

Quick Start Guide

Managing Your Domain



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Please keep these documents safe

1. Adding Services to your Domain

Each domain purchased with names.co.uk comes with a Free Email service called LiteMail. If you are looking for basic email usage from your domain then LiteMail is the product for you.

LiteMail Features

- ✓ 1 POP3 Mailbox
- ✓ Up to 5 Email Addresses
- ✓ Powerful Webmail
- ✓ Virus & Spam Filters
- ✓ Email Autoresponder

How can I add LiteMail to my Domain Name?

You can have LiteMail up and running within minutes, thanks to the simple setup process below.

- Firstly, login to your names.co.uk Online Control Panel at <https://admin.names.co.uk>
- Now that you're logged in, click 'Domain Names', which you will find in the left menu of your Online Control Panel.



Continued over...



- In the middle of your screen you will see a list of the domains available on your account – select the domain on which you would like to setup LiteMail.

- If you now look to the centre of the screen again, you will see a section titled 'LiteMail email account' – underneath this, select the 'click here' option.

? LiteMail email account

The registration package for this domain name entitles you to a free, fully-featured **LiteMail** email account (including spam filtering, virus protection and webmail).

For more information, please [click here](#).

- Now fill in the first email address which you would like to setup, as highlighted in the image to the right.
- Finally, select 'Submit' to activate LiteMail and create your first email account.

? Confirm LiteMail activation

To activate your FREE, fully-featured **LiteMail** email package, simply enter the email address you wish to use in the field below and click the submit button. Instructions for using the service will be emailed to the email address you supplied when you opened your account.

Email address: @namescoguide.co.uk

CANCEL

SUBMIT



POP3 & SMTP Settings

Once you have LiteMail configured, you can take advantage of our WebMail application by logging in to <https://webmail.names.co.uk> with the credentials supplied in the LiteMail setup email. However, you can also connect your email account to a mail client such as Microsoft Outlook, on your local machine.

POP3 Settings

To connect your E-mail account to any mail client requires 3 essential pieces of information, which are:-

- ✓ **Incoming Server/Host Name:-** pop3.hosts.co.uk
- ✓ **Username:-** this will be your domain name e.g. mydomain.co.uk
- ✓ **Password:-** As supplied in your LiteMail setup email

SMTP Settings

In order to send email out from your mail client, you will need to enter an outgoing mail server as well. This would normally be provided by your Internet Service Provider (ISP). However, if your ISP is unable to provide you with an outgoing mail server, or you would like to use your email account on a mobile device which will not be using your internet connection, you can purchase an SMTP service from names.co.uk.

To upgrade to use the names.co.uk outgoing mail service, follow the guide on the following page called 'How do I upgrade my services' – selecting 'Authenticated SMTP' within the 'Additional Features' section.

Looking for assistance with setting up your mail client?

We have a number of guides in our knowledge base, to assist with the setup of many popular mail clients. To find a guide for your mail client, please visit <http://www.names.co.uk/knowledge>



Looking for a little more from your Domain?

If you are looking for a little more functionality with your domain name than LiteMail can offer, you can add one of our Hosting or Email only products through your Online Control Panel. Thanks to our powerful Online Control Panel you can add services to your domains with just a few clicks.

How do I upgrade my services?

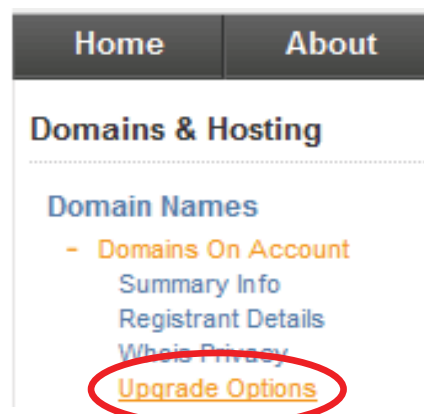
- As before, you will need to login to your Online Control Panel at
- <https://admin.names.co.uk>
- Now that you're logged in, click 'Domain Names', which you will find in the left menu of your Online Control Panel.



- In the middle of your screen you will see a list of the domains available on your account – select the domain to which you would like to add services.



- From the left menu of the Online Control Panel, select 'Upgrade Options'



Continued over...

- You will now see the available options for services which can be added to your domain.

