

Hosting Guide Building & Uploading your Website



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Ok so I have planned my website – How do I build & upload it?

Now you have your site planned, there are three main steps to getting your website online for the world to see!

1. Ensure your domain name is configured to point at your webhosting space.
2. Choose the method in which you wish to build your website.
3. Uploading & Publishing your website.

Haven't planned your website yet? Why not take a look at the handy guide available on our [123-reg support site](#)?

Hosting Guide – Creating your website

Right, now you know the tasks you have ahead of you to complete your website let's begin!

1. Pointing your domain name at your webhosting space

In order for visitors to view the website that will be uploaded to your 123-reg hosting space when they enter your domain name into a web browser, you must ensure that your domain name is pointing to your 123-reg hosting space.

If you have just registered a new domain name and purchased hosting at the same time, then this will automatically be done for you and you can jump to step 2, choosing the method in which to build your website.

Please Note: If you have made any changes to your domain name since purchasing it, you can always follow the steps below to reset the domain to point to your hosting.

You can point your domain name at your webhosting space either now or when your website has been built and uploaded. If you wish to view and test the pages of your website as you are creating them, you should do this now.

There are two steps to ensuring that your domain name is pointed at your 123-reg hosting space:

- a. Check that your domain name is on the 123-reg nameservers.
- b. Point your domain name within the 123-reg control panel at your webhosting space.

Checking your domain name is on the 123-reg nameservers

If you registered your domain name with 123-reg & have not changed any of the settings, you don't have to check this, just jump down to the next section, 'Pointing your domain name at your webhosting space'.

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.

If your domain name is not on the 123-reg nameservers, you can rectify this by doing the following:

Login to your 123-reg control panel, go to the **Domain names** section, select the relevant domain name from the drop down box and click on **Manage**.

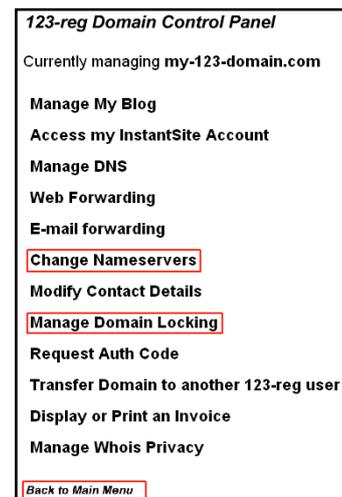


If you are changing a top level domain i.e. .com, .net etc, you will need to **unlock** the domain name first. Once the domain has been unlocked, click on the **Back to Main Menu** link.

Select the **Change Nameservers** link and enter the following nameserver records into the relevant boxes:

- ns.123-reg.co.uk
- ns2.123-reg.co.uk

Click on the **Change nameservers** button.



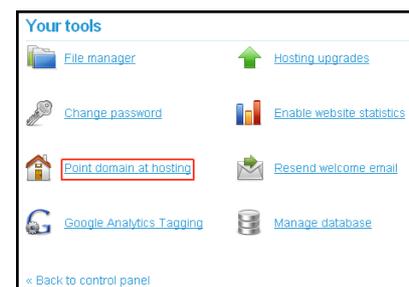
Pointing your domain name at your webhosting space

Once your domain name is on the 123-reg nameservers, you will need to point the domain name associated with the hosting package to the correct hosting server. To do this, please follow these simple steps:

Log into your 123-reg control panel, scroll down to the **Web hosting** section, select the relevant domain name from the drop down box and click on the **Manage** button.

Click on the **Point domain at hosting** option.

Click on the **Confirm** button.



Please allow 24-48 hours for internet propagation to take effect.

2. Choose the method in which you wish to build your website

When it comes to building a website to upload to your 123-reg hosting space, you have several options:

- ★ **Using an online website creation tool such as the 123-reg InstantSite application.**

With this application, you can create and edit your website live within your web browser. To see more information about this package, please visit <http://www.123-reg.co.uk/instant-site/>.

If you wish to switch your web hosting package to an InstantSite package, please contact our support team via the **Ask a Question** function on the [123-reg support site](#).

- ★ **Easily setting up a blog, photo gallery, discussion forum or even a complete website using one of our 123-reg One Click applications.**

One-Click applications are easily configurable within your hosting package. It allows you to install applications such as WordPress, Joomla, Drupal and many others at the click of a button. To see more information about One-Click, please visit <http://www.123-reg.co.uk/web-hosting/applications.shtml>. There is also more information available in the **Setting up a 123-reg One-Click application** section of this guide.

