

# Managing your Website

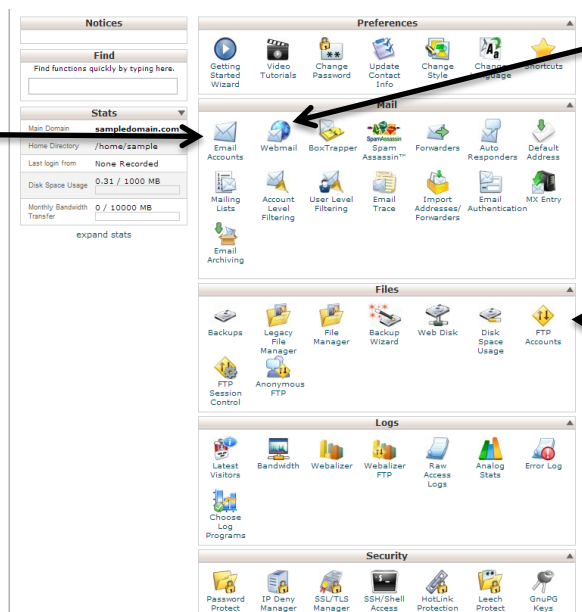
QCS Link is dedicated to helping you run your websites on our servers with ease. Our website tools are designed to help you manage your site quickly and proficiently. This guide is geared towards those who are new to web design and services associated with web design, such as cPanel. After reading this guide, the reader should be able to navigate through and FTP browser, log into and perform basic tasks in cPanel, and where to go to access important functions like email and cPanel. Let us begin with how to access cPanel.

1. Open your internet browser of choice and in the navigation bar, type:  
<https://qcs10.qcslink.com:2083/>



2. The screen should load with something similar to this. Simply enter your username and password provided to you by QCS Link into the boxes provided and click “Log in”

1. Create email accounts



2. Shortcut to online email

3. Create FTP accounts

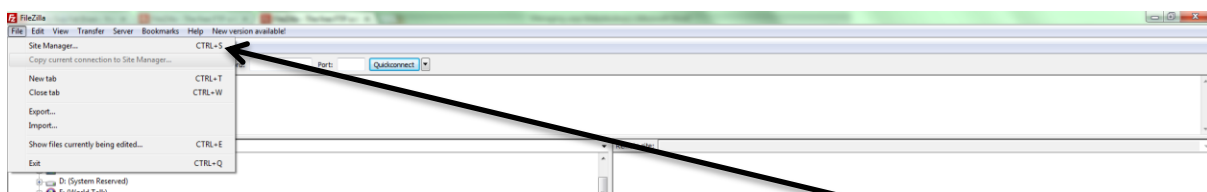
4. Create subdomains for the domain you currently have

