# Getting Your Website Online...With the Help of 5.88WebHosting.com

Brought to you by <u>5.88WebHosting.com</u>

# Introduction

In May of 2009, <u>5.88WebHosting.com</u> was launched as the answer to the following question that I received over the years from window cleaners and other service business owners: "Where can I host my website?"

There are many hosting companies out there, so why not just refer you to someone else? I could. That would be the easier thing to do. But from looking around, I didn't see any hosting companies that focused on the service industry. Although a website is a website is a website, I just felt that service business owners have their own unique set of needs, so I launched 5.88WebHosting.com to address those needs.

Speaking about "needs", one of the things that I've realized over the last few months is that very few people who signed up for hosting with 5.88WebHosting.com really knew what to do after they signed up. The vast majority of signups have no idea about the domain buying process and how to edit the dns info at their registrar, how to set up their email address(es), how to check stats, how to access the free point and click website builder that we provide our customers, etc. etc.

So after getting the same questions over and over, I figured it was time to sit down and put together a complete A to Z instructional manual that'll walk you through the various steps. By end of these instructions, you'll have all your questions answered. And we'll provide you some helpful tips that will benefit you when you're logged into your online control panel.

I do want to mention though that this is not a website tutorial. I'm not a web designer. These instructions are about how to get your website online, not how to build a website. With that said though, I definitely will discuss how you can access RVSiteBuilder. This is the **free** point and click website builder software tool that we provide all 5.88WebHosting.com customers.

Ok...let's dig in. Enjoy!

Store Wright

Steve Wright President/Co-founder <u>http://www.5.88WebHosting.com</u> <u>support@5.88webhosting.com</u> (850)476-0904

### **The Signup Process**

If you have not signed up yet to 5.88WebHosting.com, below is the step by step process on how to sign up. So head on over to the <u>secure order page</u> and we'll get started. If you have already signed up, then please skip over this part and I'll see you in the "Editing Nameservers" section.

We've taken the guess work out of signing up for a hosting plan. With most hosting companies, there are numerous decisions to make and multiple options to choose from. Ex: "Do I want extra ips?" or "Do I need more megabytes of space?" or "Which plan do I choose: silver, gold, or platinum?" And on and on they go.

With 5.88WebHosting.com, the only decision you need to make is what subscription period to go with and whether you want us to transfer your website from your current hosting company to 5.88WebHosting.com. That's it. Before launching our popular hosting service, we decided to offer one very comprehensive hosting package to every single one of our customers. It'll meet the needs of 99.9% of the service businesses out there.

### **Personal Information**

|                  | Personal Information      |  |
|------------------|---------------------------|--|
| First/Last Name: |                           |  |
| Phone Number:    | Include Area Code         |  |
| Email Address:   | Double check for accuracy |  |
| Domain Name:     | http://                   |  |

Simply insert the information being asked for as you see above. Pretty self explanatory. Double check your email address for accuracy in order to ensure that you receive the information we send you after signing up like the "your new hosting account has been set up" email for example.

Make sure you insert your phone number including area code (or country code if you're overseas). We may contact you after you sign up. This is a security feature to protect all of our customers. Occasionally a spammer will attempt to sign up with the intention of sending out thousands of emails from our servers. Obviously we don't want that, so we've put this phone verification process in place.

And finally...insert your domain name. Don't have one yet? Not sure how to buy one and/or where to go? No problem. We address this below. If you already have your domain name, then skip over this next section and we'll see you in the "Purchase Options" section.

### Getting a Domain Name

We recommend that you head on over to the <u>DomainsDirectHQ.com</u> domain name registrar and search for a domain name that applies to your business. You can use dashes or numbers in a domain name. Always try and get a domain name with a .com extension since that's the most easily recognizable. There are lots of registrars out there where you can buy domain names from, but the last time we checked, they were only \$10.99 at <u>DomainsDirectHQ.com</u>, so this makes it a great resource to buy domain names.

### Sidenote:

You may have seen web hosting companies offering free domain names with the purchase of any of their hosting plans. **5.88**WebHosting.com does not offer this for the simple fact that we highly recommend that you purchase your own domain name so that it's registered in **your** name. When a hosting company provides you a "free" domain name, they go out and buy it in their own company name. Well...what happens if you ever want to leave? Maybe their price gets too high. Or maybe they start getting squirrelly as far as lack of (or no) support. Or maybe the uptime (the amount of time your website is online) is getting worse. Think they'll give you your domain name back if you want to leave? Think again.

