



DNS Manager

DNS Manager 

*User Guide
Version 3.0*



SUMMARY OF CONTENTS

1	INTRODUCTION	4
1.1	NAVIGATION	4
1.1.1	<i>Main Menu</i>	4
1.1.2	<i>Alternative Menu</i>	4
2	DEFAULT ZONE FILE	5
2.1	RESOURCE RECORD ABBREVIATION	5
2.1.1	<i>A (address) Records</i>	5
2.1.2	<i>AAAA (IPv6 address) Records</i>	5
2.1.3	<i>CNAME (canonical name) Records</i>	5
2.1.4	<i>MX (mail exchange) Records</i>	6
2.1.5	<i>TXT (SPF) Records</i>	6
3	EDIT ZONE FILE	7
3.1	ADD/CHANGE RECORDS	7
3.1.1	<i>Adding a new record to your zone file</i>	7
3.1.2	<i>Deleting a record</i>	8
3.1.3	<i>Editing a record</i>	9
3.2	RECORD CONFIRMATION	9
4	RESTORING YOUR DEFAULT ZONE FILE	11
5	APPLICATION CHANGES	12

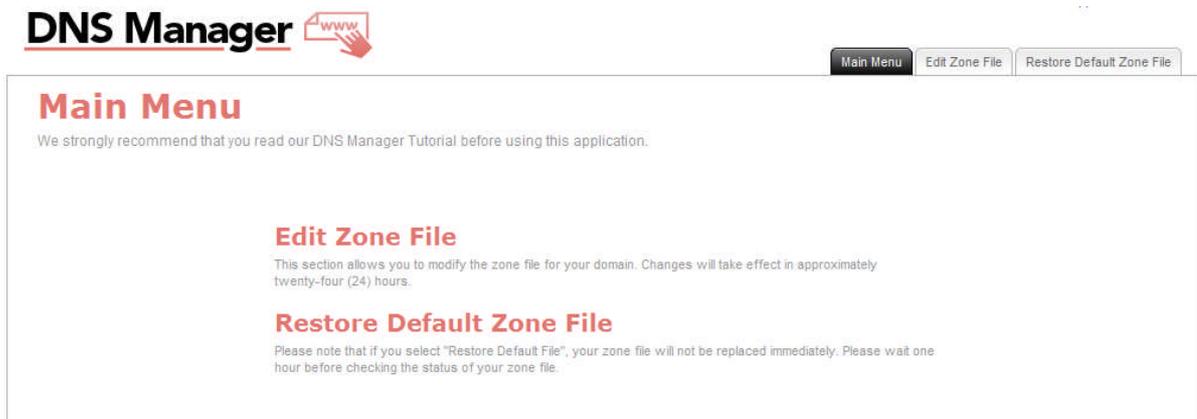
1 Introduction

DNS Manager allows you to edit your domain's zone file, including A. or AAAA (address) records, CNAME (canonical name) records, MX (mail exchange) or TXT (SPF) records.

Note: This is a powerful application that should only be used by advanced users and with extreme care.

TO LAUNCH DNS MANAGER:

1. Log into the Control Panel
2. Navigate to DNS Manger.
3. Click **Start**.
The application will open in a new window:



1.1 Navigation

There are two ways to navigate within DNS Manager. You may navigate using the Main Menu or the Alternative Menu.

1.1.1 Main Menu

The main menu is located on the top right corner of DNS Manager:

- **Main Menu:** links you back to the main menu for DNS Manager
- **Edit Zone File:** allows you to change your zone file
- **Restore Default Zone File:** allows you to restore your default zone file
- **Support:** opens online help files for DNS Manager in a new window
- **Feedback:** allows you to send feedback concerning DNS Manager

1.1.2 Alternative Menu

Within some sections you will find “Go Back” and “Next” buttons – these allow you to go back and forth between pages.

