Start here

BT Web Hosting
Quick Start

Follow these 10 simple steps to set up your BT Web Hosting Starter Pack and get your first website online quickly and easily.

1 **Activate your account.**

In order to start using your package, you need to activate your account for the first time. To activate, log into Your Account https://www2.btbroadbandoffice.bt.com/ with your primary username and password – you should have received these within your welcome emails.

Then click on **Activate your hosting package** within the alert messages. The **Choose primary domain name** page is displayed, follow the instructions and then click **Save changes**.

Choose primary domain name

Please choose the **permanent** primary domain name for this web hosting package.

This **cannot** be changed later, so choose wisely.

Click 'save changes' when you're done.

Available domain names:

⊙ yourbusiness.com
◯ yourbusiness.org.uk
◯ yourbusiness.co.uk

Please choose a password to use when uploading files to this website:

[   ]

The password is case-sensitive and must contain at least eight characters, including both letters and numbers.

Re-enter password:

[   ]

Save changes ▸

....

» Return to your account

Congratulations, you are now active and can start using your hosting account.

② **Creating your website**

Now that you have activated, you can start creating your website. Ensure you are logged into Your Account then scroll to the **Websites and domain names** section:
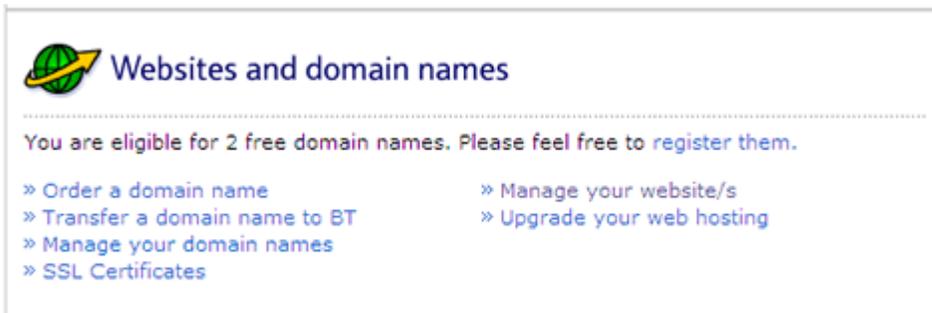
Click on the **Manage your website/s** link to display the **Manage your Website/s** page.

③ **Accessing EasySiteWizard pro**

EasySiteWizard Pro is the name of the tool which will help you create and publish your website. Once you are on the Manage your Website/s page, click on the **Manage** link showing the domain name of the website you wish to manage. The BT Website Centre is displayed in a new window.

1. Click on the **Site Builders** tab.

2. Click on the **EasySiteWizard** link in the list on the left hand side. The **Welcome to EasySiteWizard Pro** page is displayed.

3. Click on the **Begin** button to launch EasySiteWizard Pro.

④ **Choosing your template**

Once you are in EasySiteWizard Pro, click

on [**Create New Site**] and then click **Next**. A range of designs will then appear
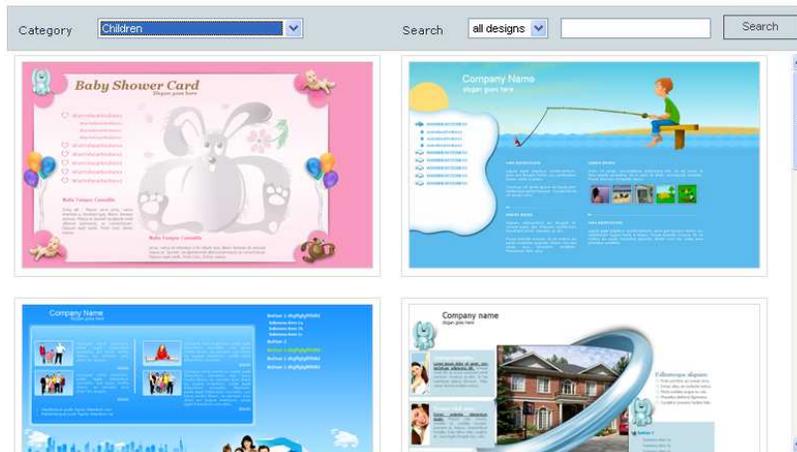
You can change categories or search designs. You can preview the template by clicking on it, and you can add the template to your Favourites list by clicking on **Favourites** with the preview.

Once you have chosen which design you would like, select **Apply** and then click on **Next** – please note you can change this template at a later date however you may lose any content or changes you have made to a previous design.

5

EasySiteWizard layout

Now you have selected your template, you can start personalising it with your own photos, text and layout. In order to do so, you will need to familiarise yourself with the toolbar.

Save　　**Create text box**　　**Reverse changes**　　**Bold/Italic/ Underscore**　　**Bullets**　　**Create a web form**　　**Add a widget**

EasySiteWizard

Sites　Designs　Editor　Preview　Publish

Create new page

Create a table

Insert image

Heading

Spell- check

Editing: index.html

Easter Bunny Chocolates

Menu editor

♡ Home
♡ News
♡ Products
♡ About Us
　Contact Us

Nulla Tempor Convallis

Scing elit - Mauris urna urna, varius interdum a, tincidunt quis, libero. Aenean amturpi. Massa ac laoreet iaculipede mnisl ullamcor permassa, ac consectetuer. feipsum eget pede. Proin nunc donec massa.

Nulla Tempor Convallis

Urna, varius et interdum a tin cidunt quis. libero Aenean sit amturpi massa ac, laoreet. iaculipedemnisl ullamcorpermassa ac consectetuer

⑥ Editing your template

Now you have familiarised yourself with the toolbar, you can now start to make changes to your selected template.

