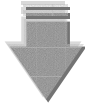


HOW TO TRANSFER YOUR HOSTING TO US



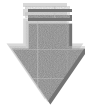
STEP 1

Payment of invoice to e-global.



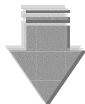
STEP 2

Transfer requested electronically with existing registrar by e-global. The current Admin contact required to authorize the transfer in. *Transfer process can occur within the 7 working days.



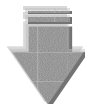
STEP 3

Control Panel Login Information emailed to client.



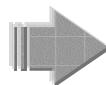
STEP 4

Client login to the Control Panel to recreate all desired email accounts.



STEP 5

Office members to download all mail to PC/ Outlook. (All existing mail stored in Webmail will not be able to access after transferred to our server). Webmaster to backup all the web site files to local PC.



STEP 10

Enjoy E-global hosting services!



STEP 9

Once full transfer is complete, delete all setting/ naming/ DNS with current service provider.



STEP 8

Webmaster to upload all Website files to the new server placeholder at /wwwroot.



STEP 7

Reconfigure your outlook email setting according to our guideline.



STEP 6

Admin contact to modify Primary and Secondary DNS to point to our server. (If the domain transfer is not complete) ** DNS editing is suggested to be carried out during weekends, to avoid minimum down time, as the DNS pointing process will take about 24 hours to resolve.