

Business Domain Name & Hosting User Guide

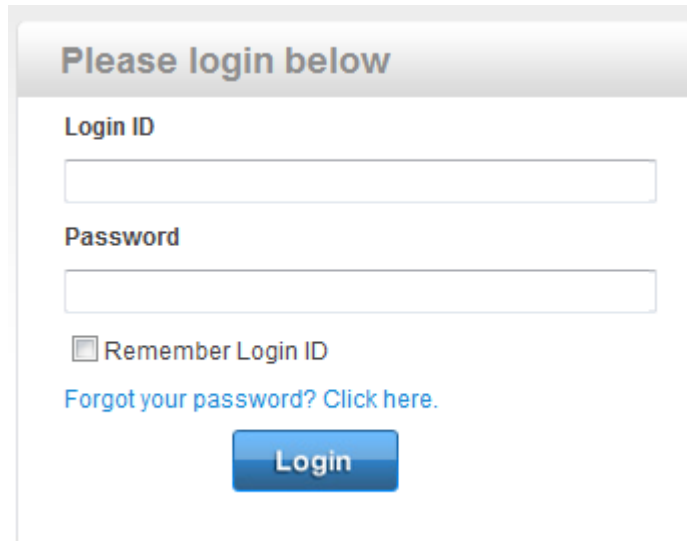
Contents

1. Assign User from myBusiness.....	2
2. Add a DNS Record.....	4
3. Edit a DNS Record.....	6
4. Delete a DNS Record.....	7
5. Adding MX Entry.....	8
6. Editing MX Record.....	10
7. Deleting MX Record.....	10
8. Updating DNS Server.....	11

1. Assign User from myBusiness.

This is to allow you to launch Business Domain Name & Hosting or Business DNS Hosting from your myBusiness dashboard.

- 1.1 Go to <https://marketplace.singtel.com> and enter with your myBusiness login ID and password.



Please login below

Login ID

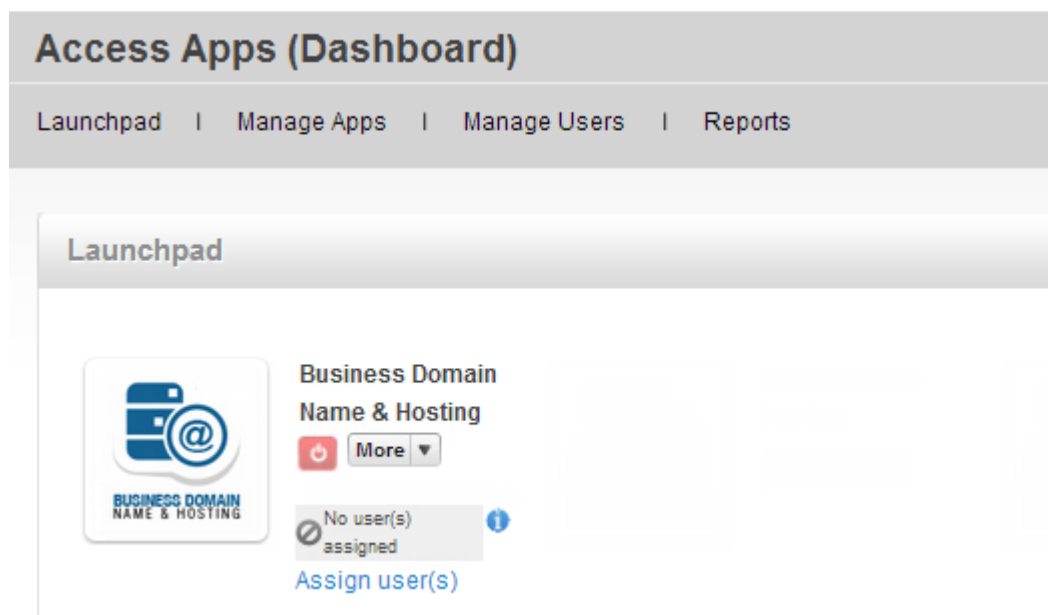
Password

Remember Login ID

[Forgot your password? Click here.](#)

Login


- 1.2 After you login, you will see your Business Domain Name & Hosting or Business DNS Hosting application icon. Click Assign user(s).