I recently received a call from a gentleman facing this exact situation. His hosting company kept on raising their prices (5.88WebHosting.com currently has a price freeze in place by the way) and he was getting tired of it. So he ended up leaving them and coming to us, but he lost his domain name in the process. They wouldn't transfer ownership of the domain name to him. He ended up literally having to change every single one of his marketing materials to accommodate the new domain name that he had to purchase. So this "free" domain name isn't free anymore, right? That's why it's **always** best for you to purchase your own domain name so that it's registered in your name. You'll then have it forever.

Ok...so you went to <u>DomainsDirectHQ.com</u>, bought yourself a domain name, and inserted it into the appropriate area in the secure order form. Cool. Now we'll choose a subscription period.

### **Purchase Options**



The set up fee is \$25 which is for setting up your account and taking care of the initial "getting started" process. There is some manual work involved in setting up accounts. Occasionally though we waive this fee. So if you are on the <u>secure order page</u> and you see that the "\$25" amount has been crossed out, then that's great news. :o) You've just put some money back in your pocket.

Next you need to choose a subscription period. The best value is our 2 year hosting plan which breaks down to just \$3.88 per month or a savings of **over 35%**. But you can certainly choose either of the other two options (quarterly or annually) also.

When pricing our hosting plans, we wanted to keep the prices as low as possible, but yet still afford us the ability to provide exceptional service and continually invest as needed.

### Sidenote

If you've ever reviewed hosting plans, you may have seen free hosting accounts being offered. Be careful because there is a tradeoff to having free hosting. The tradeoff is that each page of your website will more than likely have ads placed all over 'em. They have to make money somehow, right? I saw this very recently when I visited two window cleaning websites. They looked terrible because ads were taking away from the primary message that a website should be conveying. I can tell you for an absolute fact that if I was interested in a window cleaning service and I visited a website that had ads all over it, I'd click away to look for another window cleaner. So get a hosting plan which doesn't plaster ads on your web pages. You want to shout to your web visitors: "I'm a Professional who doesn't mind investing in my business to give you a good experience."

The last item in the "Purchase Options" section is our optional "Website Transfer" service. If you don't have a website hosted at another hosting company, then don't check this box. Or if you do have a website hosted somewhere else, but you'll be the one who moves it to 5.88WebHosting.com, then you can also leave this box unchecked.

However, if you do have a website hosted elsewhere **and** you want us to move your website to 5.88WebHosting.com for you, then go ahead and check this box. We charge a nominal fee of \$19.95 for this service. We simply need your ftp information from the other hosting company which is normally just your url and username/password. If you have any questions about this, please <u>let us know.</u>

### **Payment Type**



In this area, choose how you would like to make payment. We accept all major credit cards. We also accept debit cards and offer echeck capabilities if you prefer to make payment directly from your savings or checking account.

Click the "Continue" button and you'll be directed to the next page.

### **Billing Information**

|                        | Billing Informa                   | ation                      |
|------------------------|-----------------------------------|----------------------------|
| Must appear <b>exa</b> | c <b>tly</b> like it is on your l | nilling/account statement. |
|                        |                                   |                            |
| First/Last Name:       | Steve                             | Wright                     |
| Address:               | 8186 Squire Rd.                   |                            |
| City:                  | Pensacola                         |                            |
| State:                 | FL M                              | ]                          |
| Province:              |                                   | Optional                   |
| Zip Code:              | 32514                             |                            |
|                        | LISA                              |                            |

Um...not much to say here except to emphasize that your billing address needs to match **exactly** what your credit card company (or bank if paying by echeck) has on file. If the addresses don't match, then the payment probably won't be processed successfully.

### **Credit Card Information/Echeck Information**

Depending on what "Payment Type" you selected on the previous screen depends on what displays here. So for example, if you selected that you wanted to make payment by credit card, then you'll see a "Credit Card Information" section like you see in this image:

| Great Gara Infor   | mation       |
|--|--------------|
| Credit Card Type:  | -Select One- |
| Credit Card Number:<br>No Dashes/spaces. Ex-1111222233334444 |              |
| Expiration Date:   |              |

If you checked the "Echeck" payment option in the "Payment Type" section, then you'll see an area where you can insert the routing number, account number, bank name, etc. for the account that you would like to make payments from. On the next page you'll see an image of the "Echeck Information" area.

| Ec                    | check Information |
|-----------------------|-------------------|
| ABA Routing Number:   | What's this?      |
| Account Number:       | What's thi        |
| Bank Name:            |                   |
| Name on Bank Account: |                   |
| Bank Account Type:    | -Select One-      |

Done! That's all there is to it. You're now ready to click the payment button to process your order and enjoy superior hosting at 5.88WebHosting.com.



Notice that within this button, you'll see the total amount displayed that will be processed today. Just click the button **once**. After everything processes, you'll be directed to a web page welcoming you to 5.88WebHosting.com and we'll be sent an email letting us know that you signed up. As soon as we receive this email, we'll go into action preparing your account and getting everything set up for you.

