CYBERSites

User Guide

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Getting Started - The Control Panel

The Control Panel provides you a simple, efficient and user-friendly interface to configure and manage all settings and options in your web hosting plan. Note: You don't need extensive technical knowledge to use the Control Panel; whatever you'll need to know is contained in this manual.

Login

Using your favorite web browser (Microsoft Internet Explorer recommended), go to the following address:

http://cybersites.cyber.net.pk:8443/

Use the Cybersites LoginID and Password supplied with your account to login.

Note: Once your domain has been registered, you may use your domain name (for e.g. www.mydomain.com) as your LoginID.

Navigation

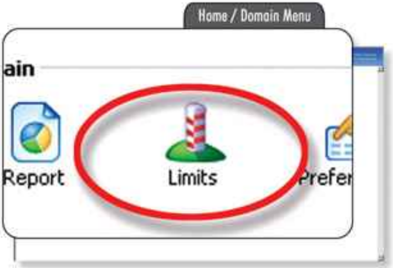
You can access your page menu items via the **Home** button in the Navigation Bar on the far left of the screen.

The Navigation Bar also allows you to view the **Sessions** page, visit the **Help Desk** or get **Help** for the currently displayed page.

You can also click on **Log Out** in the navigation bar to close your current session.

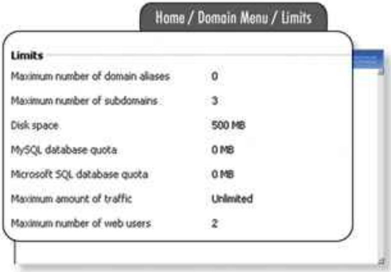
Domain Limits

Click on the **Limits** icon under the Domain menu to access the limits page.



Here you'll be able to view limits and quotas associated with your current Cybersites hosting package including:

- Disk space
- MySQL and Microsoft SQL database quota
- Maximum number of Web users
- Maximum number of MySQL and Microsoft SQL Server
- databases
- Maximum number of mailboxes
- Mailbox quota
- Maximum number of mail redirects
- Maximum number of mail groups
- Maximum number of mail auto responders
- Maximum number of mailing lists
- Maximum number of web applications
- Validity period

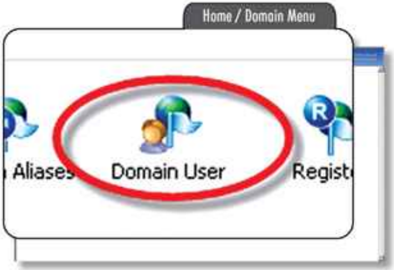


Upon clicking **Limits**, domain-specific limits associated with your Cybersites package are displayed.

Click on the **Up Level** icon or the appropriate shortcut to return to the previous page.

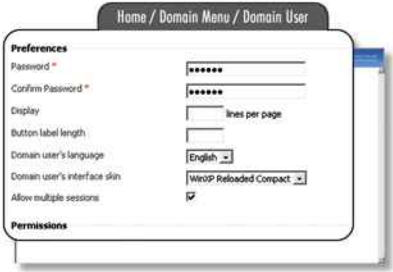
Domain User Account Properties

Use the **Domain User** icon in the Domain menu to set up additional user accounts for your domain.



From this screen, you can change the password for accessing the Control Panel using your domain name as the LoginID (see the section on Login in this manual), set the control panel language, manage the look and feel of the Control Panel (by configuring different skins), and control different permissions.

If you would like to enable multiple logins to your Control Panel, you can configure that from here as well: ensure that the **Allow multiple sessions** checkbox is checked. This will allow several sessions under the same login name to be active simultaneously.



The **OK** button will submit changes and return you to the Domain administration page.

Click on the **Up Level** icon or the appropriate shortcut to return to the previous page without submitting any changes.

Session Management

Click on **Sessions** in the left navigation bar to manage any Control Panel sessions that are currently active (this option may be useful in monitoring access to your Cybersites account).

The icon in the Type column identifies the control panel user who established the session.

The **Login** column of the list displays the user's system login name, **IP Address** indicates the source IP address that the control panel is accessed from; finally, the **Logon time** and **Idle time** columns display the date and time the user logged on and how long the particular user has been idle (Idle time).

The list of sessions can be sorted by several parameters in ascending or descending order. To sort the list, click on the name of the sorting parameter. An arrow will show the order of sorting.

You also have the option of searching through the list of logged in users. To search through the list, type the search parameter (string) into the text input field and click **Search**. If there are any items found matching the entered pattern string, these will be displayed in the form of a reduced list. The button **Show All** will revert to displaying the entire list.

Click **Refresh** to refresh the list of user sessions. To terminate one or several user sessions, check the corresponding checkboxes and click **Remove Selected**.

FTP Management

To start managing your space and FTP services, click on the Web Users icon under the Hosting section. On the next, screen you will be able to manage existing FTP accounts or create new ones.

FTP accounts are also known as secondary web users for the domain.

The web user homepages (domain/~webuser) are managed on this page.

To enable the webuser@domain.com access including format and scripting support for web users, click **Preferences.**

To create a web user, click on the **Add New Web User** button. After the web user has been created, his/her account will get added to the list on this page.

