

First Steps

Manual

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Introduction

You have taken the first step...

Prerequisites

In order to use your website and your e-mail address in the internet, you need the following three components:

- Domain (e.g. yourdomain.ch)
- Hosting (e.g. Basic)
- Internet access (e.g. DSL SpeedConnect 10000)

Hosting and Domain Ordered- Now what?

In this manual, we provide you with step-by-step instructions telling you what to do after you have placed a hosting order, so that your website can be reached in the internet and you can use your e-mail address. Read through this manual and you will have worked through the basics in short order.

Access Data

Immediately after you complete your hosting order, you will receive your access data in an e-mail so that you can start with the first steps.

Always keep your access data ready to hand and do not share them with unauthorised third parties.

General Hosting Information

Here you will find basic data about your hosting service and the system configurator— client log-in data (hosting administration tool).

More information about the system configurator is available under [System Configurator – Hosting Administration Tool](#).

Webserver Publication Data

You need these data in order to publish your website through the 3 available protocols (FTP/WebDav/Microsoft Webdeploy).

As long as your domain name is not yet activated with Webland, please use the "RealTime Hostname" instead of the host name.

Domain / Name Server

Registration

If you do not have a domain/internet address yet, you should reserve one as soon as possible and/or register it.

Simply go on our [website](#) and check whether the address you want is still available and the register it immediately if it is.

If you entered a new domain when you were ordering, we will register immediately after your order is received. You will receive an additional confirmation of your domain registration by e-mail.

Name Server Entry

In order for a domain / internet-address to function properly, so-called name server-entries must be stored:

Domain-Registration with Webland AG

If you registered the domain with Webland, the Webland name server will be saved as the default, so that no additional adjustments will be necessary.

Change Name Server Entry

If you manually entered an external name server during registration, you can change it using the [Domain Manager](#).

The Webland name servers are:

- ns1.webland.ch
- ns2.webland.ch
- ns3.webland.ch
- ns4.webland.ch

Domain Registration with Third Party Firm

In principle, it is much easier if both hosting and domain services are obtained from the same provider.

We recommend that you transfer the domain to Webland, so that you can get everything from a single source.

The domain transfer to Webland is easy and quick.

More information is available on our website [Domain Transfer](#).

Change Name Server Entry

If you want to leave the domain with your current registrar, you must identify it first.

Now activate your domain at your registrar with our 4 name servers:

- ns1.webland.ch
- ns2.webland.ch
- ns3.webland.ch
- ns4.webland.ch

Alternatively, please provide us with the following information via e-mail to support@webland.ch , if you want us to make this adjustment for you:

- ✓ name of the registrar for your domain name including the web address (e.g. www.networksolutions.com)
- ✓ user name and password that you received on registering your domain with your current registrar

System Configurator – Hosting Administration Tool

What is the System Configurator?

Using the system configurator, you administrate the individual elements of your hosting service.

The system configurator is also your administration tool.

What Functions does the System Configurator Include?

The following basic functions can be carried out in the System Configurator:

- ✓ Manage bids
- ✓ Change billing address
- ✓ Change customer passwords
- ✓ Change bids
- ✓ Send authenticated message

For the first steps, the point “manage bids” is important.

Where do I find the System Configurator?

You will find the log-in for the System Configurator on our [website](#).

No software needs to be installed—access is possible using any computer with internet access.

