

Quick Start Guide

Managing Your Domain



Table of Contents

Adding Services to your Domain	3
POP3 & SMTP Settings	5
Looking for a little more from your Domain?... ..	6
Configuring Web and Email Forwarding	9
Configuring DNS and Nameserver changes	11



Please keep these documents safe

1. Adding Services to your Domain

Each domain purchased with Register365 comes with FreeMail, a free email service. If you are looking for basic email usage from your domain then FreeMail is the product for you.

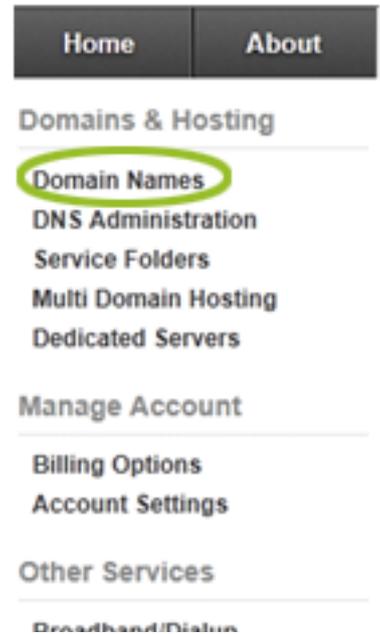
FreeMail Features

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

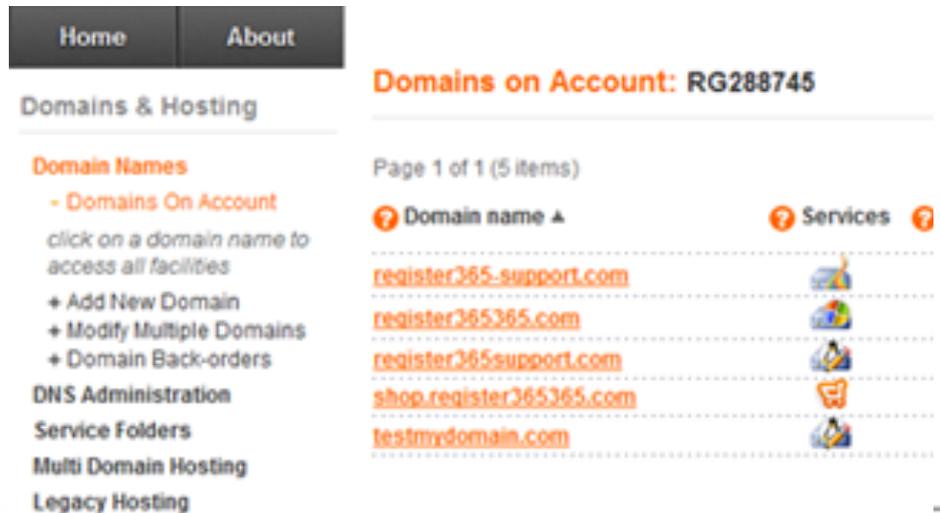
How can I add FreeMail to my Domain Name?

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

- Firstly, login to your Register365 Online Control Panel at <https://admin.register365.com>
- 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 setup FreeMail.



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

- 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 FreeMail and create your first email account.

REGISTERED ON 11/11/2013 12:00:00 PM [REGISTER](#)

? FreeMail email account

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

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

Email autoresponder ([more info](#))

? Confirm *FreeMail* activation

To activate your FREE, fully-featured *FreeMail* 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: @register365support.com

CANCEL **SUBMIT**



POP3 & SMTP Settings

Once you have FreeMail configured, you can take advantage of our WebMail application by logging in to <https://webmail.register365.com> with the credentials supplied in the FreeMail 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.reg365.net
- ✓ **Username:-** this will be your domain name e.g. mydomain.ie
- ✓ **Password:-** As supplied in your FreeMail setup email

SMTP Settings

In order to send email 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 Register365.

To upgrade to use the Register365 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.

 **Extra packages**

Additional features

Authenticated SMTP Access [What's this and do I need it?](#)

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.register365.com/knowledge/email/email_client_application_settings/130/



Looking for a little more from your Domain?

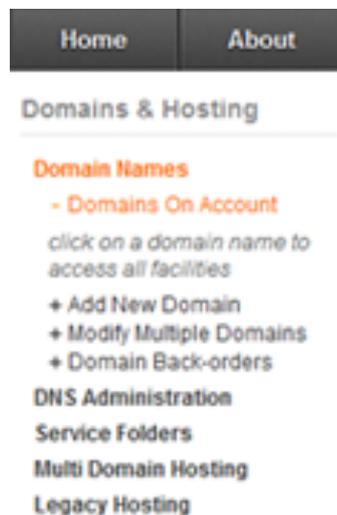
If you are looking for a little more functionality with your domain name than FreeMail can offer, you can add one of our Hosting or Email only products through your Online Control Panel. Thanks to our powerful Online Control Panel you can add services to your domains with just a few clicks.

