



Quick-start Guide

For Site Administrators

www.cheekymonkeyhosting.co.nz

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Introduction

This quick-start guide is composed of a number of help topics that show you how to complete common tasks.

You can keep this guide open while you complete each task in the control panel or print a copy for later reference.

Quick-start topics:

1. Welcome to Cheeky Monkey Hosting (**page 3**)
2. Getting started (**page 4**)
3. Managing your Domain Name Servers (DNS) (**page 5**)
4. Checking your site's settings (**page 8**)
5. Changing your Site Administrator information (**page 9**)
6. Adding additional mailbox and service users (**page 10**)
7. Setting up your site's email services (**page 13**)
8. How to send and receive email (**page 14**)
9. How to publish content to your Web site (**page 15**)

Welcome to Cheeky Monkey Hosting

About Us

Cheeky Monkey Hosting is fully owned by private interests in New Zealand. We're proud that cheekymonkeyhosting.co.nz is registered as 100% New Zealand owned and operated. Cheeky Monkey Hosting's Head Office and Data Centre is located in the City of Sails - Auckland, North Island of New Zealand.

Cheeky Monkey Hosting supports the SPCA by donating 5% of our profits to the Society for the Prevention of Cruelty to Animals.

Our NZ Premium Tier 1 Data Centre

All Cheeky Monkey Hosting servers are hosted in our new enterprise-class data centre, utilising the latest technology with primary emphasis on stability and security:

- Premium Tier-1 Data Centre
- Optimised airflow distribution
- Redundant parallel Uninterruptible Power Supply
- Backup diesel generator
- Climate controlled environment
- High-speed connectivity with multiple fibre-optic upstream links
- High performance 100Mbps switch port
- Fire detection system

Serving the South Pacific

The Cheeky Monkey Hosting servers are monitored by Qualified Technicians 24/7 - ensuring uninterrupted access to your Web Site. Our Servers connect to the Internet through redundant high speed connections provided by some of the largest backbone providers in the world; guaranteeing High-Speed Access to your Web Site from any corner of the globe. Uptime is greater than 99.6% and we have our own diesel/electric generator backup, fire systems and air conditioning. All Cheeky Monkey hosted sites are backed up every 24 hours.

All Cheeky Monkey Hosting accounts are covered by our 99.6% up-time Guarantee.

The Cheeky Monkey Hosting Network

Our network was built with reliability, security, growth and speed in mind. Our dedicated data centre in New Zealand is continuously upgraded using leading-edge components to ensure clients' servers always operate at peak performance.

We enhance reliability through our direct interconnection to an aggregation of networks providing unmatched service diversity, flexibility and reliability. Our routing and switching technology is configured to ensure the failure of a network device does not result in a complete loss of service.

www.cheekymonkeyhosting.co.nz

3

Getting started

This guide should be used as a supplement to the *Cheeky Monkey Hosting welcome email*. We cannot stress enough the importance of your welcome email and recommend that you print a copy for your records.

Your welcome email will take you through your Cheeky Monkey Hosting Control Panels, FTP & Email settings, previewing your website, WebMail, SiteBuilder and more.

In addition to your welcome email and this Quick Start Guide, there is a massive amount of information within the Cheeky Monkey Hosting Support Centre:
<http://support.cheekymonkeyhosting.co.nz>.

There are also hundreds of frequently asked questions available for your perusal here:
www.cheekymonkeyhosting.co.nz/support/faq.htm.

Cheeky Monkey Hosting does not offer telephone support. Instead, our low overhead structure allows us to pass on massive savings and great prices to clients. Please ensure you have reviewed our support material before contacting the CMH Support Team.