? Windows hosting packages

Description	Price
<input type="radio"/> Windows <i>Starter</i> Hosting 5000MB, 10 Pop Boxes, ASP, PHP, FrontPage, SSL...	£47.90/yr
<input type="radio"/> Windows <i>Professional</i> Hosting 10000MB, 50 Pop Boxes, ASP, PHP, FrontPage, SSL...	£89.90/yr

- Select the product you would like to purchase, and then select 'Upgrade' at the bottom of the screen.

? Extra packages

Search engine submission tools	Price
<input type="radio"/> Hyper Submit Basic Traffic What's this and do I need it?	£19.95/yr
<input type="radio"/> Hyper Submit High Traffic	£29.97/yr
<input type="radio"/> Hyper Submit Super Traffic	£56.97/yr
<input type="radio"/> Hyper Submit Extreme Traffic	£69.00/yr

- All that's left to do now is process payment for the selected products and away you go!

Additional features

Additional features	Price
<input type="checkbox"/> Authenticated SMTP Access What's this and do I need it?	£15.99/yr
<input type="checkbox"/> MX Standby for 1 domain What's this and do I need it?	£99.00/yr
<input type="checkbox"/> MX Protect for 1 domain What's this and do I need it?	£249.00/yr



You can upgrade to the following services via your Online Control Panel:-

1. Web Hosting (Professional recommended):

A web hosting package gives you an amount of web storage space to host a website on, plus tools to create a simple website or develop a more complex project.

2. Hyper Submit:

Search engine submission and ranking services to help you get your website quickly indexed on Google and improve your search engine optimisation.

3. Email Services:

Get a flexible email plan that enables you to manage emails on all your devices, and via an email client such as Outlook or online via WebMail.



Configuring Web and Email Forwarding

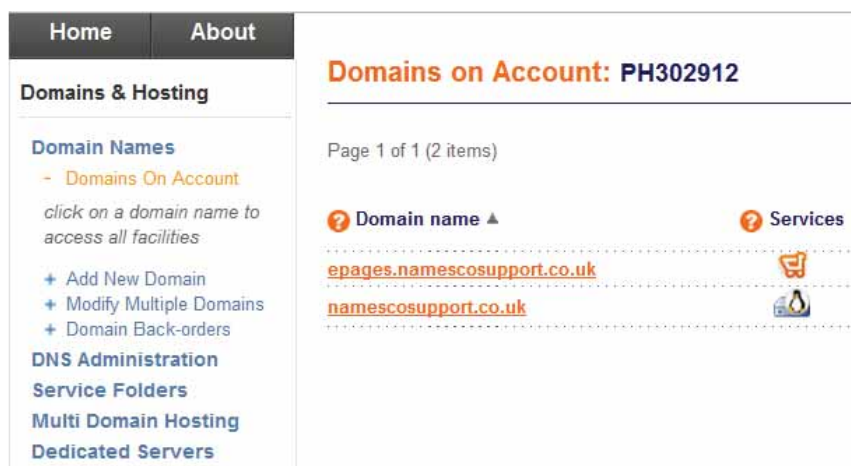
If you wish to use your domain as a forwarding service, we have the tools available for you. Domains which do not have a product attached will display an option called 'Email & Web Forwarding' in your Online Control Panel. This tool will allow you to forward your domain to another URL & forward emails to an email address of your choice.

How do I configure Email & Web Forwarding?

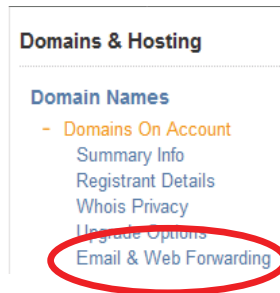
- Once more, you will need to login to your Online Control Panel at <https://admin.names.co.uk>
- Now that you're logged in, click 'Domain Names', which you will find in the left menu of your Online Control Panel.



- In the middle of your screen you will see a list of the domains available on your account – select the domain on which you would like to configure forwarding.



- From the left hand menu, select 'Email & Web Forwarding' which will take you to the 'Forwarding Settings' screen.



Forwarding Settings: namescoguide.co.uk

Web forwarding

URL to forward to

Forwarding method

Keep domain name in address bar

"Refresh" to forwarding URL

- To create a rule that will redirect http requests to an alternative URL, enter the full URL

eg. <http://www.names.co.uk>; in the 'URL to forward to' field.

You can also configure the 'Forwarding method' at this point.

Selecting 'Keep domain name in address bar' will leave your domain name in the address bar whilst displaying site which you have redirected to.

