



## Getting Started with your Business Solutions Account

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These step-by-step instructions will guide you through the process of setting up your new Business Solutions account. You will need your username, password, secret word, and other account information. You will find this information in the e-mails you received when you opened your account.

You may find it helpful to print these e-mails and have them handy while you set up your account.

### Step 1 - Access your account

Go to <http://support.web.com/> and log on using your domain name and secret word.

### Step 2 – Point your domain to your site

Did you purchase a new domain with your Web.com account? If so, you do not need to do anything. We are in the process of setting up that domain for you. It takes approximately 24 hours to complete this process. Then it will take up to 72 hours for your new domain name to propagate.

If you requested a domain transfer when you purchased your Web.com account, you must notify your current domain registrar that your domain name needs to now point to Web.com. For step-by-step instructions on how to point your domain to Web.com, see our domain transfer instructions in Knowledge Base article, "How to Point your Domain to Web.com." Once your registrar points your domain to Web.com, it will take up to 72 hours for your new domain name to propagate.

**Note:** You can set up your e-mail and/or start building your Website prior to the completion of the domain transfer. However, the sooner you start the process of transferring your domain, the sooner Internet users will be able to find your Website. For more information on how to minimize domain transfer time, See Knowledge Base Article, "How to Minimize Downtime During Domain Name Service (DNS) Transfer."

### Step 3 – Set up your e-mail account(s)

To configure your e-mail service, or for quick and easy access to e-mail messages, simply click the **E-mail Access** link on the **Support** sidebar of your **My Business Center** page.

For more information on setting up your email accounts, see the article Getting Started with InterMail.

If you prefer to view your e-mail using a different mail client such as Microsoft Outlook, you will need the following information to configure your settings:

- E-mail user name
- E-mail password
- POP3 server

For more information on setting up other mail clients for use with InterMail, use "InterMail" as a keyword search term in the Knowledge Base.

## Step 4 - Create and publish your Website

To begin building your professional Website, click the **My Control Panel** link on Support sidebar of your **My Business Center** page. Select a template from the **Create A New Site** drop-down menu in the **All my Sites** area, and click the **Go!** button to get started. Then, simply choose the type of site you want to build, select from one of 200+ customizable designs and start adding your content. Click the **Publish** link at the bottom of the window to publish your site to the Web. Please note that some features may not work properly until your domain name has propagated throughout the Internet.

While you are using the Site Builder tool to build your site, you can refer to the Site Builder User Guide for step-by-step instructions.

You are now ready to launch your business online. If you have any questions, please call our award-winning support team at 1-800-301-3377 or submit a support ticket by logging on to <http://support.web.com> . We look forward to helping you succeed online.

### Related Knowledge Base Articles:

"Business Solutions Reference Center" "How to use the Web.com Online Technical Support Center" "How to point your domain to Web.com" "Why does it take so long for my domain to propagate?" "How to Minimize Downtime During Domain Name Service (DNS) Transfer." "Site Builder User Guide"