Please Note: One-Click applications are only available on the Linux Plus, Pro and Business Pro hosting plans.

If you wish to make use of these applications but have purchased a windows hosting package, please contact our support team via the **Ask a Question** function on the [123-reg support site](#).

- ★ **Using a website building application.**

There are many website building applications available such as Dreamweaver, NetObjects Fusion or CoffeeCup.

Most of these applications have their own publish functions. This means you just need the FTP settings for your 123-reg hosting space in order to publish your website.

- ★ **Already have a website?**

If you already have your website made and just need to upload it you can do so using our online file manager or an FTP client such as FileZilla.

3. Uploading & Publishing your website

How you upload and publish your website will vary depending on the method that you have chosen to build your website.

In this section, we will cover:

- ★ Setting up a 123-reg One-Click application on your hosting package.
- ★ Publishing your website using a website building application.
- ★ Uploading your existing website using FTP.

Simply jump to the section that is relevant for the method that you have chosen to create and upload your website.

If you have decided to use the 123-reg InstantSite application, and require assistance, please visit the [123-reg support site](#) and view our extensive support articles within the **InstantSite** help category.

Setting up a 123-reg One-Click application

One-Click makes it easy to actually do things with your web hosting. Install applications with a single mouse click - no more reading lengthy instructions and hoping you got it right. You can upload your photos to an online **Photo Gallery**, write what's on your mind in a **Blog** or create an **entire website** with Joomla.

One-Click is only available with Linux hosting. The number of applications you can install depends on your hosting package.

There are many applications available through One-Click, a full list is available at <http://www.123-reg.co.uk/web-hosting/applications.shtml>, simply hover your mouse over an application name for more information. Some of the most popular are:

WordPress – used for blogging.

Joomla – a full content management system which allows you to create an entire website.

Gallery – used for publishing your photos in an online gallery.

Our online articles will help you setup and access a One-Click application:

- [How do I install a One-Click application?](#)
- [I have installed a One-Click application – How do I log into it?](#)

Publishing your website using a website building application

If you already have your website made using a website development tool such as Dreamweaver, NetObjects Fusion or CoffeeCup, you just need to use their inbuilt publishing features. These just require the FTP details for your website:

- Your FTP server/host name: yourdoaminname.co.uk
- Your FTP username: ftp@yourdomainname.co.uk
- Your FTP password (this is displayed on the welcome email unless you have changed it)
- Host directory: If you have a Linux hosting package, you will need to upload your files to the public_html folder. If you have a Windows hosting package, you will need to upload your files to the content folder within the web directory.

Please note: you should replace **yourdomainname.co.uk** with your actual domain name.

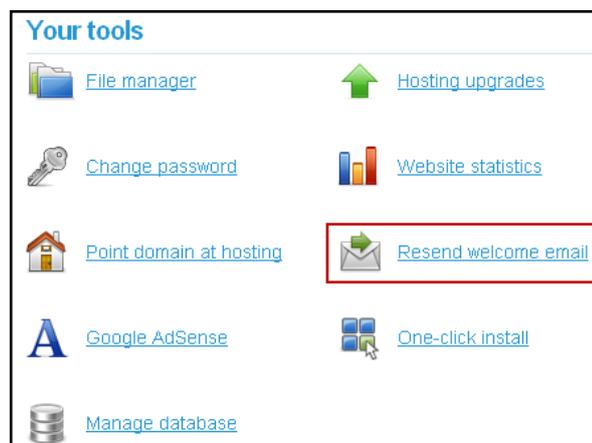
Your FTP server/host name, username and password are listed in the email sent to you confirming your hosting package.

If you are unable to locate your FTP information, you can get your welcome email containing the relevant information resent to you via your 123-reg control panel.

Log into your 123-reg control panel, scroll down to the **Web hosting** section, select the relevant domain name from the drop down box and click on the **Manage** button.

Click on the **Resend welcome email** option.

Your welcome email will then be resent to the registered email address on your 123-reg account.



Once you have your FTP details, please refer to your website building application's help guide on publishing your website.

