

# DNS Management Guide



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## What is DNS?

DNS stands for **Domain Name System**. This is a service that translates domain names into IP addresses. This is due to the way that computers work. A domain name such as domain.com is easier to remember than an IP address (e.g. 194.154.164.196).

You would need to use the DNS if you have a domain name that is not currently pointing to the correct place. For example, you have a domain name with 123-Reg and you need to point it to a hosting package with another provider; you would then need to make changes in your DNS to ensure that your domain name is pointing to the correct place.

DNS records are stored in a zone file; this is where your record information is stored for your domain to point to the correct server or mail server. Some of the different types of records used are below:

- **A records** also known as **Address** record are used to point a domain name or subdomain name to a specific web space using an IP address.
- **CNAME records** also known as a **Canonical** name record are an alias to another name. For example, The CNAME for www.domain.com could be domainname.com. This means that when you go to www.domain.com it will check the DNS records for domainname.com and point you there.
- **TXT records** are used to add arbitrary text into a DNS record. This is usually used to add extra rules or formatting to the domain.
- **SPF records** also known as **Sender Policy Framework** record. This is an e-mail validation system.
- **MX records** also known as a mail exchanger record are used to direct email to the correct mail server.



Please Note: 123-Reg only supports the following DNS types: A, CNAME, TXT, SPF and MX.

## What are subdomains?

A subdomain is a subdivision of a domain name, for example **sub.domain.com** would be a subdomain of the domain name **domain.com**.

The most common subdomain is **www** for example [www.domain.com](http://www.domain.com), however you can use any type of subdomain you like i.e. sales.domain.com, info.domain.com. This is an excellent way of breaking up the website if you have different regions, products or even languages.

## What are nameservers?

Name servers are a program or computer server that implements a name-service protocol. This is where the zone file is stored and your DNS records are stored within. You will use our nameservers when using our services.



Please Note: You will need to be on the 123-reg nameservers in order to use any of our services, such as: DNS management, email, hosting, web forwarding etc.

## How do I check my nameservers?

You can check the nameservers that your domain name is currently on by performing a WHOIS lookup at a site such as <http://who.is/>.

Type your domain name into the box provided and click on the **Who.is Search** button.



In the results, you should see a section that lists your nameservers.

Name servers:  
ns.123-reg.co.uk  
ns2.123-reg.co.uk

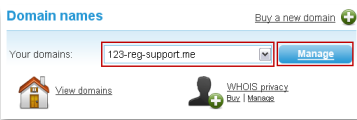


Please Note: You may need to scroll down the screen to view this section.

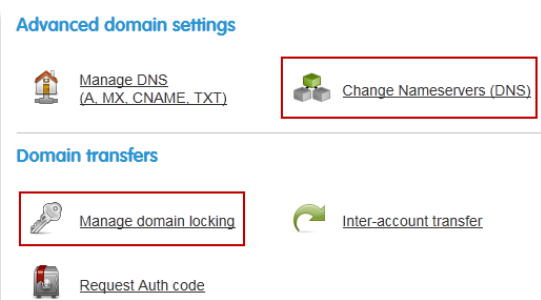
## How do I change my nameservers?

If you need to change the nameservers of your domain name, please follow the instructions below:

1. Log into your [123-reg control panel](#).
2. In the **Domain names** section, select the relevant domain name in the drop-down list and click on the **Manage** button.



3. Click on the **Change Nameservers** option.



**Important: If you see the Manage Domain Locking link here, you will need to unlock the domain before making changes to the nameservers.**

Enter new nameserver information:

Required  
Nameserver 1: ns.123-reg.co.uk  
Nameserver 2: ns2.123-reg.co.uk

Optional:  
Nameserver 3:  
Nameserver 4:

[Change Nameservers](#)

4. Scroll down the page to the **Enter nameserver information** section. Enter your nameserver records, for example the 123-Reg nameservers are: **ns.123-reg.co.uk** and **ns2.123-reg.co.uk**.

5. Click on the **Change Nameservers** button.

## Setting up DNS records

As explained in the **What is DNS?** section of this guide, there are a number of different DNS records that can be configured for your domain name. Step by step instructions for setting up each type of DNS record are provided in this section.