Other useful links:

- **Shopper Management System:** <http://sms.cheekymonkeyhosting.co.nz> (where you can check your FuturePay account, change your username and password, card or contact details – if paying by credit card).
- **Online Tools, Resources & Downloads:**
www.cheekymonkeyhosting.co.nz/support/tools_resources.htm
- **Host Information, DNS & Configuration Setting Tool:**
www.cheekymonkeyhosting.co.nz/support/host_information.htm (where you can retrieve your website's configuration information, such as web, e-mail and FTP server settings).
- **Formmail Configuration Tool:**
www.cheekymonkeyhosting.co.nz/support/formmail.htm (Cheeky Monkey Hosting clients can use this tool to create a simple online form that can be used to send its contents to an email address using our Formmail script).
- **Accessing your CMH Secure Server:**
www.cheekymonkeyhosting.co.nz/support/secure_server.htm (how to pass your web pages through our secure servers, so that your customers can submit their Credit Card details and other personal information securely).
- **Network Status Information:**
www.cheekymonkeyhosting.co.nz/support/network.htm (to check for any known problems or scheduled maintenance on our network, or phone our 24/7 Network Status Line: (021) 0232-3261 (if within New Zealand) or +6421 0232-3261 (elsewhere in the South Pacific). Please note that should any network issue be detected, our priority is firstly to investigate and resolve the issue as soon as possible. Often, known problems are resolved before our Network Status Information page or Network Status Line is updated.

Managing your Domain Name Servers (DNS)

What are DNS Servers?

When your domain name is registered it is delegated to a pair (usually, although more than 2 DNS servers can be used) of DNS servers. These DNS servers hold DNS records which tell the Internet "world" the physical location of the web server that holds your website and the mail server which handles your email. The physical location of these servers comes in the form of an IP Address e.g. 210.48.108.200. As it would be difficult to have to remember the IP Address of every website we wanted to visit, domain names were created to make this task a little easier. So basically, DNS servers just translate the 'easy to remember' domain names into the 'hard to remember' IP Addresses, so that Internet traffic can be directed to your website or to your email address.

Every ISP on the Internet has their own DNS Servers which direct the people who are using that ISP to the location they are looking for. For example, if Xtra is your ISP, then you would usually use Xtra's DNS servers to find the website you type into your browser address bar.

What are DNS Records?

DNS Records are the individual records held on the DNS Servers that specify where different traffic for your domain name should be directed. For example, if you have a website your DNS Servers should hold 'A' Records for both `www.yourname.co.nz` and `yourname.co.nz` (without the `www`) that point to the IP Address of the web server where your website resides. If you have email service set up, you should also have DNS 'MX' Records, which point mail for your domain name to the server which handles your mail. There are several other types of DNS Records which are used, but the main ones are 'A' and 'MX' Records.

Authoritative DNS Servers

There should only be one set of DNS servers that are responsible (authoritative) for directing Internet traffic for your domain name. These should be the DNS servers that are held in the Domain Name Registry database against your domain name. For example, the domain name `yourname.co.nz` is delegated to the DNS server's `ns1.cheekymonkeyhosting.co.nz` and `ns2.cheekymonkeyhosting.co.nz` in the NZ Registry database; therefore these two DNS servers are 'authoritative' for `yourname.co.nz`.

Common DNS Problems

No authoritative DNS Records

This means that a domain name has been delegated to a set of DNS Servers at the Registry, but those DNS servers do not hold any 'authoritative' DNS Records for that domain name. For example, if yourname.co.nz had been delegated to ns1.cheekymonkeyhosting.co.nz and ns2.cheekymonkeyhosting.co.nz at the Registry, but those DNS servers had no 'A' or 'MX' Records for yourname.co.nz, this would result in all the Internet traffic looking for the location of yourname.co.nz receiving a DNS error.

DNS servers holding incorrect 'authoritative' Records

This is usually caused when a domain name is transferred from one Internet Provider to another, and the losing Provider does not remove their 'authoritative' DNS records. For example, if the domain name yourname.co.nz had been hosted at Xtra (so Xtra held 'authoritative' DNS records for it) but then the DNS servers at the Registry were changed to Cheeky Monkey Hosting's. If Xtra did not remove their 'authoritative' DNS Records, all the people who connect to the Internet via Xtra, and therefore use Xtra's DNS servers for direction, would still be sent in whatever direction Xtra's DNS Servers pointed them, instead of being 'referred' to Cheeky Monkey Hosting's DNS servers for the new (and valid) location of yourname.co.nz.