Let's move onto the next step...

### **Editing Nameservers (DNS)**

Ok...so you've signed up to <u>5.88WebHosting.com</u>. Congratulations. If you've received the "your new hosting account is setup" email from us, then you can now go to the next step...and that step is to "point" your domain name to the servers at 5.88WebHosting.com

Sounds like a complicated process, but it's not.

I describe it all in detail below along with screenshots, but understand that I'm working in my DomainsDirectHQ account. That's where I purchase all of my domain names from. So if you purchased your domain name from another registrar like 1and1.com, namecheap.com, etc. (there are hundreds of registrars out there), you'll need to look for a link or button to click when logged into your registrar that says "Edit Nameservers". Or it might say "Edit DNS". Or maybe "Change Nameservers".

In the "your new hosting account is setup" email that you received from us, you'll see two Nameservers for 5.88WebHosting.com that are listed. These need to be inserted into the designated areas as shown in the screenshots below. Here they are: Primary Nameserver: ns3.88webhosting.com Secondary Nameserver: ns4.88webhosting.com

So if you're logged into <u>DomainsDirectHQ.com</u>, there is a "My Products" link on the left as you can see in the image below. Click on the "Domain Manager" link under "My Products".



You'll end up on a screen that displays your domain name (or multiple domain names if you've purchased more than 1):

| DomainsDirectHQ /   | com My Account > DO       | MAI    | NMANAGER                    |         |           | W             | elcome: 333    | 359022 Log Out  |
|---|---------------------------|--------|-----------------------------|---------|-----------|---------------|----------------|-----------------|
|   | Domains O Buy/S           | iell C | Tools O Help O              |         |           |               |                |                 |
| Domai   | Domain Forwarding Sta     | tus    |                             |         |           |               |                | 🚖 New! Pro      |
| G   | Pending Transfers         |        | S. A. M. D.                 | -       |           |               | 22             | 0               |
| Organize  | Pending Account Chang     | jes    | prize Locking Upgrade Renew | Forward | Contact   | Nomeservers R | locount Change | Delete Selected |
| -   | Recover Expired Domai     | ns     | 62 Domains (0 Selected)     |         |           |               |                |                 |
| E Colde   | Domains<br>New Folder     | V      | Domain Name                 | *       | > Expires |               | Status         | > Feature       |
| ⊕ Control | d Searches<br>et Profiles |        | 100PUREESSENTIAL OIL ORG    |         | 4/9/201   | 1 <b>0</b>    | Active         | 83              |

The first thing you need to do is check the select box at the left of your domain name. You'll notice when you do that, the tabs above your domain name become active and can be clicked:

| Domains                 |                          |                       |                     |                | 🚖 New! Protect       |
|-------------------------|--------------------------|-----------------------|---------------------|----------------|----------------------|
| Organize History Search | Organize Locking Upgrade | 8• ≁<br>Renew Forward | Contact Nameservers | Rocount Change | Ø<br>Delete Selected |
|                         | 62 Domains (1 Selected)  |                       |                     |                |                      |
| All My Domains          | V Domain Name            | *                     | > Expires           | > Status       | > Features           |
| E Saved Searches        |                          | ORG                   | 4/9/2011            | Active         | 2510                 |

See the "Nameservers" tab? It's between the "Contact" and "Account Change" tabs. Click on it. A window opens. You need to choose option 4 which will open up an area where you can insert the primary and secondary nameservers that were provided to you in the "your new hosting account is set up" email. Then click "Ok".

On the next page you'll see an image of exactly what I just described...

| If you are hosting your Web site<br>domain) or you want to Park or I<br>for you. | with us (you have a hosting account wi<br>forward your domain, we will automatica | th us associated with this<br>ally set your nameservers | Did You Know?   |
|--|---|---|---|
| O I want to <b>park</b> my domains   |   |   | Domains using our nameservers bene<br>from our worldwide DNS presence<br>through Anycast DNS. |
| I want to forward my dom   | ains. 1. Choos  | e this option   | Learn More  |
| <ul> <li>Thave a hosting account</li> <li>Thave specific nameser</li> </ul>      | with these domains.   |   |   |
| Nameserver 1: *  | Nameserver 2: *   | Nameserver 3:   | Nameserver 4:   |
| NS3.88WEBHOSTING.COM   | NS4.88WEBHOSTING.COM  |   |   |
| Add more   Manage DS Record  | ry and secondary name   |   |   |
| 2. Insert your prima<br>server   | information   | 3. Click Ok   |   |

After you click "Ok", you're done. Your domain name will be pointed to 5.88WebHosting.com in a matter of minutes. You can now close or exit out of DomainsDirectHQ.com.