Tip: When using your application's publishing feature, please ensure that the following options remain unchecked in the tick boxes:

- Use Passive FTP
- Use firewall
- Use secure FTP
- Automatically upload files to server on save
- Enable file check in and check out

Uploading your existing website using FTP

If your website has already been created either by a developer or by yourself, and you have this on your computer, then FTP is the tool for you.

FTP stands for **F**ile **T**ransfer **P**rotocol. FTP is used to transfer your files from your local computer to your web space.

There are many FTP clients available on the internet, however, the instructions provided below are for FileZilla, an FTP client from the makers of the popular FireFox web browser. You can download it for free from http://sourceforge.net/project/showfiles.php?group_id=21558.

123-reg also provide an online File Manager as part of your web hosting package, if you wish to use the File Manager available to you via your 123-reg control panel, please view instructions on how to use it at <http://123-support.co.uk/Answer.aspx?ArticleID=769>.

What do I need to upload my website via FTP?

- Filezilla
- Your FTP server/host name: yourdoainname.co.uk
- Your FTP username: ftp@yourdomainname.co.uk
- Your FTP password (this is displayed on the welcome email unless you have change it)

Please note: you should replace **yourdomainname.co.uk** with your actual domain name.

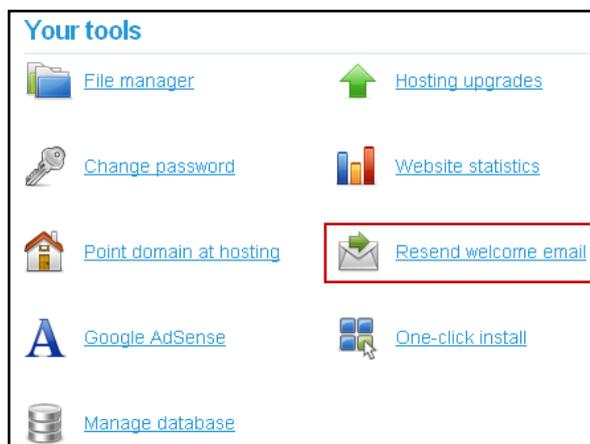
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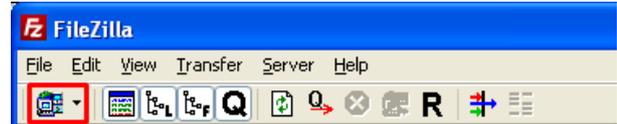
Click on the **Resend welcome email** option.

Your welcome email will then be resent to the registered email address on your 123-reg account.

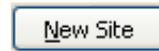


Setting up FileZilla

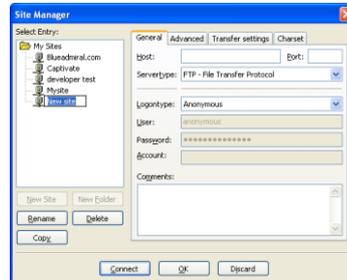
You will need to configure FileZilla to connect to your 123-reg web space. Click the **Site Manager** icon on the toolbar.



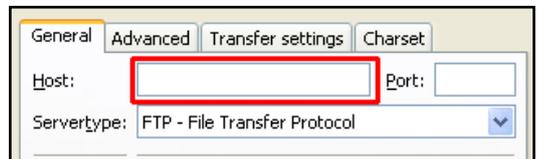
Click the **New Site** button. This will allow you to create a new site profile.



Enter a name for the new site and press the **Enter** key. This is important to distinguish it from any other FTP site you may add later on.

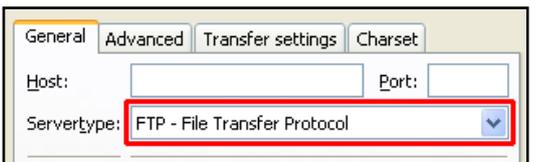


Next you will need to add the host, also known as the host name. This can be found in the 123-reg email which was sent to you on sign-up.

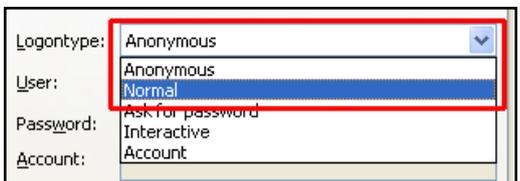


In the **port** box, type in **21** if it is not there already.