To search the list of web users, type the pattern string into search field and click **Search**. If there are any items found matching the entered pattern string, they will all be displayed in the form of a reduced list. The button **Show All** will revert to displaying the whole list.

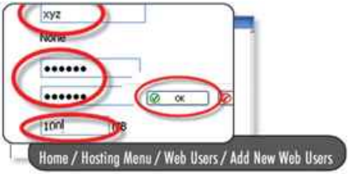
To delete one or several web users, check the appropriate checkboxes to the right of web user names and click **Remove Selected**.

To change the web user's properties, click on the web user's name. The web user properties page will appear..

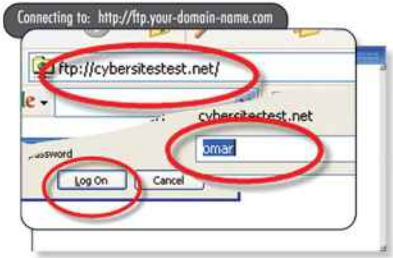
Click on the **Up Level** icon or the appropriate shortcut to return to the previous page.

Creating and Editing Users

To create a new web user or change the properties of an existing web user, enter the web user's name in the appropriate field, enter and confirm the desired password, specify the hard disk quota (leave the **Unlimited** checkbox enabled to not limit the hard disk space usage) for the web user and click OK. For security reasons the password should be between 5 and 14 characters and should not contain the user name.



NOTE: If a password is NOT set then FTP access will NOT be granted to the web user.



If the option **Allow the web users scripting** was enabled on the Web User Preferences page, then on this page you should be able to see a number of features that can be provided to the web user. The features are: **Apache ASP support, SSL support, PHP support, CGI support, mod_perl support,** and mod_python support. You can activate these options by selecting the corresponding checkboxes.

Click on the **Up Level** icon or the appropriate shortcut to return to the previous page without submitting changes.

Accessing FTP Accounts

Using your favorite web browser (Microsoft Internet Explorer recommend), go to the following address:

http://ftp.your-domain-name.com/

Use the LoginID and Password that you set earlier.

If the supplied credentials are correct, the next page will display the contents of your respective FTP account.

Email Services

To start managing e-mail services, click on the **Mail** icon under the **Services section.** On the next screen you will find e-mail addresses that have already been set-up, be able to set up new e-mail addresses, manage POP3 mailboxes, redirects, groups as well as set up and configure Auto responders.

Use this screen to create and manage e-mail accounts, and configure mail services for your domain.

The **Mail names** area displays a list of mail names existing at the domain. For visual assistance each mail name is accompanied by seven icons identifying the types of mail services set-up for the mail name. The first icon on the left indicates the ability to access the control panel, and the other six indicate the mail services: mailbox, redirect, mail group, auto responder, spam filtering, and antivirus features. A coloured icon indicates that the corresponding mail service is activated.

NOTE: One mail name can have any combination of mail services enabled.To edit account settings associated with a particular Mail name, select the Mail name or click an icon corresponding to the service that you wish to configure.

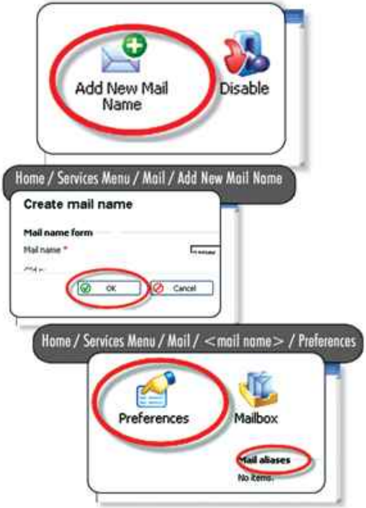
To edit account settings for several mail names at once, use the **Group Operations** function.

To delete one or several mail names, select the corresponding checkboxes, and click **Remove Selected**.

Click **Show Aliases** to display all the mail aliases created for the mail names. You can click on the mail alias name in the list to edit it, or select a corresponding checkbox, and click **Remove Selected** to remove it. Use the **Hide Aliases** button to hide mail aliases.

Sorting Mail names

The list of mail names can be sorted by eight parameters in ascending or descending order. To sort the list, click on the respective column heading. To search in the list, type the pattern string into the search field and click **Search**. All matching items will be displayed in the form of a reduced list. The button **Show All** will revert to displaying the entire list.



Adding a new Mail Name

To add a new personalized e-mail address click on the
Add New Mail Name icon.

To create a new mail name, enter the desired name into the **Mail name** field and specify a password that will also be used by the mail user to access the control panel.

To allow the mail user access to the control panel, click the **Control panel access** checkbox, and select the interface language and skin from the drop-down boxes. Check the **Allow multiple sessions** checkbox to allow several sessions under the same mail user's login name to be active simultaneously.

Click **OK** to submit all changes.

Setting Mail name Preferences

To enter or edit properties of a mail name and allow control panel access for the mail user, simply check the mail user's name and click **Preferences** in the tools menu.

