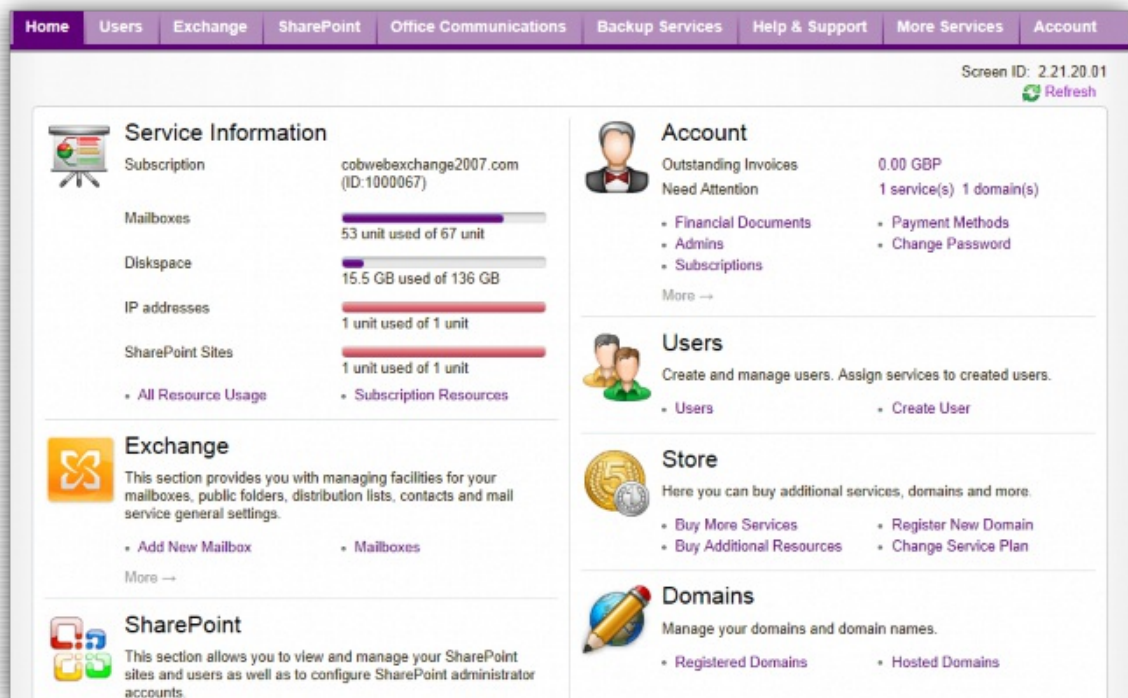


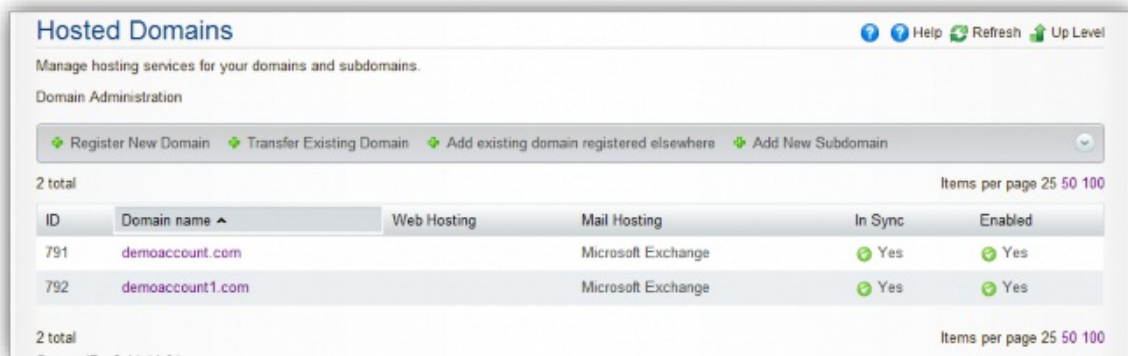
# Adding DNS Records (Legacy Control Panel)

Last Modified on 11/11/2019 4:52 pm GMT

1. Log in to the Cobweb Control Panel (<https://controlpanel.cobweb.com>) using your Administrator Username and Password.
2. Click on Hosted Domains.

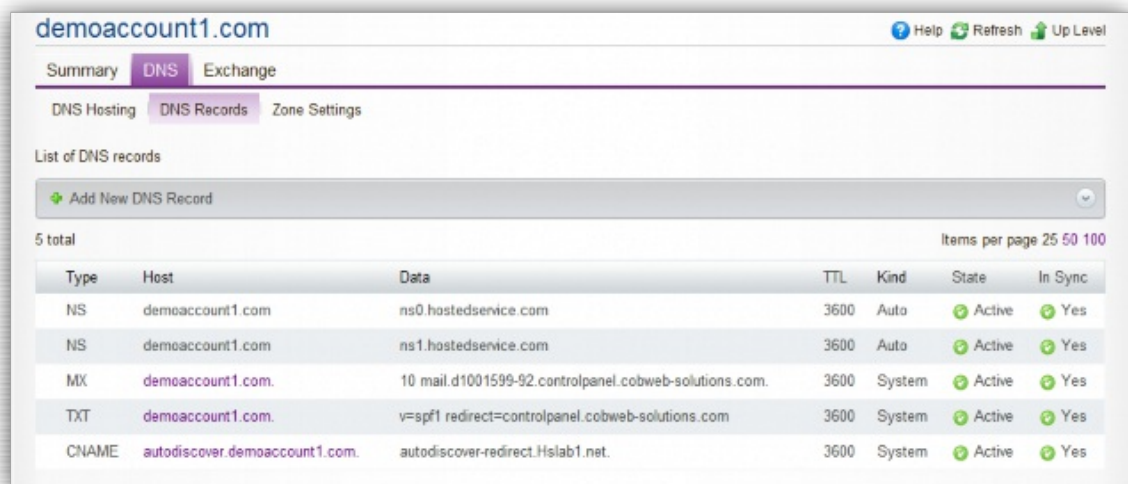


3. Click on the Domain Name you wish to add/edit the DNS records for.



4. Click on **DNS > DNS Records** in order to add/edit the DNS records for your selected domain. This option is only available for domains that have been previously registered through Cobweb using the Control Panel.

5. If you require additional DNS records for other services that you may have configured externally to Cobweb's platform, click on the **Add New DNS Record** button.



6. From the drop down menu you have the option to create the following DNS records: A, CNAME, MX, TXT, SRV

demoaccount1.com Help Refresh Up Level

Summary **DNS** Exchange

DNS Hosting **DNS Records** Zone Settings

**DNS Record Type**

Select DNS record type

DNS Record Type

7. Enter the relevant hosting details and click **Finish**.

**DNS Record Properties**

Specify new A record properties

Domain  .demoaccount1.com  
Enter "" or "".[prefix] to create A record for all subdomains

IP address

TTL

Custom

Enter custom value

Default TTL

8. When the State field has updated to **Active** and the In Sync field has updated to **Yes**, your DNS entries have successfully been configured.

Please note: These fields may take several minutes to update and propagate with your new DNS records. You can click on the Refresh link in order reload the page and check the current status.

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