

Customize the Web Address for Your SharePoint Site!

When you register for your Microsoft Windows SharePoint Service, you have the option of selecting a customized web address or URL for your SharePoint Site, or using a standard Apptix URL. A standard Apptix web address, such as <http://yoursitename.sharepoint.apptix.net> is provided at no additional cost and becomes live as soon as your account registration is completed.

A personalized web address or URL is also available for a small, additional service fee of \$9.95 per month. Using a personalized URL allows you to determine what you want that address to be. For example, you might want to use <http://www.mycompany.com> as the web address for accessing your Windows SharePoint Services site. This would help you to feature your branding and would be easier for partners, clients and employees who might be accessing your site to remember.

A personalized URL can be anything that you and your organization want it to be. If you select the "Personalized URL" option on the sign-up site or on the account management site, you will then be allowed to enter the desired web address.

Please Note: Apptix does not provide DNS registration or DNS hosting as part of this service. You must first register and host the web address (also known as a domain name) and then create an "A" record for the selected host to point to our service. The information below provides step by step instructions on how to register, host and configure your web address, as well as how to create a site using a Personalized URL.

Step 1 – Registering Your Web Address

There are a number of commercial vendors or DNS registrars who can help you to register your web address (URL), such as Verisign (www.verisign.com) or Register.com (www.register.com). If you don't already have a registered URL, you will need to find an available address and register it through one of these vendors.

Regardless of whom you work with, you will be asked to provide various contact and technical information that makes up the registration. That vendor will keep records of the contact information and submit the technical information to a central directory known as the "registry."

This registry provides other computers on the Internet the information necessary to find your web site. You will also be required to enter a registration contract with the registrar, which sets forth the terms under which your registration is accepted and will be maintained.

Most vendors provide both Domain Name registration and DNS Hosting/Management for a single yearly fee. Discounts are typically available for registering a name for multiple years.

Some registrars charge separate fees for the registration of your URL and the DNS Hosting/Management of the name. In order to use your new Host Name with the Apptix WSS Service, you will need to be able to manage the DNS record after you register it. Be sure that you are getting **Registration, DNS Hosting, and DNS Management** when you register your URL.

Once you have your URL registered and hosted, the next step is to create a DNS Host (A) record to point to the Apptix Service!

Step 2 – Configuring Your Domain Name System (DNS) Record

This step involves configuring what is known as an “A” record for your host name to point at the IP address of the Apptix WSS service. In order to use your new web address with the Apptix WSS service, you should configure the “A” record to point to the following IP address:

209.225.56.157

This IP address is actually a Virtual IP address of the Apptix WSS environment. When you access a SharePoint site using this IP address, you may access the site on any number of highly redundant, load-balanced web servers.

Once the change to the “A” record has been made, you may need to wait as long as 72 hours for the change to be recorded and recognized. This will be true if the host name that you are using already existed and you changed the IP address in the “A” record.

A NOTE ABOUT “C” RECORDS AND SUB-DOMAINS: You cannot create an Apptix SharePoint site using a standard web address (<http://mycompany.sharepoint.apptix.net>) and then use a “C” record (Alias) to point to that site. Only an “A” record will work for a Personalized URL with the Apptix Service. If the host name that you want to use to access your WSS Site is a third-level host name (e.g. <http://teampage.mycompany.com>), you must ensure that this name is registered as an “A” record and NOT a “C” record. *Contact your Internet Service Provider (ISP) or your DNS Registrar for help.*

Step 3 – Creating Your WSS Site

You will not be able to enter the Personalized URL on the Apptix sign-up pages until you have completed the first two steps. When you select the “Personalized URL” option, you will be prompted for the site name. Your URL is then validated to ensure the DNS record for the site specified points to the correct IP address. So if you haven’t already configured your DNS record, go back to Step 2. The system will verify that the URL you entered is correctly configured to access our service, and if it is, the site will be created using your personalized URL.

Step 4 – Accessing Your Site!

Once you have completed the previous steps, that’s it! You will receive your login and password and will be able to access your site using your new Personalized URL! Should you have any questions regarding this process or require any assistance, you can always contact our SharePoint Support at (866) 862-9560 or via email at spsupport@apptix.com.