After selecting the created e-mail address under **Mail Names**, you will be able to set different mailbox options.

This page is used for managing services provided to the mail name.

To set up or configure a mail service for the mail name, click on a corresponding icon (button) in the **Tools** group or select a shortcut in the **Info** group.

Managing Mail Aliases

The Mail Aliases list displays the list of aliases created for the mail name. To add a new mail alias, click on the **Add New Mail Alias** button.

To edit an alias, click on its title. To remove an alias, select it using a corresponding checkbox, and click **Remove Selected.**

Configuring Antivirus Preferences

Click the **Antivirus** icon to set up antivirus protection preferences for the e-mail account.

Select the required level of protection and click **OK**.

Next you can configure other services for the mail box.

Mailbox: Configure a POP3 account used for sending and receiving e-mail.

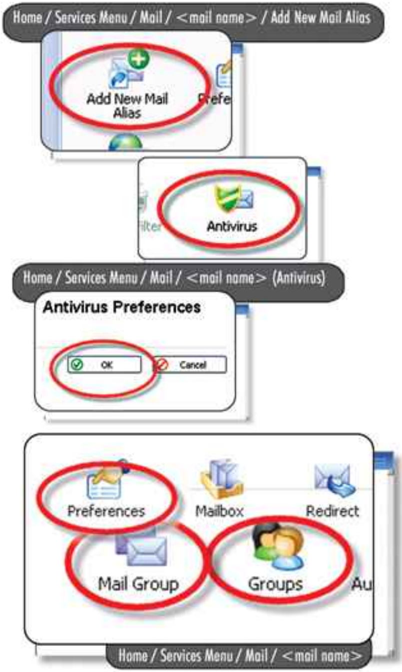
Redirect: Set up forwarding of mail addressed to the mail name to another e-mail address.

Mail Group: enable this mail name to function as a mail group used for forwarding mail to a number of e-mail addresses at once.

Groups: manage mail group membership

Autoresponders: set up automatic replies to e-mail sent to the mail name.

Spam Filter: Configure the integrated anti-spam software for filtering you mail.



Acessing WebMail

Click on '**WebMail**' icon to open the WebMail window or if you like, simply brows to your personal Cyberesties webmail system:

http://webmail.your-domain.com

A new window will be opened that points to:

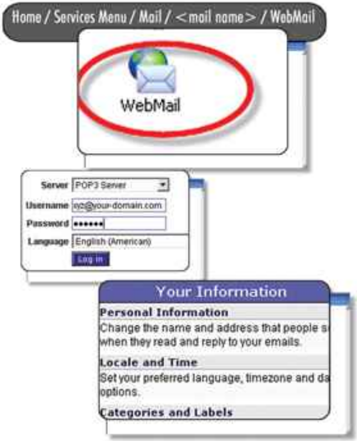
http://webmail.your-domain.com

For the **Username** field, enter your entire e-mail address (i.e. email_id@your-domain.com) and for the password, the corresponding mail box password (that you set in preferences when creating/editing the mailbox). Select the interface language, and ensure that the Server selected from the drop down list is **POP3 Server**, then click **Log in.**

You can now navigate through the webmail system to send, receive e-mail, manage your address book and more.

Note: On your initial login to the webmail system, yon may want modify your e-mail signature and customize the following options:

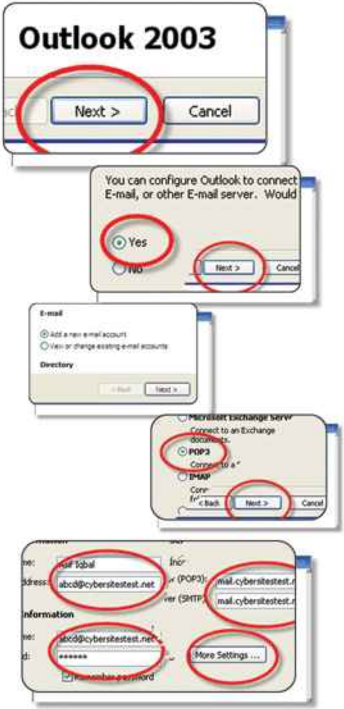
- Personal Information
- Locale and Time
- Display Options
- Login Tasks
- Remote Servers
- Rich Text Editor Options



Configuring Outlook 2003

The following section describes the steps to configure Microsoft Outlook 2003 in order to send and receive e-mail using your new Cybersites e-mail account.

Note: If you intend on only using the webmail system to send and receive e-mails, please SKIP this section]



Step 1

If this is the first time you're opening Microsoft Outlook (after a NEW installation) please follow steps 1a and 2a. Otherwise follow steps 1b and 2b.

1a Open Microsoft Outlook 2003 and on the Outlook 2003 Startup Wizard, click on the next button to proceed.