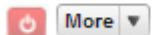



Access Apps (Dashboard)

Launchpad | Manage Apps | Manage Users | Reports

Launchpad

 Business Domain Name & Hosting

 More

 No user(s) assigned

[Assign user\(s\)](#)

1.3 Tick user and click “Assign” button to make user assignment.

The screenshot shows the 'Manage Apps' interface. On the left, there is a sidebar with 'Manage Licenses', 'Manage Users', and 'Contract'. The main area is titled 'Manage Users' and contains several buttons: 'Assign', 'Unassign', 'Create User', and 'Import Users'. The 'Assign' button is highlighted with a red circle. To the right of these buttons, it says 'Total Users: 1'. Below the buttons is a search field and a table of users. The table has columns for 'Login ID', 'Display Name', 'myBusiness Role', and 'Application Role'. One user is listed with the login ID 'ai19@test.com', display name 'Aileen', role 'Primary Administrator', and application role 'Unassigned'. A checkbox is checked next to this user.

1.4 Once user assignment is done, you will see power button in Launchpad. Click on power button or the application icon or Launch under More drop down list to launch application.


The screenshot shows the 'Access Apps (Dashboard)' interface. At the top, there is a navigation bar with 'Launchpad', 'Manage Apps', 'Manage Users', and 'Reports'. Below this is a section titled 'Launchpad'. On the left, there is an application icon for 'Business Domain Name & Hosting'. To the right of the icon, there is a red power button and a 'More' dropdown menu. The 'More' menu is open, showing options: 'Launch', 'Manage App', 'Learn More', and 'Create Shortcut'. The 'Launch' option is highlighted.

1.5 You will see this Administrator Dashboard. Click the cPanel link.

Administrator Dashboard

Domain: yourdomain.com

Product: Domain Name Hosting



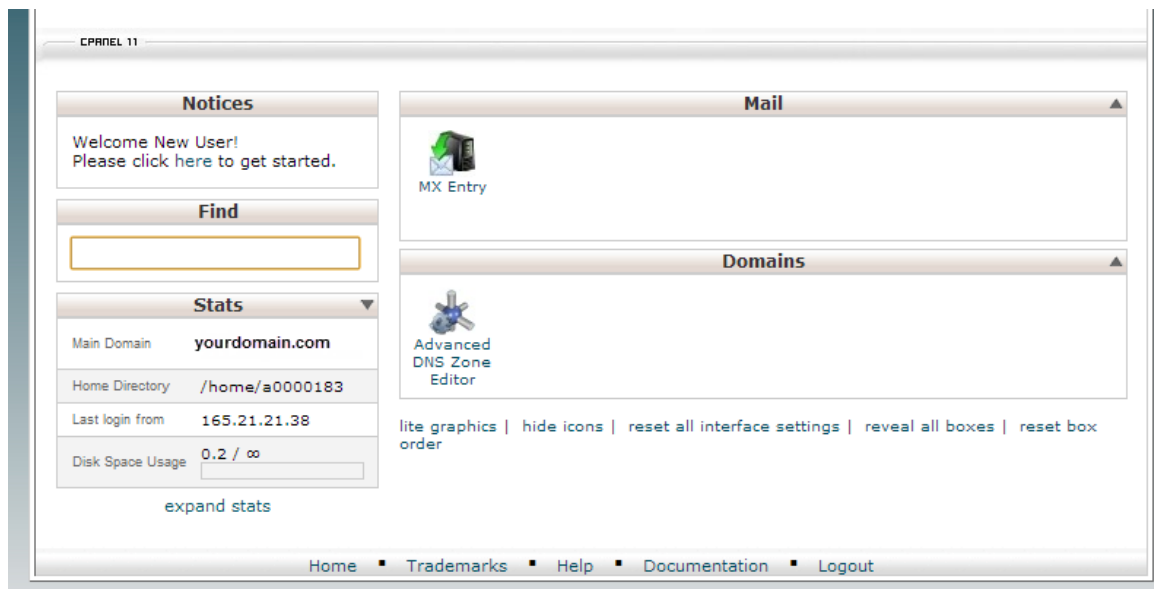
Open your [cPanel](#) to update your DNS records.

