

# Adding an External Domain

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## Adding an External Domain

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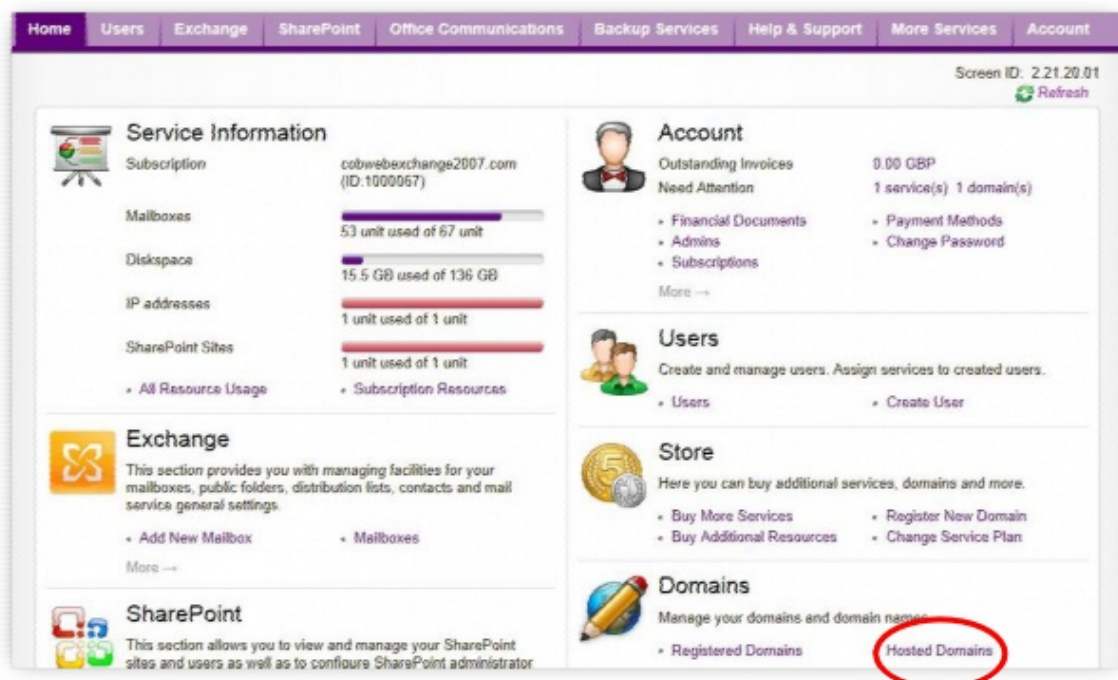
### What is an External Domain?

If your DNS is managed through a company other than us but you wish to use the domain with our services such as Hosted Exchange, you will need to add the domain to our Control Panel as an External domain.

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### How to Add an External Domain

1. Log in to the [Control Panel](#) using your Administrator Username and Password.
2. Click on Hosted Domains



3. Click on Add Existing Domain Registered Elsewhere.



4. Enter the domain and the subscription you wish to use it with, Leave the zone management ability un- ticked and click **Next**.

The screenshot shows the 'Add New Domain' form. It has navigation links for 'Help', 'Refresh', and 'Up Level'. The instruction is 'Enter parameters for a new domain.' The form is divided into three sections: 'DNS hosting', 'Web Hosting', and 'Mail Hosting'.  
- **DNS hosting:** Domain is 'demoaccount.com', Zone management ability is unchecked.  
- **Web Hosting:** Hosting is set to 'None'.  
- **Mail Hosting:** Hosting is set to 'Microsoft Exchange', Subscription is 'Unified Exchange 2010 (1001599)'.  
At the bottom, there are 'Next >>' and 'Cancel' buttons.

5. Once you have checked your details are correct, select **Finish**.

The screenshot shows the 'Add New Domain' summary page. It has navigation links for 'Help', 'Refresh', and 'Up Level'. A green banner at the top says 'Domain creation summary You are ready to create new domain. Please check new domain hosting parameters carefully before finishing.' Below is a 'Summary' section with the following details:  
- Domain: demoaccount.com  
- Name servers: ns0.hostedservice.com, ns1.hostedservice.com  
- Mail hosting type: Microsoft Exchange  
At the bottom, there are '<< Back', 'Finish', and 'Cancel' buttons.

In order to finish off setting up the domain, please contact the Technical Support team and request that the **domain status is set to ready**. This will then complete the addition of an external domain.