1b. Open Microsoft Outlook 2003, and click Tools E-mail Accounts... from the Tools menu

Step 2

2a. Select **Yes** to configure a new account (which will already be selected by default), and click **Next**

2b. Select **Add a new e-mail account**, and click **Next.**

Step 3

Select **POP3** as the **Server Type** and click **Next.**

Step 4

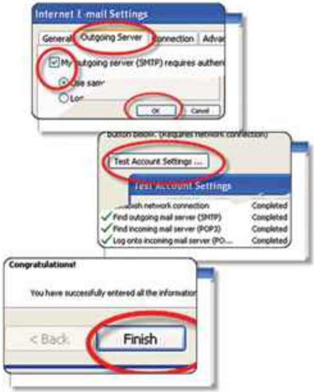
You will be brought to a section to set up your **Internet E-mail Settings (POP3).** Enter your Full Name (First Name, Middle Name/Initial, Last Name) in the **Your Name** field. Enter your complete Cybersites e-mail address (i.e. email_id@your-domain.com) in the **E-mail Address** field and in the **User Name** field (Under the Login Information section). Type in your e-mail, password in the **Password** field.

For BOTH the **Incoming mail server (POP3)** and **Outgoing mail server (SMTP)** fields, type your domain name pre-pended with the letters **'mail.'**
For example, if your domain-name were your-domain.com.pk,

BOTH your Incoming and Outgoing mail server names will be **mail.your-domain.com.pk**. Once you have entered the **Your Name, E-Mail Address, User Name, Password, Incoming mail server (POP3)** and **Outgoing mail server (SMTP)** fields, click **More Settings**.

Click the Outgoing Server tab present in the top navigation bar and check the **My outgoing server (SMTP) requires authentication** checkbox, which will enable it. Next, ensure that **Use same settings as my incoming mail server** is selected.

Click **OK**.



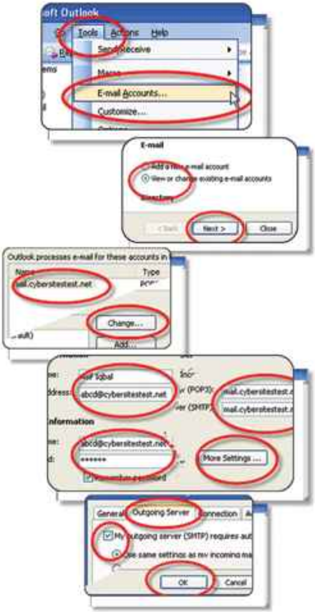
Step 5
To verify settings, click on **Test Account Settings** which will show the status of your settings.Upon successful verification, each task in the Tasks pane will be shown completed.

In the case of an error, check to ensure that you are connected to the Internet, verify your **User Name** (it must be your **complete** e-mail address), the **Password** and then repeat steps 1 thru 5.

If you're still having a problem, please contact Cybernet Technical Support on **111-56-56-56**

Step 6
On the next screen, click **Finish** to complete the new e-mail account configuration.

If you have already setup an e-mail account and need to configure your Microsoft Outlook 2003 client for SMTP authentication, please follow these steps:



1. Open Outlook.

2. On the **Tools menu**, click **E-mail Accounts**...

3. Select the **View or change existing e-mail accounts** option and click **Next**.

4. Select the e-mail account you wish to modify and click **Change**...

5. In the **E-mail Accounts** window click the **More Settings**... button.

6. Click the **Outgoing Server** tab.

7. Click to select the **My outgoing server (SMTP) requires authentication** check box.

8. Select the **Use same settings as my incoming mail server** option.

9. Click **OK**.

10. Click **Next** on the **E-mail Accounts** window.

11. Click **Finish** to complete the configuration changes.

12. **Exit** from Outlook. The next time you start Outlook, the new settintgs will take affect.

Website Design with Site Builder (Developer & Enterprise packages only)

Site Builder is an online website builder program included in your Cybersites Developer or Enterprise package. With it you can design professional websites in a matter of minutes and without any programming skills. Simply use the Site Builder Wizard to create your website in five easy steps

Accessing Site Builder
To access Site Builder, click on the **Site Builder** icon under the **Hosting** menu.

In the new pop-up window click on **LOGIN TO SITE BUILDER**
Note: If you're using Windows XP Service Pack 2, you may need to allow popups, or disable any popup blocker(s) to see the Popup Window..

In the next window, enter your FTP/Microsoft FrontPage Login (i.e. you-username@your-domain.com.pk) and password along with the domain name of your FTP server (ftp.your-domain.com.pk)

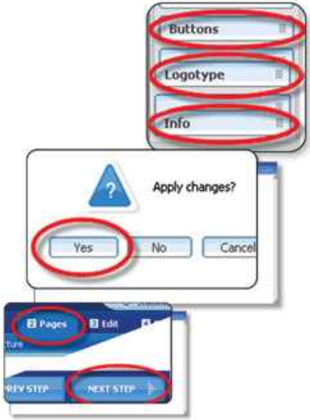
Using the Web Site Builder Wizard: Five Steps to a Perfect Website
After logging in to the site builder you will go through Site Builder's **5 Easy Step Wizard** to create a website. Once you have created your website, you can access the wizard later to maintain or change your website since the entire configuration will be saved.

Step 1
Select your design from different website layout templates. These can be viewed in groups.

Click on the **PREVIEW** under the image to preview the Layout.

Below the layout selection on the left you, can choose from among the available color schemes.