5. Create/edit databases used by programs running on your site

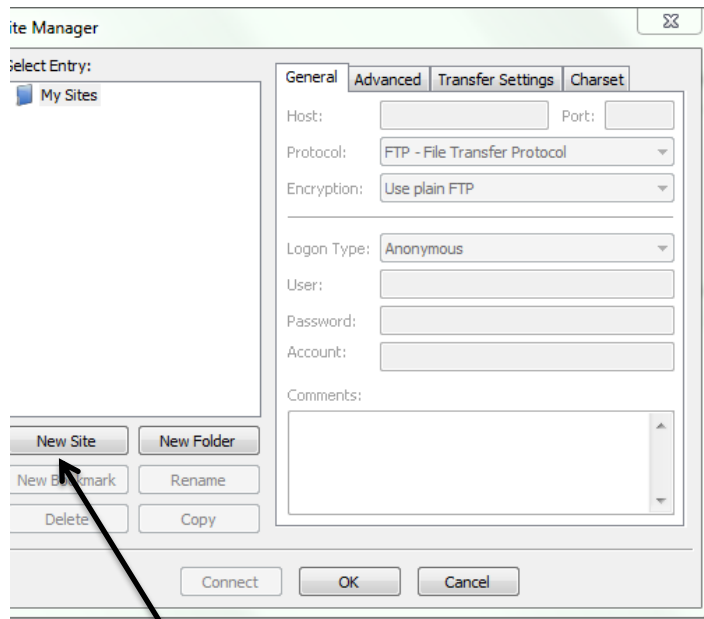


3. These are the most important tools in cPanel
  - a. Use item 1 to create email accounts in addition to the default one provided to you.
  - b. Item 2 will take you to your email account associated with the login you used to access cPanel
  - c. Item 3 is used to create additional FTP clients aside from the account associated with the administrator account
  - d. Item 4 allows you to create subdomains. For instance, the main domain in our tutorial is `sampledomain.com`. With that tool, we could make domains like `new.sampledomain.com` or `stuff.sampledomain.com`.
  - e. Item 5 is the area in which you can find the appropriate tools to create databases, which are required for some powerful web tools, like Joomla or most forum boards

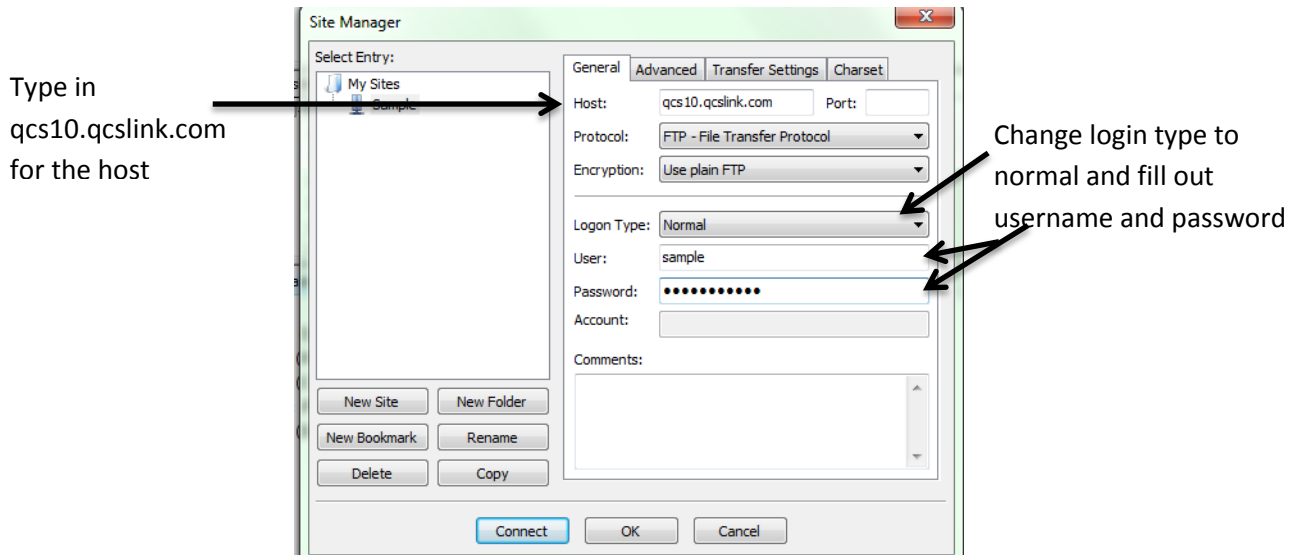
Next, consider how to use the FTP program to access your website through FTP to edit it. In order to edit files in an FTP, you will need to obtain an FTP client. A free and very proficient client is filezilla, which can be found [here](#). The guide will show steps specifically tailored to filezilla, but the principles can be applied to most other FTP clients.