How do I upgrade my services?

- As before, you will need to login to your Online Control Panel at <https://admin.register365.com>
- 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.



Domains on Account: RG288745

Page 1 of 1 (5 items)

Domain name ▲	Services ?
register365-support.com	
register365365.com	
register365support.com	
shop.register365365.com	
testmydomain.com	

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



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

? Email packages	
Description	? Price
<input type="radio"/> MidiMail 2000MB Space, 20 Pop Boxes... more info	€39.95/yr
<input type="radio"/> SuperMail 5000MB Space, 50 Pop Boxes... more info	€59.95/yr

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

? SiteMaker packages	
Description	Price
<input type="radio"/> SiteMaker Compare SiteMaker packages	€59.99/yr
<input type="radio"/> SiteMakerPRO	€89.99/yr

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

? Ecommerce packages	
Description	? Price
<input type="radio"/> Ecommerce Starter more info	€99.90/yr
<input type="radio"/> Ecommerce Professional more info	€149.94/yr
<input type="radio"/> Ecommerce Premium more info	€299.94/yr
<input type="radio"/> Ecommerce Platinum more info	€359.94/yr

? Extra packages	
Additional features	Price
<input checked="" type="checkbox"/> Authenticated SMTP Access What's this and do I need it?	€15.99/yr



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

1. Web Hosting:

Web Hosting plans give you an amount of storage space online to host a website, plus tools to create a simple website or develop a more complex project.

2. Ecommerce packages:

Ecommerce will help you expand your business online in a cost-effective and low risk way, giving maximum exposure to your products 24/7.

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

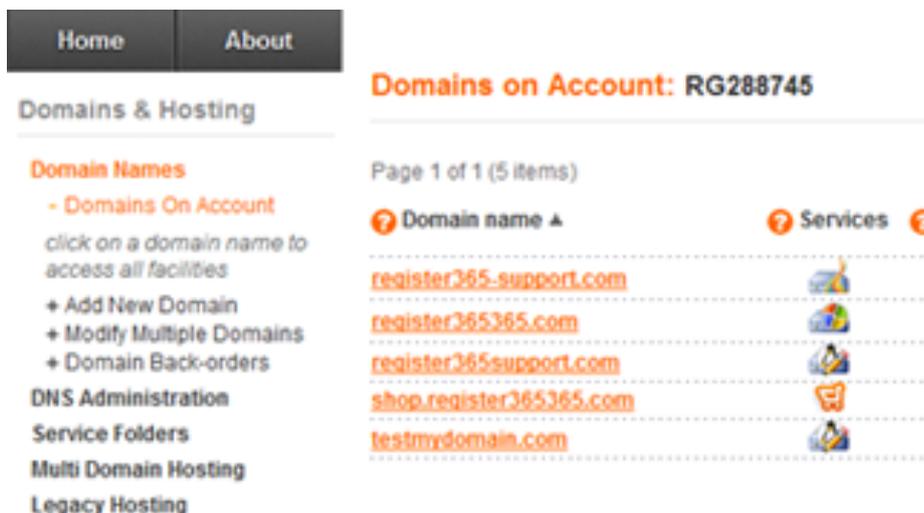
If you wish to use your domain as a forwarding service, we have the tools available for you. Domains which do not have a product attached will display an option called 'Email & Web Forwarding' in your Online Control Panel. This tool will allow you to forward your domain to another URL & forward emails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

How do I configure Email & Web Forwarding?

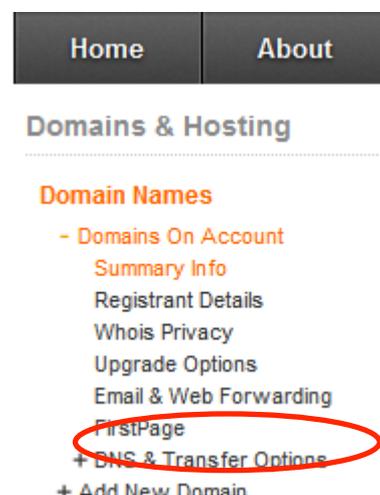
- Once more, you will need to login to your Online Control Panel at <https://admin.register365.com>
- Now that you're logged in, click 'Domain Names', which you will find in the left menu of your Online Control Panel.



- 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.



8



- To create a rule that will redirect http requests to an alternative URL, enter the full URL eg. <http://www.register365.com>; 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.

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.

