased Website Hosting.</p>  <p><i>Figure 46 Service Details table in T-Suite Management Console</i></p> <p>Important Note: you can refer to your Welcome to Website Services email to find the domain name you provided when you purchased your website service.</p>
	<p>T-Suite DNS Management will display as a separate window as shown below. Here you can view, add, delete or edit your DNS records.</p>  <p><i>Figure 47 Manage DNS portal</i></p>
1.	<p>Update your DNS Server with A and CNAME records with your IP address that was sent to you in the Welcome to Website Services email:</p> <ul style="list-style-type: none"> <li>• An <b>A record</b> with your domain name pointing to your <b>IP Address</b> and</li> <li>• A <b>CNAME record</b> with your FTP pointing to your <b>domain name</b></li> </ul> <p>Example <b>ftp.secure-it-net.com.</b> pointing to <b>secure-it-net.com.</b></p> <p>Important Note: if you don't have your Welcome Email, please contact T-Suite Support (refer to the Additional Information section)</p>

2.

Create your A record

In the 'A, CNAME, AAAA Records' section shown in figure 48 below, in the 'HOSTNAME' field, enter your domain name followed by a full stop '.'

A, CNAME, AAAA Records

Modify your A, CNAME and AAAA records to send some domain traffic to a specific server.

HOSTNAME	POINTS TO	TTL (SEC)	TYPE	STATUS
secure-it-net.com.	192.217.106.107	86400	A	Published
<input type="text"/>	<input type="text"/>	<input type="text" value="86400"/>	<input type="text" value="A"/>	<input type="button" value="Add"/>

Figure 48 Adding an A record

In the 'POINTS TO' field, enter the IP address of your Website Service

From the 'TYPE' menu, select 'A'

Click 'Add' to add this record to your DNS configuration.

Upon successful completion of the change, the 'STATUS' will change to 'Published'.

3.

Create your CNAME record

In the 'A, CNAME, AAAA Records' section shown in figure 49 below, in the 'HOSTNAME' field, enter **ftp.yourdomainname** followed by a full stop '.'

In the 'POINTS TO' field, enter your domain name followed by a full stop '.'

For example, domain name 'www.secure-it-net.com', your hostname is **ftp.secure-it-net.com.** and points to domain name **secure-it-net.com.**

A, CNAME, AAAA Records

Modify your A, CNAME and AAAA records to send some domain traffic to a specific server.

HOSTNAME	POINTS TO	TTL (SEC)	TYPE	STATUS
secure-it-net.com.	192.217.106.107	86400	A	Published
ftp	secure-it-net.com.	86400	CNAME	Published
<input type="text"/>	<input type="text"/>	<input type="text" value="86400"/>	<input type="text" value="A"/>	<input type="button" value="Add"/>

Figure 49 Adding an CNAME record

From the 'CNAME', select 'TYPE'

Click 'Add' to add this record to your DNS configuration.

Upon successful completion of the change, the 'STATUS' will change to 'Published'.

4.

Your domain name records will be visible on the internet within 24 hours. You will be able to build your website by clicking on the URL provided in the Welcome to Website Services email.

For example <http://yourdomain.info/stats/>

If you have already built and published your website, then you will be able to view your website by clicking on yourdomain name. If you haven't completed your website build, you can set your domain name to default to a business card page. Please refer to My Hosting section for more information on this.

# How to configure your Website Hosting with an existing Domain (external provider)

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## Introduction

To link your existing Domain with Website Hosting, you will need to update your DNS Server with A and CNAME records by following the steps below.

Please refer to previous section if your domain is registered through T-Suite or has been transferred to T-Suite.

## Assumptions

It is assumed that you have DNS management with your existing Domain. If you do not have the option to set up A and CNAME zone record, please contact your existing provider to determine what options are available.

Alternatively, you can transfer your Domain to T-Suite. Please refer to the Telstra website for more information.

**Important note:** if you transfer your Domain Name to T-Suite, you will also need to re-configure any existing records such as MX Records. Please contact your IT provider or T-Suite Support for further assistance.