Editing text – double click on the temporary text box, and replace the text with your own

Removing a text/picture box – double click on the box and click the red X

Duplicate a text/picture box – double click on the box and click

Inserting images – click on the image button, select **Your library**, then click **Browse,** this will open up your own library of pictures, select one and then click **Upload,** or alternatively click on Free library then either search by category or type in a search word and press **Go**. Once you have chosen the image, drag the image from the image library onto the template.
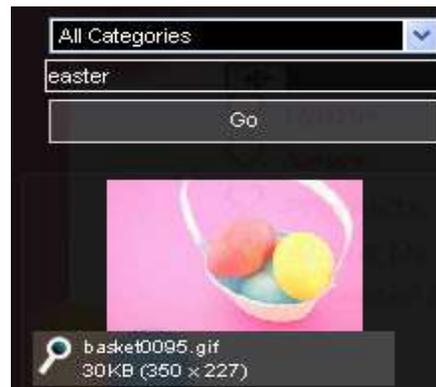
Please remember to SAVE your changes as you go along

⑦

Creating a form

If you would like to create a web form, e.g. if you would like customers to contact you, then you can use the tool within EasySiteWizard Pro to help you. Click on

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Web Form Editor

❓ Drag elements from the **Inputs** box and drop them in the **FORM** view. You can then customize the element via the **Element Properties** box.

Inputs

Text field

Password field

Text area

Selection

Radio button

Checkbox

Hidden field

Button

FORM

Click text to edit

Click text to edit

Click text to edit

A To start creating your form drag the inputs, e.g. text field into the FORM box

B Once you have decided how many inputs to have, you can edit these by clicking on **Click Text To Edit** – replace this with a the input title e.g. "Name", "Address"

C You can move the inputs up or doing using the buttons above, you can also delete the inputs.

Element Properties

TEXTAREA NAME   textarea_2   VALUE

ROWS   5

⑧

Managing additional pages

Creating additional pages is a good way to add depth to your website. You can add or amend existing pages by clicking on
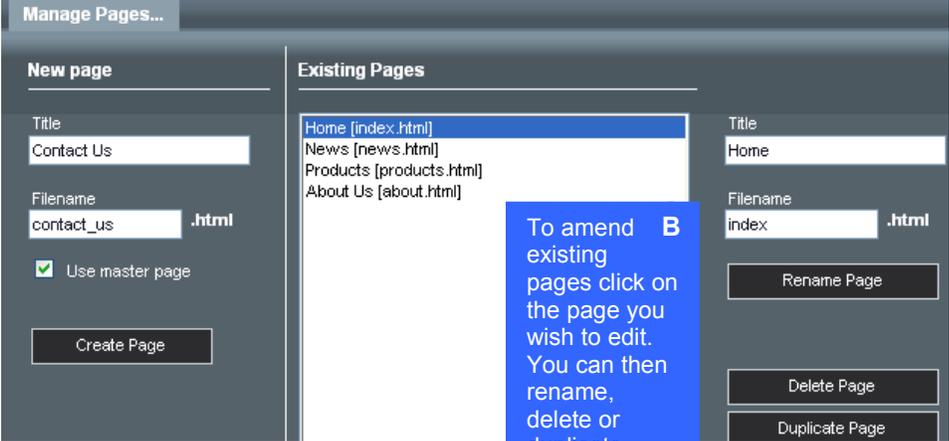
Manage Pages...

New page

Existing Pages

To create **A** new pages insert the title of your new page into the **Title** field, then click **Create page**

Title
Contact Us

Filename
contact_us   .html

☑ Use master page

Create Page

Home [index.html]
News [news.html]
Products [products.html]
About Us [about.html]

To amend **B** existing pages click on the page you wish to edit. You can then rename, delete or duplicate

Title
Home

Filename
index   .html

Rename Page

Delete Page

Duplicate Page

⑨

Editing additional pages

⊕   Menu editor

♡ Home
♡ News
♡ Products
♡ About Us
    Contact Us
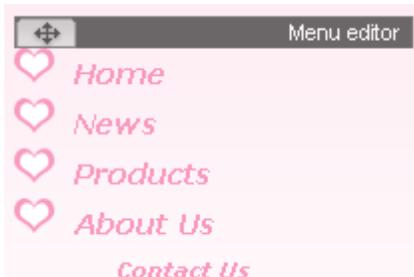
You can amend additional pages in the same way as you have edited your homepage. Within the menu editor, click on the page which you would like to edit and then start editing! Remember to save each page seperately

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Publishing

Once you are happy with your site, you can publish this for the World to see. Before you do so, make sure you save any changes and preview the site by clicking **Preview**. In order to publish your site, simply click on **Publish**.

Congratulations! You have now successfully managed to publish your website.

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What next?

Here are a few more things you can do now that you are up and running.

Get a free website review with BT Web Consult & Build – arrange the review here http://www.btbroadbandoffice.com/domains-and-web-hosting/web-hosting/web-consult-and-build

Check out the forum here
http://btb.lithium.com/btb/board?board.id=Webhosting

Download the full EasySiteWizard Pro user guide here http://btbusiness.custhelp.com/cgi-bin/btbusiness.cfg/php/enduser/fattach_adp.php?p_sid=0&p_tbl=9&p_id=12205&p_faqid=12205&p_created=1233325230

Find answers to your questions within the FAQ's here http://btbusiness.custhelp.com/cgi-bin/btbusiness.cfg/php/enduser/cci/bt_homepage.php?p_sid=&cat_lvl1=1995&p_cv=1.1995&p_cats=1995

Offices worldwide