2 Default Zone File

By default, your zone file will contain several important records. Any changes to these records may cause serious problems with your Website and email performance.

Example: Default Zone File for yourname.com

Default Record			Purpose
	IN A	216.251.32.98	yourname.com points to 216.251.32.98
www	IN A	216.251.32.98	www.yourname.com points to 216.251.32.98
mail	IN A	216.251.32.97	mail.yourname.com points to 216.251.32.9
	IN MX	10 mail.megamailservers.com.	mail will be delivered to mail.megamailservers.com first
	IN MX	100 mx2.megamailservers.com.	mail will be delivered to mx2.megamailservers.com second
	IN MX	110 mx3.megamailservers.com.	mail will be delivered to mx3.megamailservers.com third

2.1 Resource Record Abbreviation

Your domain name is called your “origin.” The origin is appended to all names in the zone file that do not end in a dot. For example, if your domain is yourname.com, the entry “www” in the zone file is equal to “www.yourname.com.” A blank space is equal to “yourname.com.”

2.1.1 A (address) Records

An address record uses the following format to set an IP address to correspond with your domain:

- <prefix for domain> IN A <web server IP address>

This determines where someone will be sent when they are looking for your domain. Address records are also typically used with MX records so that “mail.yourname.com” points to the IP address of the mail server that will be accepting email for your domain.

2.1.2 AAAA (IPv6 address) Records

An IPv6 address record uses the following format to set an IP address to correspond with your domain:

- <prefix for domain> IN AAAA <web server IP address>

Hostnames are mapped to IPv6 addresses by AAAA resource records, or quad-A records. The AAAA resource record type is a class that stores a single IPv6 address. The IANA assigned value of the type is 28 (decimal).

2.1.3 CNAME (canonical name) Records

The canonical name record uses the following format to specify an alias for an existing A (address) record:

- <prefix for domain> IN CNAME <existing address record>

Note that an address record maps to an IP address directly, while a canonical name record maps to an IP address indirectly by referring to existing address records.

Example: CNAME Record for yourname.com

Record			Purpose
www	IN A	216.251.32.98	www.yourname.com points to 216.251.32.98
ftp	IN CNAME	www	ftp.yourname.com is an alias for www.yourname.com
ssl	IN CNAME	anotherplace.com.	ssl.yourname.com is an alias for anotherplace.com

2.1.4 MX (mail exchange) Records

Like a canonical name record, a mail exchange record must reference an existing address record. Mail exchange records also include an extra parameter called a “preference value” in the following format:

- <blank (origin)> IN MX <preference value> <existing address record>

The preference value is a number in the range of 0-65535 that indicates the mail exchanger's priority. Mailers will attempt to deliver mail to the exchanger with the lowest preference value. If delivery fails, the mailer will then attempt to deliver mail to the exchanger with a higher preference value.

The existing address records for these MX records are located in a different zone file.

Note: In DNS Manager, the left side of an MX record must be blank, indicating your origin (domain name). Any entry on the left side of an MX record will be ignored.

2.1.5 TXT (SPF) Records

A TXT record uses the Sender Policy Framework (SPF) to verify the sender IP address. By creating a TXT record, you can specify which IP Address is allowed to send email. By publishing a TXT record, the SPF record will help stop the “From” and “To” fields from being forged and therefore, emails sent from this address is less likely to be blacklisted by spam and phishing filters.

When creating a TXT record, you must publish the version identifier, as well as a default mechanism. For example, if you have a domain that does not send mail (Web services only), use the following example:

- <yourdomain.com. TXT “v=spf1 –all”

3 Edit Zone File

This section is a two-step process. In the first step you will be able to add new records to your zone file as well as edit or remove existing records. The second step of this wizard is the confirmation of all your changes made within the first step.

3.1 Add/Change Records

In this step you will be able to add, remove or edit existing records in your zone file.

3.1.1 Adding a new record to your zone file

Note: Only advanced users with a full understanding of DNS should add records to a zone file.

