

**INDEX**

**PAGE**

1) Log In	2
2) Modify Password	2
3) View Whois Information	3
4) Modify Whois Information	5
5) Modify DNS	5
6) URL Forwarding	6
7) Email Forwarding	7
8) DNS Hosting	8
9) Transfer of User ID	9

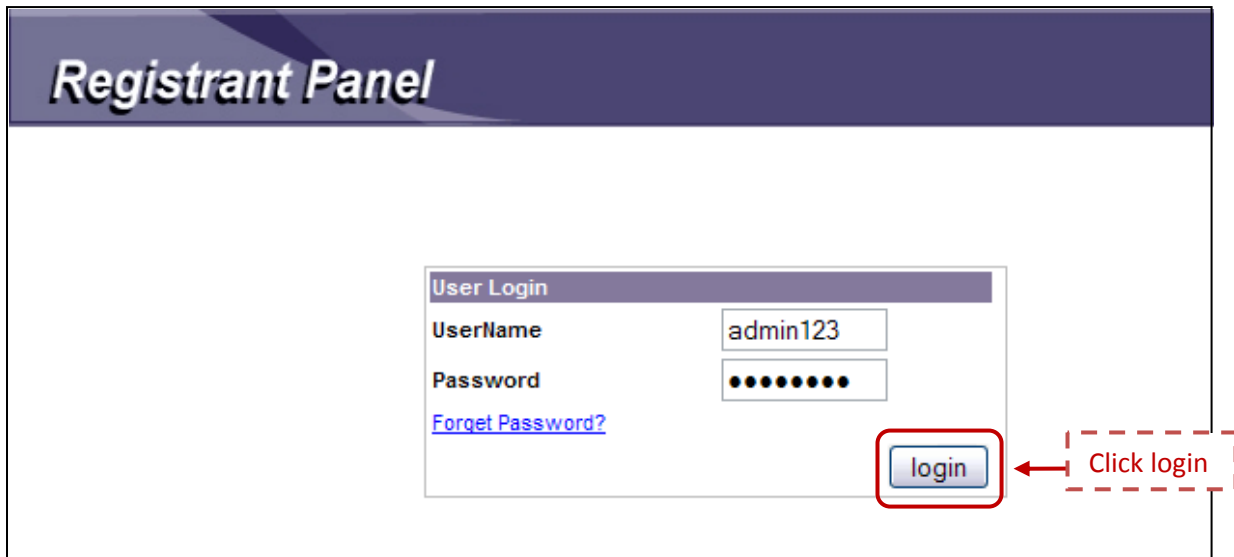
# Domain Management User Guide

This document is a useful handbook or guide to user panel. We provide administrative functions to clients who have registered domains with Webmaster Bangkok and Webhost Bangkok. Our domain management system has integrated data with Webnic who is the fastest growing ICANN accredited domain name registrar in Asia Pacific.

## Log In

Go to login URL at <http://www.webmasterbangkok.com/domain> or <http://www.mydomain-admin.com>

On login page, enter username and password that you received via email then click login.



Login page

## Modify Password

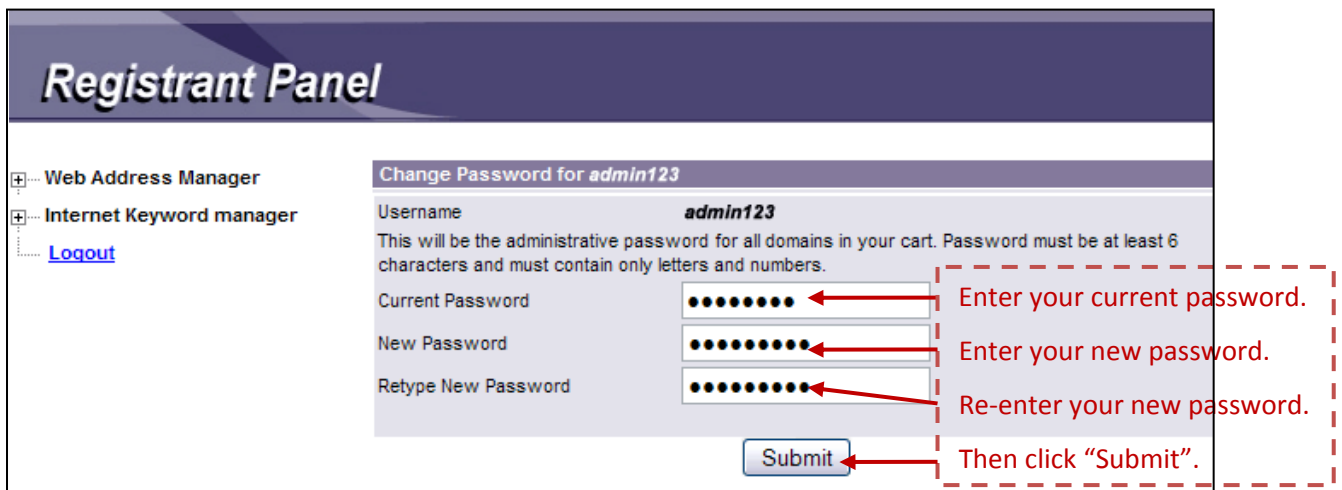
On home page, click on your username to change your password.