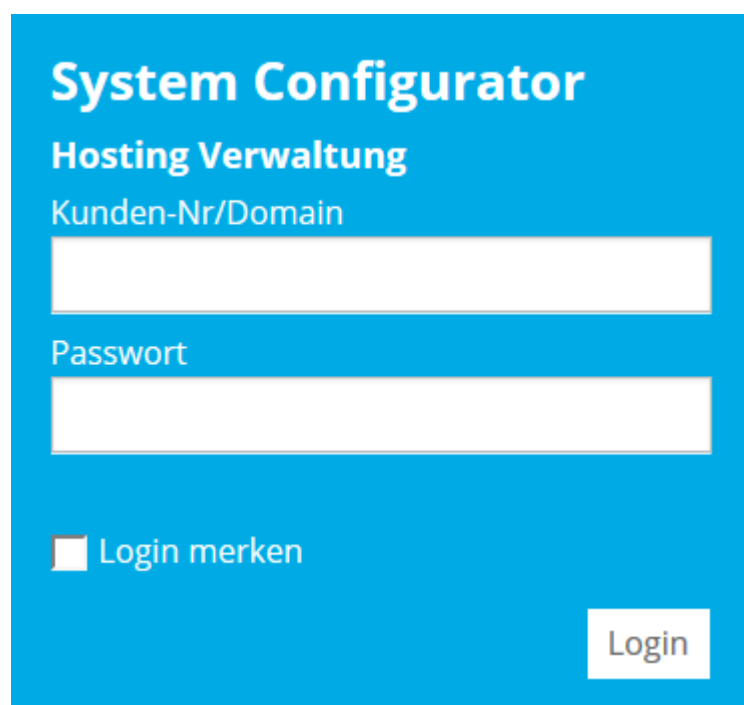
System Configurator Log-In

Here's how you log in to the System Configurator:

You will find the System Configurator log-in in the left column on our [website](#).

Enter your client number and the password (you will find this information in your access confirmation).

Then click on **Login**.



The image shows a login form for the 'System Configurator' with a blue background. The form includes the following elements:

- System Configurator** (Main title)
- Hosting Verwaltung** (Subtitle)
- Kunden-Nr/Domain** (Label for the first input field)
- Passwort** (Label for the second input field)
- Login merken** (Remember me checkbox)
- Login** (Submit button)

You are now on the start page.

Konto: Muster AG Basel, Kunden Nummer: 36580



System Configurator

DE EN FR

Administration


> Abmelden

Administration


- Kunden Konto
- Adressdaten / Login
- Verträge / Abos
- Authentifizierte Nachricht
- Hosting / E-Mail Verwaltung

Willkommen im System Configurator

Der System Configurator ermöglicht Ihnen, Ihr Kunden Konto zu verwalten und Ihre Hostings / E-Mails zu konfigurieren.




**Kunden
Konto**



**Hosting / E-Mail
verwalten**

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Select the point **Manage Hosting / E-Mail**.



**Hosting / E-Mail
verwalten**

You will now receive an overview of your hosting subscription.

Select **Manage**.

ihredomain.ch	WL15www992	Windows/IIS	MS3	> Verwalten
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You are now in the Settings for your hosting service.

Hosting: ihredomain.ch

DE EN FR

System Configurator

Administration
Webserver
DNS
Datenbanken
Applikationen
E-Mail / Xchange
> Abmelden

- [Webserver](#)
- [Domain-Mappings](#)
- [FTP Benutzer](#)
- [Verzeichnisschutz](#)
- [Datei Zugriffs-Rechte](#)
- [Programmierung](#)
- [ASP.NET](#)
- [PHP](#)
- [Cron-Jobs](#)
- [URL Rewriting](#)
- [HTTP Fehlermeldungen](#)
- [SSL/TLS Security](#)
- [Hosting Statistiken](#)
- [Benutzer-Daten](#)
- [Passwort ändern](#)
- [E-Mail Versand via App](#)

Webserver

Hier können Sie diverse Einstellungen an Ihrem Hosting vornehmen.



 Domain Mappings	 FTP / WebDAV Benutzer	 Verzeichnis Schutz	 Datei Zugriffsrechte
 Programmierung ASP.NET / PHP	 Cron Jobs	 URL Rewriting	 HTTP Fehlermeldungen
 SSL / TLS Sicherheit	 DNS Zonenfiles	 Hosting Statistiken	 E-Mail Versand via App

Please read the following points [E-Mail Address/Xchange Account](#) and [Webpage](#) for the first steps.

