

Switching Web Host: Checklist

To do

- 1 Select a good web host.
- 2 Register new hosting account.
- 3 Back up all files to the new web host.
- 4 For static website, simply copy the old file structures to new web host.
- 5 For blog/CMS website using MySQL, install the web apps at new web host as it is in old web host.
- 6 In case your web application provide easy transfer (such as WP's import/export function), transfer data files to new web host; else, you'll need to tweak your MySQL and PHP config file accordingly.
- 7 Recheck everything is working right on your new website (you can preview your newly hosted website using temporary URL in IP numbers).
- 8 Switch DNS to the new web host's nameservers.
- 9 Wait for the DNS change to propagate through the net (it takes a few hours to a day for the process to complete).
- 10 Create existing email address at new web host.
- 11 Configure email agent (such as Outlook) accordingly.
- 12 Inform old web host about the cancellation.

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