 ECBuzz.com Spearheading India's Internet Revolution	Sales call: 90116 90305 Sales email: sales@ecbuzz.com Support email: support@ecbuzz.com
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Welcome to ECBuzz.com!

Please go through this document carefully to make the experience of owning and using a website an enjoyable one.

The document offers basic information about Domain Name registration, Web Hosting, why both services are required while launching a website and ways to market your website online.

In case you have more questions, do send us a mail. We will use your feedback to update our support document and provide more information to all our valuable clients.

Thank you
The ECBuzz.com Team

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General Information

Domain Names

What's a Domain Name?

The Domain Name is the Address to your Website and a part of your Personalized Email ID. www.yourcompanyname.com becomes a UNIQUE Website Address and yourname@yourcompanyname.com becomes a UNIQUE Email ID. Anyone around the world can type the Domain Name into the Address Bar of their Web Browser (Internet Explorer or Mozilla Firefox or Netscape Navigator) and view your Website.

Guidelines for choosing a good domain name

The Domain Name will reflect the purpose and personality of your work, business and company. The Domain Name will be your UNIQUE online identity and anyone around the world will be able to access your Website by just typing your Domain Name into their Web Browser.

When choosing your domain name, keep these guidelines in mind. Your domain name:

- *Can only include letters, numbers and hyphens. No other symbols or spaces are allowed*
- *Must be between 2-63 characters long*
- *Should try to include your business name or primary product for effective promotion*

[Book your Domain Names with ECBuzz.com visit ecbuzz.com/registration.html](http://ecbuzz.com/registration.html)


Special Email Ids with Your Domain Name

E.g. email_id@yourdomainname.com

The intrinsic value of an email id in which your Domain Name follows the @ sign is undeniable.

It looks great to have an email id which is yourname@yourdomainname.com rather than yourname@gmail.com. When you purchase a Domain Name and Web Hosting for your Website, you automatically acquire the right to host email accounts.

E.g. in a 100 MB Linux Web Hosting Plan, you can have 10 email accounts each of which can store emails up to 10 MB. Thus, you have 10 email accounts, with 10 unique email ids.

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Web Hosting

Why do I need Web Hosting space?

You will require web hosting to save your

- website and application files and
- emails which you will send and receive for your business email accounts

Special Email Ids with Your Domain Name

E.g. email_id@yourdomainname.com

The intrinsic value of an email id in which your Domain Name follows the @ sign is undeniable.

It looks great to have an email id which is yourname@yourdomainname.com rather than yourname@gmail.com. When you purchase a Domain Name and Web Hosting for your Website, you automatically acquire the right to host email accounts.

E.g. in a 100 MB Linux Web Hosting Plan, you can have 10 email accounts each of which can store emails up to 10 MB. Thus, you have 10 email accounts, with 10 unique email ids.

Email Marketing

What is Email Marketing?

Sending emails to thousands of potential customers simultaneously constitutes Email Marketing.

Why not just email clients through Google/ Yahoo/ Hotmail/ Rediff account?

The mail servers from Google/ Yahoo/ Hotmail/ Rediff may not allow/ reject such mass emails. Also the emails may land in the customers' spam/ junk mail.

Why choose ECBuzz.com Email Hosting for Email Marketing?

Special mail servers ensure smooth delivery of mass emails and special Email Marketing software will ensure that dead email ids are removed from the contact list, etc.

Website Maintenance

How to keep your Website secure

Once ECBuzz.com registers the Domain Name or Web Hosting space for you, you will receive an email from us. To keep your website safe from hackers keep the contents of this email safe. Also, do not lose the email! Otherwise, it will be difficult to host your Website or make changes in it.

AMC with ECBuzz.com

Whether you own a small website or are running a huge portal, ECBuzz.com can take care of your maintenance requirements. We can discuss your needs and customise an Annual Maintenance Contract for you.

How to Information

How to choose a Domain Name Extension?

ABC.com and ABC.net can be 2 completely different websites. When you decide on a Domain Name you also have to decide on an extension.

- Commonly used extensions -
- .com ['com' stand for commercial]
 - .in [.in will be more popular than .com in 2008 in India. 'in' stands for India]
 - .co.in
 - .org [org stand for organisation]
 - .edu [edu stand for educational]
 - .net [net stands for network]

Changing Name Servers

Login to your Domain name Control Panel (this is different from your Web Hosting Control Panel).

Find the domain name for which you want to change the name servers. Find the tab/ link/ button which will allow you to change the name servers for that domain. The name servers need at least 24 hours to take effect.