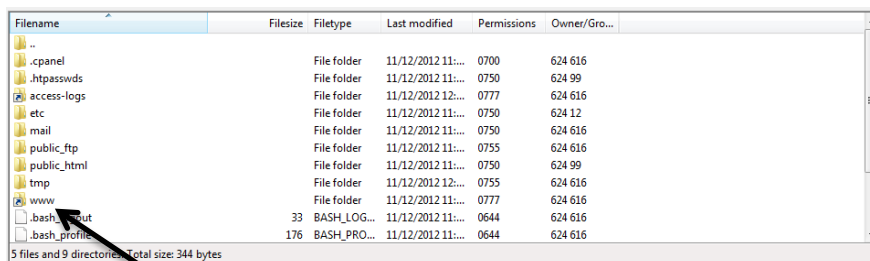
1. Start by opening filezilla and selecting file and then site manager



2. Click “new site” to start inputting your website information



3. Fill out the information as shown above

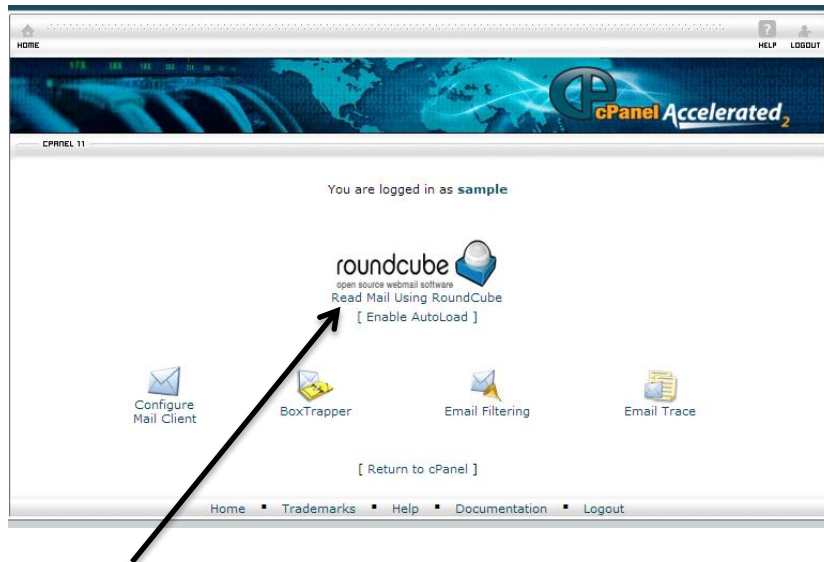


4. Select “www” to open the area where files for your website should be stored

Now that we have covered how to login into and find your file directory within your FTP, let us now consider how to access mail through the web

browser, as well as how to configure your mail client software, like Microsoft Outlook, to work with your websites email address.

1. Go to <https://qcs10.qcslink.com:2096/> and enter your login details
  - a. Your login will be the same that you used to access the FTP and cPanel earlier.



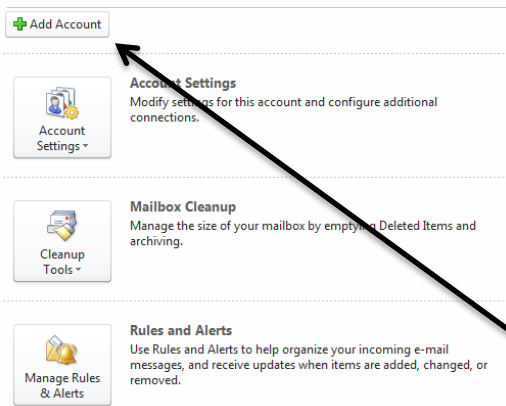
2. Click read mail

The following are the steps to link your online inbox to Microsoft Outlook.

