

## ChristiansOnNet.Org Domain Hosting (Web/E-mail) User Reference

### 1 Membership

By using our service, you believe in the Statement of Faith and agree to our Service Agreement listed on our website (<http://www.ChristiansOnNet.Org>). Your web-link will be listed on our membership page online and you become our member.

### 2 Full Domain Hosting Users

#### 2.1 PLESK - Control Panel

Our ISP uses **PLESK 8.1** control panel software from SW-soft, inc. You can obtain the domain user documentation and information from the following link.

<http://download1.swsoft.com/Plesk/Plesk8.1/Doc/plesk-8.1-unix-domain-administrators-guide/index.htm>

In the domain user control panel, you can do the following:

- Create email users and email lists
- Create webusers
- Create subdomain
- Maintain DNS entries of your domain
- Create/Insert SSL certificates
- Check web statistics
- Schedule CRON tasks
- Setup scripting environments
- Install custom applications
- Backup and restore of your domain and more

Upon creation of your domain, we will provide the domain admin username and password to you. It will be in the following format.

Username : MyChurch.org

Password : \*\*\*\*\*

Domain administrator Information:

Domain User Web Access : <https://precise-itc.com:8443>

For your convenience, we should have the domain webspace and a default email address created for your domain.

### 2.1.1 Change the passwords

You SHOULD change your default passwords as soon as you have access to your domain. You can change all levels of password in the domain management on Plesk Reload.

## 2.2 E-mail Information

Default email address : [info@MyChurch.org](mailto:info@MyChurch.org)

The above email address is set up for you by default unless special request has been made.

### 2.2.1 E-mail Setup Information

Username Format : [user@MyChurch.org](mailto:user@MyChurch.org)

Incoming server (IMAP/POP) name : MyChurch.org

Outgoing server (SMTP) name : MyChurch.org

Outgoing settings :

- SMTP authorization required.
- Username and password are your full email address (e.g. [info@MyChurch.org](mailto:info@MyChurch.org)) and access password

Please note that sometimes Internet Service Providers (ISPs) are known to block Port **25**. They expect their customers use their outgoing servers to send emails. This is the case for most ISPs providing residential access. In this case, you cannot use our server to send e-mail unless you send it from the Webmail interface.

### 2.2.2 E-mail management

All E-mail users can login to the E-mail management interface to modify their email settings such as adding auto-responder text, setting email forward, setting redirection, email groups and so on.

The E-mail management interface access page is :

<https://precise-itc.com:8443>

You can login with your full email address (e.g. [info@MyChurch.org](mailto:info@MyChurch.org)). and access password.

### 2.2.3 Webmail

The username is your full email address (e.g. [info@MyChurch.org](mailto:info@MyChurch.org)). The access password is the same as your email password. In order to use Webmail, you must create the email address with “mailbox” option ON. This will create a mailbox to hold the emails on the server for Webmail access.

You can access the webmail for your domain in two modes – non-secure mode (<http://>) or secure mode (<https://>). We strongly recommend you to use the secure mode when you access your webmail online. The webmail access path is in the form of :

**webmail**.MyChurch.org.

Webmail Access : <http://webmail.MyChurch.org> (non-secure)

Webmail Access : <https://webmail.MyChurch.org> (secure)

### 2.2.4 Email List (using Mailman)

Your domain admin can create email list in the Plesk Control Panel. After the list creation, the list admin and the list users can access the list management interface from here:

<http://lists.MyChurch.org/mailman/listinfo/>

List admin and list users can change the default options for the mail list. Please note that by default, if “archive” option is ON, the list archive (i.e. all emails sent to the list) can be viewed PUBLICLY. Therefore, if the list information should be treated private, you MUST change the archive viewing option in the list management page.

## 2.3 Publishing Website

To publish your website, you can use ftp or frontpage (if it’s enabled for you). You should put all non-secure html documents under “httpdocs” which are accessed by <http://> on the browser. You should put all secured html documents under “httpsdocs” which are accessed by <https://> on the browser.

Your user account should have the following directory structure:

anon_ftp	- to store all anonymous ftp data (if enabled)
bin	- for shell access*

<b>cgi-bin</b>	- to store all cgi-bin scripts for your website
conf	- to store all configuration files for web components
error_docs	- to store all error documents for your web sites
etc	- for shell access*
<b>httpdocs</b>	- to store general accessible html pages (http://) – this is your main website
<b>httpsdocs</b>	- to store secured accessible html pages (https://) – this is your main website's secured html pages
lib	- for shell access*
pd	- to store postgre SQL databases
private	- private storage area for your account (no public access)
statistics	- statistics data for your website
subdomains	- to store all subdomains of your website
tmp	- for shell access*
usr	- for shell access*
var	- for shell access*
web_users	- to store all web users for your account

\* shell access is not allowed in any account unless special arrangement is made.  
Here are the login information :

ftp access address : <ftp.MyChurch.org>  
ftp username : MyChurch  
ftp password : \*\*\*\*\*

Frontpage extension :  
Frontpage access address : MyChurch.org  
Frontpage admin-user : MyChurch  
Frontpage admin-password : \*\*\*\*\*

If your domain name is not yet ready or it is in the transition period, you can use “ftp-us.precise-itc.com” to replace the “ftp.MyChurch.org” temporarily. Our server will redirect your request to the proper area based on the username.

## 2.4 Domain registration

We do not offer domain registration. Therefore, you need to register your domain name if you want us to provide full domain hosting solution for you.

## 2.5 Summary of Default Information

If your domain name is not yet transferred to our name server or your domain is being setup, you can use the following default information to access your account. It may take up to one week for account setup to complete.

Our ISP name servers :

**ns1.precise-itc.com**

**ns2.precise-itc.com**

Our default incoming & outgoing mail server :

**mail.precise-itc.com**

Our default ftp/MS Frontpage server for publishing website :

**precise-itc.com**

**ftp.precise-itc.com**

Domain/Email Management (Control Panel) Access Page :

<https://precise-itc.com:8443>

### **3 Sub-domain Users & E-mail users**

#### **3.1 Sub-domain users**

Sub-domain users will be given a subdomain user name for publishing website and an email address with the ChristiansOnNet.Org domain.

Subdomain username : yourname

Password : \*\*\*\*\*

Web publish of sub-domain users can only be done via FTP with the above username and password.

The ftp address is : <ftp.ChristiansOnNet.Org>

E-mail address : [your@ChristiansOnNet.Org](mailto:your@ChristiansOnNet.Org)

E-mail password : \*\*\*\*\*

Sub-domain users can refer to Section 1.2 above for e-mail information. Subdomain users cannot change their subdomain user password and they cannot create email list.

#### **3.2 E-Mail users**

Members who only wish to use our email service. They will be given the email address in the following format [username@ChristiansOnNet.Org](mailto:username@ChristiansOnNet.Org) and password. They can manage their e-mail setting on : <https://precise-itc.com:8443>.