Setting up Your Hosting Account

Setting up and uploading files to your hosting account.

To create your Web site, you must first set up or "activate" your hosting account using the Hosting Manager. In addition to setting up your account with the Hosting Manager, you can use it to upload your Web site. This Getting Started Guide will walk you through the process of setting up your account and uploading your first Web page.

Using the Hosting Manager to Set up Your Account

Before you set up your hosting account, make sure that you have purchased a domain name that you want to use for this account. You will need to change the "A record" in your DNS zone file to make sure that is uses the IP address for your hosting account. After you set up your hosting account, your IP address displays on the front page of the Hosting Manager. Please contact the registrar where you purchased your domain name for more information.

To Set up a New Hosting Account Using the Hosting Manager

1. Log in to your Account Manager.

2. Under the **Hosting & Email** section, select **Hosting Account List**.

3. Next to the hosting account you want to modify, click **Setup Account**. The Hosting Manager displays.

4. On the **Account Setup** page in the Hosting Manager, enter or select the domain name you want to use for this hosting account.

5. If you want to use FrontPage for this account, select **Install**.

6. If you want Java Enabled for this account, select **Setup**.

> **NOTE:** The FrontPage and Java options will only display if a customer purchased a hosting account that includes these features.

7. Create a **User ID** and **Password** for your hosting account. This is the user ID and password that you will use to connect to your hosting account using an FTP client. This is also the user ID and password that you will use to access your free Web Statistics page.

8. Click **Continue**.

9. Verify your account information. If everything looks OK, click **Submit**.

After you set up your account, we will send you an e-mail message that includes all of your basic account-management information.

Checking Your Hosting Account Status

You may have to wait up to 48 hours before you can upload files to your account (FTP), set up databases, or configure your Web site. The status for your hosting account displays on the Hosting Account list page in the Hosting Manager.

To Check the Status of Your Hosting Account

1. Log in to your Account Manager.

2. Under the **Hosting & Email** section, select **Hosting Account List**.

3. Next to the hosting account you want to modify, click **Open**. The Hosting Manager displays.

4. In the menu on the left, select **Account List**.

The Account List displays the current status of your hosting accounts. In general, these are the different types of account status that you'll see:

Initialize Account
You need to set up your hosting account in order to use it. To set up your hosting account, click on name of the account you want to set up. We will walk you through the rest of the setup process.

Pending DNS
Your hosting account needs to match up with your domain name before you can upload files and manage your Web site. Depending on when you set up the nameservers for your domain, it can take up to 8 hours for your hosting account to match up with .com and .net domains and up to 48 hours for other domain extensions.

Pending Account Change

This account status displays whenever you have upgraded or downgraded your hosting account.

Pending Setup

This account status displays after you have set up your account. It may take a few minutes for us to configure your hosting account before you can use it.

Setup

Your account is set up. You may still have to wait up to 48 hours before you can upload files to your account (FTP), set up databases, or configure your Web site.

Once your hosting account is set up, you can log in to the Hosting Manager to manage your account, set up databases, and install various Web site features.

Creating and Uploading Your First Web Page

To test your new hosting account, you can create a simple HTML page and upload it to your new web server. One way to make Web pages is using a programming language called HTML. Once you upload this test file to your account and make sure that everything works, you can remove it and start creating your own Web site.

To Create a Test HTML Web Page

1. Open a plain text editor. If you use Microsoft Windows, open Notepad (Start > All Programs > Accessories > Notepad). If you use an Apple computer, open TextEdit.

2.   Copy the following HTML into your plain text editor:

```
<html>
<head>
<title>Test My Hosting Account</title>
</head>


<body>
<p>This is a simple Web page that I am using to test
my new hosting account.</p>
</body>


</html>
```

3.   Save your file as "test.html " (all lowercase). Many editors will try to save your file
     as test.txt, but you should be able to override this by typing the file name when
     you save your HTML page. If not, you can manually rename your file after you
     save it.

Uploading Your Test Page to Your Hosting Account

To upload files to your Web site, you need an FTP client. FTP stands for File Transfer Pro-
tocol. Using FTP, you can move files from your computer to your hosting account. There
are many FTP clients available for free on the Internet that you can use to transfer your
files. If you only need to upload a few simple files, you can also use the Web-based FTP
client available in the Hosting Manager.

To Upload Your Test Page Using the Hosting Manager

1.   Log in to your Account Manager.

2.   Under the **Hosting & Email** section, select **Hosting Account List**.

3.   Next to the hosting account you want to use, click **Open**. The Hosting Manager
     displays.

4.   Under the **Content** section of the Hosting Manager, click the **FTP Client** icon.

5.   If a security certificate window displays, click **Yes** to accept the certificate and
     open the FTP program.

6. In the Local System section, go to the location on your computer where you saved your help.htm file and select your file.

7. Click the >> arrows to upload the test.htm file to your hosting account.

Once you have uploaded you file, open a new Web Browser window and type the URL to your new file in your Browser's address bar. This is what your URL will look like:

```
http://www.yourdomainnamehere.com/test.html
```

Replace "yourdomainnamehere.com" with your domain name.

You should now see a simple Web page with the phrase, "This is a simple Web page that I am using to test my new hosting account," at the top of the page. If not, you may still have to wait for your hosting account to complete setup.

If you continue to have problems uploading your file, or you cannot see your test.html page, please contact customer support.