DNS 'Time to Live' and Caching

When a domain name is delegated to a new set of DNS Servers, or even when the DNS Records for a domain name are changed on the same set of DNS Servers, these changes take time to propagate through the Internet. Propagation is the process where all of the other DNS Servers on the Internet 'learn' of the new 'authoritative' DNS Servers, or the new IP Address location of the website etc. Propagation time can vary depending on what 'time to live' has been set on the previous authoritative DNS Records, or how long each ISP caches (saves) DNS Records they have 'learnt', before looking to see if a more up to date DNS Record exists. Unfortunately, it is usually out of your control how long propagation of a DNS Server change takes, due to these 'time to live' and caching factors.

Configuring your DNS Servers & Records

On joining Cheeky Monkey Hosting, three options were presented to you concerning the management of your domain name and hosting account:

1. You may have chosen to register a new domain name, or
2. Elected to transfer your domain name to Cheeky Monkey Hosting to manage, or
3. Chosen to continue to manage your own DNS settings through your existing Registrar (ie. elected not to transfer your existing domain name to CMH).

Each of these situations differ. We will now describe in detail these options, depending on the choice made when joining Cheeky Monkey Hosting:

1. Registration of New Domain Name

We manually configure all domain names managed by Cheeky Monkey Hosting – so you don't need to do anything! We'll take care of everything; from setting up your 'A', 'MX' and 'CName' Records for your domain name. Skip the rest of this chapter and move on to setting up any user accounts, email and publishing your website.

NOTE: DNS changes can take up to 48 hours worldwide, but normally no more than 8 hours inside New Zealand.

2. Transfer your Domain Name to Cheeky Monkey Hosting

Once you have uploaded or published your website to your hosting account, you should preview your site before transferring your Domain Name. This step is detailed in your welcome email.

Once you are happy with how your published site looks and works, you're ready to go ahead with the transfer of your Domain Name - click on the link in your welcome email to get this underway (you will need your UDAI or EPP Key - this can be obtained from your existing registrar). Once your request to transfer your Domain Name to Cheeky Monkey Hosting is received, DNS changes can take up to 48 hours worldwide, but normally no more than 8 hours inside New Zealand.

3. Managing your own DNS through your existing Registrar

Once you have uploaded or published your website to your hosting account, you will need to point the DNS for your domain to the server. The IP address of the server can be obtained in your welcome email, or from the servers control panel.

If you wish to transfer your domain name to us, we will be able to modify the DNS to point to the IP address of your server - this is the easiest option and all NZ Domain Name transfers are free. To get this underway, click here:

www.cheekymonkeyhosting.co.nz/transfer/index.php (you will need your UDAI or EPP Key - this can be obtained from your existing registrar).

If you'd prefer to continue using third party name servers, contact the owner of those name servers to effect the DNS change. Every domain's DNS is different and your Registrar will have to provide you with DNS management tools to edit your DNS records. You will need to change the 'A', 'MX', 'CName' and 'TXT' Records for your domain name. For 'A' Records you will need to know the IP Address of the web or mail server (contained in your welcome email or control panel) you need your domain name to point to. We recommend pointing the MX Record to mta.hosts.net.nz to take advantage of our MTA cluster that scans messages for spam and viruses, and then creating an A Record to point mail.yourname.co.nz to the IP Address of the mail server.

Our Host Information, DNS & Configuration Setting Online Tool will assist you. Simply go to: www.cheekymonkeyhosting.co.nz/support/host_information.htm and enter your Domain Name, User Name and Domain's IP Address – your DNS Records will instantly be displayed. Your existing Registrar will require this information.

- Or, to save all the fuss and take advantage of some of NZ's best domain name prices and transfer your domain name to CMH, click here: www.cheekymonkeyhosting.co.nz/transfer/index.php

Checking your site's settings

When you first access the Site Administrator control panel, and periodically thereafter, you might want to check your site's settings and resource allocation. Only Cheeky Monkey Hosting can change these settings.

To check your site settings:

- In the shortcuts area of the Home page, click Site Information (Tools section).

The Configuration page is displayed. This page shows your site's current settings. Only Cheeky Monkey Hosting can change these settings.