Step	Action
1.	<p>Go to your existing provider Domain management portal to update your name servers.</p> <p>Update your DNS Server with A and CNAME records with your IP address that was sent to you in the Welcome to Website Services email:</p> <ul style="list-style-type: none"><li>• An <b>A record</b> with your domain name pointing to your <b>IP Address</b> Example <b>secure-it-net.com.</b> pointing to <b>123.123.123.123</b></li><li>• A <b>CNAME record</b> for your FTP pointing to your <b>domain name</b> Example <b>ftp.secure-it-net.com.</b> pointing to <b>secure-it-net.com.</b></li></ul> <p>Note: It enter your domain name without 'www' and ending with a full stop '.com.'</p>
2.	<p>Your domain name records will be visible on the internet within 24 hours. You will be able to build your website by clicking on the URL provided in the Welcome to Website Services email.</p> <p>For example <a href="http://yourdomain.info/stats/">http://yourdomain.info/stats/</a></p> <p><i>If you have already built and published your website, then you will be able to view your website by clicking on yourdomain name. If you haven't completed your website build, you can set your domain name to default to a business card page. Please refer to My Hosting section for more information on this.</i></p>

# How to configure your Website Hosting with a domain transferred to T-Suite

## Introduction

This section details steps to transfer your domain to T-Suite Domain and once the transfer is complete, how to link your domain to your Website Hosting.

### Important Note:

- **To avoid the risk of service outages, as soon as your domain name transfer is successful you should copy across all your existing DNS records and then re-delegate your Domain Name server to T-Suite. If you do not re-delegate your DNS server, then your previous Domain service provider may deactivate your DNS server when your domain name is transferred.**
- **The following steps may still apply if your domain is already registered with another Telstra product. This will depend on how your existing DNS hosting and configuration is set up.**

## Transferring your Domain to T-Suite

Before you transfer, make a copy of your existing DNS configuration details so that you can quickly replicate the configuration required to get your T-Suite Domain fully operational.

After you transfer, please configure your DNS records and re-delegate your domain:

Note: if you require further information on how to configure your DNS records through T-Suite, please refer to T-Suite Domains Getting Started Guide (available through your T-Suite Management console).

There are two ways you can check for the successful transfer of your domain.

1. When the transfer of your Domain name is completed, you will receive a 'Successful Domain Transfer' confirmation email.
2. Login to the T-Suite Management Console; the status of your Domain Transfer in 'My Services' will appear as 'Registered'.

## Transferred Domains (cont'd)

**Important Note:** If you have an existing Website, you must only update your Domain Name server with the new A and CNAME record when you are ready to turn off your old website and turn on your new Website Hosting service.

To make the A and CNAME record changes, log on to the T-Suite Management Console, and open the T-Suite DNS Management window

Manage secure-it-net.com

Edit DNS records

Modifying DNS allows you control your domain name at a very detailed level.  
Please note that any changes made here could disrupt your web and email services.

[A, CNAME, AAAA Records](#)

Modify your A, CNAME and AAAA records to send some domain traffic to a specific server.

HOSTNAME	POINTS TO	TTL (SEC)	TYPE	STATUS
<input type="text"/>	<input type="text"/>	86400	<div><div>A</div><div>A</div><div>CNAME</div><div>AAAA</div></div>	<div>Add</div>

Figure 50: Manage DNS portal

1. Configure your DNS records for your Domain with your Website Hosting as described in **“Configuring your T-Suite Domain with Website Hosting”**

Note: If you have existing DNS records such as MX records, you will need to transfer this across also. Please refer to **T-Suite Domains Getting Started Guide** for further details.

# T-Suite Domains Status Fields & DNS Propagation

## Introduction

Once you have configured your DNS / name servers, you have to wait 24-72 hours for the change to be completed, a process called propagation.

## New Status after changes

After each change is submitted (i.e. add, edit or delete) the 'STATUS' field will change to Publishing (as shown in figure 52 below).