How to configure your domain name with Google Apps (your domain name needs to be registered with ECBuzz.com)

Login to your Domain Control panel.
 Find the domain name to be configured with Google Apps.
 Click on DNS. Make sure the name servers are set to -


Name Server1	ecbuzz.earth.orderbox-dns.com
Name Server2	ecbuzz.mars.orderbox-dns.com
Name Server3	ecbuzz.mercury.orderbox-dns.com
Name Server4	ecbuzz.venus.orderbox-dns.com

Click on Manage DNS.
 Click on MX Records.
 Add the following MX Records -

MX Record Name	Priority	Value (Type In A Fully Qualified Domain Name)
1 yourdomain.xyz	1	aspmx.l.google.com
2 yourdomain.xyz	5	alt1.aspmx.l.google.com
3 yourdomain.xyz	5	alt2.aspmx.l.google.com
4 yourdomain.xyz	10	aspmx2.googlemail.com
5 yourdomain.xyz	10	aspmx3.googlemail.com

Verify your domain name using Google Webmaster Tools.

Sign up with Google Apps.

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Web Hosting Services

For all types of hosting accounts, you will receive an email from ECBuzz.com with the following information:

Web Hosting Control Panel URL

Username

Password

How to upload your website

- Download an FTP Client Software. There are many free softwares available that can be used securely and easily through your PC to upload your website.
- You can use
Smart FTP Client:
<http://www.smartftp.com/download/>
Core FTP:
<http://www.coreftp.com/download.html>
Filezilla:
<http://filezilla-project.org/download.php?type=client>
- Run the exe file and install the software. Enter the information given under FTP details.
- Once you are connected to the server you see some folders automatically created on the server. Out of these folders, please double-click on public_html OR www
- Make sure that the main page of your website had been named as index.html & upload all your website files in the www or public_html folder.

How to check the email account

Go to the URL webmail.yourdomainname.ext OR mail.yourdomainname.ext OR mail2web.com.

Type your email id completely i.e. emailid@yourdomainname.ext and password.

Click on Login.

Please check whether you are using our Linux or Windows web hosting service and read accordingly about the following:-

Creating FTP accounts

Creating Email accounts

Viewing Website Statistics

You can login from the URL using the Username and Password.


Linux Web Hosting

Once you are logged in,

1. Please click on FTP accounts to create FTP accounts. FTP accounts are required to upload your website and application files in to your server.

2. Please click on Mail.

Click on Add/ manage/ delete Accounts

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You can create new email ids, set their passwords and forward them to any existing email account you are using.

Click on Forwarders to add forwarding email ids to your business email accounts.

To configure an email account with Outlook automatically, please click on Configure Outlook link in front of the email id and choose either Outlook Express Pop3 or Microsoft Outlook Pop 3 (which ever you are using).

To manually configure Outlook, please click on Configure outlook link and use the Mail Servers listed near the bottom of the page.

3. Please click on Web Stats.

Click on Webalizer or AWStats.

You can view who has visited your website, from where they have visited the website, which pages they have visited, etc.

4. Please click on MySQL Databases.

Create new Database with required name.

Create a user for the Database.

Windows Web Hosting

Helm

Once you are logged in, click on Domains, your domain name will appear. Please click on your domain name.

1. Click on FTP accounts to create FTP accounts. FTP accounts are required to upload your website and application files in to your server.

2. Click on Email Accounts (POP3) to create new/ manage existing Email Accounts.

You can create new email ids, set their passwords and forward them to any existing email account you are using. Click on Email Forwarders to add a forwarding email id to your business email account.

To configure an email account with Outlook manually, please create the email id first and then use the mail servers:- mail.yourdomainname.ext for both incoming and outgoing mails in Outlook.

3. Click on Web Stats to view who has visited your website, from where they have visited the website, which pages they have visited, etc.

4. Click on Database Manager.

Create new Database with required name.

Create a user for the Database.

5. Click on Website Settings.


You can check version of PHP and ASP.NET set, and change the same if required.

Plesk/ Dotnetpanel

Once you are logged in,

1. Click on FTP accounts to create FTP accounts. FTP accounts are required to upload your website and application files in to your server.

2. Click on Mail > Accounts to create new/ manage existing Email Accounts.

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You can create new email ids, set their passwords and forward them to any existing email account you are using.

To configure an email account with Outlook manually, please create the email id first and then use the mail servers:- mail.yourdomainname.ext for both incoming and outgoing mails in Outlook.

3. Click on Advanced Website Statistics to view who has visited your website, from where they have visited the website, which pages they have visited, etc.

4. Click on Databases.

Create new Database with required name.

Create a user for the Database.

5. Click on Websites> your domain name> Extensions.

You can check version of PHP and ASP.NET set, and change the same if required.