Website Settings Status: ✔

Domain Name Registration
Domain Active: ✔

EXPAND

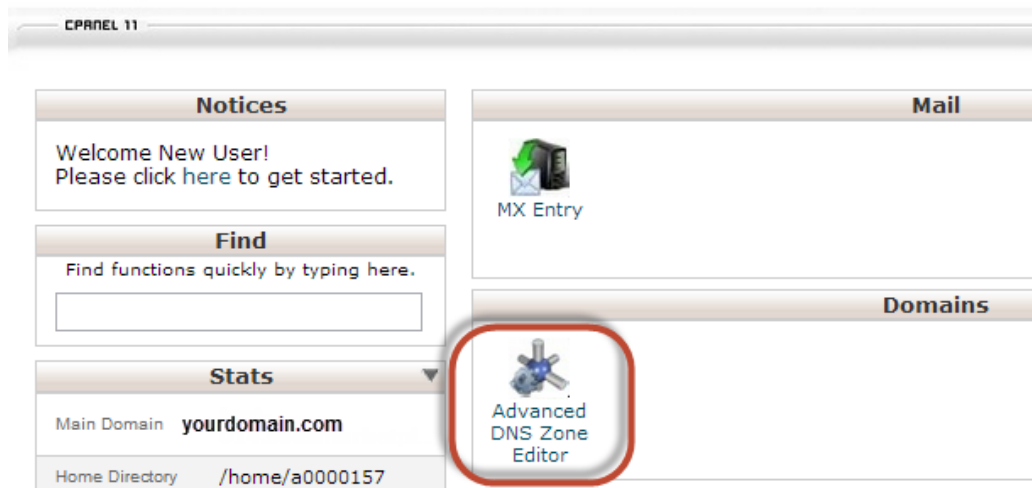
1.6 You will see below Cpanel and you can edit your DNS records.



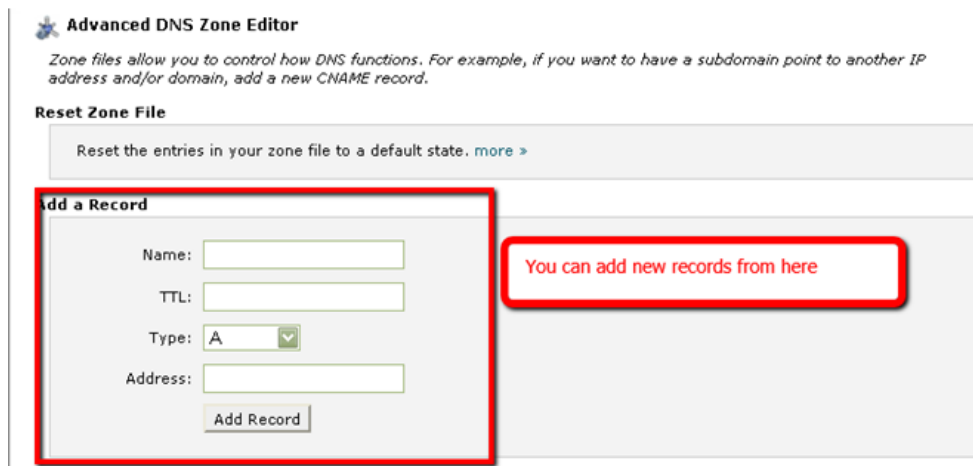
The screenshot shows the cPanel 11 interface. On the left, there are sections for Notices (Welcome New User!), Find (search bar), and Stats (Main Domain: yourdomain.com, Home Directory: /home/a0000183, Last login from: 165.21.21.38, Disk Space Usage: 0.2 / ∞). On the right, there are sections for Mail (MX Entry) and Domains (Advanced DNS Zone Editor). At the bottom, there are navigation links: Home, Trademarks, Help, Documentation, and Logout.