In the next section, we'll talk about all the different things you can do within the control panel of your hosting account. So let's get to it...

## **Working In Cpanel**

There are many different types of control panels available with all the hosting plans out there. We feel that the best one is "cpanel", so naturally we've decided to include cpanel as the control panel for our customers to use. It's an easy to navigate control panel and you are able to do so much within cpanel.

It's easy to login to cpanel by inserting your domain name into the browser address bar and then adding "/cpanel" on the end like this: <u>http://www.yourdomainname.com/cpanel</u>

This will bring up a box where you can insert your username/password:

| thentical | ion Required  |
|-----------|---|
| 3         | A username and password are being requested by http://www.squeegee.me:2082. The site says: "cPanel" |
| ser Name: | 1   |
| Password: |   |
|           | OK Cancel   |

Your username and password is found within the "your new hosting account has been set up" email that we sent you.

When you login, a box will display asking you if you need help:

| EPHORE 11                     |   |                                    |
|-------------------------------|---|------------------------------------|
| Find                          | Welcome New User  |                                    |
| Find functions quickly by typ | Do you need help getting started?   | 22                                 |
| Stats                         | Our Getting Started Witzard will guide you through basic setup steps and get you up and going in no time. | Change Shortouts<br>Language       |
| Hain Domain squeegee          | Oet Started Now No, Im fine. Thanks   |                                    |
| Home Directory /home/sq       | You can view our video tutorials to help you setup your Panel.  |                                    |
| Last login from 74.180.10     | Don't show this equin   | Mar 😕 🛛                            |
| Disk Space Urage              |   | Auto Default<br>Responders Address |

Just click the checkbox "Don't show this again" and click the button "No, I'm fine. Thanks".

Ok...you are now logged into your cpanel control panel. It might look a bit overwhelming at first. Lots of buttons and links to click on. But if we cut to the chase, you're really only going to work with maybe 4 features in cpanel at the most.

### <u>Setting up email addresses</u>

You need an email address, right? If you have a domain name, you certainly don't want to continue to use that yahoo address or that aol address or whatever other address you may have been using up to this point. Your email address should match up with your domain name. So as an example, to handle support for 5.88WebHosting.com, we have an email address of <a href="mailto:support@5.88webhosting.com">support@5.88webhosting.com</a>.

To set up your email address(es), look in the "Mail" section in cpanel:

| Batti Domani      | squeegeeane    |                   |                         |            | Mail               |                      |                    |                    |  |
|-------------------|----------------|-------------------|-------------------------|------------|--------------------|----------------------|--------------------|--------------------|--|
| Home Directory    | /home/squeeg67 |                   | 12                      | 52         |                    | 1000                 |                    | A.                 |  |
| Last login from   | 74,180.100.250 |                   | 2                       | CE         | Spandenasan        | 1                    | X                  | 0                  |  |
| Disk Space Usage  | 10 44/100 MB   | Email<br>Accounts | Webmail                 | BoxTrapper | Spam<br>Assassin** | Forwarders           | Auto<br>Responders | Default<br>Address |  |
|                   | Click          | (I                | 51                      | 57         | ~                  | 14                   | (Sha               | 100                |  |
| Monthly Bandwidth |                |                   | 24                      | -          |                    |                      |                    |                    |  |
|                   | 0.34/10000 MB  | Mailing           | Uper Level<br>Filtering | Account    | Email              | Import<br>Addresses/ | Email              | MX Entry           |  |
|                   |                |                   | ALCOUNT OF              | Filtering  | Route              | Forwarders           |                    |                    |  |

### Click on "Email Accounts": (image on next page)

| Tideo Tutorial            |                    |                   |       |           |
|---------------------------|--------------------|-------------------|-------|-----------|
| dd a New Email Account    |                    |                   |       |           |
| Email:                    |                    | 🖉 squeegee.me 💌   |       |           |
| Password:                 |                    | Generate Password |       |           |
|                           | Password Strength: |                   |       |           |
|                           | Very Weak (0/100)  |                   |       |           |
| Password (Again):         |                    | ]                 |       |           |
| Mailbox quota (optional): | 250                | мв                |       |           |
|                           | Create             |                   |       |           |
| urrent Accounts           |                    |                   |       |           |
|                           |                    | Se                | arch  | Go        |
| Account                   | Access WERMAIL     | LISACE            | Онота | FUNCTIONS |

You'll notice that I'm using a domain name of squeegee.me for this cpanel demonstration. So in the "Email" field box, I'll insert "steve" which will make my full email address: <u>steve@squeegee.me</u> (note: this is for demonstration purposes. Please don't send any emails to this address)

Then insert a password into both of the spots as shown above. I usually use my main cpanel login password as my email password also. It just keeps everything simple.