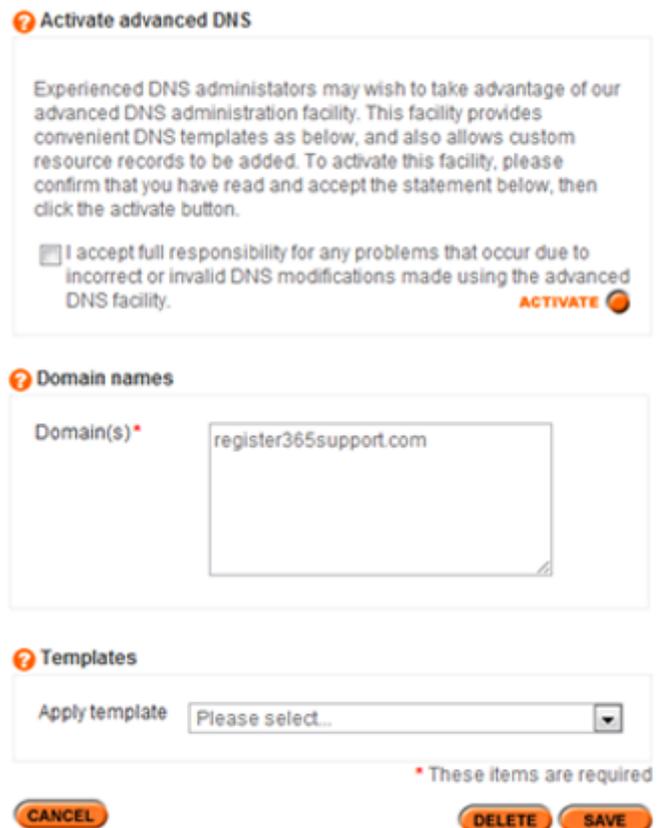
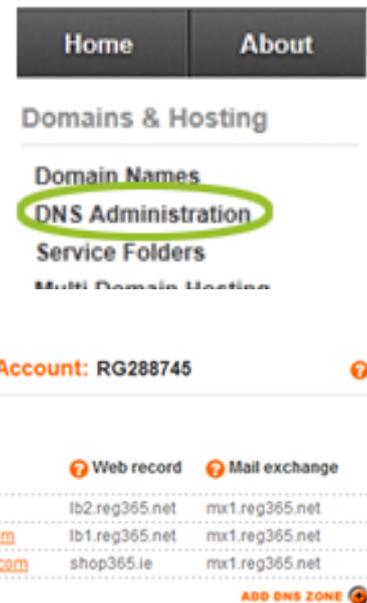


Configuring DNS and Nameserver changes

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

Changing the DNS template for your domain

- Login to your Online Control Panel at <https://admin.register365.com>
- 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.
- ✓ **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)
- ✓ **Windows hosting cluster** – Use this template for Windows Hosting packages only
- ✓ **SiteMaker hosting** – Use this for SiteMaker packages only
- ✓ **ePages ecommerce platform** – Use this for Ecommerce products
- ✓ **Web and email forwarding** – Use this if your domain is only used for forwarding
- ✓ **Holding page without forwarding or firstPage** – Use this if your domain is 'parked' and not forwarding nor using the firstPage facility



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

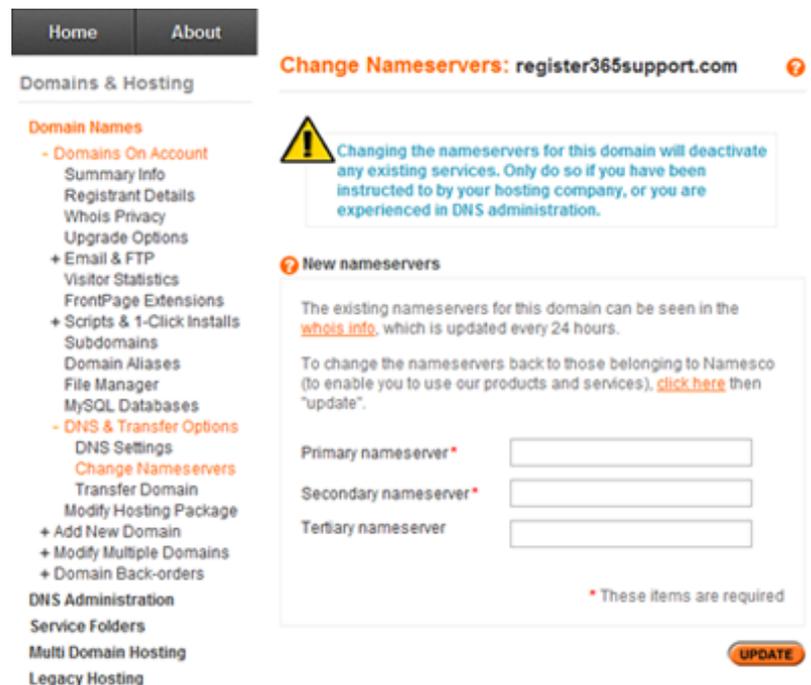
Changing the Nameservers

- Once more, you will need to login to your Online Control Panel at <https://admin.register365.com>
- Once 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.



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

