

# Hostopia Web Hosting - Getting Started



# Getting Started

## www.elihosting.net Main Menu

### HOME

www.elihosting.net Home Page

### PACKAGES

Package Descriptions & Pricing

### E-COMMERCE

E-commerce Resources

### SUPPORT

Online Help

### CLIENT LOG-IN

WebsiteOS Administration Login

### WEBMAIL

Web-based Email Login

### FAQS

Frequently Asked Questions

### DEMO

WebsiteOS Demonstration

### ORDER NOW!

Future home of Online Order Form

## Technical Support

1-800-622-4354

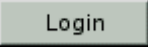
Email: support@integra.net

When you call or send e-mail, please provide us with the following information, so we can expedite your support:

- Your Company Name
- Your Technical Contact name and phone number
- Your e-mail address
- Your domain name
- Any additional pertinent information, such as a description of the issue.


## Administrative Access:

### For Email and Website Setup & Maintenance. . .

- ▶ Point your browser to [www.elihosting.net](http://www.elihosting.net).
- ▶ Click the **Client Login** menu option.
- ▶ Enter your **Domain Name** and **Password**; click the  button to open the WebsiteOS.
- ▶ See the **WebsiteOS Overview** on the following page for additional information.

## Email Access:

### Using the web. . .

- ▶ Point your browser to [www.elihosting.net](http://www.elihosting.net).
- ▶ Click the **WebMail** menu option.
- ▶ Enter your username in the form of **username@yourdomain**.
- ▶ Enter your **email password** in the password field.
- ▶ Click  to open the email interface.
- ▶ To log out of WebMail, click the **Logout** link on any page.

### Using your own email client software. . .

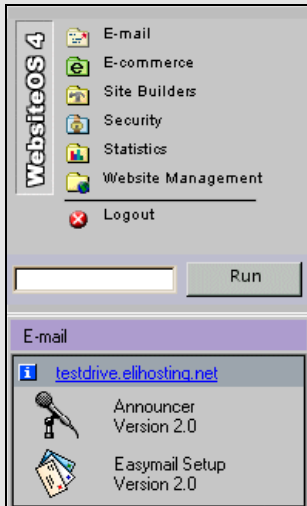
- ▶ To configure your email client software (i.e. Microsoft Outlook, Netscape Mail, Eudora, etc.), refer to the WebsiteOS online help located under the **Support** menu option. Select **Managing your email** in the WebsiteOS contents column:



- ▶ See **Email Client Configuration** at the bottom of page 4 for additional information.

# WebsiteOS Overview

## WebSiteOS Main Menu

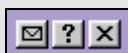


## WebsiteOS Toolbar



- Open WebMail
- Open Online Help
- Return to elihosting.net
- Open Preferences
- Logout

## Titlebar Functionality



- Submit feedback
- Open online help
- Close the window

Use the WebsiteOS menu to setup, maintain, and monitor your email and website pages.

## Available Functionality:

### Email

- ▶ **Announcer**
  - Create and manage mailing lists
- ▶ **EasyMail Setup**
  - Setup email boxes
  - Create email user addresses
  - Setup email aliases and catch-alls
  - Configure Personal Mail access for users
  - Create autoresponder messages
  - View and maintain spam filtering defaults

### Site Builders

- ▶ **ASP/CFM Enabler**
  - Activate ASP and ColdFusion service on your account (Gold Packages only)
- ▶ **Business Card**
  - Create a single-page website using pre-designed templates
- ▶ **FrontPage Manager**
  - Install FrontPage extensions
  - Fix FrontPage problems
- ▶ **Plug-in Scripts**
  - Get pre-written CGI scripts, such as FormMail or TextCounter, for your web pages
  - Plug-in scripts will be continuously added to the system.
- ▶ **Website Wizard**
  - Create a professional looking website (up to 9 pages) using pre-designed templates
- ▶ **Webmaster Tools**
  - Free shareware web development tools: Color Pickers, Style Sheets, Editors, Image applications, FTP applications, etc.

## The Run Box



If you know the name of the application you are looking for, type in the first few letters in the text box, and press "Tab."

The Run box will complete the name of the application for you.

Then click the "Run" button or press "Enter" to open the application.

## Need Help?

The WebsiteOS online help function contains extensive, easy to find setup instructions.

