

Qhost123 Website Hosting Control Panel “Quick Help” Manual

The following information is very useful for all Quik Internet and Qhost123 customers in helping them to understand their Website Hosting Control Panel and its features.

The Qhost123 Hosting Control Panel allows you to control and view every aspect of your hosting account, including....

1. Changing your Account information and password
2. Email Account Creation, Management and Deletion
3. FTP Account Creation, Management and Deletion
4. MYSQL Database Account Creation, Management and Deletion
5. View your billing
6. Make Online payments

Hosting Control Panel Access: www.Qhost123.com

Login USERNAME: _____ (case sensitive)

Login PASSWORD: _____ (case sensitive)

CREATING EMAIL ADDRESSES:

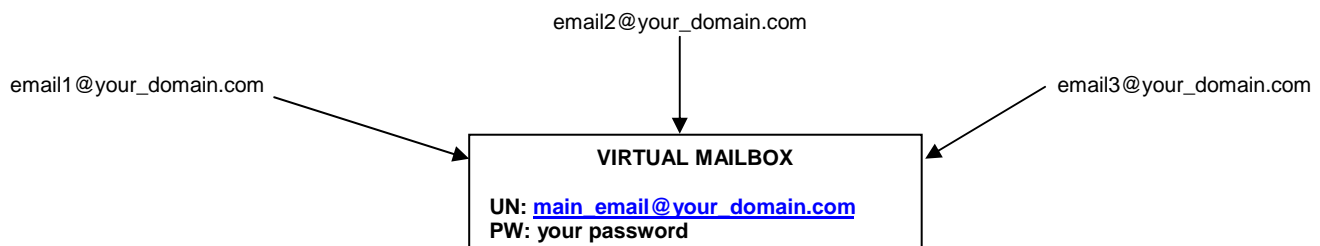
From the horizontal links on the header, please go to the right and click on:

Mail Info >> Mail Manager

The information contained in the table area called “MAIL SERVICE” is very useful in helping to set up other remote email software such as Outlook Express. It contains the name of our Incoming (POP3) Server and our Outgoing (SMTP) Server.



To set up a new Email Address, please perform the following:

- 1) Go to the bottom of the page and click on “New Email”
- 2) When the new window appears, it will ask you to type the name of the email address that you would like to create. Type it in the first box.
- 3) Ignore the “Catch All” checkbox (unless you want this email address to collect ALL email addresses to your domain)
- 4) Please a checkmark in Anti-SPAM and Anti-Virus (this will act as a first line of defense against viruses and SPAM but Quik highly recommends that you use secondary measures such as Norton Anti-Virus or McAfee to help protect your PC)
- 5) Now you need to make a decision you can perform either or both of the following options:
 - a. **MailBox** – If you place a checkmark in this box, then that means that an actual “virtual” mailbox will be created on the Qhost123 server. The main email address you have created will be delivered to this mailbox. You **MUST** create a password for each mailbox that you create, so please fill that field in and make a note of it. If you place any additional names in the **Alias By** field, then these names will also will also be converted to email addresses and delivered to the main email box that you have created at the top.



- b. **Mail Forward** – If you place a checkmark in this box, then you must insert a valid email address in the box below it that is not on the Qhost123 server (such as an AOL, Hotmail or Yahoo account). This means the email address that you have created at the top will be “forwarded” to that outside account. If you choose this option, please remember that Qhost123 cannot control and is not responsible for any email once it leaves our server.

NOTE: You can choose either or both of the above options... but you **MUST CHOOSE AT LEAST ONE.**

- 6) You can ignore the rest of the fields and boxes and press “Submit” at the bottom of the page.
- 7) Your email address will now be created and you will be returned to the Mail Info page where you should be able to see the email address(es) you created at the bottom of the page. Actual “virtual mailboxes” will be designated with the  symbol. Email addresses that are “forwarded” either to a Qhost123 mailbox or an outside email address will be designated with the  symbol.

NOTE: Once you have setup the email address(es) that you desire, if any of those email addresses have are virtual mailboxes, then you must now setup some email software (such as Outlook Express) on your PC so that it will download your email from the virtual mailbox (see below).