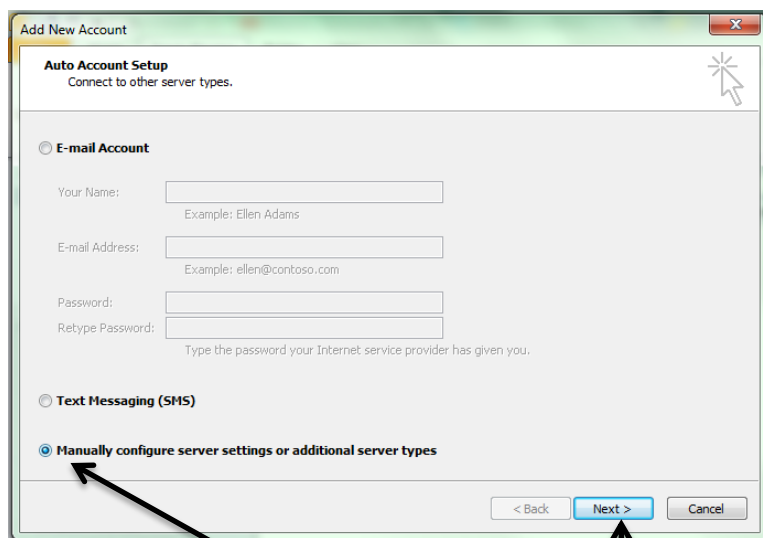
1. Return to <https://qcs10.qcslink.com:2096/> and login again if asked to do so.



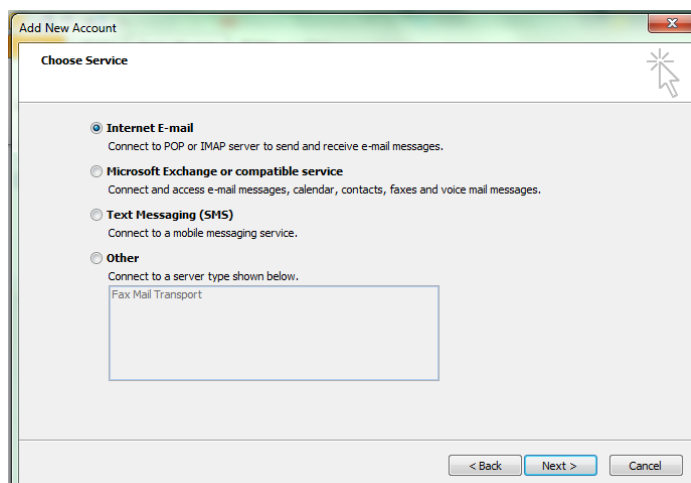
2. This time, select Configure Mail Client



3. Start-up Outlook and select file, then add account



4. Select manually configure then click next



5. Verify setting are the same, then click next

Secure SSL/TLS Settings (Recommended)	
<b>Username:</b>	sample
<b>Password:</b>	Use your cPanel password.
<b>Incoming Server:</b>	qcs10.qcslink.com IMAP: Port 993 POP3: Port 995
<b>Outgoing Server:</b>	qcs10.qcslink.com SMTP: Port 465
Authentication is required for IMAP, POP3, and SMTP.	

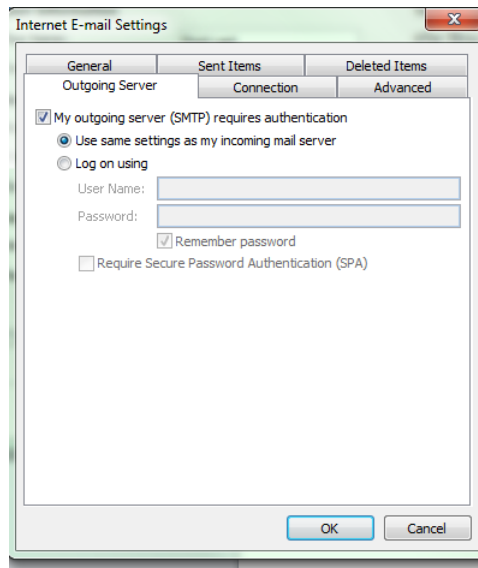
Non-SSL Settings (NOT Recommended)	
<b>Username:</b>	sample
<b>Password:</b>	Use your cPanel password.
<b>Incoming Server:</b>	mail.sampledomain.com IMAP: Port 143 POP3: Port 110
<b>Outgoing Server:</b>	mail.sampledomain.com SMTP: Port 25
Authentication is required for IMAP, POP3, and SMTP.	