To refine your design, change the key visual of the template by clicking on the headline and choosing from images.



Click on **Next** Step.

The same can be done with buttons that should be placed on your website.

You can also upload a logo to be included in the layout design.

Enter the copyright text. Then click **Next** Step

Once you make any changes, a window will appear and requesting permission to apply the changes made to the layout of website.

Click on **Yes** to proceed.

Step 2

First select the type of your website (i.e. Business or Personal) and select the pages you wish to include in your website.

Check the buttons of the pages and sub pages that you wish to make available on the website and click on **Add Selected Page(s)**

Click on **Add New Page** to add a custom page by entering its title in a little popup window.

Similarly, select and click on **Delete Page(s)** to remove the pages from the website.

Use **Move Page up** and **Move page Down** to change the page indexes.

You can convert Main Pages to Sub Pages and vice versa by clicking on **Move Page to lower level** and **Move Page to upper level** respectively..

Step 3
To open the editor, click on each page and fill in your contents using a simple word processor. The page structure is set in the template and can be adjusted later.

Insert any custom images that you may wish to display on your website.

Change the font, text color and hyperlinks from the toolbar.

Click on **Advance** just below the page at the right side to change the background color, foreground color and border colors and type.

Click on **Save Changes** to apply your changes before proceeding to next step.

Step 4
You can add elements to your website, such as **Site Statistics** and a **Site Map**.

It is possible to create a description along with keywords that will make it easier for search engines to locate your homepage on the Internet.

Set the **Site Title** of your website that will appear in the title bar of your internet browser.

Step5
You are now ready to publish your website. Click on **Publish web site** and **Site Builder** will upload it. You can use Site Builder to update your website content any time.

Previewing your new website:
Under the **Hosting** menu at main page, click on the **Site Preview** icon to preview your current website design.

Protected Directory Management

Accessing Protected Directory Management

Click on **Directories** icon under the **Hosting** menu to create password-protected directories.

Adding new Directory

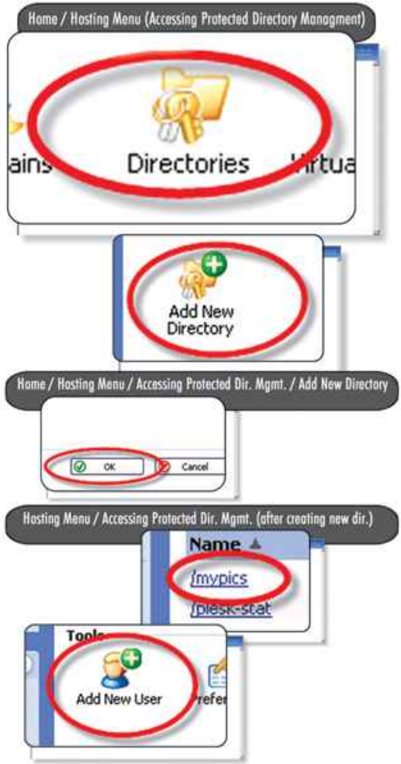
In order to create a password protected directory, click on the **Add New Directory** button. This will take you to the Protected directory properties page where you can create a new protected directory, define the properties associated with the new protected directory and add users, which will have access to this directory. Note that names of directories are case sensitive.

To edit the protected directory, click on the directory name. This will take you to the Protected directory properties page where you can review and/or edit the properties for the given protected directory as well as manage its users.

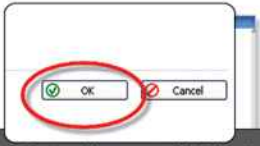
To add the users for the specific directory click on the **Add new user** icon, this will take you to the page where you have to enter the user name and desired password to access the directory.

To delete one or several protected directories from the list, check the corresponding checkboxes and click **Remove Selected**. Note that this only removes the protection from the directory; however, the directory itself is not physically removed. This action makes the directory and its contents accessible without the need for a login and password.

You have an option of searching through the list for a certain pattern. This feature may help you in case you have a great number of items in the list and you need to work with a particular one. To search through the list, type the pattern string into the input field and click **Search**. If there were any items found matching the entered pattern string, they will all be displayed in the form of a reduced list. The button **Show All** will revert to displaying the entire list.



Click on the **Up Level** icon or the appropriate shortcut to return to the previous page.



Hosting Menu / Accessing Protected Dir. Mgmt. (after creating new dir.) / Add New User

Click **OK** to complete the process.

In the future, when you wish to access a password protected directory that you just created

For Example: http://www.your-domain.com/**mypics**.

Connecting to: http://www.your-domain.com/mypics

You will be asked for a username and password to access the directory/page. Entering the username and password will grant access to that directory.

Databases Management

To create and manage databases click on the **Databases** icon under the **Domain** menu on the main menu items page.

To create a new database click **Add New Database**, then enter the name of the database that you'd like to create into the **Database name** field, select the database type from the drop-down box and click **OK**.

