



## Recommended Set up for Domain Name and Email Services

In order to get the most appropriate supplier to support the various Internet services, we advise setting up your system as follows:-

<u>Service</u>	<u>Supplier</u>
Domain name registration	Your ISP (eg BT, ZEN etc....)
Email retrieval (POP BOX)	Your ISP
Email sending (SMTP)	Your ISP
Web site hosting	Bite IT

Bite can provide Domain registration services for new domains however we do not recommend transferring in existing domains, unless your existing provider is unwilling or unable to provide the service.

Email sending and receiving services are NOT provided by Bite as these are best supported by your ISP (eg broadband provider). Bite specialise in hosting web sites and the only email service we provide is to 'forward' email from domains which we control, to your ISP.

# 1. Domain Name Setup Options

When transferring in a domain, it is ESSENTIAL THAT YOU OBTAIN COPIES OF ANY DATA WHICH YOU WISH TO RETAIN FROM YOUR OLD WEB SITE BEFORE THE TRANSFER IS INITIATED.

## A) 'A Record Pointing' Only – Instructions **\*\*Recommended\*\***

**Where Bite IT are to take over the web hosting BUT NOT the domain registration renewal OF AN EXISTING NAME**

In order that we can set up your web site hosting on our servers, without moving the domain or email services from your existing provider, please can you instruct your existing provider to **change the 'A record' for xxxxxxx.co.uk to point to the following IP address: 80.244.184.99** – (NB can take 48 hours to take effect).

## B) Transfer Of Domain Names – Instructions

**Where Bite IT are to take over the web hosting AND domain registration renewal OF AN EXISTING NAME**

To be signed on letter headed paper - showing the name and address as per the registered details of the domain owner and returned to Bite IT)

To Whom it may concern,  
I hereby authorise the transfer of domain .....co.uk to Bite IT Ltd with immediate effect, please change the IPS tag to **123-REG**  
For any queries, please contact [graham@biteit.net](mailto:graham@biteit.net)

## C) Purchase Of Domain Names – Request Form

**In order that we can purchase A NEW DOMAIN name on your behalf, please complete the following information and return this form to us:-**

Registrant Info

Domain name required  
Name of Registration Owner:-  
Contact name-  
Address  
Postcode  
Tel. -  
Fax.-  
Email -

## 2. Web and Email Requirements

(Applies to options 1B & 1C only)

<u>Service</u>		<u>Yes/No</u>
Hosting	a) Forward to another site (state address www.....) or b) host site on this domain	
Temporary Page	Temp page required? If Yes – state details:-	
Copy Existing Site?	Copy existing site before moving the domain to us? (if so, provide FTP location, user name and password)	
Delay Domain Transfer	Delay the transfer of domain until new site is ready to go live	

## 3. Email Requirements

(Applies to options 1B & 1C only)

As we concentrate on providing web hosting facilities, it is preferable to maintain your email collection and sending facilities with the existing providers, where possible. In order that we understand what these arrangements are and can ensure that they continue, please indicate which one of the following methods is currently used for your email services:-

- a) **Server based email collection and distribution** – (eg MS Exchange) please outline The IP address we are to forward email to (eg **195.7.111.123**) .....
- b) **POP Boxes** - please outline the actual email addresses we are to forward to email to (eg [john@yourname.co.uk](mailto:john@yourname.co.uk) - forward to johnsmith@bt.com

Default Email	State Forwarding email destination .....@.....
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<u>Other Aliases</u>	<u>Forwarding email destination</u>