2. Add a DNS Record

2.1 Click the **Advanced DNS Zone Editor** function in your cPanel.



2.2 You will be able to **add**: A RECORD, CNAME and TXT record here.



- TTL recommended is **14600**.
- Address can be a hostname (eg.domainname.com) or an IP address.
 - If you are using CNAME, your address needs to be a hostname.
 - If you are using A record, the address need to be a IP address.

Add a Record

Name: ✓

TTL: ✓

Type: ▼

CNAME: ✓

2.3 Once every field has a green check, it means all your entries are correct. Click Add Record. Under Zone File Records, you will be able to see the record you just added.

Zone File Records

NAME	TTL	CLASS	TYPE	RECORD	ACTION
bsnre6ccudow.yourdomain.com	14600	IN	CNAME	7orkswjhiwj.dv.googlehosted.com	Edit Delete

3. Edit a DNS Record

3.1 Click the **Advanced DNS Zone Editor** function in your cPanel.

The screenshot shows the cPanel interface with several sections: Notices, Find, Stats, Mail, and Domains. The 'Advanced DNS Zone Editor' icon, which is a blue gear with a wrench, is highlighted with a red circle. The 'Stats' section shows 'Main Domain: yourdomain.com' and 'Home Directory: /home/a0000157'. The 'Mail' section shows an 'MX Entry' icon.

3.2 From your Zone Records, click the Edit button.

Zone File Records

NAME	TTL	CLASS	TYPE	RECORD	ACTION
bsnre6ccudow.yourdomain.com	14600	IN	CNAME	7orkswjhiwj.dv.googlehosted.com	Edit Delete

3.3 After you have clicked the button, the screen will expand as what is seen below. Make the necessary changes, then click Edit Record.

Zone File Records

NAME	TTL	CLASS	TYPE	RECORD	ACTION
bsnre6ccudow.yourdomain.com	14600	IN	CNAME	7orkswjhiwj.dv.googlehosted.com	Edit Delete

Name:

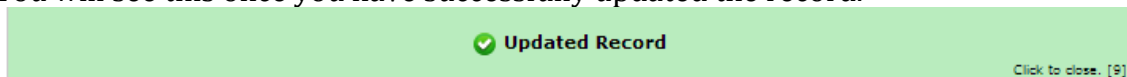
TTL:

Type:

CNAME: ✔

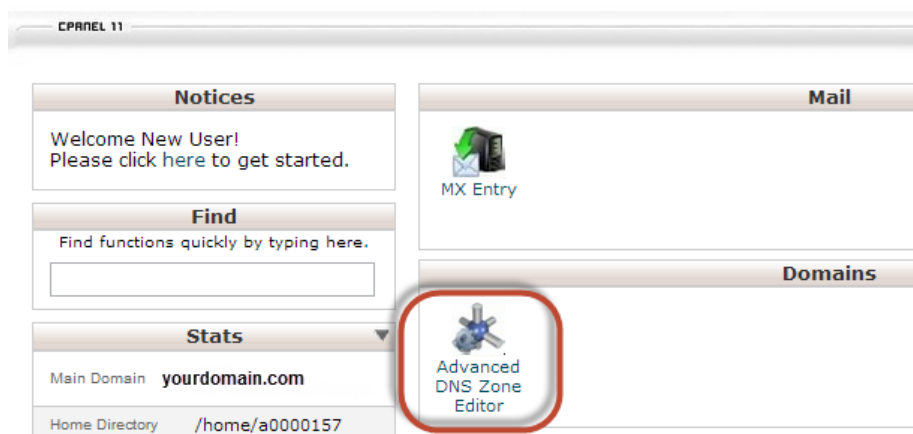
[cancel](#) or [Edit Record](#)

3.4 You will see this once you have successfully updated the record.



4. Delete a DNS Record

4.1 Click the **Advanced DNS Zone Editor** from your cPanel.

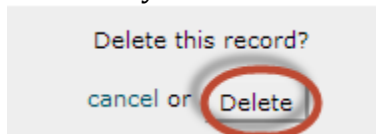


4.2 From your Zone Records, click Delete.

Zone File Records

NAME	TTL	CLASS	TYPE	RECORD	ACTION
bsnre6ccudow.yourdomain.com	14600	IN	CNAME	7orkswjhiwj.dv.googlehosted.com	Edit Delete