Home page

**Steps:**

1. Enter your current password.
2. Enter your new password (must be at least 6 characters with only alphanumeric).
3. Retype your new password.
4. Then click on "Submit"



Modify password page

**View Whois Information**

On home page, click on your domain name to go to Web Address Manager to be able to manage your domain.

**TIP!** You can click on "View Domain List" whenever you want to come back to home page.



Home page

You can view all the information for your domain name by clicking "View Whois Information" on Web Address Manager. It will reveal the following information;

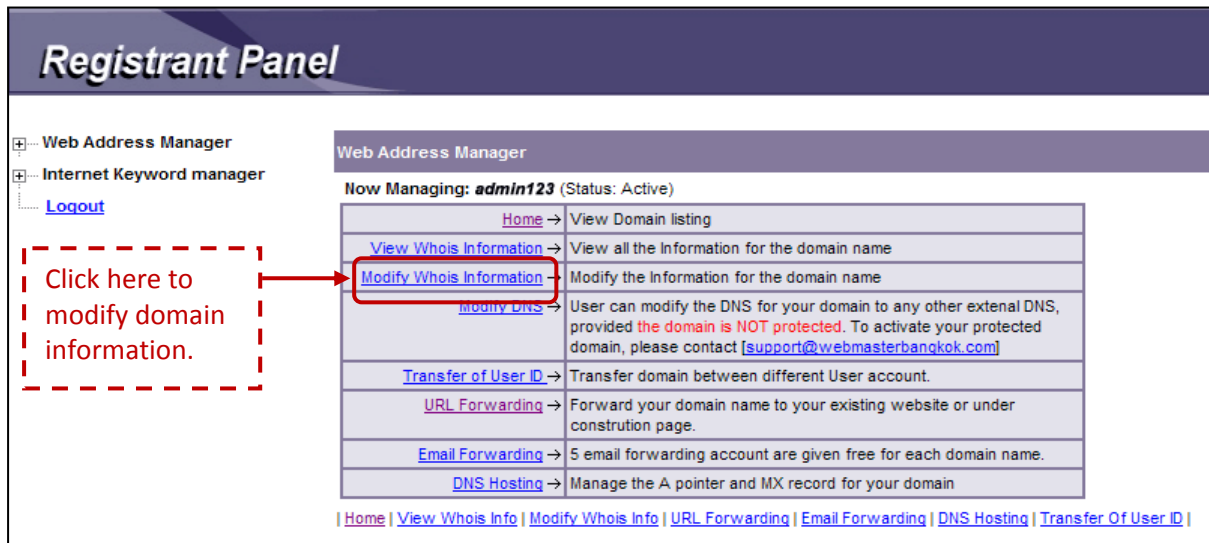
- Domain name
- Status:
  - A = Active means domain names are able to perform DNS modification, renewal, domain deletion, registrar transfer and reseller transfer.
  - T = Transfer Protected means domain name are unable perform registrar transfer and reseller transfer. DND modification, domain deletion, change of Registrant, contact information and renewal will not be affected.
  - N = Name Protected means domain name are unable perform DNS modification, domain deletion, registrar transfer and reseller transfer. Change of Registrant, contact information and renewal will not be affected.
- Expiry Date
- Whois information: Registrant name, contact details, etc.



Web Address Manager page

## Modify Whois Information

On Web Address Manager, click “Modify Whois Information” to modify the information for your domain name such as name, address, email, etc. Then click on “Submit”.

