DNS Management Checklist

Use this when the domain registrar / Advanced DNS is not the same as the hosting account.

- ☐ Turn off staging mode on the website and prepare for launch.

- ☐ Add the primary domain (e.g. "mywebsite.com") in the hosting account.

- ☐ Add the www. version of the domain in the hosting account (e.g. "www.mywebsite.com").

- ☐ Use the mxtoolbox.com with the MX Lookup to confirm the Client's email setup.

- ☐ Take a screenshot of Advanced DNS settings and copy tricky URLs or numbers.

- ☐ Point the A Record to the host IP Address.

- ☐ Add a CNAME record for www.

- ☐ Delete any old DNS records as needed.

- ☐ Monitor propagation using whatsmydns.net.

- ☐ Test both www and non-www versions once propagated.

- ☐ Test Client's email.

- ☐ Test website forms.