

TRANSFER GUIDELINES

Step One - Setup Your New Hosting Account

Once you have decided on a reliable web host, the first step is to setup your new hosting account. If your website has a database, make sure your hosting account uses the same technology as your current server. If your site uses Active Server Pages, you will generally need a Windows hosting plan. If your site uses PHP/MySQL, you can use a Linux hosting plan. Other server and database technologies are available, so make sure your new host server is compatible with your website. When your new hosting account is established, you can proceed to step two.

Step Two - Backup Your Current Website

There are several ways to backup your website. You can [FTP](#) to your current hosting account and save every single file to your computer's hard drive. You'll also want to export any databases you may have. You can also usually backup your site files through your website control panel or administration panel. You may need to re-establish database connections by creating the authorized user accounts on your new hosting server.

Step Three - Setup Your Email Accounts

In order to make the transition as seamless as possible, you will want **to setup all your existing email accounts on your new hosting account**. This ensures email is delivered when you change your DNS over to your new host. Your client email program such as Outlook may need some configuration to work with your new host, but if your accounts are established, your messages will be delivered.

If you use your current host's webmail program to check your email, download all your mail to a client such as Outlook. This prevents old email from being lost when your current host account is closed.

Step Four - Upload Your Website Files and Test your Site

Upload your site files via FTP and import your databases. Establish a connection to your database and test your website via the temporary URL provided by your host provider. It is imperative you test your site and make sure everything works properly at this step.

Step Five - Change Your Domain Name's DNS Settings

In this step, you'll want to change the DNS settings of your domain name to point to your site at your new hosting provider. You can obtain the proper DNS settings from your new host, and your old host or your domain registrar should be able to help you enter these if you're having trouble.

Step Six - Cancel Your Old Hosting Account

Once your new host is up and running, your website works as planned and your email is all in place, it is time to shut down your old hosting account. Once that is complete, you have successfully migrated your website from your old hosting provider to your new host!

Useful links:

www.findbestwebhosting.com/Web-Hosting-Article.aspx/How-to-Transfer-your-Website-to-Another-Hosting-Provider/10

www.theonestopwebsiteshop.com/web-hosting/change-host.htm