

How to Add an External Domain

From the **Home** page, click on your account and select **Domains**.

On the Domains Page, select the **External Domains Tab.** Next, enter the **Domain Name** in the box provided and click **Add**:

| & Domains | | | | |
|---|--|--|--|--|
| Here you can register to purchase. If you wa with their host registra | and manage multiple domains for use wi nt to use domains purchased elsewhere, r. | th the pURLs that track your audience online you can add them here as external domains. | e. Simply search for the right vanity domain and Note - external domains require technical setting Note - external domains Note - external domains require technical setting Note - external domains Note - | d follow the prompts ngs to be adjusted |
| Domains External | Domains | | | |
| Domain Names | Domain Name | | Add | |
| u sraciitt.com | Record Type | Hostname | Value | |
| | | | | |

You'll receive a message that your domain has been successfully added to your account. In order to point a domain to Postalytics for a **pURL Campaign**, you'll need to add an '**A**' **Record** with a Host value of '*' to your domain registrar's DNS Zone File. This will point everything **except** subdomains that are already assigned to our IP address: Log in to your hosting company's admin dashboard, navigate to your domain's DNS settings, and add an '**A**' **Record** with the following values.

- Host: *
- **Points** to: 18.205.118.100
- TTL: 1 Hour

Below you will be able to view what your **'A' Record** should look like when entered into the dashboards of some popular web hosts including Godaddy, Network Solutions, and Register.com. Note that the new and correct IP address for Postalytics is **"18.205.118.100"**.



Godaddy

- After logging into Godaddy, Click your User ID in the upper right corner.
- Next, click Manage My Domains:

| Control Panel Links: | Inbox Links: | Customer #: 7639349 PIN: View |
|--------------------------|-------------------------|---------------------------------|
| O Manage My Domains | Office 365 Email Login | My Products |
| O Manage Website Builder | ③ GoDaddy Webmail Login | Account Settings |
| Manage Your Hosting | | My Renewals |
| Manage SSL Certificates | | |
| | | Visit My Account Log Out |
| | | |

Find the domain you'd like to manage and select it – in this example, we're editing the YOUR-CAMPAIGN.COM domain:

| | Domains 🗸 Buy & Sell 🗸 DN: | s ~ | Settings 🗸 | Help 🗸 | | | | | | |
|------|--|-------|----------------------|-------------------|-------------------|-------------|---------------------|----------------|---------------|-------------|
| D | omains | | | | | | | | | |
| Ē | • • • • | 0 | 0· 0· 0· | | | | | | Domain Search | 0 |
| Orga | nize Nameservers Forward Lock Contacts U All Domains (37) | | Renew Monetize More | | | | | | Edi | t columns - |
| ~ | Domain Name | 7- | Expires T | Status T | Auto-Ren T> | Lock T | Priva T | Certified Do > | | |
| | @POSTALYTICS.ORG | | 3/9/2018 | Active | ~ | | | | | |
| | QPURLADMIN.COM | | 2/13/2018 | Active | ~ | ~ | | | | |
| | @SPORTSWAP.ORG | | 11/18/2017 | Active | ~ | | | | | |
| | @ THEGRAZIANOS.COM | | 3/4/2018 | Active | ~ | ~ | 1 | | | |
| | QYOUR-CAMPAIGN.COM | - | 10/1/2017 | Active | ~ | ~ | | | | |
| 8 | | Copyr | ight © 1999 - 2017 C | GoDaddy Operating | Company, LLC. All | Rights Rese | rved. <u>Privac</u> | y Policy | | |

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On the Domain Settings Page, scroll down and click on Manage DNS:

| Auto renew: On <u>Cancel domain on 10/1/2017</u> Locking prevents unauthorized changes Locking prevents unauthorized changes |
|--|
| Never lose your doma because of an expired |
| Learning provide underlight and the Learn more • Keep your domain out someone else's hands Domain lock: On Edit Learn more |

Your DNS Records for this domain will display:

| Records | | | | |
|---------------------------|------------|--|----------|---|
| Last updated 10/28/2016 1 | 10:25 AM | | | |
| Туре | Name | Value | TTL | |
| A | | 18.205.118.100 | 1/2 Hour | |
| A | @ | 18.205.118.100 | 1/2 Hour | |
| CNAME | е | email.secureserver.net | 1 Hour | |
| CNAME | email | mailgun.org | 1 Hour | |
| CNAME | ftp | @ | 1 Hour | |
| CNAME | imap | imap.secureserver.net | 1 Hour | |
| CNAME | mail | pop.secureserver.net | 1 Hour | |
| CNAME | mobilemail | mobilemail-v01.prod.mesa1.secureserver.net | 1 Hour | / |

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Scroll to the bottom and Click Add.