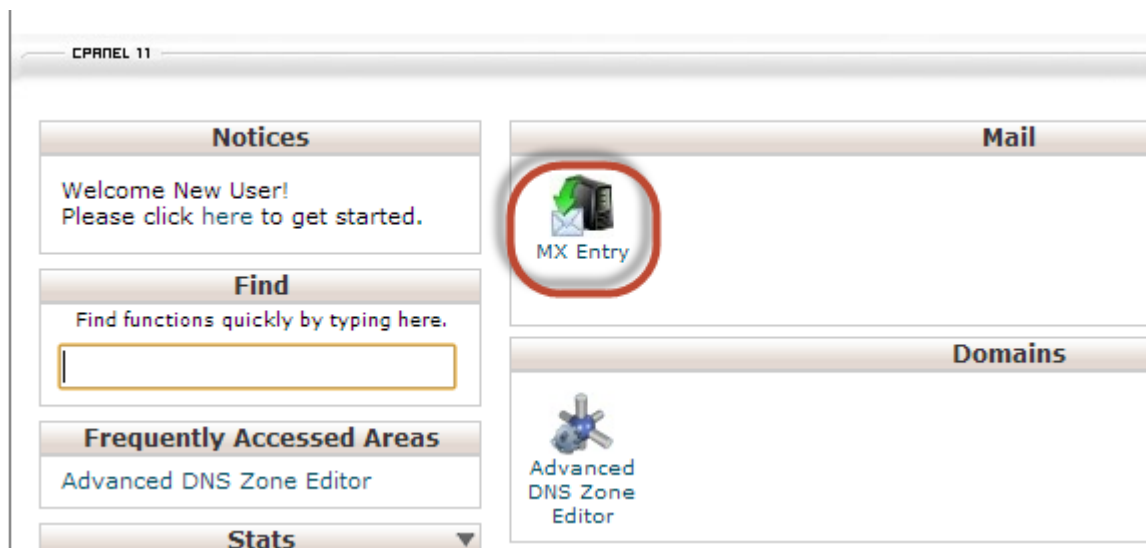
4.3 Click Delete to confirm you want to delete the record. The record will then be deleted from your Zone records.



5. Adding MX Entry

You can decide where you want your email service to redirect at this CPanel.

5.1 Click the **MX Entry** from your cPanel.



5.2 Under Email Routing, it is recommended to tick Automatically Detect Configuration. Click change if not set to this option.

Email Routing

Automatically Detect Configuration: Local (recommended) [more >](#)
 Local Mail Exchanger [more >](#)
 Backup Mail Exchanger [more >](#)
 Remote Mail Exchanger [more >](#)

*Current setting is shown in **bold**.*

Warning: Setting the wrong option here can break receiving mail on your server. If you are at all unsure about which option to select contact your system administrator.

5.3 From your MX Records, delete the 1st record (Priority 0). You do not need this record.

MX Records

PRIORITY	DESTINATION	ACTIONS
0	yourdomain.com	Edit <input type="button" value="Delete"/>

5.4 After you have deleted the record, go to Add New Record field and enter your MX records. Once green check on each field appears, click Add New Record button.

Add New Record

Priority:

Destination:

5.5 Your newly added entries will now appear under your MX Records.

MX Records

PRIORITY	DESTINATION	ACTIONS
10	ASPMX.L.GOOGLE.COM	Edit Delete
20	ALT1.ASPMX.L.GOOGLE.COM	Edit Delete
20	ALT2.ASPMX.L.GOOGLE.COM	Edit Delete
30	ASPMX2.GOOGLEMAIL.COM	Edit Delete

6. Editing MX Record

6.1 From your MX Records, select the record you want and click Edit.

MX Records

PRIORITY	DESTINATION	ACTIONS
10	ASPMX.L.GOOGLE.COM	Edit Delete
20	ALT1.ASPMX.L.GOOGLE.COM	Edit Delete
20	ALT2.ASPMX.L.GOOGLE.COM	Edit Delete