To view an online tutorial about using the Site Administrator control panel, click here:

www.cheekymonkeyhosting.co.nz/support/ensim/site_admin_interface.htm

Changing your Site Administrator information

You can change your Site Administrator password at any time. You cannot change your Site Administrator user name, however. The email contact address is set to the Cheeky Monkey Hosting's Server Admin Team – please leave this unchanged. Any system generated messages will therefore be sent to our on-call Technical Engineers to deal with. This way, we'll only contact you if we have to!

For increased security, change your Site Administrator password after you first log on to the Site Administrator control panel and periodically thereafter.

- **Important:** When you change your Site Administrator password, you are also changing the password you use to access email, FTP, Telnet, and SSH as Site Administrator. These services all use the same password and are updated automatically when you change it.

However, if your site uses Microsoft FrontPage Extensions, be aware that the Microsoft FrontPage Administrator password is independent of the Site Administrator password. It is the same initially, but it does not update automatically. You can change the FrontPage Administrator user name or password using the FrontPage Extension Permission Management Interface.

To change your Site Administrator information:

1. In the shortcuts area of the Home page, click Change Password (Tools section). The Edit Site Administrator form is displayed.
2. In the **Administrator Password** field, enter a new password.
3. In the **Confirm Administrator Password** field, retype the password.
4. In the **Email Contact** field, enter the email address at which you want to receive email notifications.
5. Click **Save**.

Adding additional mailbox and service users

By default, we setup a catch-all user account as detailed in your Cheeky Monkey Hosting welcome email. This will be sufficient for most site administrators, however optionally; you can add additional mailbox and service user accounts when you want to provide someone with access to your site's services.

After you have added an account, the individual can log in to the User Administrator control panel to send and receive email, manage their contact information, and use services such as FTP, Telnet, and SSH.

- Note: To enable a user to publish content to your Web site using Microsoft FrontPage, the FrontPage Extensions service, Cheeky Monkey Hosting needs to enable FrontPage Extensions for your site. To determine whether FrontPage extensions are enabled for your site, check the Configuration window.

1. In the shortcuts area of the Home page, click Add User (Users section). The Add User form opens.
2. In the **Username** field, enter the name you want the user to type when he or she logs on to the User Administrator control panel. User names can be up to 40 alphanumeric characters in length, and they cannot contain spaces.

Note: The user name entered here also becomes the first part of your email address, for example <username>@<example.co.nz>, but you do not need to type the @ symbol and site name in this field.

3. In the **Fullname** field, enter the user's first and last names. Names in this field can be up to 40 alphanumeric characters in length, and they can contain spaces.
4. In the **Password** field, enter the password the user will use to log on. Passwords are case sensitive, cannot contain spaces, and have to be at least one character in length. Allowed characters include: a-z A-Z 0-9 , . - _ / + \$ ~ : % @ !
5. In the **Confirm Password** field, retype the password.
6. In the **Disk Quota** field, enter the amount of disk space, in megabytes, you want to reserve for the user. To determine how much disk space is available on your site, check the Configuration page.
7. **Optional:** enable access to any of the following services:

Note: Your Site Administrator account enables you to log on to all of the services available to your site. If you enable these services for your User Administrator account as well, you can use either account to log in to these services.

- a. If FTP is available to your site, you can select the **FTP** check box to allow the user to use FTP, File Transfer Protocol, to transfer files between your computer

and your site. This service is especially useful for individuals who need to upload Web pages to your site and who are not using Microsoft FrontPage to publish content. To prevent FTP access, leave the check box blank.

- b. If CGI service is enabled for the site, you can select the **CGI** checkbox to enable the user to run CGI scripts.

Note: The CGI scripts will be located in the home directory of the user under the public_html folder.

`/home/<user_name>/public_html/cgi-bin`

To access the CGI scripts from the browser, type

`http://<domain_name>/~<user_name>/cgi-bin/<script_name>`

where:

`<domain_name>` is the domain name of the site on which your subdomain is hosted

`<user_name>` is the user name of the user who owns the subdomain

`<script_name>` is the name of the cgi script

- c. If SSH (Secure Shell) is available to your site, you can select the **SSH Secure Shell** check box to allow the user to connect remotely to your site using an SSH connection. SSH provides a secure connection through which users who are comfortable using a UNIX shell environment can log on to your site to search, copy, run scripts, and perform other tasks. To prevent SSH access, leave the check box blank.
- d. If Telnet is available to your site, you can select the Telnet check box to allow the user to connect remotely to your site using a Telnet connection. If you are comfortable using a UNIX shell environment, you can log on to your site through Telnet to search, copy, run scripts, and perform other tasks. To prevent Telnet access, leave the check box blank.