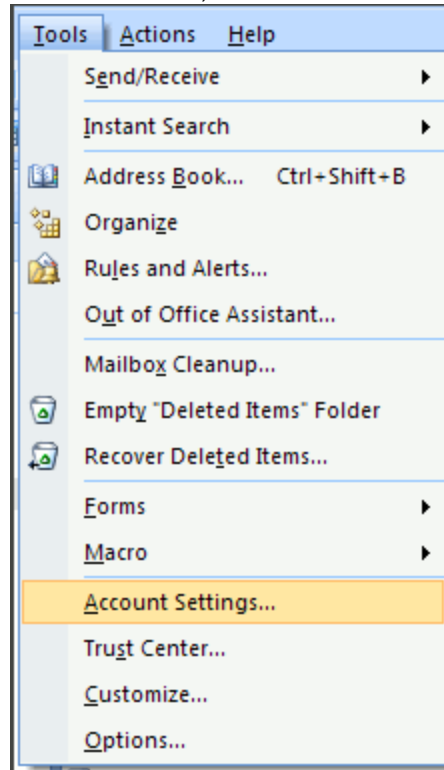
Java Web Hosting

Pease request documentation on the same.

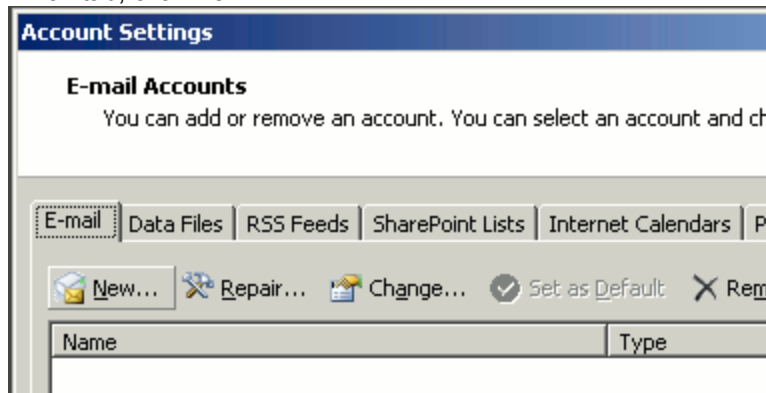
How to download mail from your hosting account using Microsoft Outlook 2007/ Outlook / Outlook Express

Outlook 2007

- In Outlook 2007, from the Tools menu, select Account Settings.



- On the E-mail tab, click New.



- Select Microsoft Exchange, POP3, IMAP, or HTTP and click Next.



Add New E-mail Account

Choose E-mail Service

Microsoft Exchange, POP3, IMAP, or HTTP
Connect to an e-mail account at your Internet service organization's Microsoft Exchange server.

Other
Connect to a server type shown below.

Outlook Mobile Service (Text Messaging)

- Check Manually configure server settings or additional server types and click Next.

Manually configure server settings or additional server types

- Select Internet E-mail and click Next.

Add New E-mail Account

Choose E-mail Service

Internet E-mail
Connect to your POP, IMAP, or HTTP server to send and receive messages.

Microsoft Exchange
Connect to Microsoft Exchange for access to your e-mail.

Other
Connect to a server type shown below.

Outlook Mobile Service (Text Messaging)

- Enter the requested information:

Your Name: your name

Email Address: the email address the messages will be sent from

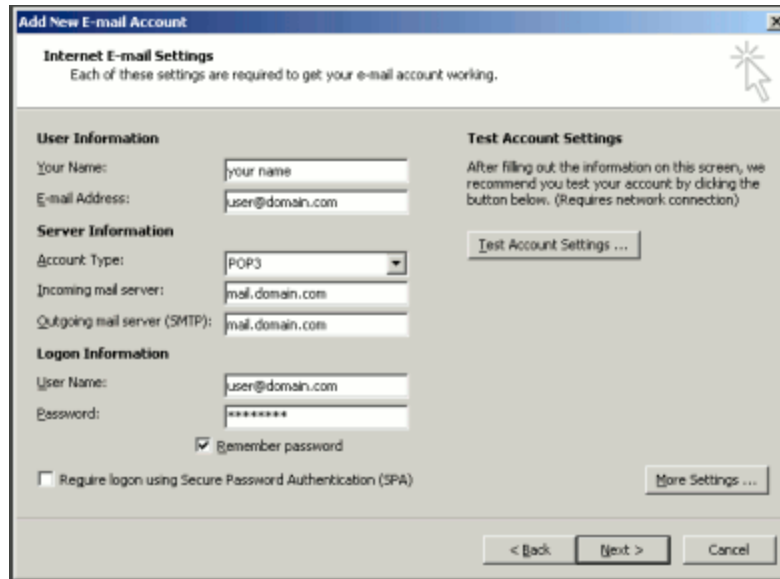
Account Type: POP3

Incoming Mail server: mail.domainname.xyz

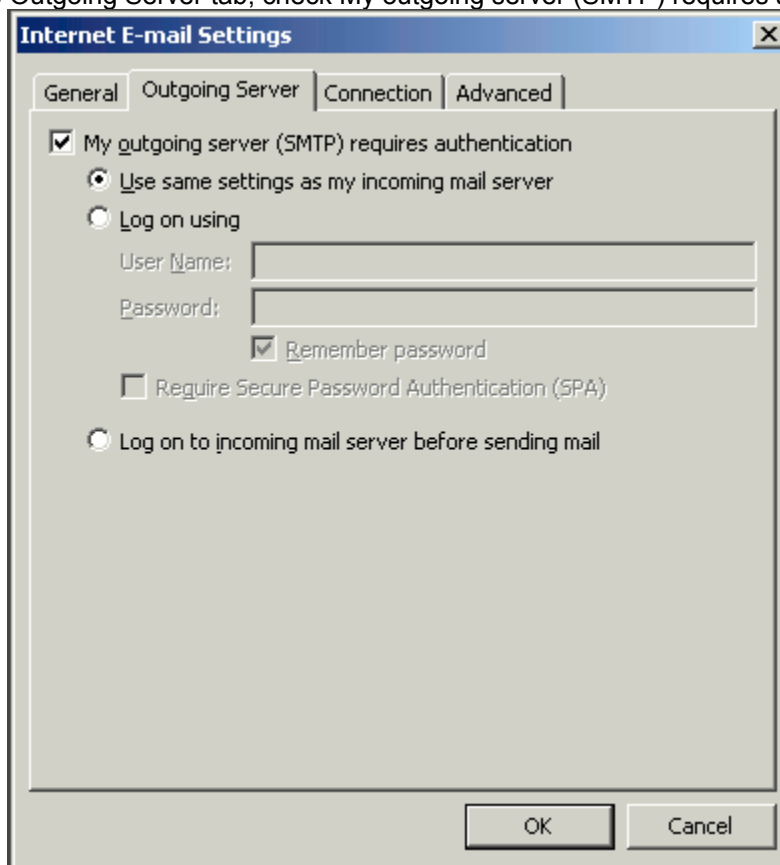
Outgoing Mail server: mail.domainname.xyz

User Name: the full email address

Password: the password for the email address



- Click More Settings.
- On the Outgoing Server tab, check My outgoing server (SMTP) requires authentication.

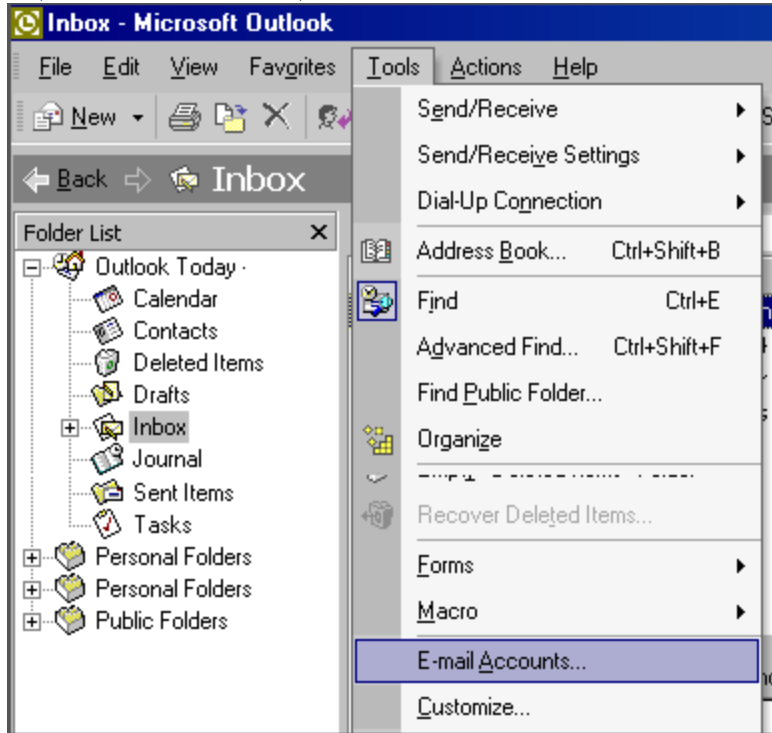


- Select Use same settings as my incoming mail server and click OK.
- Click Test Account Settings to verify everything is configured correctly.

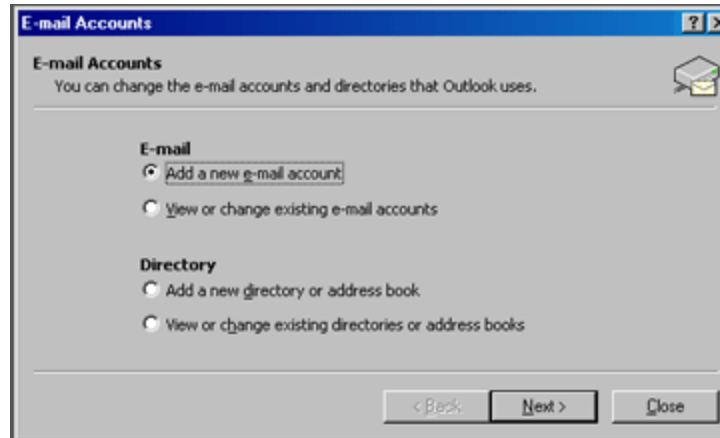
- Click Next and then click Finish.