6.2 Update your records and click the Edit button.

Priority: ✓

Destination: ✓

cancel or

7. Deleting MX Record

7.1 From your MX Records, select the record you want and click Delete.

MX Records

PRIORITY	DESTINATION	ACTIONS
10	ASPMX.L.GOOGLE.COM	Edit Delete
20	ALT1.ASPMX.L.GOOGLE.COM	Edit Delete
20	ALT2.ASPMX.L.GOOGLE.COM	Edit Delete

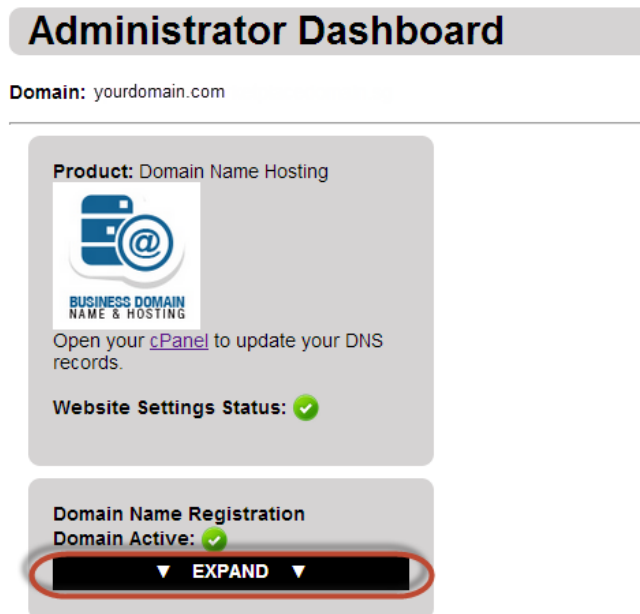
7.2 Confirm you want to delete the record by clicking the Delete button.

Delete this record?

cancel or

8. Updating DNS Server


8.1 From your Administrator Dashboard, locate the Domain Name Registration section and click Expand.



Administrator Dashboard

Domain: yourdomain.com

Product: Domain Name Hosting


BUSINESS DOMAIN
NAME & HOSTING

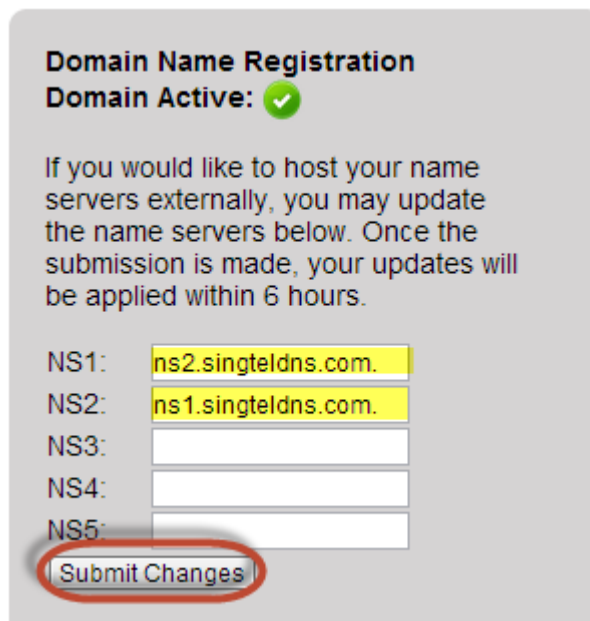
Open your [cPanel](#) to update your DNS records.

Website Settings Status: ✔

Domain Name Registration
Domain Active: ✔

▼ **EXPAND** ▼

8.2 Enter your name server details on the fields and click Submit Changes.



Domain Name Registration
Domain Active: ✔

If you would like to host your name servers externally, you may update the name servers below. Once the submission is made, your updates will be applied within 6 hours.

NS1:

NS2:

NS3:

NS4:

NS5:

Note that updates will be applied within 6 hours.