Note: the system does not allow one to create databases with reserved names (i.e. DATABASE) and database names are case sensitive

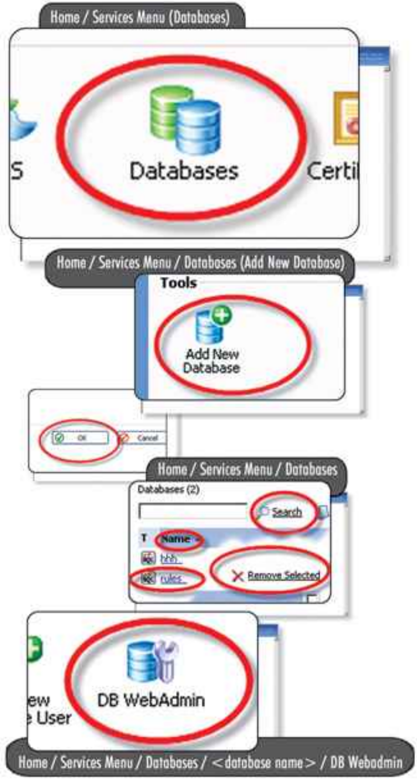
Below the input field there is a list of existing databases. You can edit a database by clicking on its name; you can delete one or several databases from the list by checking the corresponding checkboxes and clicking **Remove Selected**

The list can be sorted by various parameters by clicking on the name of the parameter at the top line of the list. An arrow will appear showing the order (ascending or descending) of sorting.

You have the option of searching the list for a certain pattern. This feature may be helpful in the case that you have a great number of items in the list and you need to work with a particular one. To search the list, type the pattern string into the text input field and click **Search**. If there were any items found matching the entered pattern string, they will all be displayed in the form of a reduced list. The button **Show All** will revert to displaying the entire list.

If you choose to edit a database, you will proceed to the screen where you can add/remove database users and/or access **DB WebAdmin** web interface

Click on the **Up Level** icon or the appropriate shortcut to return to the previous page.



Site Applications Management

Click on the **Application Vault** icon under the Hosting menu to start managing the site applications installed on the domain.

All installed applications are listed in the **Site Applications** area, where you can view the information on application name, version, release, installation location(s), a brief description, and sort the list by several parameters in ascending and descending order, and select a particular application.

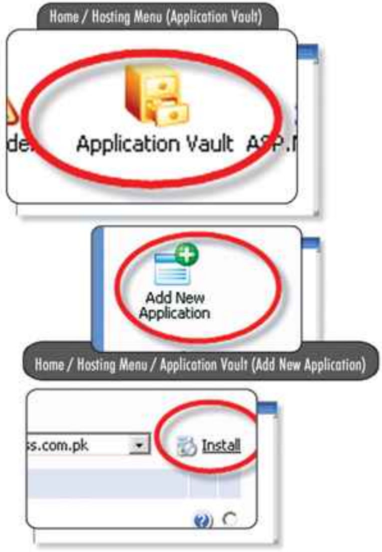
Step 1
To install a new site application on the domain (thus adding it to the domain application vault), click the **Add New Application** icon.

Step 2
On the next page, select the desired application that you want installed, and click **Install**. At the next step, specify the installation preferences, and click **Finish.**

Application Installation Tip
If you have many applications to choose from, and need to find a particular one quickly, it is recommended that you use the search feature by entering a search pattern in the input field and click Search. All matching items will be displayed in form of a reduced list. Click **Show All** to revert back to displaying the entire list of applications.

You can also sort the list of available applications by several parameters in ascending and descending order, selecting a respective column heading.

To uninstall an application from the domain and remove it from the vault, select it using a checkbox, and click **Remove Selected**.



Web Statistics

WebStatistics provides accurate reports on the number of visitors, the time they spent on your website, the average page impressions,which pages were viewed most frequently, and more.

Step 1
Launch WebStatistics from the **Domain** group, click on the **Report** icon.

Step 2
On the next page click on the **WebStats** icon to launch WebStatistics.

Note: WebStatistics opens in a new window. You can also set to view either a summary report or a detailed report. If you wish, you can also create a custom report by selecting from among various different options.

Step 3
In a new window you will see summary of the overall traffic to your website.

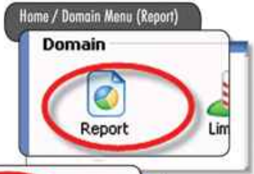
For detailed statistics of a specific month, click on that month.

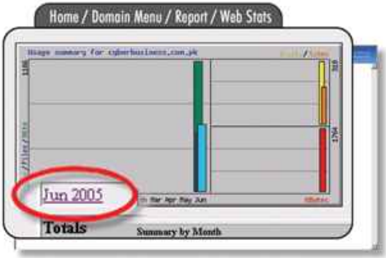
The different reports included in **Usage Statistics** allow you to take full advantage of the ways visitor data can be analyzed. In each of the sections under **Usage Statistics**, you can have the statistics presented to you in a number of ways.

Choose **Sites** for the information on how many individual pages your visitors looked at in total (i.e. number of page impressions) and how many unique visitors you had in a day. A combination of page views and unique visits will give you a rough estimation of the number of pages viewed by a single visitor.