To add a new record to your zone file:

1. Click on the **Edit Zone File** tab within the application.
2. Click **Add record**.
On the right hand side of the page the “Add Record Details” section will be activated.
3. Enter a Name, select the record Type and enter Value for the new record.
4. Click **Apply** to save the new record.
The new record will be displayed on the left hand side of the screen together with the rest of the records.

Progress 1 2 : Edit Zone File Wizard

Edit Zone File

Activation may take up to one business day to be completed.

DNS Records

Select a record below to edit its details or click "Add record" to add a new record.

+ Add record

Name	Type	Value	⊖
	IN A	216.251.43.17	
www	IN A	216.251.43.17	⊖
ftp	IN A	216.251.43.17	⊖
mail	IN A	69.49.123.241	⊖
pop	IN A	69.49.123.241	⊖
smtp	IN A	69.49.123.241	⊖
autodiscover	IN A	216.251.43.201	⊖
	IN MX	10 mx1c1.megamailservers.com.	⊖
	IN MX	100 mx2c1.megamailservers.com.	⊖
	IN MX	110 mx3c1.megamailservers.com.	⊖

Cancel
Apply

Add Record Details

Enter record name, type and value.

Name:

Type:

Value:

Cancel
Apply

3.1.2 Deleting a record

Progress 1 2 : Edit Zone File Wizard

Edit Zone File

Activation may take up to one business day to be completed.

DNS Records

Select a record below to edit its details or click "Add record" to add a new record.

+ Add record

Name	Type	Value	
	IN A	216.251.43.17	
www	IN A	216.251.43.17	⊖
ftp	IN A	216.251.43.17	⊖
mail	IN A	69.49.123.241	⊖
pop	IN A	69.49.123.241	⊖
smtp	IN A	69.49.123.241	⊖
autodiscover	IN A	216.251.43.201	⊖
	IN MX	10 mx1c1.megamailservers.com.	⊖
	IN MX	100 mx2c1.megamailservers.com.	⊖
	IN MX	110 mx3c1.megamailservers.com.	⊖

Cancel Apply

Edit Record Details

Enter record name, type and value.

Name:

Type:

Value:

Cancel Apply

To delete a record:

1. Click on the **Edit Zone File** tab within the application. On the left hand side of the page a list of all your records will be displayed.
2. Select a record that you wish to delete.
3. Click on the **Delete** icon . The record is now queued for deletion.
4. Click **Apply** to finalize the deletion.

3.1.3 Editing a record

Progress 1 2: Edit Zone File Wizard

Edit Zone File

Activation may take up to one business day to be completed.

DNS Records

Select a record below to edit its details or click "Add record" to add a new record.

[+ Add record](#)

Name	Type	Value
	IN A	216.251.43.17
www	IN A	216.251.43.17
ftp	IN A	216.251.43.17
mail	IN A	69.49.123.241
pop	IN A	69.49.123.241
smtp	IN A	69.49.123.241
autodiscover	IN A	216.251.43.201
	IN MX	10 mx1c1.megamailservers.com.
	IN MX	100 mx2c1.megamailservers.com.
	IN MX	110 mx3c1.megamailservers.com.

Edit Record Details

Enter record name, type and value.

Name:

Type: IN A

Value:

To edit existing records:

1. Click on the **Edit Zone File** tab within the application.
On the left hand side of the page a list of all your records will be displayed.
2. Select a record that you wish to edit by clicking on it.
The right hand side of the page will become active.
3. Edit the details of the selected record.
4. Click **Apply**.

Note: There are specific formatting requirements for each type of record. Please ensure that you are aware of these requirements before editing your zone file. If you make any changes to your zone file, you are responsible for the results of the changes.

3.2 Record Confirmation

Once you made all the changes within the previous step, this page will display the list of your records after the applied changes.

