

# Add a Domain for Exchange 2013

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In order to use a domain on our Hosted Exchange service, it must first be added and enabled.

## Add an Domain

If the DNS is managed through another company 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.

1. Log in to the Control Panel with your reseller account (<https://controlpanel.hostedservices.com>) and then log in as the relevant customer.



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**.

A screenshot of the 'Add New Domain' form. The form is titled 'Add New Domain' and has a sub-header 'Enter parameters for a new domain.'. It is divided into three sections: 'DNS Hosting', 'Web Hosting', and 'Mail Hosting'. Under 'DNS Hosting', there is a 'Domain' text input field containing 'knowledgebase.com', a 'Subscription' dropdown menu set to 'Flex Plan 2013 12-Month (1052927)', and a 'Zone management ability' checkbox which is unchecked. Under 'Web Hosting', there is a 'Hosting' dropdown menu set to 'None'. Under 'Mail Hosting', there is a 'Hosting' dropdown menu set to 'Microsoft Exchange' and a 'Subscription' dropdown menu set to 'Flex Plan 2013 12-Month (1052927)'. At the bottom of the form, there are two buttons: 'Next >>' and 'Cancel'.

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

#### Add New Domain

✔ You are ready to add new domain. Please check new domain hosting parameters carefully before finishing.

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**Summary**

Domain	knowledgebase.com
Name servers	ns2.hostedservices.com, ns3.hostedservices.com
Mail hosting type	Microsoft Exchange

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<< Back   **Finish**   Cancel

In order to finish off setting up the domain, it will need to be enabled - you can do this by closing the tab so you're back in the reseller view, then going to Domains > find the domain > tick it and select **Set Registrar Status to Ready**.