E-Mail Address / Xchange Account

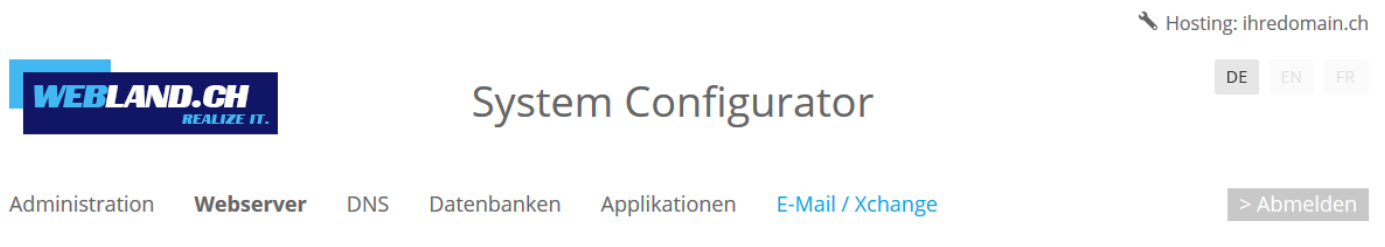
Introduction

To use your desired e-mail address(es), you must first set it up on the server. Then you will be able to manage your e-mail address(es) using Xchange WebAccess (our internet e-mail program) or with a local e-mail program (e.g. Outlook, Thunderbird, MacMail, etc.).

Set Up E-Mail Address / Xchange Account

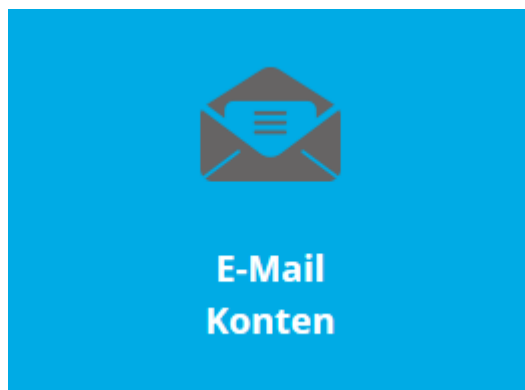
Log in to the System Configurator as described under the point System Configurator.

Select **E-Mail / Xchange** on the start page in the navigation window top right.



The screenshot shows the 'System Configurator' interface. At the top right, it displays 'Hosting: ihredomain.ch' and language selection buttons for 'DE', 'EN', and 'FR'. The main navigation bar includes 'Administration', 'Webserver', 'DNS', 'Datenbanken', 'Applikationen', and 'E-Mail / Xchange' (which is highlighted). A '> Abmelden' button is located on the right side of the navigation bar. The 'WEBLAND.CH REALIZE IT.' logo is visible in the top left corner.




Select **E-Mail Account**.



Here you will see an overview of your E-Mail / Xchange accounts.

Konten-Übersicht	Abonniert:	Eingerichtet:	Verfügbar:	Bestellen:
Speicherplatz in MB:	25600	0	25600	
Standard:	unlimitiert	0	unlimitiert	
SmartSync:	0	0	0	Bestellen
Hosted Xchange:	0	0	0	Bestellen

There are 3 types of E-Mail / Xchange accounts:



 Standard  SmartSync  Hosted Xchange

- Standard: Administrate you e-mail data via Web Access or a local e-mail program.
- SmartSync: Synchronise your e-mail data with your mobile and/or Outlook as well.
- Hosted-Xchange: Share your e-mail data with users of the same domain.

When you include an E-Mail / Xchange account in the System Configurator for the first time, the installed default is always an Standard Account. Both SmartSync and Hosted-Xchange are fee-based options. You can find more information on our website in the area [SmartSync](#) and [Hosted-Xchange](#).

Select **Add account** in order to set up a new account.

Eingerichtete Konten:

▼  ihredomain.ch
  Konto hinzufügen

Now, enter the required information.

You will find detailed information in our [Online-Help](#) in the System Configurator.

Konto hinzufügen:

Allgemein

Erweitert

Konto:

Bsp: felix.muster

Konto Typ:

Angezeigter Name:

Alias-Namen (optional):

(max. 250 Zeichen)

Bsp: f.muster;fmuster;usw...

Passwort:

Passwort bestätigen:

Das Passwort muss mindestens 8 Zeichen lang sein, einen Kleinbuchstaben, einen Grossbuchstaben und eine Zahl enthalten. Konto- und Alias-Namen dürfen im Passwort nicht vorkommen.

Speicherplatz reserviert:


MB (min 10 max 5120 MB)

Abbrechen

Speichern

After concluding your own entries, select **Save** and you will see your newly set-up E-Mail / Xchange account.