The 'Refresh' to forwarding URL' performs a search engine friendly redirect, which will update the domain name in the address bar to that of the destination site. This is better for search engine optimisation as it is then not seen as a duplicate site by the search engines.

Forwarding Settings: namescoguide.co.uk

Web forwarding

URL to forward to

Forwarding method

Keep domain name in address bar

"Refresh" to forwarding URL

If you would like to create an email address for your domain, which forwards to an alternative address, you can configure this from the same screen. To configure this, enter the alias you wish to create, e.g. yourname@yourdomain.com – and fill in the destination address in the corresponding 'Email Address to forward to' field.

Email forwarding

Email aliases (click here to add more)

Alias (part before '@')	Email address to forward to
1 <input type="text"/>	<input type="text"/>
2 <input type="text"/>	<input type="text"/>
3 <input type="text"/>	<input type="text"/>
4 <input type="text"/>	<input type="text"/>
5 <input type="text"/>	<input type="text"/>

Catch-all address (default recipient)

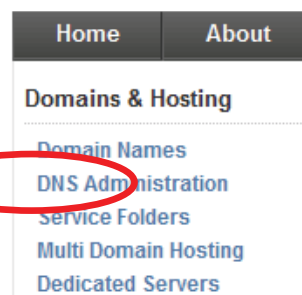


Configuring DNS and Nameserver changes

There may come a point when you need to change your domains DNS (Domain Name Servers) settings. To assist with this we have created a number of templates for each of our services, to allow you to easily change the product which your domain points to.

Changing your domains DNS template

- Login to your Online Control Panel at <https://admin.names.co.uk>
- Now that you're logged in, click 'DNS Administration', which you will find in the left menu of your Online Control Panel.

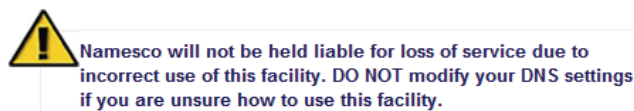


- Once you have selected 'DNS Administration' you will be presented with a list of the domains on your account. Select the domain for which you would like to configure the DNS settings.
- On the next screen you will see a 'Templates' section – from the drop down menu here you can select one of our pre-configured templates for our various services. Select the appropriate template for the service you are using on your domains.



- ✓ **Namesco Linux Hosting Cluster** – Use this template for Linux Hosting packages and all email only packages (this includes domains which have an email packages, and utilise web forwarding)
- ✓ **Namesco Windows Hosting Cluster** – Use this template for Windows Hosting packages only
- ✓ **ePages Ecommerce platform** – Use this for Ecommerce products
- ✓ **Namesco Web and Email Forwarding** – Use this if your domain is only used for forwarding
- ✓ **SiteMaker Hosting** – Use this for SiteMaker packages only

Add/Modify DNS Zone: namescoguide.co.uk



Domain names

Domain(s)*

Templates

Apply template

*Please note all DNS changes may take up to 48 hours to take effect.

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Changing the Nameservers

- Once more, you will need to login to your Online Control Panel at <https://admin.names.co.uk>
- Now that you're logged in, click 'Domain Names', which you will find in the left menu of your Online Control Panel.



- In the middle of your screen you will see a list of the domains available on your account – select the domain on which you would like to change the Nameservers.

- Once you have selected the appropriate domain you must select 'DNS & Transfer Options' from the left hand menu, which will then allow you to select 'Change Nameservers' just below.
- You will now be taken to the 'Change Nameservers' screen, on which you can enter up to 3 Nameservers. Finally, select 'Update' to complete the request.

A screenshot of the 'Change Nameservers' screen for the domain namescoguide.co.uk. The left sidebar shows a list of menu items under 'Domains & Hosting', with 'DNS & Transfer Options' circled in red. The main content area features a warning message: 'Changing the nameservers for this domain will deactivate any existing services. Only do so if you have been instructed to by your hosting company, or you are experienced in DNS administration.' Below this is a 'New nameservers' section with a warning icon and text: 'The existing nameservers for this domain can be seen in the whois info, which is updated every 24 hours. To change the nameservers back to those belonging to Namesco (to enable you to use our products and services), click here then "update".' There are three input fields for 'Primary nameserver*', 'Secondary nameserver*', and 'Tertiary nameserver'. A note at the bottom right states '* These items are required'. An 'UPDATE' button is circled in red at the bottom right of the main content area.

*Please note it may take up to 24 hours for your domain to be re-delegated to the new Nameservers.