

## Email Hosting Package

### Welcome To Your Windstream Hosting Service!

We are pleased you have chosen us as your solutions provider to help your business become even more successful. We recognize your time is valuable, which is why we created easy to follow instructions to setup your services quickly, as well as explain the features and options available with your solution.

You should have received a welcome email containing your Domain and Password, which you will need to setup your services. If you do not have your welcome email, please call us at 800.316.4581, option 1. We are happy to email you another welcome email containing your Domain and Password.

To begin learning about your new service and how to get it setup, continue reading below to start the step-by-step process.

Thanks again for choosing Windstream as your hosting solution provider.

### Domain Names

#### **IMPORTANT!**

If you did not purchase your Domain Name from Windstream, or are moving your domain to Windstream from another provider you will need to update the name servers for your domain. You will need to work with your old provider or the company you purchased the Domain Name from and have the Name Servers updated to the Name Servers listed below:

#### Name Servers

ns1.windstreamhosting.biz

ns2.windstreamhosting.biz

ns3.windstreamhosting.biz

ns4.windstreamhosting.biz

#### **Please Note:**

You may not have email access for 24 to 48 hours once this is complete.

### Accessing Your Control Panel

Your hosting service has a Control Panel, an interface allowing you to access, maintain, and monitor your hosting service.

To access the Control Panel:

- Click on the black Login tab at the top of this page.
- Use the Domain and Password provided to you in your welcome email to login to the 'Control Panel Login'.

Once logged in, you will find many useful tools for your hosting service along with a detailed help menu for each function of the control panel. To access the help menu for each functionality, click the '?' button located on the top right corner of each window.

## Email

### Special Instructions

If you are hosting your email with Windstream and using a Third Party Spam Filter for your Email, you will need to add in the following TEXT record in your DNS Manager:

- Name: mxok
- Type: TXT
- Value: key=bXgxYzI4LmNhcNjpZXJ6b25lLmNvbQ==
- Once propagated, your new record should reflect the following:
- mxok.yourdomain.com IN TXT 'key=bXgxYzI4LmNhcNjpZXJ6b25lLmNvbQ=='

## EasyMail Setup (Email Setup)

Your email accounts are managed through the website control panel. To create your new email accounts, please go to the below link for instructions:

[Manage Email Addresses](#)

Should you wish to configure an email program such as Microsoft Outlook, Outlook Express, or Mac Mail, please click the link below to view our different email client guides.

[Email Client Settings](#)

## Managing Your DNS

Your DNS records are managed through the website control panel. To create or edit records, please do the following:

- Once logged into your control panel, select 'Manage' from your control panel tool bar.
- Locate and select the icon for 'DNS Manager'. This will open a new window on the page. Click the light grey 'Start' button.
- You are now at the DNS Manager Main Menu. Select 'Edit Zone File'.
- Here you will see your current zone file. Select any of the records in the left box and you will be able to edit it in the right box. You must **Apply** any record changed in the right box.

- There is also an option to 'Add record'. This is a blue link directly above your zone file on the left. Any new records will be entered in the right box (same box used to edit a current record). You must 'Apply' any new record created in the right box.
- To the right of all records, except the root, there is a red delete icon for removing any records you may no longer need. If any record is removed you must 'Apply' that change in the left box.
- Once finished with any edits, click the green 'Next' button to the right. This will take you to a confirmation screen. Click the green 'Next' button again to continue.
- You have successfully changed your zone file. Click the 'Close' button.

**Please Note:**

It may take 24 to 48 hours for DNS to completely propagate. If you would like to check your DNS records please visit the following link: <http://windstreamhosting.com/dnslookup>

## Windstream Email Hosting Only (3rd Party DNS)

If you are only hosting email with Windstream, and the DNS is with a different provider, please contact your DNS provider and ask them to make the following MX Record changes:

Priority	MX Record
10	mx1.windstreamhosting.com
100	mx2.windstreamhosting.com
110	mx3.windstreamhosting.com
120	mx4.windstreamhosting.com

Your DNS provider also needs to add/change your A Record to the following:

Record	IP Address
mail.yourdomain.com	64.29.145.40
pop.yourdomain.com	64.29.145.40
smtp.yourdomain.com	64.29.145.40
webmail.yourdomain.com	64.29.145.44



## Support Information

Should you require assistance or have questions, please contact **Domain Services Support** at **800.316.4581**.