8. **Optional:** If subdomains are enabled for your site, and you want to create a user subdomain, select the **Create a user subdomain** checkbox, otherwise leave it blank.

- **Note:** A user subdomain is a subdomain that has the same name as the user being added. The subdomain will also, by default, be located in the home directory of the user under the public_html folder. The subdomain directory cannot be changed by the user.

For example, if you are adding a user, Bob, to your site, *mysite.co.nz*, and if you select the **Create a User Subdomain** checkbox, then a subdomain 'bob' will be created. The subdomain can be accessed as *http://bob.mysite.co.nz*.

For user subdomains, the web content directory defaults to the public_html directory of the user. Thus, the content for the subdomain, bob, will be placed in the directory `/home/bob/public_html/`.

If you want to upload your subdomain content to a directory other than the

public_html directory, then you must first add a user without selecting the **Create a User Subdomain** checkbox, and then use the Subdomain Manager to add a new subdomain, and choose yourself as the owner.

- **Important:** When you enable a user subdomain, ensure that you have enabled any one of the following services for the user: FTP, Telnet or SSH. If you do not enable any of these services the user will be unable to upload content for the subdomain.

9. Click **Add**. Your user account is added.

You can log in to your Site and User Administrator Control Panels by visiting www.cheekymonkeyhosting.co.nz and entering your domain name in the "Existing Client Log In" panel.

- Telnet login information

On a Name-based site:

<user_name>@<domain_name.co.nz>

or

<user_name>#<domain_name.co.nz>

On an IP-based site:

<user_name>

- SSH access information

On a name-based site type:

<user_name>@<domain_name.co.nz>

or

<user_name>#<domain_name.co.nz>

where <user_name> is your User Administrator user name and <domain_name.co.nz> is the site name of your site.

On an IP-based site type:

<user_name>

where <user_name> is your User Administrator user name.

- FTP login information

On a name-based site:

<user_name>@<domain_name.co.nz>

or

<user_name>#<domain_name.co.nz>

On an IP-based site:

<user_name>

To view an online tutorial about using the User Administrator control panel, click here: www.cheekymonkeyhosting.co.nz/support/ensim/access_user_admin_demo.htm

www.cheekymonkeyhosting.co.nz

12

Setting up your site's email services

Cheeky Monkey Hosting has enabled email services on all hosting plans, so you and your users can send and receive email over the Internet.

To view an online tutorial about setting up your email services, click here:
www.cheekymonkeyhosting.co.nz/support/ensim/email_setup_demo.htm

Set-up tasks

To set up your organisation's email service, complete these tasks:

- By default, we setup a catch-all user account as detailed in your Cheeky Monkey Hosting welcome email. This will be sufficient for most site administrators, however optionally, you can add another mailbox and service user account. If you are using the quick-start guide, these tasks are detailed on page10.
- Add aliases. An email alias is a method of mapping a nickname to an actual email address. They are useful when you want to map a nickname, such as "sales," to one or more email addresses.
- Add responders. Responders are a method of automatically replying to incoming email messages. Responders can be set up only for aliases. Whenever anyone sends email to the alias, a prepared reply is automatically returned to the sender.
- Add spam filters. Spam filters block unwanted email that originates from outside your site's mail server.

About your own personal email accounts

As the Site Administrator, you can immediately send and receive email using your Site Administrator email account.

You can use message forwarding to forward email sent to your Site Administrator account to another email account. This prevents your Site Administrator email from taking up disk space on your site and makes it possible for you to access messages from another account.

After you have created your account, you can log in to the User Administrator control panel to set your personal preferences, such as aliases and responders, you want to use for your User Administrator email account.

How to send and receive email

You and the users you add can send and receive email over the Internet using the email services available through your site.

