



The Energy Grid

Powerful Web Marketing for the Alternative Energy Industry
And Socially Responsible Organizations

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Control Panel Operating Instructions:

Your website is hosted on The Energy Grid Servers, which are housed in one of the world's largest server farms; Rackspace, in Dallas Texas. The "Control Panel" for your website is managed by a program called "Plesk."

Your control panel is where you can add users, email accounts, and manage your web space. These are basic instructions.

If you want to make changes to the content of your website, you first need to know if the website is a "Joomla" website. If so, please go here for instructions:

<http://theenergygrid.com/www/files/Operating%20Your%20Website.pdf>

Setting up your email:

Different versions of outlook and other email programs have different screens to request this information. It is usually accessed through the Tools->Accounts Menu.

Email Address: Full Email Address YourName@YourDomain.com

Account Type: POP3 or POP

Incoming Mail Server or POP: mail.YourDomain.com

Outgoing Mail Server or SMTP: mail.YourDomain.com

User Name: Your full email address: YourName@YourDomain.com – case sensitive

Password: This is also Case sensitive. Check the "Remember Password" box

Secure Password Authentication: Leave Unchecked

Typically, there is a button for "More Settings" which brings up a screen where "Outgoing Server" can be accessed.

Check **My Outgoing Server (SMTP) requires Authentication**

And **Use Same Settings as my Incoming Server.**

Your Website Control Panel

Your Control Panel is where you can create new email addresses, upload and edit website files, and much more.

You can access your control panel at

<http://www.TheEnergyGrid.us>

Login with User: <YourDomainName.com>

Password: <Contact The Energy Grid>

Your Billing Control Panel (Not all clients use this):

This is where you can pay invoices, enter credit card information, and submit Support Tickets.

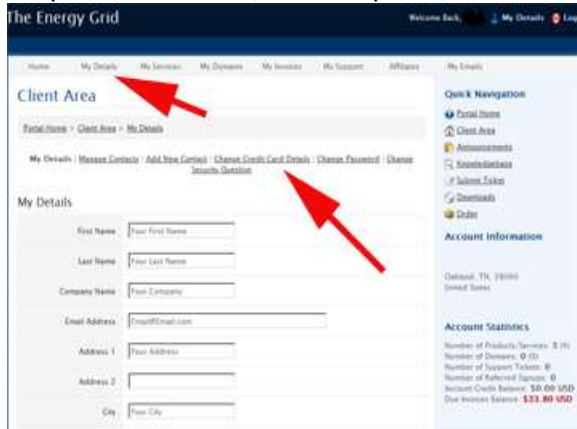
Go to

<http://www.TheEnergyGrid.us/billing>

Login with your email address and password

To change your credit card information,

On your main screen, in the Top Left, You'll see "My Details"



FTP Access:

<YourDomain.com>

Username: Contact Support – often the first 8 characters of your domain name

Password: Contact Support

Email:

Email accounts can be set up through the Control Panel
Each user can manage their own Email account in a control panel

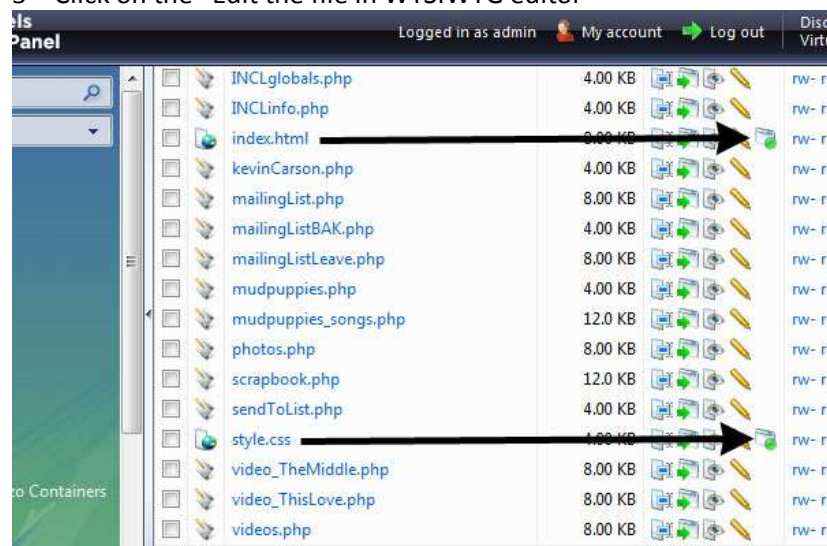
To get your mail on the web:
Webmail.<YourDomainName.com>

Changing your website:

DO NOT use this method if you have a Joomla website. Joomla website instructions are here:

<http://theenergygrid.com/www/files/Operating%20Your%20Website.pdf>

- 1 – Go to your Control Panel
- 2 – Click on File manager
- 3 – Your website is located in the folder names httpdocs. Click on that.
- 4 – Find the file you want to edit (Note, the screen only shows the first 25. Click the “All” lower right to display more.
- 5 – Click on the “Edit the file in WYSIWYG editor”



To create a mailing list

In your Control panel, click on "Mailing List"

Click "Add New Mailing List"

Name your list, example: MaillistName, and give it a password.

Once created, access your mailing list management console here:

<http://lists.<YourDomainName.com>/mailman/admin/<MaillistName>>

For Example:

<http://lists.kevincarson.net/mailman/admin/carsonmusicnews>

Put in your password: 654bass

To add users to your list manually:

Click Membership Management

Then

Mass Subscription

You can enter as many names as you like

Make sure the settings of

Subscribe these users now or invite them? (If you INVITE, they will have to confirm)

Send welcome messages to new subscribers?

Are what you want.

Appendix:

Security Warning:

Accessing the 'back end' of the server through the control panel causes your browser to give a "Security Warning" or "Invalid Certificate." The reason for this is that your control panel is in a secure area but your domain name is not registered as a secure site. It can be registered by buying a security certificate – not required unless you are accepting credit cards.

DNS Settings:

If your domain name has not been changed to our servers yet:

Access your control panel at

<https://184.106.196.223:8443>

To change your domain name, (we can do this for you) you will need to change your DNS servers to NS1.MakeThingsBetter.net

NS2.MakeThingsBetter.net

To have us do this for you, we will need to know where your domain name is registered (NetworkSolutions.com is a common one), and the username, password.