For the mailbox quota, it shows "250" mb above, but you really don't need any more than 50mb, so go ahead and insert "50" in this area.

On the next page, you'll see an image showing everything filled in:

| mail for more and and     | at the top of this pag | e.                |
|---------------------------|------------------------|-------------------|
| Video Tutorial            |                        |                   |
| d a New Email Account     |                        |                   |
| Email:                    | steve                  | 🞯 ø squeegee.me 🔽 |
| Password:                 |                        | Generate Password |
|                           | Password Strength:     |                   |
|                           | Very Weak (0/100)      |                   |
| Password (Again):         | •••••                  |                   |
| Mailbox guota (optional): | 50                     | MB                |

All that's left to do is to click the "Create" button. We'll then get sent to a screen that says "Account Created" and we'll be asked if we want to configure it for a mail client such as outlook. Just click "no" for now:



And that's all there is to it. If you want to create additional email addresses, then just repeat the above steps with as many different email addresses that you want to. You might want a "support" email address, a "billing" address, a "customerservice" email address, etc.

If you look at the bottom of the "Email Accounts" screen, there is a "Current Accounts" area, and this is where you'll see any and all email addresses that have been created:

|                   |                   |       |       | Sea | irch   |      |         | Go |  |
|-------------------|-------------------|-------|-------|-----|--|------|---------|----|--|
| Account           | Access<br>Webmail | USAGE | QUOTA |     |  | Fuse | TIONS   |    |  |
| steve@squeegee.me |                   | None  | 50 MB | -   | Course of the local division of the local di |      | Contare |    |  |

Notice in the above image how you can "delete" an email address, "change password", "change quota", and "configure email client".

So...if we back up for just a second, if you want to add an email address, delete an email address, change password, etc., what link do you click on? You click on the "Email Accounts" link on the main cpanel screen as shown here:

| Batt Doman                    | edneednerme    |                   |           |            | Mail               |                          |                    |                    | A |
|-------------------------------|----------------|-------------------|-----------|------------|--------------------|--------------------------|--------------------|--------------------|---|
| Home Directory                | /home/squeeg67 | in the second     | 100       | 62.        |                    |                          |                    |                    |   |
| Last login from               | 74,180.100.250 |                   | 20        | CEL        | -QY-               | 1                        | M                  | 0                  |   |
| Disk Space Usage              | 0.46/100 MP    | Email<br>Accounts | Webmail   | BoxTrapper | Spam<br>Assassin** | Forwarders               | Auto<br>Responders | Default<br>Address |   |
| Bonthly Dandvidth<br>Transfer | 0.34/10000 Mb  |                   | 2         | *          | M                  | 6                        |                    |                    |   |
| 2.00                          | ]              | Lists             | Filtering | Level      | Delivery<br>Route  | Addresses/<br>Forwarders | Authenticatio      | in shory           |   |

Pretty simple so far, right? And if you take a moment to look at the various links in the "Mail" section, there really isn't anything else you'll need to access except for maybe "Forwarders" and "Auto Responders". Forwarders allow you to direct your email address(es) to any other email address that you want to. I'll show you how to go through the forwarding process below.

And auto responders are great if you go on vacation or are away from your computer for any length of time. You can set it up so that anyone who sends you an email will receive a standard "auto responder" message automatically letting them know that you're on vacation/away from your computer.

### Webmail: Sending/Receiving emails

I posted this image above, but let's look at it again:

|                   |                   |       |       | Search  |                          |                     | Gø |
|-------------------|-------------------|-------|-------|---------|--------------------------|---------------------|----|
| Account           | Access<br>Webmail | USAGE | QUOTA |         | Fusct                    | IONS                |    |
| steve@squeegee.me |                   | None  | 50 MB | See See | -Tanga<br>Tanga<br>Tanga | Contare<br>National |    |

See the "Access Webmail" column? If you don't want to configure your emails to arrive in an email client like outlook express for example, then you can send/receive emails here. When you click that little icon in the "Access Webmail" column, you'll see the following screen: (on next page)

| MA HA IN IN MURICIPALITY              |                              |
|---------------------------------------|------------------------------|
| State of the second second            | CRAME VPS Ontimized          |
| EPHYDL 11                             | cranel vrs Optimized 2       |
| WebMail Login                         | Enter Password               |
| steve@squeegee.me                     |                              |
| Enter Password for steve@squeegee.me: | Login                        |
|                                       |                              |
| [                                     | Go Back ]                    |
| Home • Trademarks • H                 | telp   Documentation  Logout |