| NAME | webmail | webmail.secureserver.net | 1 Hour | |
|------|----------------|--|----------|-----|
| NAME | www | 0 | 1 Hour | / |
| NAME | _domainconnect | _domainconnect.gd.domaincontrol.com | 1 Hour | / |
| ٨x | @ | mailstore1.secureserver.net (Priority: 10) | 1 Hour | / |
| ٩x | @ | smtp.secureserver.net (Priority: 0) | 1 Hour | / |
| хт | @ | v=spf1 include:mailgun.org ~all | 1 Hour | |
| ХТ | krsdomainkey | k=rsa; p=MIGfMA0GCSqGSIb3DQEBAQUAA4 | 1/2 Hour | |
| IS | @ | ns55.domaincontrol.com | 1 Hour | |
| IS | @ | ns56.domaincontrol.com | 1 Hour | |
| | | | | ADD |

Next, select 'A' from the drop down list under Type:

| Select | | |
|--------|-----|-------------|
| | | Save Cancel |
| | | |
| | 1 2 | |

And then enter the following:

- Host = '*'
- Points To: 18.205.118.100
- TTL: 1 Hour:

Click Save.

Keep in mind that it takes most domain registrars 24-48 hours to make these changes.

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Network Solutions:

After logging into Network Solutions, click on My Domain Names:



Next, click on Change Where Domain Points:

| Domain Nar | mes | | | Select a product + |
|--|---|--|---|--------------------|
| Mag | Continue your don Try Email with Mobility f | nain setup! For FREE [*] today! | 75% Complete | Get Started |
| () Help with Domain Na | ames: • How To • User Guides | | | |
| Manage boignet | domains.com | | + View Domain Add-ons | Get a New Domain |
| By pointing your domain your web address into the second s | in name to your desired location, you can d their browser. You have several options wh | etermine exactly what visitor en choosing where to point y | s will see when they type your domain. | Search Now |
| bo | signetdomains.com currently points to | You can choose to po alternate locations in > Under Constructi > Domain Name Se | int your domain name to cluding: on Page rver (DNS) | |
| Standard U | Inder Construction Page (Edit) ge Where Domain Points | Edit Advanced DNS R Advanced DNS allows records (A, MX, CNAM | ecords you to manage your DNS IE, TXT and SRV Records). | GET A PROFESSIONAL |
| Need Help? Lo | earn more about domain pointing. | | | WEDSILE |

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On the next page, select Advanced DSN and click Continue:



On the next page, click on Edit A Records:

| II Products > Don | nain Names | Websites | eCommerce | Hosting & SSL | Professional Email | Online Marketing |
|--|---|--|---|--|---|---|
| | Updat boign | e Advanced Di etdomains | NS for s.com | | Frequently As What is Advance Advanced DNS all DNS records (A, M | iked Questions ed DNS? lows you to manage your VX, CNAME, TXT and SRV |
| Choose this option if and some non-Network Network Solutions en Network Solutions we Only advanced users Please note: Changes existing email and web | you want to use ork Solutions seri nail, but host yo ebsite, but use a should make up s made to these l bsites. cords) @ | this domain wit vices. For examj ur website elsew different provid odates to their A nternet settings n | th some Network S ple, you might coni where. Or, you can ler for email. dvanced DNS Man nay cause you to los | olutions services inue to use keep your ager. e access to your | Records) for Indiv changing IP addres. Choose this optio domain with som services and som services. For exan use Network Solu website elsewher Network Solution provider for email Only advanced us their Advanced D | vidual services, such as esses, or modifying an email on if you want to use this the Network Solutions? the Network Solutions mple, you might continue to utions email, but host your "«. Or, you can keep your his website, but use a differen il. seers should make updates to NS Manager. |
| Host | 7200 | 208.91.197.2 Under constr | 7 uction Page | | What is an IP Ad An Internet Proto number which ide | ldress? ocol (IP) address is a unique entifies a computer and its |
| @ (None) | 7200 | 208.91.197.2 Under constr | 7 uction Page | | used to transmit of computer. | data from a website to your |
| * (All Others) | 7200 | 208.91.197.2 Under constr | 7 uction Page Edit | A Records | What is a Mail Se MX ("Mail eXchan determine the de For example, if yo mail server for th you must specify records. In additi mail servers and respond in the ev | erver (MX Record)? gge") records are used to jilvery route for your e-mail. bu want to host your own ie domain in your account, the mail server names as MX on, you can specify multiple rank them by priority to went the primary mail server |

On the next page, find the * Host record and update the Numeric IP address with the following:

18.205.118.100

Do not edit the other A records.