6. Refer back to this chart on your configure clients webpage to fill out the information outlook requires

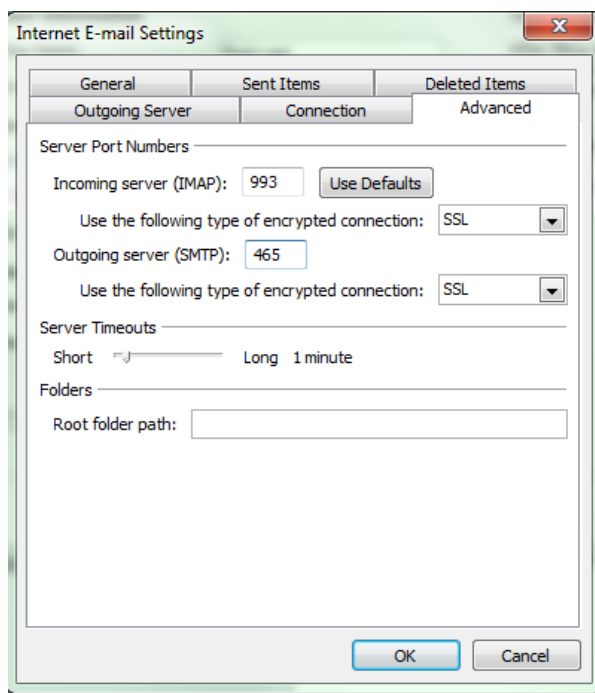
a. Sample Secure page:

b. Sample unsecured page:

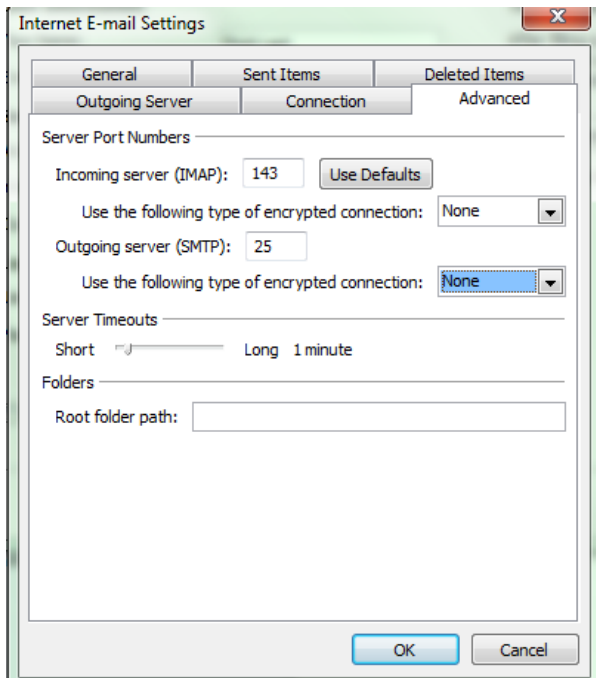
7. Select more settings afterwards



8. Select the options to make your screen match the above in the outgoing server tab
9. Fill out the connections tab
  - a. Sample secured page:



- b. Sample unsecured page:



10. Select okay

11. Back on the add new account page, select next and Outlook will attempt to connect to the webpage. If everything was filled out correctly, your internet email account should be completed and ready for your use.

After following these steps your cPanel, FTP and email account should be in proper working condition and ready for your use. If you had trouble connecting to the server or are otherwise unable to access your account, please email [Support@Qcslink.com](mailto:Support@Qcslink.com) and we will be glad to assist in resolving your discrepancies.

Happy Browsing!

QCS Development Team