Outlook

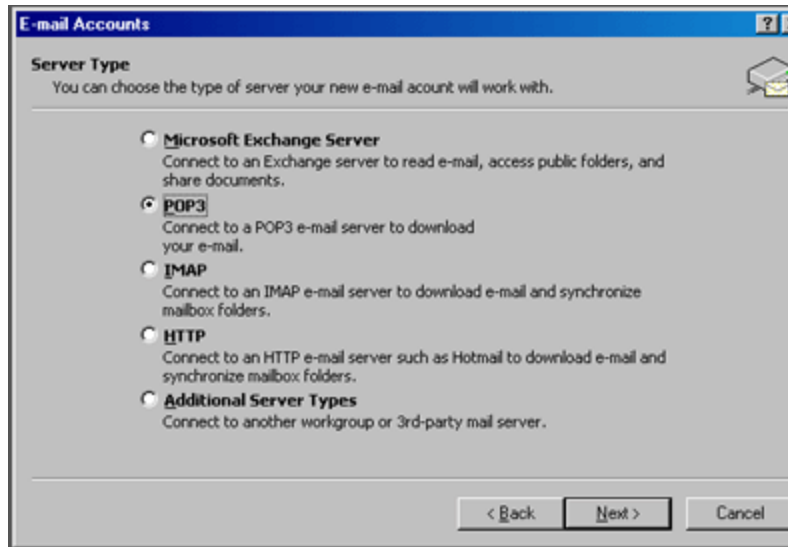
- In Outlook, from the Tools menu, select Email Accounts.



- Select Add a new email account and then click Next.



- Select POP3 and then click Next.



- Enter your email information:

Your Name: your name

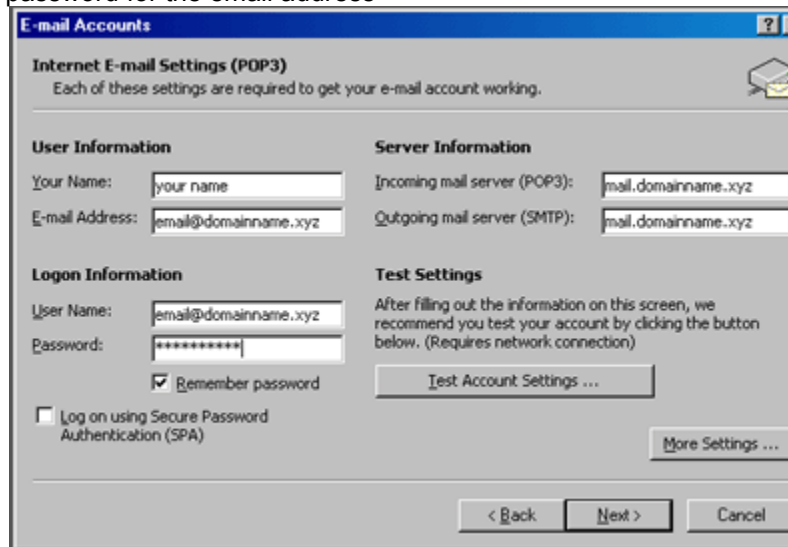
Email Address: the email address the messages will be sent from

Incoming Mail server (POP3): mail.domainname.xyz

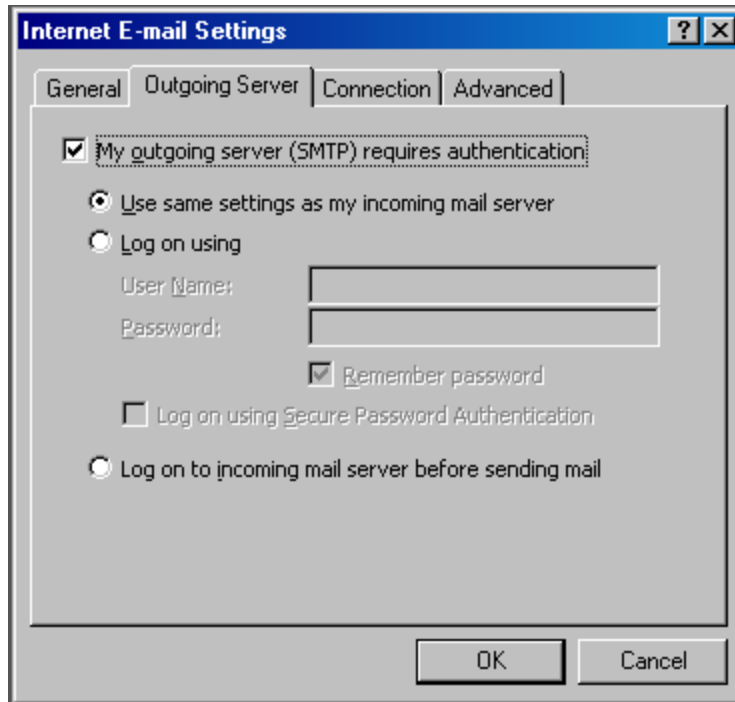
Outgoing Mail server (SMTP): mail.domainname.xyz