Eingerichtete Konten:

- ▼  ihredomain.ch
 -  Konto hinzufügen
- ▶  felix.muster

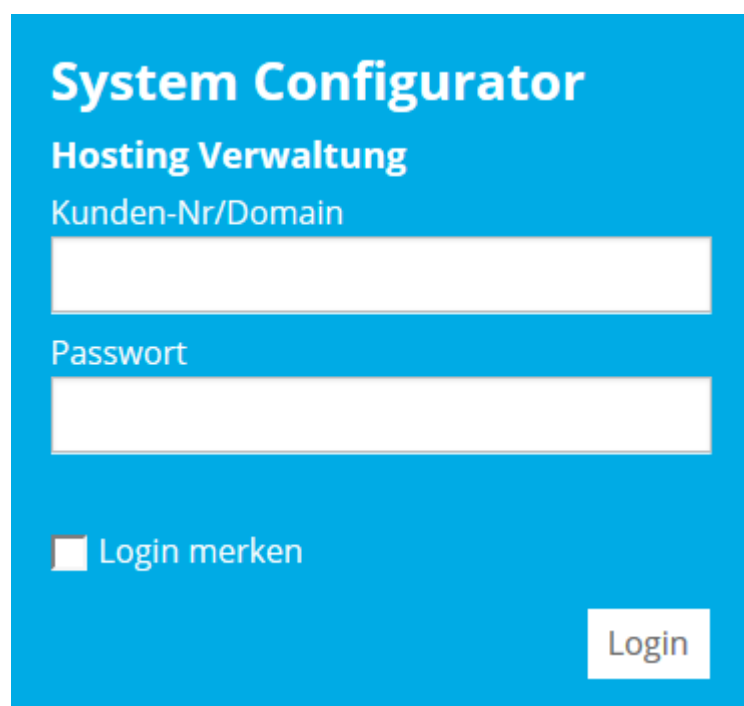
If you now want to set up additional E-Mail / Xchange accounts, then just select **Add account** again and proceed as before.

Change password for E-Mail Address / Xchange Account

You will find the System Configurator log-in in the left column on our [website](#).

Enter your client number and the password (you will find this information in your access confirmation).

Then click on **Login**.



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- Hosting Verwaltung** (Section title)
- Kunden-Nr/Domain** (Label for the first input field)
- Passwort** (Label for the second input field)
- Login merken** (Remember login checkbox)
- Login** (Submit button)

You are now on the start page.

Konto: Muster AG Basel, Kunden Nummer: 36580



System Configurator

DE EN FR

Administration


> Abmelden

Administration


- Kunden Konto
- Adressdaten / Login
- Verträge / Abos
- Authentifizierte Nachricht
- Hosting / E-Mail Verwaltung

Willkommen im System Configurator

Der System Configurator ermöglicht Ihnen, Ihr Kunden Konto zu verwalten und Ihre Hostings / E-Mails zu konfigurieren.




**Kunden
Konto**



**Hosting / E-Mail
verwalten**

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Select the point **Manage Hosting / E-Mail**.



**Hosting / E-Mail
verwalten**

You will now receive an overview of your hosting subscription.

Select **Manage**.

ihredomain.ch	WL15www992	Windows/IIS	MS3	> Verwalten
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You are now in the Settings for your hosting service.

Hosting: ihredomain.ch

DE EN FR

System Configurator

Administration
Webserver
DNS
Datenbanken
Applikationen
E-Mail / Xchange
> Abmelden

Webserver

- Domain-Mappings
- FTP Benutzer
- Verzeichnisschutz
- Datei Zugriffs-Rechte
- Programmierung
 - ASP.NET
 - PHP
- Cron-Jobs
- URL Rewriting
- HTTP Fehlermeldungen
- SSL/TLS Security
- Hosting Statistiken
 - Benutzer-Daten
 - Passwort ändern
- E-Mail Versand via App

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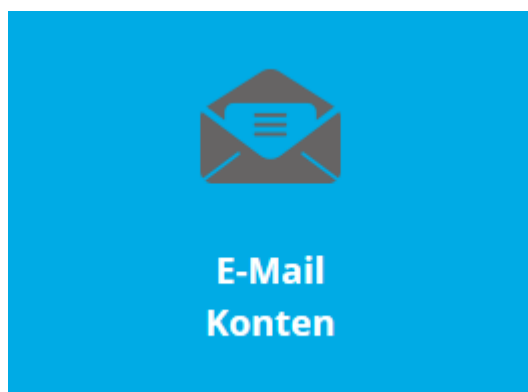
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 Programmierung ASP.NET / PHP	 Cron Jobs	 URL Rewriting	 HTTP Fehlermeldungen
 SSL / TLS Sicherheit	 DNS Zonenfiles	 Hosting Statistiken	 E-Mail Versand via App

Select **E-Mail / Xchange** on the start page in the navigation window top right.