### What does the record with the name @ mean?

The record named @ refers to your domain name in its purest form with no subdomain like www i.e. **domain.com**. This record deceptively has no relation to your email.

It is common practice to have an @ record and a **www** record both set up for your domain name. This is extremely useful to have set up, as if a customer or potential visitor to your website omits the www prefix when typing your domain name into a web browser, it means that they will still get taken to your website instead of an error page.

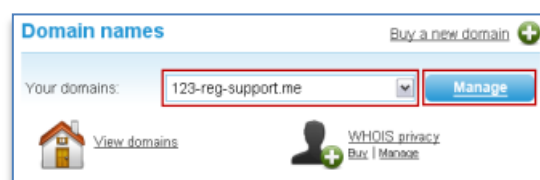


Please Note: You should not set an @ record to use a CNAME.

### A record

This record is used to point your domain name at an IP address. If you need to set up an A record, your provider would provide you with an IP address that will look something like 194.154.164.196. To set up an A record, please follow the instructions below:

1. Log into your [123-reg control panel](#).
2. In the **Domain names** section, select the relevant domain name in the drop-down list and click on the **Manage** button.
3. Click on the **Manage DNS** option.



#### Advanced domain settings



4. Click on the **Advanced DNS** tab.



5. Select the relevant entry that you are changing and press the edit button.
6. Update the address in the **Destination/Target** field.



Hostname	Type	Destination/Target	Save	Cancel
@	A	94.136.40.90		

7. Click on the **Save** button to complete the change.

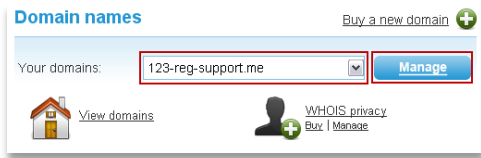


Please Note: Once you make changes to the DNS you will need to allow 24 – 48 hours propagation. Any further DNS changes in this time will result in further delays to the propagation time.

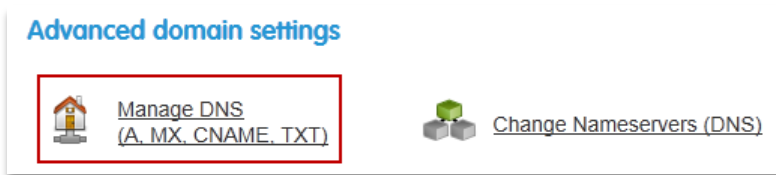
## CNAME record

If you need to set up a CNAME record, your provider would provide you with a URL address that will look something like **web.me.com**. To set up a CNAME record, please follow the instructions below:

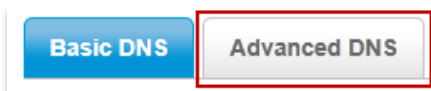
1. Log into your [123-reg control panel](#).
2. In the **Domain names** section, select the relevant domain name in the drop-down list and click on the **Manage** button.



3. Click on the **Manage DNS** option.



4. Click on the **Advanced DNS** tab.



5. Delete the entry that you are changing by pressing the delete button.

6. In the **Add new entry** section, add the following:

- a. Enter your subdomain i.e. **www** in the **Hostname** box.
- b. Change the **Type** to **CNAME** using the drop down box.
- c. Enter your **CNAME URL** provided by your provider i.e. **web.me.com** in the **Destination CNAME** box.

www	A	94.136.40.90		
Hostname <input type="text" value="www"/> <small>(eg: something.123-reg-support.net)</small>	Type <input type="text" value="CNAME"/> ▼	Destination CNAME <input type="text" value="web.me.com"/> <small>(eg: www.123-reg-support.net)</small>	<input type="button" value="Add new entry"/>	



**Important: CNAME records must be terminated with a full stop or they will not work correctly.**

7. Click on the **Add new entry** button to complete the change.



**Please Note: Once you make changes to the DNS you will need to allow 24 – 48 hours propagation. Any further DNS changes in this time will result in further delays to the propagation time.**