Simply insert the password that you used to create your email address. You will then be sent to the following screen:

| l Ô.<br>HORE          |                                      |                        |
|-----------------------|--------------------------------------|------------------------|
| UK IN COLUMN          | A ALARTER                            |                        |
| The second second     | Creat s                              |                        |
|                       | IL RECYA                             | cPanel VPS Optimized 2 |
| CPRINEL 11            |                                      |                        |
|                       |                                      |                        |
|                       | You are longed in as steve@squeenee  | me                     |
|                       | You are logged in as steve@squeegee. | Recommended            |
|                       | You are logged in as steve@squeegee. | Recommended            |
| <b>X</b> horde        | You are logged in as steve@squeegee. |                        |
| Read Mail Using Horde | You are logged in as steve@squeegee. | Recommended            |

I recommend that you use squirrel mail as shown above. So just click the "Read mail using SquirrelMail" link and you'll be able to send/receive email as shown here:

| Folders                                   | Current Folder INBO              | x                           | Sign Out  |
|---|----------------------------------|-----------------------------|---|
| ast Refresh<br>'hu, 3:10 pm<br>Check mail | Compose Addresses                | Folders Options Search Help | SquirrelMad                                       |
| INBOX                                     | Move Selected To<br>INBOK V Move | Forward                     | Transform Selected Messages<br>Read Unread Delete |
| Sent                                      | Thread View                      |                             |   |
| Trash                                     | From @                           | Date 🗉 Subject 🗊            |   |
|   |                                  | THIS FOLDER IS EMPI         | Y   |

So now let's go ahead and close squirrel mail. Back on our "Email Accounts" screen, if we want to get back to our main cpanel "Home" screen, just click the "Home" link as shown in this image:



### <u>Email Forwarding</u>

On occasion I've been asked how to forward email addresses to another email address that is checked more often. For example, you may have a yahoo address that you check multiple times a day and it's easier for all emails to arrive at that yahoo address instead of you having to check the addresses that you've created for your website. So on the cpanel main screen, take a look at this image:

|                  |                |                  |                         |                               | Mail                       |                                    |            |          |  |
|------------------|----------------|------------------|-------------------------|-------------------------------|----------------------------|------------------------------------|------------|----------|--|
| 5                | Stats .        | 1                | G                       | D.                            | -19-                       |                                    |            | 8        |  |
| Main Domain      | squeegee.me    | Email            | Webmail                 | BoxTrapper                    | Spanlausen<br>Spann        | Forwarders                         | Auto       | Default  |  |
| Home Directory   | /home/squeeg67 | Accounts         |                         |                               | Assassin                   |                                    | Responders | Address  |  |
| Last login from  | 74.180.100.250 |                  | 34                      | -                             | 2                          | 6                                  |            | 1        |  |
| Disk Space Urage | 0.67/100 MB    | Mailing<br>Lists | User Level<br>Filtering | Account<br>Level<br>Filtering | Email<br>Delivery<br>Route | Import<br>Addresses/<br>Forwarders | Email      | MX Entry |  |

In order to forward your email address(es), within the "Mail" section click on "Forwarders". Here's what we see:

| Email Account Forwarders          |  |                      |                  |                                     | · · |
|-----------------------------------|--|----------------------|------------------|-------------------------------------|-----|
| Forwarders allow you to send a co | py of all mail from one email address  | to another. For exit | imple, if you    | have two different                  | 5   |
| you do not need to check both ac  | sna josepnigaomain.com, you could ro<br>counts. Note that the mail for a forward | led email address    | vill still be de | propagnam.com so<br>Nivered to that | 8   |
|                                   |  |                      |                  |                                     |     |
| address as well.                  |  |                      |                  |                                     |     |
| address as well.                  | Search   |                      | Go               |                                     |     |
| address as well.<br>ADDRESS       | Search<br>Forward To   | FUNCTIONS            | Go               |                                     |     |

Click on the "Add Forwarder" button and we see this:

| CM  | 76.11   |
|-----|---|
| Add | a new Forwarder   |
| Add | ress  |
| A   | ddress to Forward: 📔 🔗 squeegee.me 💌  |
| Des | ination   |
| 0   | Forward to email address:   |
| C   | Discard with error to sender (at SMTP time)   |
|     | Failure Message (seen by sender): No such person at this address  |
| C   | Pipe to a Program:  |
|     | ∞∕  |
|     | When piping to a program, you should enter a path relative to your home directory. If the script requires an<br>interpreter such as perl or php, you should omit the "/usr/bin/perl, or /usr/bin/php portion." Make sure that<br>your script is executable and has the appropriate Hashbang at the top of the script. If you do not know how to<br>add the Hashbang, just make sure to name your script file with the correct extension and you will be<br>prompted to have the Hashbang added automatically. |
| A   | vanced Options >  |
| 14  | dd Forwarder  |

Insert the email address being forwarded in the "Address" area and then insert the email address that you want to forward it to in the "Destination" area. So if you remember we created a <u>steve@squeegee.me</u> email address earlier. We want to forward it to another address at <u>johnnydoodrop@yahoo.com</u>.