User Name: the email address used to log into the webmail interface

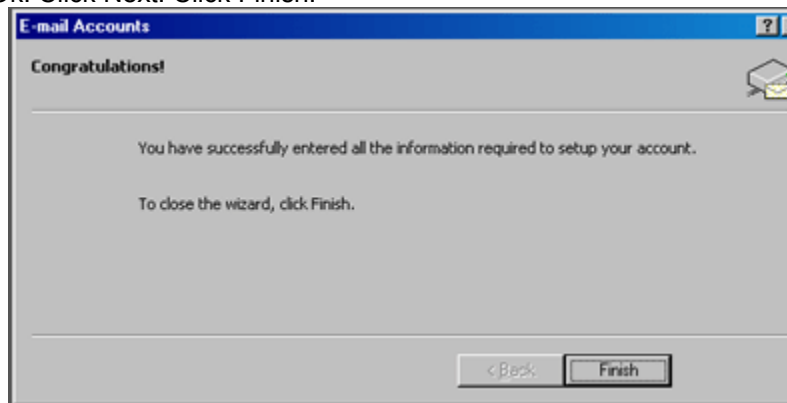
Password: the password for the email address



- Click on More Settings and select the Outgoing Server Tab.
- Check My outgoing server (SMTP) requires authentication.
- Select Use same settings as my incoming mail server.

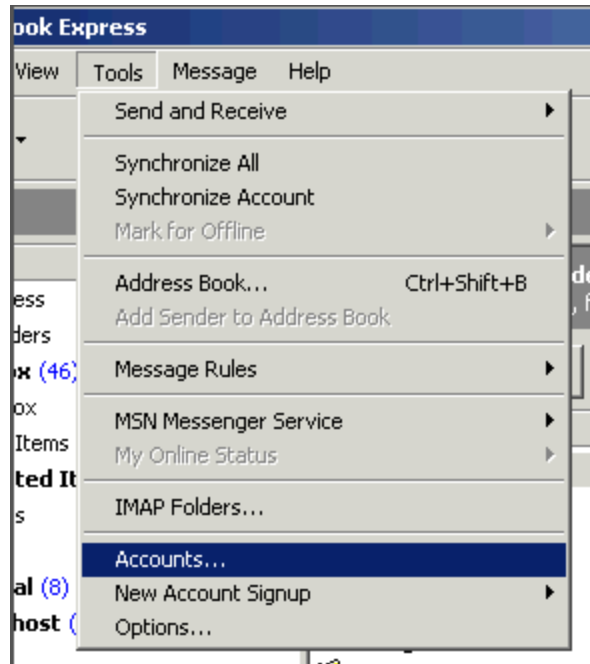


- Click Ok. Click Next. Click Finish.

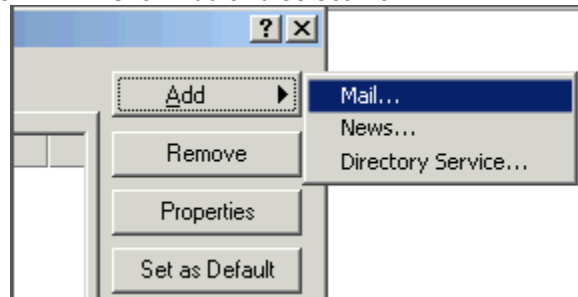


Outlook Express

- In Outlook Express, from the Tools menu, select Accounts...



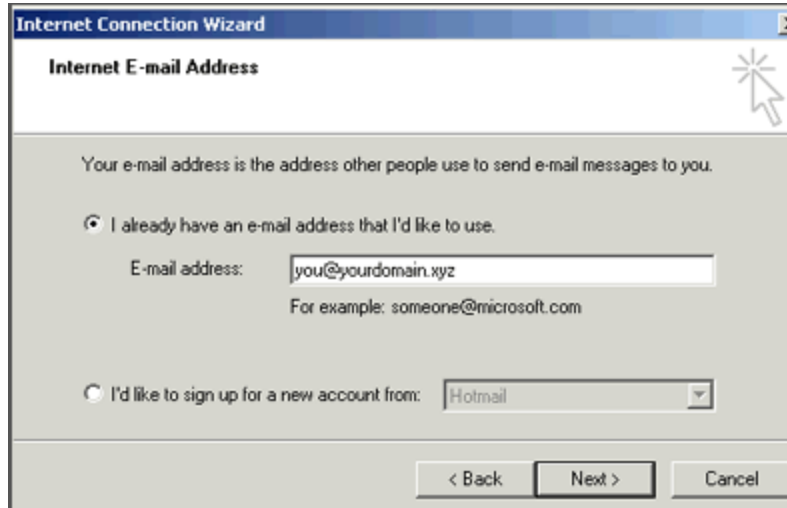
- A box will appear. Click Add and select Mail.