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Scroll down to the bottom of the page and click **Continue**.

| | All Products > | Domain Names | Websites | eCommerce | Но | sting & SSL | Professio | nal Email | Online Marketing |
|----|----------------------|-------------------------|------------------|-----------|-----|--------------------------------|-----------------------------|-----------|------------------|
| Ac | ld/Edit IP Address (| A Records) | | | | | | | |
| | Currently Managing | Domain : boignetdoma | ins.com | | | | | | |
| | Add new hosts and o | corresponding IP addres | ses using this f | orm. | | | | | |
| | Host (Example: www |) | | | TTL | Numeric IP (Example: 216 | .168.22 <mark>4</mark> .69) | Delete | |
| | www | .boignetdomains.com | | 7 | 200 | 208.91.197.27 Under constru | uction Page | | |
| | @ (None) | .boignetdomains.com | | 7 | 200 | 208.91.197.27 Under constru | iction Page | | _ |
| L | * (All Others) | .boignetdomains.com | | 7 | 200 | 18.205.118 Under constru | .100 uction Page | | |

You'll be asked to confirm your updates, click Save Changes:

| Confirm Your Request | | | | |
|--|------------------------|-----------------|--|---|
| Confirm DNS Changes | | | | |
| Currently managing domain : boigne | etdomains.com | | | |
| Click continue to confirm the following | ng changes. Changes ma | ay take up to | 24 hours to update throughout the Internet. | (|
| Note: If you have recently moved you update throughout the internet. | ur DNS back to Network | Solutions, it m | nay initially take 24 - 36 hours for your DNS to | |
| List of requested changes: | | | | |
| A Records Requested to Delete: | | | | |
| Host | TTL | Nume | ric IP | |
| * (All Others) | 7200 | 208.91 Under | .197.27 construction Page | |
| A Records Requested to Add: | | | | |
| Host | т | TL | Numeric IP | |
| * (All Others) | 7 | 200 | 18 205 118 100 | |

Please note that it may take Network Solutions **24 hours** to process this update.

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Register.com:

Login to your Register.com account. Hover over **Domains** and then select **Manage**:



On the next page, click Manage for your domain.

| Need Help? 1.888.734.4783 | Renev | val Center 🗘 Support | 🛔 Cart (0) 🕁 Account 💄 |
|---|--|---|------------------------------|
| Account Manager / Domains | | | Home |
| | | | |
| Product | Domain Name | Expiration Date | Manage Product |
| Product Domain | Domain Name boingnetdomain.com | Expiration Date 30-Mar-2018 | Manage Product Manage |
| Product Domain Private Registration | Domain Name boingnetdomain.com boingnetdomain.com | Expiration Date 30-Mar-2018 30-Mar-2018 | Manage Product <u>Manage</u> |
| Product Domain Private Registration Web Site Forwarding Basic | Domain Name boingnetdomain.com boingnetdomain.com boingnetdomain.com | Expiration Date 30-Mar-2018 30-Mar-2018 30-Mar-2018 | Manage Product Manage Manage |

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On the next page, scroll down to **Advanced Technical Settings** and click the **Edit** a row next to **Edit IP Address Records**:

| All Products > | Domains | Websites | Ecommerce | Hosting & SSL | Email | Online Marketing |
|----------------|---------|----------------|------------------------|---------------|-------|------------------|
| | ADVANCE | D TECHNICAL | SETTINGS | | | |
| | RR | DNS Record T | Гуре | Edit | | |
| | A | Edit IP Addres | ss Records | | | |
| | AAAA | Edit IPv6 Add | ress Records | | | |
| | CNAME | Edit Domain / | Aliases Records | | | |
| | МХ | Edit Mail Exch | nanger Records | | | |
| | тхт | Edit TXT Reco | ords (SPF) | | | |
| | PTR | Edit Pointer R | ecords and Reverse Zor | ies 🕑 | | |
| | SRV | Edit SRV Reco | ords | | | |

Enter the following IP address in the box provided for the * record:

18.205.118.100

| All Products > | Domains | Websites | Ecommerce | Hosting & SSL | Email | Online Marketing | | | |
|---|--|----------------------|-----------------------------|-------------------------------|---------------------------------|----------------------------------|--|--|--|
| MY ACCOUNT | | | | | | | | | |
| dennis@boingnet.com | Add more IP | addresses by filling | ng in the fields below. F | lease click Continue w | low long befor hen finished. | re my IP Address changes take ef | | | |
| Delegated Services | * boingnetdomain.com pointe to 18 205 118 100 Delete | | | | | | | | |
| Assigned Users My Wallet SafeRenew My Password | | .boingne | tdomain.com points t | o 208.91.197.39 | Delete | | | | |
| My Secret Questions My RLP Invoices | | boingne | tdomain.com points i | 0 | | | | | |
| | Add more IP | addresses | | | | | | | |
| | | | | | | | | | |

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You'll navigate to a confirmation page. Double check that you have pointed the * record to our **18.205.118.100** IP address and then click **Continue**:

| All Products > | Domains | Websites | Ecommerce | Hosting & SSL | Email | Online Marketing |
|---|--|--|----------------------|----------------------------|-------------------|------------------|
| MY ACCOUNT dennis@boingnet.com My Services Delegated Services Contact Information Assigned Users | Please click C * points to @ points to | ontinue to confir 18.205.118.100 208.91.197.39 | m your changes, or o | orrect any errors by click | ing Edit . | |
| My Wallet SafeRenew My Password My Secret Questions My RLP Invoices | Edit 🕨 | | | | | Continue |

Please keep in mind that it will take approximately **24-48** hours for Register.com to make these updates.