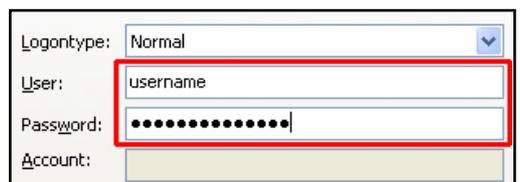
Leave the **Servertype** as FTP.



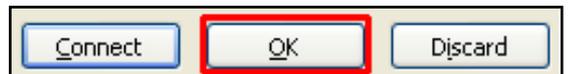
Change the **Logontype** to **Normal**.



Type in your 123-reg FTP Username and Password. These are case sensitive, so please be careful when typing.



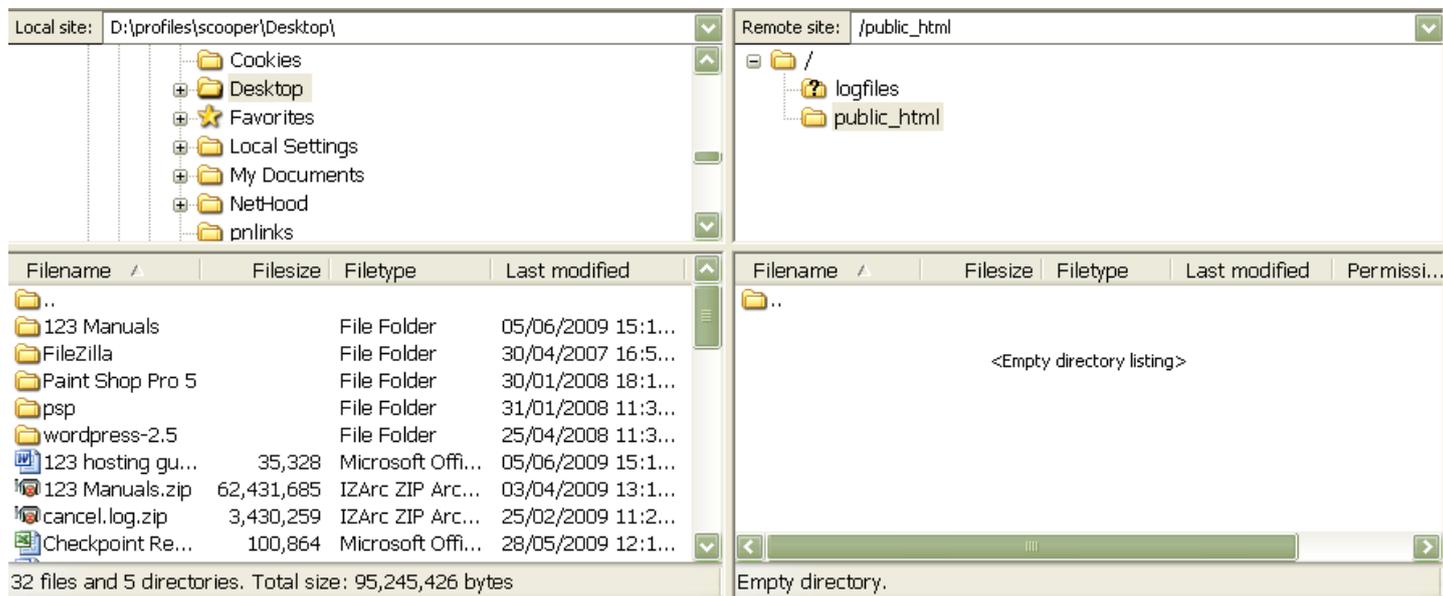
Click the **OK** button.



To start the FTP connection, click on the **Site Manager** icon, click on the site you have just created and lastly click on the **Connect** button.

Uploading your website files

Please note: If you have a **Linux** hosting package, you will need to upload your files to the **public_html** folder. If you have a **Windows** hosting package, you will need to upload your files to the **content** folder within the **web** directory.



If there is a default index page in your web space, please delete it.

Tip: If you ever wish to delete a file from your hosting space, simply locate it in the window at the bottom right, highlight it and press the delete button on your keyboard.

Locate your website files using the two windows on the left hand side. Double click on the relevant files once you have located them. You will then see your files appear in the window at the bottom right. Your files have now been uploaded to your hosting space!

This guide covers the basics of FileZilla, for more information on advanced features; please see the in application FileZilla help file.