- Enter your name as you want it to appear on your emails and click Next.

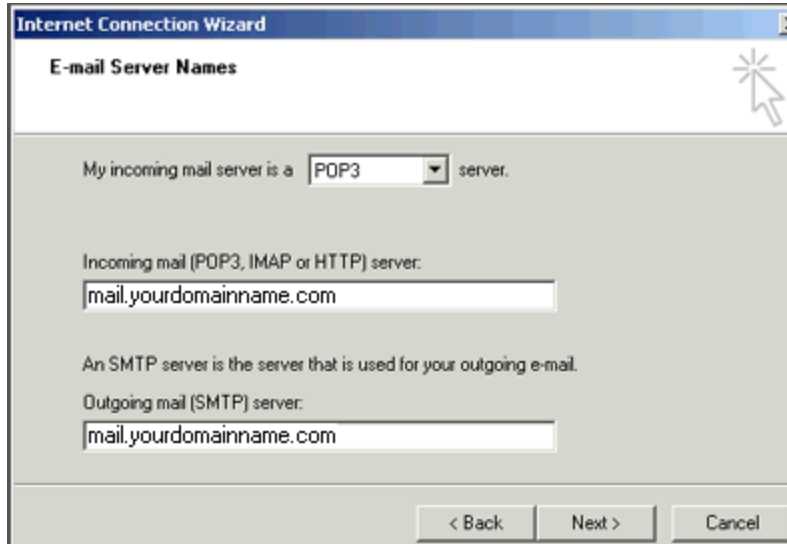


- Put in your email address, which consists of a user you set up in webmail and @yourdomain.xyz, and then click Next.



The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. It includes a title bar, a close button, and a help icon. The main content area contains instructions, two radio button options, an input field for an email address, and a dropdown menu for account providers. At the bottom are navigation buttons: '< Back', 'Next >', and 'Cancel'.

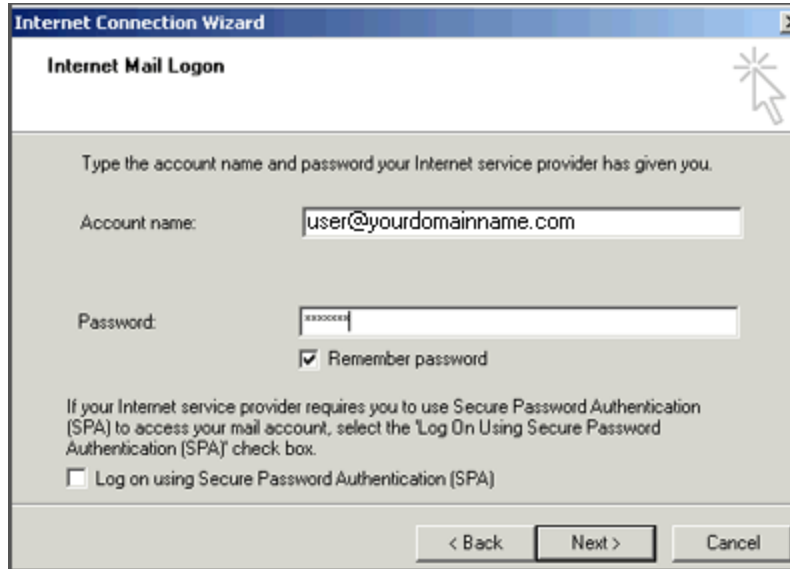
- Set the server type as POP3.
- For incoming and outgoing mail servers, enter mail.yourdomain.xyz (where yourdomain.xyz is your domain name and extension such as .com).
- Click on Next.



The screenshot shows the 'E-mail Server Names' step of the Internet Connection Wizard. It includes a title bar, a close button, and a help icon. The main content area contains a dropdown menu for server type, two input fields for incoming and outgoing mail servers, and navigation buttons at the bottom: '< Back', 'Next >', and 'Cancel'.

- Enter your email address for the Account Name. Enter the password you set for this account.