Administration **Webserver** DNS Datenbanken Applikationen **E-Mail / Xchange** > Abmelden

System Configurator

Select **E-Mail Account**.



Select the appropriate account.

Eingerichtete Konten:

- ▼ 🏠 ihredomain.ch
 - ➕ Konto hinzufügen
- ▶ 📧 felix.muster

Enter your new password in the fields **Password** and **Confirm password**.

Konto ändern:

Felix Muster <felix.muster@ihredomain.ch>

Allgemein

Erweitert

Konto:

felix.muster

Bsp: felix.muster

Konto Typ:

Standard Konto

Angezeigter Name:

Felix Muster

Alias-Namen (optional):

f.muster

(max. 250 Zeichen)

Bsp: f.muster;fmuster;usw...

Passwort:

Passwort bestätigen:

Das Passwort muss mindestens 8 Zeichen lang sein, einen Kleinbuchstaben, einen Grossbuchstaben und eine Zahl enthalten. Konto- und Alias-Namen dürfen im Passwort nicht vorkommen.

Speicherplatz reserviert:

5120

MB (min 10 max 5120 MB)

Speicherplatz belegt:

108

MB

Abbrechen

Speichern

Select the button **Save**.

Konto ändern:

Felix Muster <felix.muster@ihredomain.ch>

Allgemein

Erweitert

Konto:

felix.muster

Bsp: felix.muster

Konto Typ:

Standard Konto

Angezeigter Name:

Felix Muster

Alias-Namen (optional):

f.muster

(max. 250 Zeichen)

Bsp: f.muster;fmuster;usw...

Passwort:

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Speicherplatz reserviert:

5120

MB (min 10 max 5120 MB)

Speicherplatz belegt:

108

MB

Abbrechen

Speichern

You will receive the following confirmation:

✓ **Das Konto "felix.muster" wurde erfolgreich geändert !**

Sending and Receiving E-Mails

You can now send and receive e-mails directly from the server using Xchange WebAccess or with a local e-mail program.

Note: Sending and receiving email server-side and internally will function immediately. The time required before you can send and receive e-mails with your domain depends on when your domain is registered and activated. As a rule, your domain should be available within 48 hours world-wide.

Xchange WebAccess- The Internet E-Mail Program

Server-side, you can use our internet e-mail program, Xchange WebAccess, to manage your e-mails world-wide, where ever you have an internet connection.

You can find additional information in our [manual for Xchange WebAccess](#).

Local E-Mail Program

There is also the option of managing your e-mails with a local e-mail program.

Learn how you need to set up your Xchange (E-Mail) account in our [manual for Mail Programs](#).

Webpage

Introduction

So that you can present your web page on the internet, you need to create it yourself, have it drafted by a Web Designer or publish webserver data you already have on the webserver.

Creating a New Web Page

You can create your webpage with any web design program available to you. Alternatively you can have it designed by a designer or a web design firm.

WebsiteBuilder-The Simplest Solution

If you don't have any programming skills and would still like to create your website yourself, we will supply you with the WebsiteBuilder.

You can find more information on our [webpage](#).

Web Design Program

If you create your webpage with your local web design program, you must publish this web data with an additional FTP-program or with the FTP program already integrated into your web design program.

You can find our guide to the most frequently used FTP programs in our [FTP manual](#).

Existing Web Page

To migrate your existing webpage to your web server that we are now hosting, you must publish your web data.

Publishing

There are 3 ways to publish your web data:

- FTP
- WebDeploy
- FrontPage

You can get more detailed information in our [manual for FTP / WebDeploy / WebDAV](#).

Provider Transfer

If you want to get both your domain and hosting from us, you can request a domain transfer.

You can find additional information on our [webpage](#).

SmartAnalytics

To access the statistics of your website, we provide you with SmartAnalytics available. To log in and access data, please access your confirmation that you have received after hosting order via email to help.

Login

Login to the System Configurator. Details can be found [here](#).

Select **Hosting Statistics**.



Select **Login**.



More info can be found [here](#).

Additional Information

You can find additional information at our online [Support Area](#).



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