Here's what we have:

| Address  |   |   |  |   |
|--|---|---|--|---|
| Address to Forward:  | steve   | Øø squeegee.  | me 🔛   |   |
| estination   |   |   |  |   |
| Sorward to email   | address: johnnydoo  | drop@yahoo.com  | 0  |   |
| O Discard with erro  | r to sender (at SMTP t  | time)   |  |   |
| Failure Messag   | e (seen by sender):   | No such person at this a  | address  | 1   |
| O Pipe to a Program  | n:  |   |  |   |
| <b>A</b>   |   |   |  |   |
| When piping to<br>interpreter suc<br>your script is e<br>add the Hashb | a program, you shou<br>h as peri or php, you<br>xecutable and has the<br>ang, just make sure to | Id enter a path relative<br>should omit the "/usr/bi<br>e appropriate Hashbang<br>o name your script file w | to your home directo<br>n/perl, or /usr/bin/pl<br>at the top of the scri<br>hith the correct exten | ry. If the script requires an<br>p portion." Make sure that<br>pt. If you do not know how t<br>sion and you will be |

Click "Add Forwarder" and you're done. Repeat the process for however many email addresses that you want forwarded. Any emails now sent to your email address(es) that you created for your website will be forwarded.

Next we're going to look at stats.

#### Awstats: Looking at your web visitors

There are a few stats programs offered in cpanel as you can see below in the "Logs" section, but the only one I use to review visitor information is "Awstats". So go ahead and click on "Awstats".

| Rp Accounts   | 0/00           |          |           |           | Logs      |                |              |                 |
|---------------|----------------|----------|-----------|-----------|-----------|----------------|--------------|-----------------|
| SQL Databases | 0/*            |          | Bandwidth | Webalizer | Webalizer | Ray            | Error log    | Choose          |
| Melling Lists | 0/∞            | Minitora | 0.000     |           | FTP       | Access<br>Logs | Contented of | Log<br>Programs |
| rting package | 100mb          |          | +         | - Clic    | k         |                |              |                 |
| ver Name      | host           | Awstats  |           |           |           |                |              |                 |
| and Mersion   | 11.24.5-STARLE |          |           |           |           |                |              |                 |

After clicking on "Awstats", you'll see this:

(next page)

| CANNEL 11             |  |      |       |
|-----------------------|--|------|-------|
| 🎄 Awstats             |  |      |       |
| Awstats produces viso | al statistics about visitors of your site. |      | Click |
| Select a Domain       |  |      | 1     |
|                       | DOMAIN                                     | View |       |
| squeenee.me           |  | 9    |       |

Click on the magnifying glass under "View" and you'll be directed to this screen (on next page):

| Statistics for:<br>squeegee.me   | Last Update:   | 24 Aug 2009   | 14:28 Update n            | 011                      | 1                    | Mr.                           |  |
|--|--|---|---------------------------|--------------------------|----------------------|-------------------------------|--|
| Summary<br>When:<br>Nonthly history<br>Days of month<br>Days of month<br>Days of month<br>Days of month<br>Countries<br>T Full list<br>R full list<br>R full list<br>R full list<br>R Last visit<br>R abbentioated users<br>R full list<br>R Last wist<br>Robots/Spiders visitors<br>R full list<br>R Last visit<br>Robots/Spiders visitors<br>R full list<br>R full li | Reported period  | Reported period: Aug 2009 V OK  |                           |                          |                      |                               |  |
|  |  |   |                           |                          |                      |                               |  |
|  | Reported period<br>First visit<br>Last visit   | Reported period Month Aug 2009<br>First visit 09 Aug 2009 - 12:03<br>Last visit 13 Aug 2009 - 13:53 |                           |                          |                      |                               |  |
|  | and the second second  | Unique visitors   | Number of visits          | Pages                    | Hits                 | Bandwidth                     |  |
|  | Viewed traffic *   | Z   | 3<br>(1.5 visits/visitor) | 10<br>(3.33 Pages/Visit) | 24<br>(8 Hits/Visit) | 107.99 KB<br>(62.66 KB/Visit) |  |
|  | Not viewed<br>traffic *  |   |                           | 15                       | 17                   | 24.69 KB                      |  |
|  | * Not viewed traffic includes traffic generated by robots, worms, or replies with special HTTP status codes. |   |                           |                          |                      |                               |  |
|  |  | Monthly history   |                           |                          |                      |                               |  |
|  |  |   |                           |                          |                      |                               |  |

There are lots of things to look at in Awstats. I usually focus on the "unique visitors" shown in orange above. This gives me the exact number of visitors that come to my site. You can review daily/weekly/monthly visits. Keep in mind that squeegee.me is a brand new example site, so that's why it only shows "2" unique visitors.