The screenshot shows a web interface for managing DNS records. At the top, there's a link 'A, CNAME, AAAA Records' and a 'Hide Details' link. Below is a heading 'Modify your A, CNAME and AAAA records to send some domain traffic to a specific server. [Learn More.](#)'. A table displays the current record:

HOSTNAME	POINTS TO	TTL (SEC)	TYPE	STATUS
@	203.27.227.23	86400	A	Publishing

Below the table, there are input fields for Hostname, Points To, TTL (with a dropdown set to 86400), Type (with a dropdown set to A), and an 'Add' button. A 'Processing...' icon is visible next to the status.

Figure 51: Status Field 'Processing'

## Successful Operation

When a change is completed successfully, the 'STATUS' will change to 'Published' and a pop-up will display confirming success as shown below.

This screenshot shows the same DNS management interface as Figure 51, but the status is now 'Published'. A dark grey success message box is overlaid on the table:

**Success !!**  
Resource record added successfully.

The table shows the record with status 'Published' and links for 'Edit' and 'Delete'. The input fields and 'Add' button are still visible at the bottom.

Figure 52: Status Field 'Published'

## Failed change

There may be occasions when changes pass front-end validation but are rejected by the system. In this event, the failed record will be displayed in the screen with a 'Failed' status for a period of 24 hours from the time the failed change was submitted, as shown in figure 52 below.

The screenshot shows the DNS management interface with a table listing three records:

HOSTNAME	POINTS TO	TTL (SEC)	TYPE	STATUS
mydnsdomain.info.	127.0.0.1	86400	A	Published
www2	mydnsdomain.info.	86400	CNAME	Published
www	aaaa:bbbb:....aa:0000	86400	AAAA	Failed

Below the table, there are input fields for Hostname, Points To, TTL (dropdown set to 86400), Type (dropdown set to A), and an 'Add' button.

Figure 53: Status Field 'Failed'

Continued next page

## Terminate Session

When you have completed creating or updating the DNS records, you should click 'Terminate Session' on the upper right hand side of the Manage DNS interface to return back to T-Suite Management console.

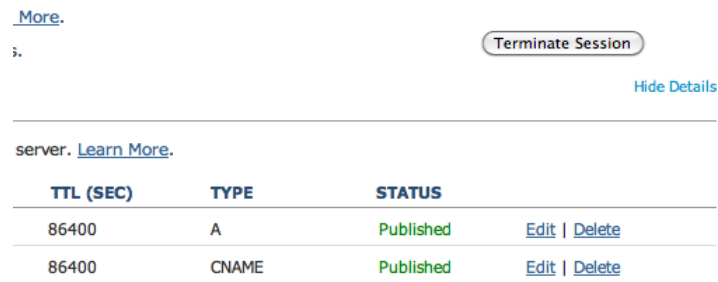


Figure 54: Status Field 'Terminate Session'

## DNS Propagation

Domain name details are frequently cached on servers across the internet. That means that sometimes your DNS configuration is not fetched from our servers, but is retrieved from a cache. These caches are updated at different intervals. As a result of this, it can take up to 48 hours for the caches to all be updated and any DNS configuration change you make, to propagate across the internet.



# Additional Information

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## Website Hosting

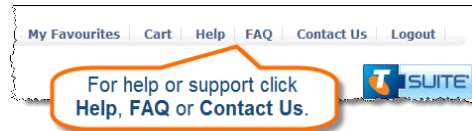
For any additional information on the Website Hosting and SEO Tool, please refer to T-Suite Website Services at [www.telstra.com.au/business/websiteservices](http://www.telstra.com.au/business/websiteservices).