Open online help via any one of the following:

 [elihosting.net](http://elihosting.net)  
Main Menu

 WebsiteOS Toolbar Icon

 WebsiteOS Titlebar Icon

## Security

### ▶▶ Change Password

- Change your password

### ▶▶ FTP Manager

- Allows you to give a user FTP access to a specified directory of your website

### ▶▶ Website Security

- Setup authorization lists to restrict browser access to specific website directories
- Site protection without SSL

### ▶▶ SSL Manager

- Install and implement SSL certificates

## Statistics

### ▶▶ Disk Usage

- Displays the amount of space used by each file in your home directory

### ▶▶ Log Manager

- Allows you to view, download, and rotate your web log files to save space

### ▶▶ Web Stats

- Displays usage statistics from your website's server logs in both columnar and graphical format
- Yearly, monthly, daily, and hourly usage statistics are presented, along with the ability to display usage by site, URL, referrer, user agent (browser) and country

## Website Management

### ▶▶ DB Manager

- Create MySQL databases

### ▶▶ File Manager

- Control all aspects of file management: edit files in real time, delete files, create new files

## WebsiteOS Overview

### » File Restore

- Allows you to restore your website's content from a series of time based periods (one hour, one day, etc.).
- While we highly recommend that you always keep local copies of your website's content, File Restore offers a convenient method for restoring it without having to use your local backups

### » Site Checker

- View the structure of your website
- Check your pages for broken links and links pointing to external sites
- View your website images
- Get a run-down of problems sorted by author
- Locate pages that may be slow to download
- Identify new and old pages
- Identify links that are not checked

### » Site Promoter

- Search engine submission form
- Enter key words for search engine classification

## Email Client Configuration

You can send and receive email to our Webmail application or your own email client. Use the information below to configure your client software.

- Replace **username** with your actual username and **domain.com** with your actual domain name.

**Mail Account (can be any label):** username@domain.com

**Email Address:** username@domain.com

**Reply Address:** username@domain.com

**Outgoing Mail (SMTP) Server:** mail.domain.com

**Incoming Mail (POP) Server:** mail.domain.com

**Logon using Account Name:** username.domain.com

# Uploading Content

## Please Note

It takes from **24-48 hours** for Domain Name/DNS changes to propagate to servers throughout the internet.

## Website Requirements

Any files (other than CGI scripts) that are to be viewed by the public must be placed in your **public directory** (or a subdirectory of public).

If you place files in a directory other than public, only you will have access to them.

Your home page must be named **index**. Acceptable file extensions:

- index.htm
- index.html
- index.shtml
- index.phtml
- index.php
- index.php3

Subsequent pages may be named whatever you wish, but the primary page must be named this way.

**FrontPage users** – see the following page for upload instructions.

## Uploading Content Pre DNS Propagation

You can upload content prior to DNS propagation by using one of the following with the specified configuration:

### ▶▶ FTP Client

- FTP's URL: <http://domain.com.previewmysite.com@megaftpservers.com>
- User ID: **domain.com**
- Password: the one that was been entered in the WebhostOS control panel

### ▶▶ File Manager within the WebsiteOS

- Log into the **WebsiteOS** with your domain name User ID and Password
- Select the **File Manger** option under **Website Management**

To view web content, use the following URL:

- <http://domain.com.previewmysite.com>

## Uploading Content Once DNS Has Propagated

Once the DNS has propagated, you will be able to upload content to our servers by using one of the following with the specified configuration:

### ▶▶ FTP Client

- FTP's URL: [www.domain.com](http://www.domain.com)
- User ID: **domain.com**
- Password: the one that was been entered in the WebhostOS control panel

### ▶▶ File Manager within the WebsiteOS

- Log into the **WebsiteOS** with the domain name and password information
- Select the **File Manger** option under **Website Management**

To view web content, use the following URL:

- <http://www.domain.com>

# Uploading Content with FrontPage

## Uploading Content Pre DNS Propagation

You can publish to and preview FrontPage sites prior to DNS propagation by following the steps below:

- ▶▶ Install the FrontPage extensions with the **WebsiteOS FrontPage Manager**.
- ▶▶ Publish the FrontPage site to: **domain.com.previewmysite.com**
  - Replace **domain.com** with your domain name.
  - The username for the Publish wizard is the user's domain name and the password is the user's WebsiteOS password.
- ▶▶ Once the extensions are installed, the site can be viewed using a URL in the form of: **http://mydomain.com.previewmysite.com**
  - Replace **domain.com** with your domain name.

## Uploading Content Once DNS Has Propagated

You can publish to and preview FrontPage sites after DNS propagation by following the steps below:

- ▶▶ Install the FrontPage extensions with the **WebsiteOS FrontPage Manager**.
- ▶▶ Publish the FrontPage site to: <http://domain.com>
  - Replace **domain.com** with your domain name.
  - The username for the Publish wizard is the user's domain name and the password is the user's WebsiteOS password.
- ▶▶ Once the extensions are installed, the site can be viewed using a URL in the form of: <http://www.domain.com>
  - Replace **domain.com** with your domain name.