Scroll up and down this screen and see all the information that is available to you. There's even a section towards the bottom entitled "Search Keyphrases" which actually shows you what search phrases visitors are putting into the search engines to find your website. So there's some good information on this Awstats screen.

Ok...when you're done looking at your stats, just x out of the screen and you'll be back on the following screen:

| AND DESCRIPTION OF |   | Crattin S    |            |
|--------------------|---|--------------|------------|
|                    | 11111   | CPanel VPS ( | ptimized 2 |
| DPMINEL 11         |   |              |            |
| Awstats            |   |              |            |
|                    | NE 122 2007 10 100                            |              |            |
| Awstats produces v | isual statistics about visitors of your site. |              |            |
| Select a Domain    |   |              |            |
| select a bomain    |   |              |            |
| select a bomain    | DOMAIN  | View         |            |

Click the "Home" link at top left to get back to the main cpanel screen.

Ok...we're almost done, but before finishing, I did want to show you the free point and click website builder that is available for all of our hosting customers to use if they need to create themselves a website.

#### RVSiteBuilder: A Free Website Builder

RVSiteBuilder is a very user friendly website building program, but keep in mind that it's not a process that will take just a few minutes. It will take some time to put it all together from start to finish, so it's best to set aside a few hours. The good news though is that it's **free**. :0) And at the end of the process, you'll have a beautiful website online.

RVSiteBuilder is located in the "Software/Services" section on the main cpanel screen:



When you click the "RVSiteBuilder", link, you'll land on this screen:

| Home                                       | थे) ano 1 💑 a                            | Control Panel   Logou                          |                 |                    |
|--|--|--|-----------------|--------------------|
|  | 7.5                                      |  |                 | Q Preview 🙀 Public |
| reate Projec                               | t  |  |                 | Interface Language |
| Project Name*:<br>Company Name:<br>Slogan: |  | ]<br>]   | Restore Project |                    |
| Category List:                             | Business                                 |  |                 |                    |
| Web Page List :                            | Home News & Event Services Links Support | About us Products Portfolio Contact Us Catalog |                 |                    |

Just insert a project name that best describes your website, check the pages you'd like to include within your website, and click the "Create" button. (note: you can add more pages later on in the process than what is initially shown). I'm not going to go through the entire website building process, but I would like to point out a few quick things before ending these instructions.

In step 2 of the website building process, you are offered a number of templates to choose from. RVSiteBuilder has over 1000 templates available to you. These are all free. Again, as a customer of 5.88WebHosting.com, RVSiteBuilder and any related items (like the templates) are free. I do want to point out though that these templates cover a wide range of industries, so not all of the templates are designed with just your particular industry/business in mind.

However, RVSiteBuilder does have "plain" templates available that have more of a general design to them, so they can be used for any industry/business. Here is an image of Step 2 showing you the templates:



Choosing a template is as simple as clicking on it. As a side note, one of the options you can choose is "Create DIY Template". So you do have the option of creating your own template. And you also can insert your company logo into any template that you choose.

On the next page, we'll wrap these instructions up...

# Conclusion

I hope these instructions have helped you (or will help you) in getting your website online. Standing behind any website though needs to be a quality hosting company. Poor or unreliable hosting isn't the way to get on the good side of your web visitors. So I encourage you to sign up for hosting at <u>5.88WebHosting.com</u> if you have not done so yet. (Since we offer these instructions on our main website, customers and non-customers can read them which means that some folks reading this may not be on board yet.)

### Here are the main points to ponder:

- Price Freeze (limited time): Your Pricing Will Never go up
- Create an Unlimited Number of Websites
- Free Point and Click Website Builder/Website Templates
- Unlimited Email Addresses
- Servers are Located in the USA within a Secure Datacenter (no 3<sup>rd</sup> world country hosting at 5.88WebHosting.com. It costs us more, but making sure your Website is online 24/7 is worth it.)
- User Friendly Control Panel (cpanel)
- 7 day a week support
- 30 day money back guarantee

5.88WebHosting.com offers a very comprehensive hosting plan, exceptional customer service, and pricing between \$3.88 and \$5.88 per month. It's really a no-brainer decision. Of course if you have already joined us, then welcome!

If you have any questions about these instructions or need special assistance, we're standing by. Our contact information is below. Have a wonderful day.

Sincerely,

Store Wright

Steve Wright President/Co-founder <u>http://www.5.88WebHosting.com</u> <u>support@5.88webhosting.com</u> (850)476-0904