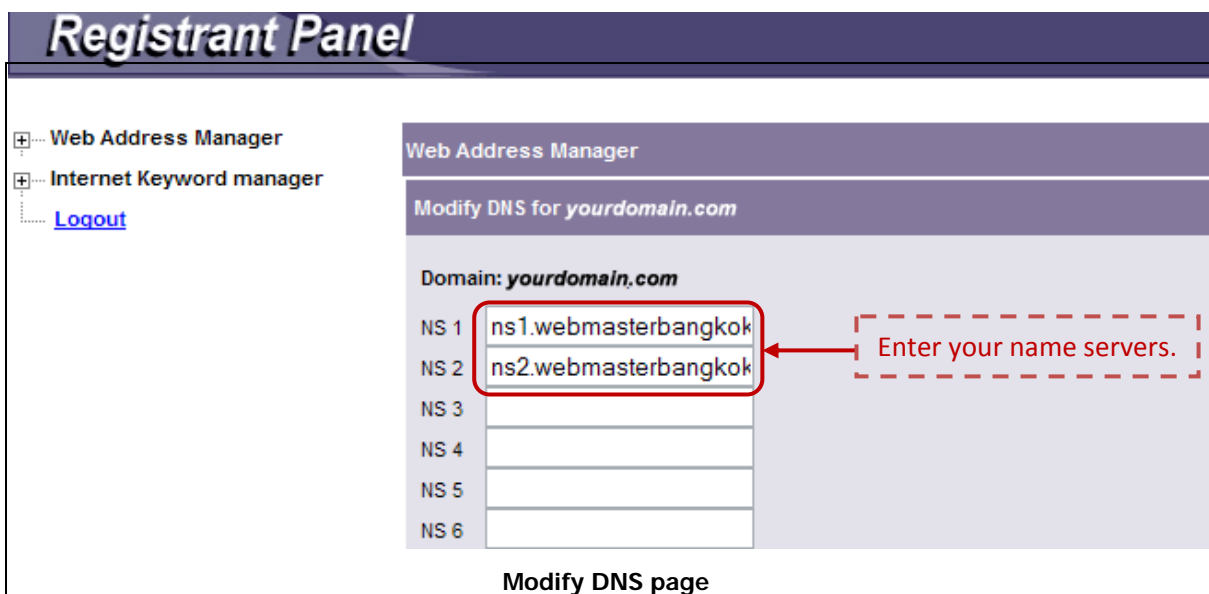


Web Address Manager page

## Modify DNS

### Steps:

1. On Web Address Manager, click “Modify DNS” to modify DNS for your domain to any other DNS. Make sure your domain is NOT in *Name Protected Status*.



Modify DNS page

2. In NS1 (Name Server 1) field, enter your DNS1 that you receive from your web hosting provider. For example, if Webmaster Bangkok is your web hosting provider then enter “ns1.webmasterbangkok.com”.

3. In NS2 (Name Server 2) field, enter your DNS2 that you receive from your web hosting provider. For example, if Webmaster Bangkok is your web hosting provider then enter "ns2.webmasterbangkok.com".
4. Then click "Submit".

**Note!** If you would like to use URL Forwarding or Email Forwarding, please set DNS to WebNIC's default DNS which is Name Server 1= *ns1.ezydomain.com* and Name Server2 = *ns2.ezydomain.com*.

## URL Forwarding

URL Forwarding is when a user types in one address (URL) for a website and is then redirected to another existing website, often the URL name entered will be short and easy to remember.

URL Forwarding setting can be done by following instruction:

The screenshot shows the 'Registrant Panel' interface. On the left, there are navigation links: 'Web Address Manager', 'Internet Keyword manager', and 'Logout'. The main content area is titled 'Web Address Manager' and 'Managing URL Forwarding for: yourdomain.com'. Below this is a section for 'URL Forwarding' which contains a table with the following structure:

Domain name	URL	Last Modified
www.yourdomain.com	https://www.webma	2011-01-18 13:50:31
.yourdomain.com		
.yourdomain.com		

At the bottom of the table is a 'Submit' button. Below the table, there are navigation links: 'Home', 'View Whois Info', 'Modify Whois Info', 'URL Forwarding', 'Email Forwarding', 'DNS Hosting', and 'Transfer Of User ID'. A red dashed box on the left side of the table contains the text 'Enter URL you want to forward to.' with a red arrow pointing to the 'URL' input field of the first row.

### URL Forwarding page

1. Click on "URL Forwarding" to go to URL Forwarding page.
2. Enter complete URL of your existing website that you want to forward to. For example, if you want to forward your domain to Webmasterbangkok.com then type *http://www.webmasterbangkok.com*.
3. Click on "Submit" and it might take 24 to 48 hours to activate. After the activation, it is then forwarded to this new URL every time you enter your domain URL.

## Email Forwarding

Email Forwarding enable you to redirect incoming email to an existing email account. There are 5 email forwarding accounts given free for each domain name.

