

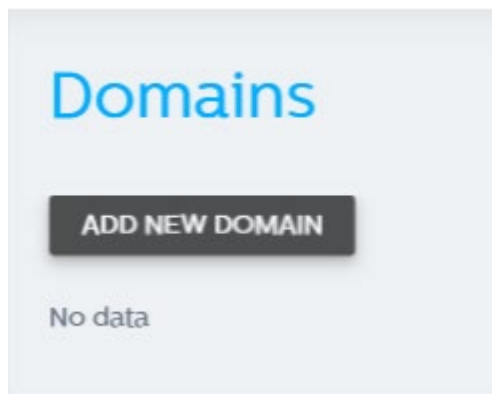
Cobweb CORE can be used to register new, or host existing domains. It can also be used to add externally hosted domains to existing services whilst retaining your current domain host.

This guide will cover: adding a new domain, administering a hosted domain and managing your hosted domain subscription.

1. Open a web browser and navigate to <https://core.cobweb.com> and login in to Cobweb CORE using your login credentials.
2. Click **Domains** along the left navigation pane.

Adding a new domain:

1. Click “Add new domains”.



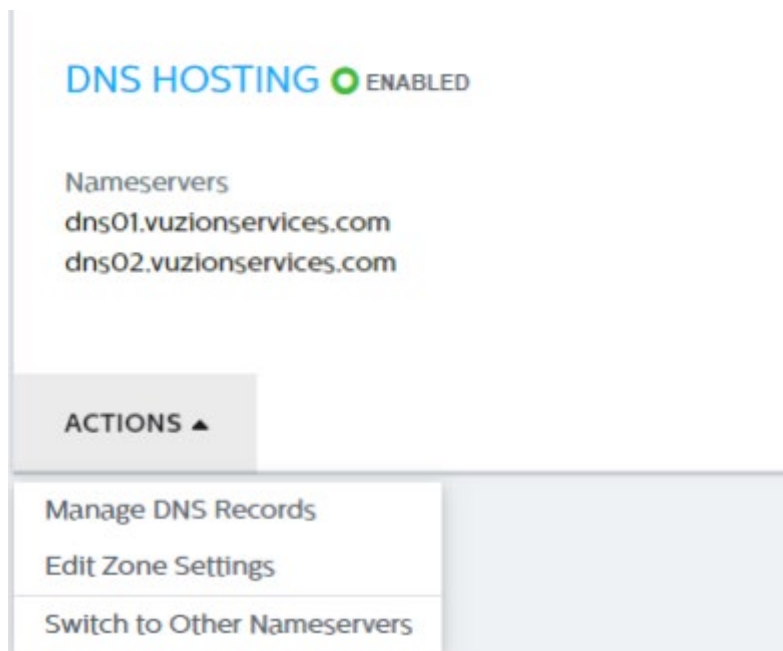
2. Click “Add your domain” if you wish to add an existing domain that is registered with another domain provider.
3. Click “Transfer your domain” if you wish to transfer an existing domain that is registered with another domain provider to Cobweb.
4. Click “Register new domain” to register a new domain with Cobweb.

5. Enter your domain name and click **Submit**.
6. Our support team will now need to validate your domain to prove ownership.
 - Please contact our support team (support@cobweb.com) asking for your domain status to be set to “**ready**”
7. Once the domain has been set to ready, it can be used alongside other services (such as Office 365) in Cobweb CORE.

Administering a hosted domain:

If Cobweb hosts your domain, you can administer this domain within Cobweb CORE.

1. Click **domains** along the left navigation pane.
2. Click on the **domain** you wish to manage.
3. Under **DNS hosting**, click **actions**, then **manage DNS records**.



A list of the domains DNS records will now be displayed. You can add new DNS records by clicking **add new record**, or you can remove DNS records by ticking the record and clicking **delete**.



Managing your hosted domain subscription:

To manage your domain subscription with Cobweb CORE:

1. Click **domains** along the left navigation pane.
2. Click on the domain you wish to manage.
3. Under **domain registration title**, click **actions** to renew, cancel or disable your domain subscription.