## Support contact

T-Suite customer support is available 24x7

Online

Login to the T-Suite Management Console and select from the link at the top of the page



Email: [t-suite.support@team.telstra.com](mailto:t-suite.support@team.telstra.com)

Phone

You can call T-Suite Technisa Support on 1800 TSUITE (1800 878 483)

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# Glossary

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Term	Definition
Alias	A record that identifies, or points to, a specific domain.
A record	<p>An A Record connects a host name to an IP address. When computers connect to each other they connect using IP addresses i.e.: <a href="#">144.140.108.25</a>. A Records are very customisable in that you can create numerous A Records to direct to multiple IP addresses.</p> <p>If your domain.com.au is the domain name, a few common examples of A Records are:</p> <ul style="list-style-type: none"><li>• yourdomain.com.au</li><li>• www.yourdomain.com.au</li><li>• mail.yourdomain.com.au</li><li>• shop.yourdomain.com.au</li></ul>
CNAME record	<p>A CNAME record is an alias to another record. So for example, unlike an A record where you point to an IP address, with a CNAME you point to another name.</p> <p>An example CNAME entry: www.example.com. 86400 IN CNAME www.example.org.</p> <p>A CNAME record is a complicated DNS edit and should only be done where absolutely required.</p>
Destination	This is the destination IP address for the DNS record.
Domain name	Also referred to as Internet name or Internet address, a domain name is a unique address on the Internet. Generally domain names start with www such as www.telstra.com. Domain names are also referred to as Uniform Resource Locaters or URLs.
Domain registrar	A company that registers and maintains Internet domain names. Every domain is registered at a domain registrar. Melbourne IT is the registrar for all T-Suite Domains.
DNS	<p>Domain Name System (DNS) determines what website is displayed and where web traffic is directed.</p> <p>Computers and other network devices on the Internet use an IP address to route your request to the site you're trying to reach. This is similar to dialing a phone number to connect to the person you're trying to call. Thanks to DNS, though, you don't have to keep your own address book of IP addresses. Instead, you just connect through a domain name server, also called a DNS server or name server, which manages a massive database that maps domain names to IP addresses.</p> <p>E.g. 144.140.108.25 points to <a href="http://www.telstra.com.au">http://www.telstra.com.au</a></p>
DNS Records	DNS records on the DNS Server / name server include A (Address) record, CNAME record and AAAA Record these enable people to find your website by just remembering your domain name. A Mail Exchanger (MX) record directs email traffic.

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Term	Definition
Host name	<p>Often mistakenly referred to as a sub domain, a host name is prefix added to the beginning of a domain name. Host names are records that indicate where a computer needs to go to retrieve the information for a website or to deliver mail. When computers connect to each other they connect using IP addresses i.e.: 144.140.108.25</p> <p>A host name is used to make internet addresses easy to remember for people. While computers understand IP addresses, people tend not to and this is why hostnames were created, so a name can be associated with a number.</p> <p>It is possible to have host names pointing to multiple locations or IP address.</p> <p>The three most common host names are A Records, MX Records and CNAME Records.</p>
MX record	<p>An MX record tells email programs where to deliver mail to, like an address on a letter sent in the post. If a company is running their own mail exchange it is required to modify the MX record to point to those servers for the office to send and receive email.</p>
Name Server	<p>Name Servers or DNS Servers act like traffic lights of the internet. Name Servers keep the records of all web and email information when you have a hosting plan.</p> <p>To connect your domain name to your active email and / or website you will need to point or delegate it to a set of name servers.</p> <p>When you delegate your domain name to Name Servers there will always be at least two; a primary and secondary. This allows for redundancy should one of the servers go down for some reason. Telstra provides DNS hosting and uses the following name servers:</p> <p>ns1.secure.net ns2.secure.net</p>
SSL	<p>SSL stands for Secure Sockets Layer. This is a protocol designed to enable encrypted communications across the Internet. It provides privacy, authentication, and message integrity. SSL is often used in communications between browsers and servers. A URL that begins with "https" is a clue that an SSL connection will be used on the Web site. During an SSL connection, each side sends a Security Certificate to the other. Both sides then encrypt what they send, ensuring that only the intended recipient can decode it.</p>
Zone Origin	<p>Your domain name, often followed by a '.' symbol when used for configuring DNS. Eg. 'Yourdomain.com'.</p>