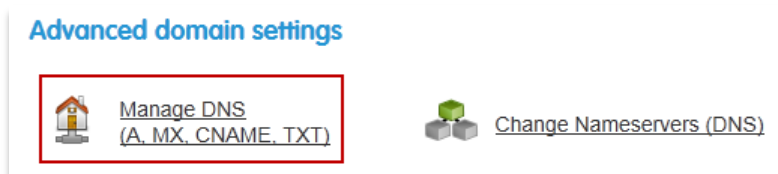
## TXT record

The TXT record is commonly used for SPF records, please see the **SPF record** section of this guide for instructions on how to set up an SPF record. This type of record can also be used for tasks such as verifying your domain name with Google. To set up a TXT record, please follow the instructions below:

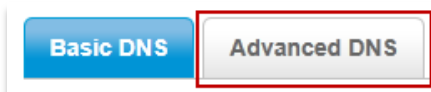
1. Log into your [123-reg control panel](#).
2. In the **Domain names** section, select the relevant domain name in the drop-down list and click on the **Manage** button.



3. Click on the **Manage DNS** option, this will take you to the DNS management page.



4. Click on the **Advanced DNS** tab.



5. If you are replacing a current record you can delete it by pressing the delete button next to the record.



6. In the **Add new entry** section, add the following:

- a. Enter the name provided by your provider i.e. **google-site-verification** in the **Hostname** box.
- b. Change the **Type** to **TXT/SPF** using the drop down box.
- c. Enter your **TXT** record provided by your provider. i.e. **OukywfzupXroS95pePtXno** in the **Destination TXT/SPF** box.



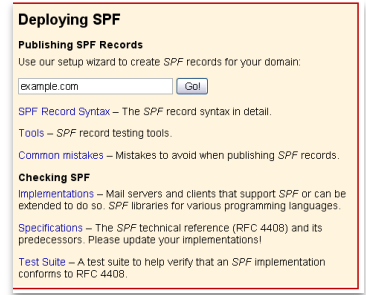
7. Click on the **Add new entry** button to complete the change.



**Please Note:** Once you make changes to the DNS you will need to allow 24 – 48 hours propagation. Any further DNS changes in this time will result in further delays to the propagation time.

## SPF record

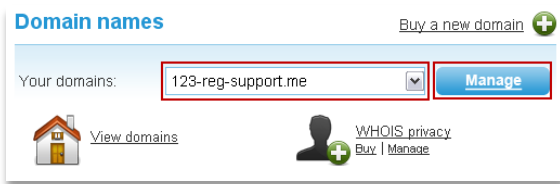
An SPF record is actually a specific type of TXT record. It is used to stop people receiving forged email. By adding an SPF record into your DNS configuration any mail servers receiving email, that is allegedly from you, will check that the email has come from a trusted source. The trusted sources are provided by the SPF record that you set up. To set up an SPF record, please follow the instructions below:



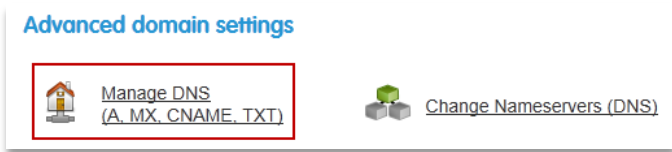
- a. Generate the record first this can be done at <http://www.openspf.org>. Simply insert your domain name into the box provided, click on the **Go!** button and follow the instructions provided on screen.
- b. Once you have the record details, you will need to apply them to your domain name, please follow the instructions below:

1. Log in to the [123-reg control panel](#).

2. In the **Domain names** section, select the relevant domain name in the drop-down list and click on the **Manage** button.



3. Click on the **Manage DNS** option, this will take you to the DNS management page.



4. Click on the **Advanced DNS** tab.

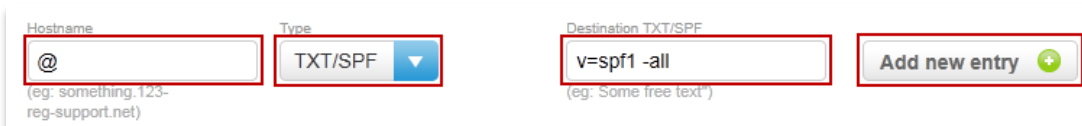


5. If you are replacing a current record you can delete it by pressing the delete button next to the record.



6. In the **Add new entry** section, add the following:

- a. Enter an @ symbol in the **Hostname** box.
- b. Change the **Type** to **TXT/SPF** using the drop down box.
- c. Enter your SPF record i.e v=spf1 -all into the **Destination TXT/SPF** box.