Options for accessing email

As Site Administrator, you have three options for sending and receiving email:

1. When you are logged in to the Site Administrator control panel, Open the SquirrelMail service using a link on the Configuration page. Then, log on to your SquirrelMail account using your Site Administrator user name and password. You can also log in to your SquirrelMail account by visiting www.cheekymonkeyhosting.co.nz and entering your domain name in the "Existing Client Log In" panel.
2. Log in to the User Administrator control panel to access your email services.
3. Obtain an email program such as Microsoft Outlook or Eudora to access your email services. If you use one of these email programs, you need to configure the program to get your email from the mail server for your site. Detailed tutorials demonstrating how to setup email accounts in the most popular email programs or clients are available within the Cheeky Monkey Hosting Support Centre: <http://support.cheekymonkeyhosting.co.nz>

To view an online tutorial about accessing your email, click here:

www.cheekymonkeyhosting.co.nz/support/ensim/access_email_from_site_admin.htm

IMPORTANT: The outgoing server (SMTP) requires authentication. Most SMTP servers use the same username and password as the incoming (POP3) server. For most customers, your Outgoing mail server (SMTP) setting is mail.yourdomain.co.nz - for example, if your domain name is monkey.co.nz then your Outgoing mail server (SMTP) setting would normally be mail.monkey.co.nz. However, error messages can be caused if your ISP does not allow you to send mail through another ISPs mail server such as Cheeky Monkey Hosting's. ISPs known to block port 25 include: Paradise, Slingshot, Telstraclear, Woosh, Xnet and Xtra (and others). You can easily resolve this by changing your Outgoing mail server (SMTP) setting to your ISPs:

- Paradise (smtp.paradise.net.nz)
- Slingshot (smtp.slingshot.co.nz)
- Telstraclear (smtp.clear.net.nz)
- Woosh (smtp.woosh.co.nz)
- Xnet (smtp.xnet.co.nz)
- Xtra (smtp.xtra.co.nz)

For example, an Xtra user experiencing this problem may want to try using the outgoing mail server of smtp.xtra.co.nz instead of mail.yourdomain.co.nz. You will also need to turn off "my outgoing server requires authentication" in your email client. Please note that your incoming mail server (POP3) setting remains unchanged.

How to publish content to your Web site

Publishing content to your Web site means creating HTML and other Web pages and placing them on your site so that they can be viewed on the Internet.

To view an online tutorial about editing your site's default home page (index.html), click here:

www.cheekymonkeyhosting.co.nz/support/ensim/change_your_web_sites_home_page.htm

Publication tasks

To publish content to your Web site you need to:

1. Create the Web pages you want to publish
2. Copy your Web pages to your site
3. Check or preview your new Web pages

Creating content for your Web site

This is the first step in publishing content to your Web site.

Web site content includes HTML pages and other files that can be displayed by browsers. There are many ways to create this content. The easiest way is to use a Web site authoring tool such as Netscape's Composer (which is free and contained in Netscape Communicator and Netscape Navigator browsers), or to purchase and use Microsoft FrontPage or Macromedia Dreamweaver. These tools write HTML code for you, and using them is similar to using a word processor such as Microsoft Word.

As an alternative, you can create Web pages by writing the HTML code yourself in a text editor program such as Notepad. You can find more information about creating Web pages on the Internet by accessing a search engine, such as www.google.com and searching for Web Monkey, CNET Web Builder, HTML Goodies, Yale Web Style Guide, or W3C HTML.

Creating a home page

One of the first content pages you need to create is a home page for your site. Cheeky Monkey Hosting has created a default home page for you, and until you change it, this is the page your visitors see when they go to your site, <example.co.nz>. The file name of this default page is index.html.

When you create your new home page, you should name it index.html. When you copy it to your site, it will replace the default index.html page as your home page.

- **Note:** The default home page has links to the Site and User Administrator control panels. If you use the default page to access either of these control panels, be sure to bookmark or otherwise save these links. They will not be accessible after you replace the default home page.

Copying Web content to your site

After you have created your content files, you can publish them by copying them from your computer to your site. You place your content files in the directory or folder named `html`, which is located on your site in the `var/www` directory. The path to the directory is `var/www/html`.

