



Instructions

Step1

When talking about change hosting or change provider you always concerned about lost email and customer unable to contact you, can't see your website and so on....

All of that got lost, could cost you alot of money. So First step, find a new host (Flash-it). Be Careful!!!

Step2

So, now you have found the host with the features, plan, and reputation you can live with flash-it. Switch to flash-it with NO downtime buy an account at flash-it! And do nothing else for the moment. **Do not cancel your old account at the old host. And do not change the Nameservers in your Domain Registration just yet.** Just buy an account and wait a few minutes for your welcome email. Even though you have your domain name in your account (whether a new name or a transfer of your existing) , since the nameservers have not yet been changed, you will not be able to access your new account by entering `www.yourdomain.com` just yet. You will have been given an IP address and a way to access, however, such as `http://123.456.7.8:2082/frontend/newwebhost/index.html` . This will get you into your CPanel (or other control panel) so **you can start rearranging the furniture and plugging in your appliances** - so to speak. You will also be given ways to FTP files to your public directories using the new IP address as well. Or use that information to publish through FrontPage or another web creation program. Go to your new control panel, look around. Install the FrontPage extensions first, if you need them. Takes a click or two. **Set up your email accounts. In fact you can make them IDENTICAL to the ones you had at you last host if you are transferring your domain name.** And no new passwords to remember unless you want to make them different now. You kept everything the same. And during the transition, **you monitored email at both hosts until no more email came in to the old host.**

Step3

Setup your new webmail client. Now upload your site to flash-it hosting. And test it by using the above mentioned IP address and your site name preceded by a tilde (~) like this `http://123.456.7.8/~yourdomainname`. Should work fine. Of course, if you type in `www.yourdomainname.com`, you will still be reaching your old host. This is fine for now. Do make a small change to your home page at the new host. Hit counter value, a small character change. Something that you can easily see. This is so that later on when you type in `www.yourdomain.com`, you know instantly if you are seeing the old site at the old host or your new one while likely no one else will

notice any change at all. It will help. [Again, do not tell your old host you are cancelling your account for the next few days at least!](#) Now, your site is uploaded to the new host (we won't go into downloading your site from your old host and moving it in this tutorial. (You should backup to your local computer.) Email is set to go. Anything else like blogs or forums have been configured on the new host and all test OK. Now what?

Step4

Change your domain names dns. Flash-it will provide your domain name servers (dns) like ns1.newhosting.com ns2.newhosting.com. Now, your domain name registrar may be different than your old host. It may be the same. Can start change nameserver to flash-it name server.

Step5

Sometimes you will see the site come up at the new host when you check www.yourdomain.com in minutes or hours as the new nameservers start to propagate around the world. This is great. It shows that it is working. BUT, others around the world may not be seeing this. Want to be safe? Once you can go to your new site this way, [wait three days](#). Most if not all will be updated by then. Now, also [monitor email at BOTH your old and new site for these three days](#). You should start getting your email at your new host and email to the old should start diminishing. In a few days, no more email will arrive at the old host. Perhaps to clarify a little more, if both your old and new hosts have an email address called me@mydomain.com with the same password at both accounts, then an email client such as Outlook or Outlook Express can be set to POP that email and it will receive email from both hosts. After a period of time, email will no longer come in from the old host as DNS propagates. Then you need to make no change to your email client, just cancel your old account at the old host. If you check email headers (check your Email client for how to view full headers), you can see which host the email arrives from. It will show either the old or new host. When no more show from the old host, wait a day or two to be sure, then close the account. If you followed the above, you should now have made a switch with no downtime on either your site or your email. Congratulations!