Support Feedback

DNS Manager 

Main Menu Edit Zone File Restore Default Zone File

< Go Back Progress 1 2 Edit Zone File Wizard Next >

Edit Zone File

Activation may take up to one business day to be completed.

You are about to set following DNS records for your domain. Click "Next" to confirm.

Name	Type	Value
	IN A	216.251.43.17
www	IN A	216.251.43.17
ftp	IN A	216.251.43.17
mail	IN A	69.49.123.241
pop	IN A	69.49.123.241
smtp	IN A	69.49.123.241
autodiscover	IN A	216.251.43.201
	IN MX	10 mx1c1.megamailservers.com.
	IN MX	100 mx2c1.megamailservers.com.
	IN MX	110 mx3c1.megamailservers.com.

< Go Back Next >

TO CONFIRM THE RECORD DETAILS:

- Verify that the list of records is correct, and do one of the following:
 - To confirm and set these records for your domain, click **Next**.
Note: Activation may take up to one business day.
 - To make additional changes, click **Go Back**. You will be taken back to step 1 of the wizard where you will be able to add, remove or edit your records.
- On the Confirmation page, click **Close**.

Close X



Submitted successfully

What would you like to do next?

[Restore default zone file](#)

Note: Clicking the **Restore default zone file** link will take you back to the restore section within the application.

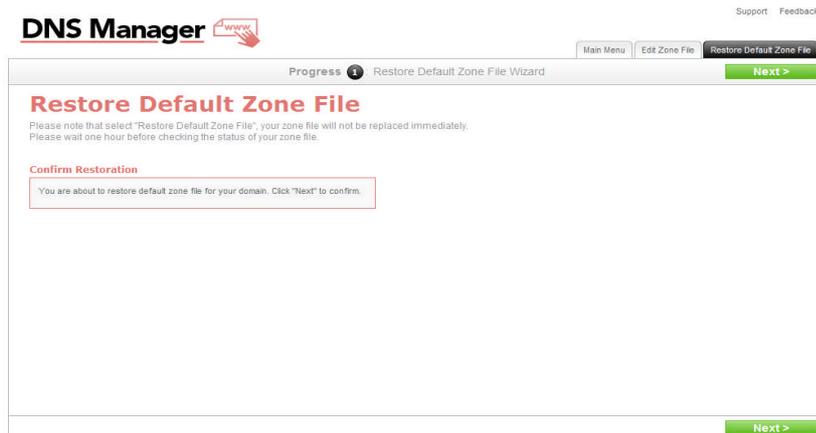
4 Restoring your default zone file

Example: Default Zone File for yourname.com

Default Record			Purpose
IN	A	216.251.32.98	yourname.com points to 216.251.32.98
www	IN A	216.251.32.98	www.yourname.com points to 216.251.32.98
mail	IN A	216.251.32.97	mail.yourname.com points to 216.251.32.9
IN	MX	10 mail.megamailservers.com.	mail will be delivered to mail.megamailservers.com first
IN	MX	100 mx2.megamailservers.com.	mail will be delivered to mx2.megamailservers.com second
IN	MX	110 mx3.megamailservers.com.	mail will be delivered to mx3.megamailservers.com third

TO RESTORE YOUR DEFAULT ZONE FILE:

1. Click on the **Restore Default Zone File** tab within the application.
The following page will be displayed:



2. Confirm that you want to restore the zone file to the default settings and click **Next**.

Note: Your zone file will not be replaced immediately. Please wait one hour before checking the status of your zone file.

5 Application Changes

Changes to DNS Manager 3.0 are related to the types of supported Address Records.

IPv6 (AAAA) Address Records, which supports a much larger address space

TXT (SPF) Records, which creates a Sender Policy Framework record and allows you to specify which IP addresses are allowed to send email.

Version Number	New functionality
3.0	Support for AAAA and TXT Address Records
2.0	Issue fixes

<< DOCUMENT END >>