To copy files from your computer to your site, you can use any of the following methods:

- The File Manager section of the Site Administrator control panel
- An FTP connection
- FrontPage, a program you can use to edit and publish HTML files
- **Note:** Before you publish content, decide which method you want to use to copy your files to your site. You should avoid going back and forth between these methods because each method manages files, users, and directories differently.

The Site Administrator File Manager

This is the section of the control panel you use to manage the files and directories on your site. When you use this method, you drill down to the appropriate directory; `/var/www/html`, then browse to the files on your computer and copy them from your computer to that directory.

- **Important:** If you are uploading files from a Microsoft Windows system, be aware that the File Manager performs binary transfers; that is, it does not convert Windows text format to UNIX text format. HTML files will not be affected; however, scripts might not work properly when transferred. To ensure that scripts work properly, use an FTP connection to upload script files, rather than the File Manager.

An FTP connection

When you use this method, you use the FTP (File Transfer Protocol) service to connect to your site and copy the files to the `/var/www/html` directory. Detailed tutorials demonstrating how to use FTP to upload files to hosting accounts in the most popular FTP programs are available within the Cheeky Monkey Hosting Support Centre: <http://support.cheekymonkeyhosting.co.nz>

Microsoft FrontPage

Microsoft FrontPage is an HTML authoring tool you can use to create and publish Web site content to the `/var/www/html` directory. If your site is configured with Microsoft FrontPage Server Extensions, you can publish pages to your site directly from FrontPage.

To find out whether Microsoft FrontPage Server Extensions are enabled for your site, check to see if they are listed as enabled on the Configuration page. To learn more about using FrontPage, see the FrontPage documentation. By default, they are not enabled unless requested during the Cheeky Monkey Hosting signup process. Detailed tutorials demonstrating how to publish files using FrontPage are available within the Cheeky Monkey Hosting Support Centre: <http://support.cheekymonkeyhosting.co.nz>

Replace the default home page

A default home page, named index.html, is created for your domain when your site is set up. It is located on your site in the `/var/www/html` directory. Until you replace it, this is the page your visitors see when they go to your site `<example.co.nz>`.

- **Note:** The default home page has links to the Site and User Administrator control panels. If you use the default page to access either of these control panels, be sure to bookmark or otherwise save these links before replacing the page. They will not be accessible after you replace the page.

You can either continue to use the default home page or create a new one and copy it to your site as described above. Make sure your new home page is named index.html and placed in the `/var/www/html` directory.

- **Note:** The Web server is set up to use the index.html page in the `/var/www/html` directory as the home page of your site.

If you have completed these steps successfully, you are ready to proceed to the next step and preview your new Web content.

Previewing Web page content

After you have copied your Web page content to your site, you can preview it in a browser.

To preview your home page:

- In the address field of a browser program, type your sitename in the **Address** field of an Internet browser. For example:

`http://<domain_name.co.nz>/`
where `<domain_name.co.nz>` is your site name.

To preview other pages or files:

- In the address field of a browser program, type your site name followed by `/` and the new file name. For example:

`http://<domain_name.co.nz>/<filename>`

where <domain_name.co.nz> is your site name and <filename> is the name of the page you want to preview.

- Note: If you have had your site name for more than 48 hours and cannot access it over the Internet, contact Cheeky Monkey Hosting to make sure the DNS information for your site is correct. If your site is less than 48 hours old, you can preview it as described below. Page 5 of this Quick Start Guide contains more detailed information your Domain Name Servers and propagation.

Previewing the content of new domains

If your site is less than 48 hours old, the DNS information for the site might not have had time to propagate to all servers on the Internet, and your site might not be available for general viewing. However, you can still preview the content and CGI scripts used on your domain.

To preview the content of a new domain:

In the **Address** field of your Internet browser, enter the following URL:

http://<server_IP_address>/<domain_name.co.nz>

where:

- ***<server_IP_address>*** is the IP address of the control panel server on which your site is installed (as listed in your Cheeky Monkey Hosting welcome email), and
- ***<domain_name.co.nz>*** is your site name.