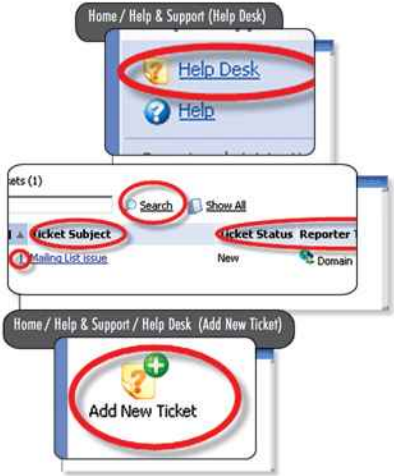
Referrers are websites that led your visitors to your websites. The visitor's domain usually reveals their internet service provider, and their top level domain (TLDs) reflects the countries they come from.

Agents provide you with statistics on types of operating systems and the web browser used by your visitors.





Help Desk



Click on **Help Desk** under the **Help & Support** menu on the Navigation Bar.

On the next page, you will be able to view and update all trouble tickets opened by you and you may also submit new trouble tickets.

Step 1

To change the status of a trouble ticket or to add a comment, click on a ticket id or subject.

You can sort the tickets by their properties, clicking on the corresponding column headings.

Search Tip: To search in the list, enter a search pattern in the search field: use numbers to search ticket IDs, or specify a pattern of alphabets to search ticket subjects, the reporter's names or e-mail addresses. Once you click **Search**, all matching items will be displayed in form of a reduced list. Clicking **Show All** will revert to displaying the entire list of tickets.

Navigation Tip: To simplify navigating through an extensive list of tickets, use the **Previous** and **Next** buttons and the drop-down box at the bottom of the list.

Step 2

Operating a Ticket

Click on **Add New Ticket** icon to add a new ticket

The next page allows you to enter or change the ticket properties and add new comments.

To change the ticket subject, click edit it in the **Ticket Subject** field as desired. To assign a new category, select the desired value in the **Category** drop-down box.

When submitting a new ticket, enter the problem description into the **Ticket Body** field.

To add an event to the ticket, such as close, reopen and/or to add a comment, select a corresponding action in the **Ticket Event** drop-down box and type a new comment into the **New Comment** input field if required.

Click **OK** to submit any and all changes.

Backup & Restore Management

Cybernet strongly recommends that users utilize this feature. However, users must be aware that during the backup and restore processes, the domain and its services will be unavailable. Backup procedures should usually be performed during times when access to the domain is minimal (for example, late in the night).

Note: In order to have your site backed up on a remote machine, you will require an FTP Account on the remote server. It is NOT recommended that you use your Cybersites FTP Account (from section 2 of this manual). Alternatively, you may wish to manually backup your site and store the archived file on your PC's hard-drive; in this case, you do not require an FTP account (see bullet point 3 in **Creating a Backup** file below).

To start using the backup or restore features, click on the **Back up** icon in the Domain menu.

Managing the Backup Files Repository

To backup the domain, click the **Create Backup** icon. You will be notified by e-mail when the backup procedure starts and when it completes.

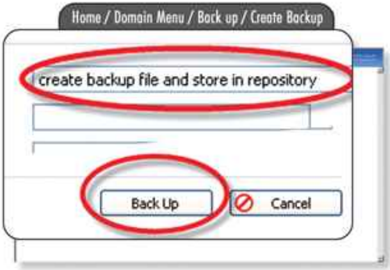
To configure an FTP account to be used for storing the backup file on a remote machine, click the **FTP Account Properties** icon.

To configure scheduled backups for making automated regular backups, click the **Scheduled Backup Settings icon**.

To restore a backup file from your local machine, specify a file location using the **Browse** button, click **Upload**.

To restore a backup file from the remote FTP server, click the **FTP Upload** icon. You will be taken to the FTP server directory where you can select which backup file you'd like to restore.

To delete one or more backup files from the list, select the corresponding checkboxes and click **Remove Selected**.



Creating a Backup File

Select the backup method from the **Backup method** drop-down box using the information below:

1. To create a backup file and store it in the local disk repository:

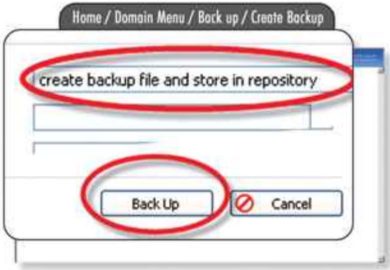
- Select the **create backup file and store it in repository** in **Backup method**
- Specify the backup file name in the **Backup file name** field.
- Type in your comments in the **Comments** text field.
- If you'd like to receive notifications by e-mail when the backup procedures starts or completes, check the **Notify by e-mail** checkbox and enter the e-mail address to which you'd like notifications sent.
- Click **Back Up** to start the backup process. (Note: The domain will be unavailable during backup).

2. To create the backup file and store it on the FTP server:

- Select the **create the backup file and store on FTP server** in **Backup method**
- Specify the FTP server name in the **FTP server** field
- Type the name of the FTP server directory where the domain backups are stored in the **Base directory on FTP server** field.
- Enter the FTP server login name in the **FTP Login** field.
- Enter the FTP password in the **FTP Password** field .