7. Click on the **Update DNS** button.



**Please Note: Once you make changes to the DNS you will need to allow 24 – 48 hours propagation. Any further DNS changes in this time will result in further delays in the propagation time.**

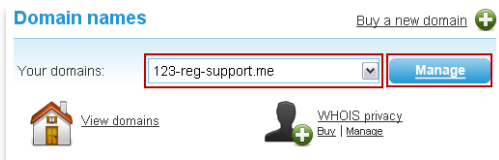


## MX record

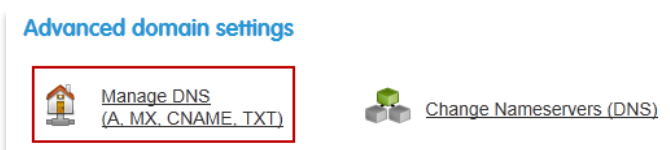
This is used to specify which mail servers are responsible for a particular domain name. One special feature is priority numbers, which provide information to the querying mail server about which mail server should be used first. The next entry is tried only when the mail server with the highest priority is not available. To set up your MX records, please follow the instructions below:

1. Log into your [123-reg control panel](#).

2. In the **Domain names** section, select the relevant domain name in the drop-down list and click on the **Manage** button.




3. Click on the **Manage DNS** option.



4. Click on the **Advanced DNS** tab.



5. If you are replacing a current record you can delete it by pressing the delete button next to the record. 

6. In the **Add new entry** section, add the following:

- Enter an @ symbol in the **Hostname** box.
- Change the **Type** to **MX** using the drop down box and enter a value into the **Priority** box.



**Important: MX records must be terminated with a full stop or they will not work correctly.**

- Enter your MX record i.e mx0.123-reg.co.uk. into the **Destination TXT/SPF** box.

Hostname @ <small>(eg. something.123-reg-support.net)</small>	Type MX	Priority 10	Destination MX mx0.123-reg.co.uk. <small>(eg. mx.123-reg-support.net.)</small>	Add new entry +
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7. Click on the **Update DNS** button.



**Please Note** Once you make changes to the DNS you will need to allow 24 – 48 hours propagation. Any further DNS changes in this time will result in further delays in the propagation time.

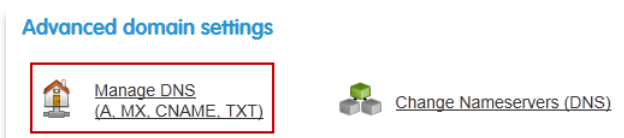
## How do I point to my own mail server?

If you are using your own mail server or have a mail server with another provider you can configure your domain name to point to your own mail server by following the instructions below:

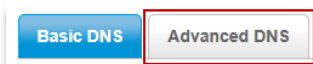
1. Log into your [123-reg control panel](#).
2. In the **Domain names** section, select the relevant domain name in the drop-down list and click on the **Manage** button.



3. Click on the **Manage DNS** option.



4. Click on the **Advanced DNS** tab.



5. In the **Add new entry** section, add the following:

- a. Enter the subdomain i.e. **mail** in the **Hostname** box.
- b. Change the **Type** to **A** using the drop down box.
- c. Enter the IP address of your mail server i.e. **194.154.164.31** in the **Destination IPv4 address** box.



Then press the **Add new entry** button to save the change.

6. In the **Add new entry** section, add the following:

- a. Enter an **@** symbol in the **Hostname** box.
- b. Change the **Type** to **MX** using the drop down box and enter a value into the **Priority** box.



**Important: MX records must be terminated with a full stop or they will not work correctly.**

- c. Enter the full subdomain created in step 5 i.e. **mail.domainname.com.** in the **Hostname** box.



7. Click on the **Add new entry** button to complete the change.



**Please Note: Once you make changes to the DNS you will need to allow 24 – 48 hours propagation. Any further DNS changes in this time will result in further delays in the propagation time.**