For the Email Forwarding to work, registrant must have an existing valid email account such as "yourname@gmail.com". By setup a new email account of the domain name (e.g.: sales@yourdomain.com) and forward the new email account to an existing email account (e.g.: yourname@gmail.com). All emails that are addressed to "sales@yourdomain.com" will be forwarding to "yourname@gmail.com".

Email forwarding setting can be done as following:

**Registrant Panel**

Web Address Manager

Manage E-mail Forwarding Account for: **yourdomain.com**

**Email Forwarding**

This function only performs email redirection, we are not responsible of any remote mail server problem, spam and virus-infected email. To delete an entry, simply update it with blanks.

Default Address	New Address	Last Modified
catchall @yourdomain.com	123@hotmail.com	
@yourdomain.com		
@yourdomain.com		
@yourdomain.com		

Email Forwarding page

1. Click on "Email Forwarding" to go to Email Forwarding page.
2. In 1<sup>st</sup> field (in front of "@yourdomain.com"), enter the desired account name you want to forward e.g. sales. Or you can enter "catchall" if you would like to forward all email accounts.
3. In "New Address" field, enter the existing valid email account e.g. "yourname@gmail.com".
4. Click on "Submit" and the email forwarding might take 24 to 48 hours to be effective.

## DNS Hosting (For Advance User Only!)

DNS Hosting enables you to configure IP Addresses (A records), Mail Server (MX records), Aliases (CNAME) and Sender Policy Framework (SPF) record of domain name.

**Registrant Panel**

Web Address Manager

Manage DNS Zone for : **yourdomain.com**

**DNS Hosting**

**IP Address (A)**

Domain name	IP	Last Modified
<b>yourdomain.com</b>	<input type="text"/>	
<input type="text"/> .yourdomain.com	<input type="text"/>	
<input type="text"/> .yourdomain.com	<input type="text"/>	

**Mail Server (MX)**

Priority	Mail Server	Last Modified
Mail Server1(MX100)	<input type="text"/>	
Mail Server2(MX200)	<input type="text"/>	

**Aliases (CNAME)**

Actual Name	Aliases	Last Modified
<input type="text"/> .yourdomain.com	<input type="text"/>	
<input type="text"/> .yourdomain.com	<input type="text"/>	

**Sender Policy Framework (SPF)**

Domain Name	SPF	Last Modified
<b>yourdomain.com</b>	<input type="text"/>	
<b>yourdomain.com</b>	<input type="text"/>	

**Text record (TXT)**

Domain Name	TXT	Last Modified
<b>yourdomain.com</b>	<input type="text"/>	
<b>yourdomain.com</b>	<input type="text"/>	

[Home](#) | [View Whois Info](#) | [Modify Whois Info](#) | [URL Forwarding](#) | [Email Forwarding](#) | [DNS Hosting](#) | [Transfer Of User ID](#)

DNS Hosting page

### To start:

1. Click on "DNS Hosting" to go to DNS Hosting form.
2. IP Address (A): Enter IP Address in "IP" field to modify IP Address (A Record).
3. Mail Server (MX): Enter Mail Server (MX Record) in "Mail Server" field to modify MX Records.

4. Aliases (CNAME): Enter Actual Name in 1<sup>st</sup> field (in front of “.yourdomain.com”) and enter Alias Name in “Aliases” field to modify CNAME Record.
5. Sender Policy Framework (SPF): Enter SPF in “SPF” field to modify Sender Policy Framework (SPF).
6. Text Record (TXT): Enter TXT in “TXT” field to modify Text Record (TXT).
7. Then click on “Submit”.

## Transfer of User ID

This function enables you to transfer domain between different user accounts. Change of Registrant and contact information will not be affected.

**Registrant Panel**

Web Address Manager

Switch of User ID for **yourdomain.com**

**Registrant Information**

Registrant	John Doh
User ID must be at least six (6) characters and only alphanumeric is allowed	
New User ID	abc-admin
Password	••••••••

Submit

Enter new username.  
Enter new password.  
Then click on Submit.

[Home](#) | [View Whois Info](#) | [Modify Whois Info](#) | [URL Forwarding](#) | [Email Forwarding](#) | [DNS Hosting](#) | [Transfer Of User ID](#)

Transfer of User ID page

### Steps:

1. Click on “Transfer of User ID” to go to Transfer of User ID page.
2. Enter new username in “New User ID” field (must be at least 6 characters with only alphanumeric).
3. Enter new password
4. Then click on “Submit” and use this new username every time you login to manage your domain.