Note: The **FTP server**, **Base directory on FTP** server, **FTP Login** and **FTP Password** fields will be automatically completed if the FTP account settings have been previously specified in the **FTP Account Properties** page

- Specify the backup file name in the **Backup file name** field
- Type in your comments in the **Comments** text field
- If you'd like to receive notifications by e-mail when the backup procedures starts or completes, check the **Notify by e-mail** checkbox and enter the e-mail address to which you'd like the notifications sent.
- Click **Back Up** to start the backup process.



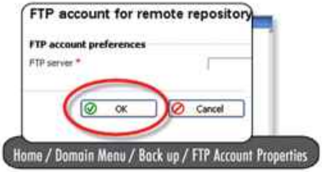
Note: The domain will be unavailable during backup.

3. To download a backup file to your local machine without storing it in the backup files repository:

- Select the **do not store the backup file in repository, only download it** option in **Backup Method**.
- Specify the backup file name in the **Backup file name** field
- Type in your comments in the **Comments** text field.
- If you'd like to receive notifications by e-mail when the backup procedures starts or completes, check the **Notify by e-mail** checkbox and enter the e-mail address to which you'd like the notifications sent.
- Click **Back Up**, click OK to continue past the Warning dialogue box, and the **File Download** dialog window will open up.
- Click **Save**, specify the location (on your local hard drive) where you'd like the backup file stored and click **Save** again. The backup file will be saved on your local machine.

Specifying FTP Connection Properties

Click on Specify FTP Connection Properties from the Back up page. Here, you must specify the FTP connection and account information required for you to be able to backup files on a remote FTP server and to restore them.



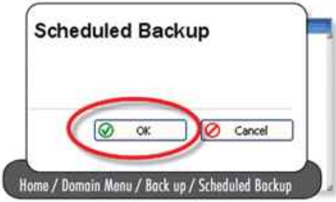
To set the FTP connection properties:

- Enter the FTP server name in the **FTP server** field
- Type the name of the FTP server directory where the domain backups are stored in the **Base directory on FTP server** field.
- Enter the login name (aka username) of your FTP account in the **FTP Login** field.
- Enter the password associated with your FTP account in the **FTP Password field**.
- Confirm the FTP password in the **Confirm FTP Password** field.
- click **OK** to submit the settings.

Click **Up Level** to return to the previous page.

Scheduling Backups

You may choose to schedule automatic creation of the domain backups by specifying how often backups be created and where they should be stored.



To schedule backups:

- Select the frequency of the backup creation (daily, weekly or monthly) in **Backup period** .
- Select whether the backup file be stored on the local machine (Domain Dumps) or be uploaded automatically via FTP (FTP) in the **Backup files repository location**.

Note: In order to store the backup files in a remote repository using FTP, you must specify the FTP Account information to be used in the FTP Account Properties page.

- Specify the maximum number of backup files to be stored in the repository, by typing a number in **Maximum number of stored backup files**.

Note: When the specified number is exceeded, the oldest backups are removed from the repository.

- Enter the name the backup files should begin with (all files will be prefixed with this name) in **Backup files will begin with**
- Click **OK** to submit the settings.

Click **Up Level** to return to the previous page.

Restoring from Backups

Warning: Using restore replaces all your existing domain files with those on the backup file.

In order to restore a backup file, you need to be at the main Back up page.

You must choose the backup file that you wish to restore from the list specified in Backup files.

If your backup file isn't listed in the menu but exists on your local machine or is on a remote FTP server, you'll need to upload it first. For files stored in the FTP directory, you'll need to specify the FTP Account Properties (see section on **Specifying FTP Connection Properties** above) and then click **FTP Upload**.

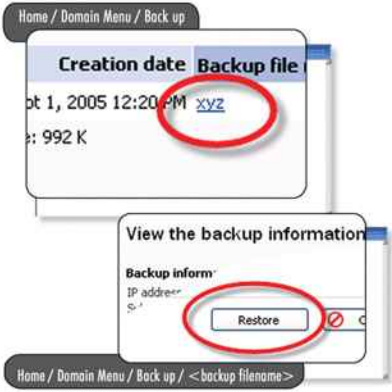
To upload a backup file from your local directory, click Browse next to the Local Backup file field, locate the file on your local hard-drive, click OK on the Choose file dialogue box, and then click **Upload.**

Once your backup file is displayed in the **Backup files** section, choose the appropriate file by clicking the appropriate file name under the list of files under **Backup file name**.

On the next page, if you'd like to be notified upon start and completion of the restore process, click **Notify by e-mail** and enter the e-mail address to which notifications will be delivered.

Click **Restore,** and then OK on the Warning dialogue box to start the restoration process.

Click on the **Up Level** icon or the appropriate shortcut to return to the previous page.



CYBERNET

Cyber Internet Services (Pvt.) Ltd.

A-904, 9th Floor, Lakson Square Building No. 3, Sarwar Shaheed Rd.,
Karachi 74200, Pakistan. UAN: 111-44-55-66 Web: www.cyber.net.pk/cybersites