SETTING UP OUTLOOK EXPRESS


- 1) While on your PC open the program called "Outlook Express".
- 2) When you arrive at the main Outlook Express Window, click on the "TOOLS" dropdown menu at the top of the screen
- 3) Scroll down and click on "ACCOUNTS"
- 4) Select the MAIL TAB at the top
- 5) Remove any unnecessary mail accounts from the window by highlighting them and selecting REMOVE.
- 6) To begin setting up Outlook Express to download your email fro the Qhost123 server, click the "ADD" button
- 7) Select "MAIL" from the pop-up menu
- 8) When the new window appears, enter your Display Name (your business name or any name by which people normally know you)
- 9) Click "NEXT"
- 10) Enter the email address of the virtual mailbox that you created on the Qhost123 Control Panel (see CREATING EMAIL ADDRESSES above)... (Example: main_email@your_domain.com)
- 11) Click "NEXT"
- 12) Ensure your Incoming mail server is a POP3 account (top sentence)
- 13) Enter the name of your Incoming Mail (POP3) Server. This can be found on the Mail Info section of the Qhost123 Control Panel. Typically it is something similar to mail.your_domain.com.
- 14) Enter the name of your Outgoing Mail (SMTP) Server. This can also be found on the Mail Info section of the Qhost123 Control Panel. Typically it is something similar to mail.your_domain.com.






NOTE: If you are using Cox High Speed Internet Home Service, then you **MUST** use smtp.east.cox.net as the Outgoing Mail (SMTP) Server.

- 15) Click "NEXT"
- 16) Enter your previously established Username and Password for the virtual mailbox created on the Qhost123 Server (see CREATING EMAIL ADDRESSES above).... The Username **MUST** be the FULL EMAIL ADDRESS of the mailbox... (Example: main_email@your_domain.com). The Password **MUST** match the password created on the Qhost123 Server (see CREATING EMAIL ADDRESSES above).
- 17) Click "NEXT"
- 18) Click "FINISH"
- 19) Now you will see the Accounts window with the new account listed in it.
- 20) Select the Email Account you desire to edit and Click "Properties"

- 21) Click the "Servers" tab at the top
- 22) Make sure that your Outgoing (SMTP) server is correct---> It should be in the form of mail.your_domain_name.com
- 23) Check the box in the bottom left corner that says, "My Server Requires Authentication"
- 24) Click "OK"
- 25) Close Outlook Express and Restart
- 26) Now all outgoing email will be authenticated just like the incoming email
- 27) You have now setup Outlook Express to login to your Incoming Mail (POP3) Server and download your email that has been created and stored there. You have also setup Outlook Express to send mail using the appropriate Outgoing Mail (SMTP) Server.
- 28) You may test it by clicking the Send/Recv button near the top of Outlook Express.

OTHER Qhost123 Hosting Control Panel Important Features

- 1) **BILLING** –
 - a. **Click on Billing >> Billing Statements** – You can view each of your billing statements in chronological order. To print out a billing statement, you can click the Printer Friendly icon  in the upper right hand corner of any billing statement.
 - b. **Click on Billing >> Billing Profile** – You can add, edit or change any billing profile from here. To Activate a billing profile that has already been created (either "Check" or a particular Credit Card), simply choose it from the drop down menu next to "Change Billing Profile" then click "Activate". That account will now be the active payment method.

- 2) **WEBSITE STATS** – Once you have logged into the Qhost123 Hosting Control Panel, scroll down  and click on the Stats icon . From there, you will see several types of Website Statistics software available such as *Webalizer*, *Modlogan*, *AWStats*, *Status*. To enable one of the software methods, please click the Red "Off" Button  and it will turn to a Green "On" Button . Once a statistics software is activated, you may return to the Qhost123 Hosting Control Panel at any time after a 24 hour period and click on the View Statistics Button  and view the Statistics for your website.

NOTE: We recommend that you only use the Webalizer statistics software. It is the most comprehensive software available. Turning on more statistics software may result in slower server performance.

- 3) Many of the other Qhost123 Hosting Control Panel features are only used by experienced users. Feel free to browse them. If you have questions, feel free to call Quik Internet at 888-801-3278