

If you are transferring a web site from one hosting service to another you will need to visit your domain registrar's site to reset your domain's DNS nameservers to your new hosting server. The DNS nameserver setting is what makes your site viewable on the Internet. This process is also referred to as "pointing the domain." If this setting is incorrect at

the registrar level, you virtually have no web site. Search all you want — you won't find it.

If you are transferring a live site, you most certainly do not want to experience down time during the transfer. In my opinion, the transfer of a web site from one host to another should really be left to someone experienced in doing so. This is particularly important if any part of your site runs off a database of any kind.

An existing web site can be transferred to another hosting server seamlessly if you follow these instructions:

Seamless Transfer of a Live Site

- **1.** Leave your live site intact on the server on which it currently resides.
- **2.** Set up your new, re-done or identical site on your new server.
- **3.** Ensure that the newly set up site is working properly and to your liking (pages links, forms, etc).
- **4.** At this point, do your DNS nameservers transfers at your registrar while leaving the original site in tact on it's original server. This is the final step of what's known as the "setting it live" process.
- **5.** It's live, so why can't you see it? A web site must go through a process known as propagation which means it has to cycle through millions of servers before the world can see it. Web site propagation has increased in speed tremendously over the years. It used to take a week or more! Now it's quite often processed in 72 hours or less. I would imagine we have highband connections to thank for this! You can periodically test this if you wish. A simple test is to make a small change in one page of your site and upload this changed page to the new server only. Type the site URL into your browser. If the changed page comes up, then your site has resolved to the new server but after just 72 hours — may have only partially propagated. You may see it locally or those in the area of it's new server may see it. That doesn't mean Aunt Rita in London can see it as it may not have fully propagated world wide. It's always safer to wait the full 72 hours before removing your site from it's previous server. It's also a good idea to check on the [WHOIS](#) for updated information before removing your site from it's original location. After your site propagates fully, you will be able to view it normally like any other site on the Internet. As a rule of thumb, I will not remove a site from service on it's previous server for at least a week after it appears to have propagated to it's new location.
- **6.** If you use site eMail addresses, your eMail should will follow right along with the site propagation. Any new eMail addresses you add to your account will be picked up by the new server.
- **7.** You can now remove your old site from it's location and cancel your old hosting account if you're not going to keep it.