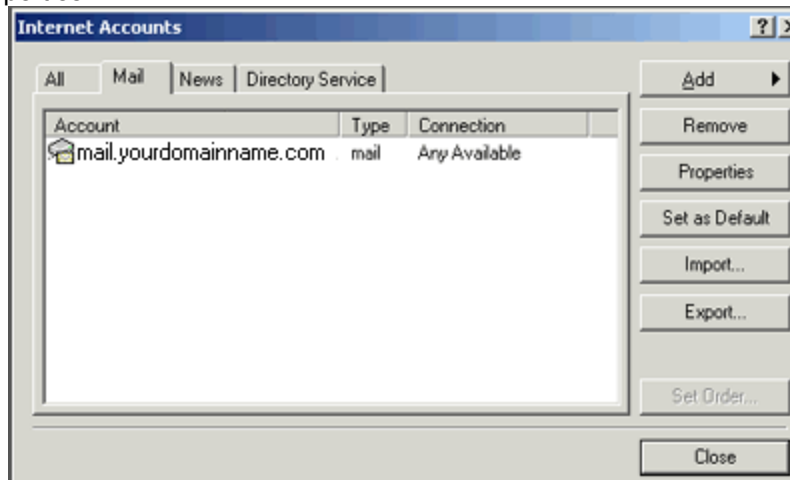
Note: Do NOT check the box "Log on using Secure Password Authentication".



The screenshot shows the 'Internet Mail Logon' dialog box. It contains the following elements:

- Title bar: Internet Connection Wizard
- Section header: Internet Mail Logon
- Instruction: Type the account name and password your Internet service provider has given you.
- Account name field: user@yourdomainname.com
- Password field: masked with asterisks
- Remember password checkbox: checked
- Secure Password Authentication (SPA) section:
 - Text: If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.
 - Log on using Secure Password Authentication (SPA) checkbox: unchecked
- Navigation buttons: < Back, Next >, Cancel

- Click Next and then click Finish. After you click Finish, you should see the following window. If not, go to the Tools menu, and click on Accounts. After clicking Accounts the window will appear. In this window, click on your domain until it is highlighted, then click on Properties.

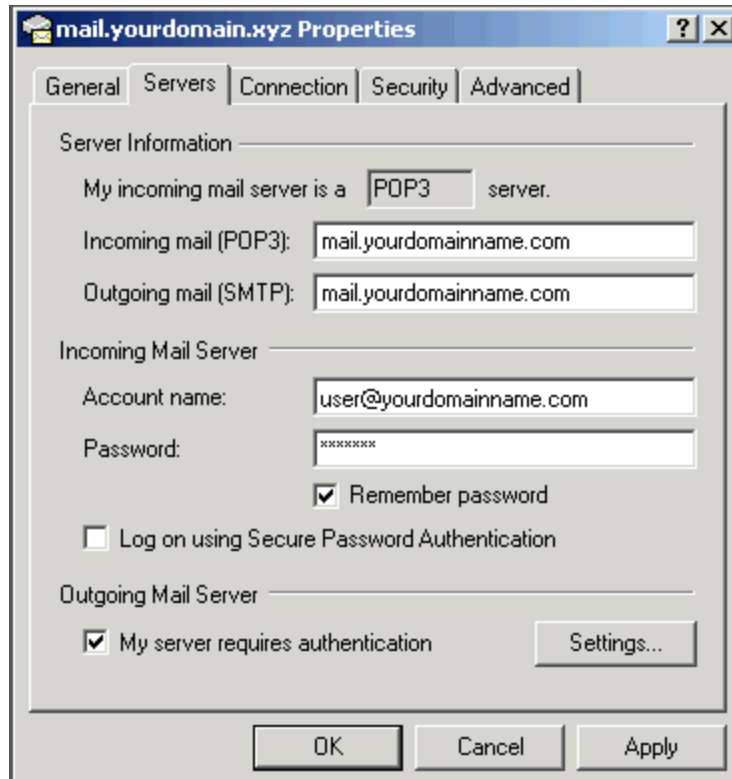


The screenshot shows the 'Internet Accounts' dialog box. It contains the following elements:

- Title bar: Internet Accounts
- Tabbed interface: All, Mail, News, Directory Service (Mail is selected)
- Buttons: Add, Remove, Properties, Set as Default, Import..., Export..., Set Order..., Close
- Table of accounts:

Account	Type	Connection
mail.yourdomainname.com	mail	Any Available

- When the next screen appears, click on the Servers tab. Under Outgoing Mail Server, check the box next to My server requires authentication. Click Okay. Note: You MUST do this step so you can send mail from your domain.



mail.yourdomain.xyz Properties

General Servers Connection Security Advanced

Server Information

My incoming mail server is a server.

Incoming mail (POP3):

Outgoing mail (SMTP):

Incoming Mail Server

Account name:

Password:

Remember password

Log on using Secure Password Authentication

Outgoing Mail Server

My server requires authentication

- Now, you're ready to send and receive mail. To set up multiple accounts, follow these steps again.