

## Moving to new server

Domain \_\_\_\_\_ Date \_\_\_\_\_

1.  CREATE a folder on your PC called: ServerMove
  - a.  CREATE a sub-folder within it for the domain to be moved using the exact same name as the add-on domain (ex: bobswidgets.com)
2.  FTP - download the entire contents of the add-on directory into the sub-folder
3.  If WordPress blog is present
  - a.  UPDATE Wordpress to the latest version, if needed
  - b.  UPDATE any plugins, if needed after that
  - c.  Locate its mySQL database number by checking wp-config.php for DB\_NAME (look in the files you downloaded in #2)
  - d.  in PHPmyAdmin, navigate to that database
    - i.  Check ALL on Structure
    - ii.  Export database
    - iii.  Save as file
4.  ADD (not replace) new host DNS servers to registrar record - this prevents downtime
5.  CREATE add-on domain on new host
6.  INSTALL Wordpress using the same folder name (blank if it was in the root). Make note of the database number assigned to it: wrdpr\_\_\_\_\_
7.  In NEW wp-config.php (on the new server), copy database, user, password sections
8.  In OLD wp-config.php (in the sub-folder in #2), replace/paste database, user, password sections AND update the database number with the wrdpr number from step 6.
9.  FTP - upload contents of entire domain sub-folder (bobswidgets.com) to new host, overwriting the new add-on directory.
10.  PING one of your existing domains on the new server to get IP \_\_\_\_\_
11.  Make sure the upload is completed BEFORE doing this next step or the upload will stop.
12.  RUN a text editor as Administrator
  - a.  EDIT `c:\windows\System32\drivers\etc\hosts` to temporarily map (on your PC) the add-on domain to the new host IP. On a new line, enter the IP from #10 followed by the domain name like this: 123.123.123.123 bobswidgets.com
13.  RESTART browser
14.  LOGIN to new blog. If it's got the default new empty WP blog, that's the right one (as opposed to the one on the old server).
15.  CREATE the same username and password on the new blog with Admin privs that you were using on the old blog, if you want.
16.  IMPORT - In mySQLADMIN on new host, import the blog's database from the old host. That's the file in 3.d.iii above.
17.  LOGIN to the blog and make sure it all runs ok.
18.  CREATE a new post in the new blog called Post On New Server. Publish it. It will be used to distinguish the new blog from the old one.
19.  Recreate all email accounts for domain
20.  If you have email filters and forwarders on the domain at the old host
  - a.  Do a full backup on old server. Set it to notify you when done.
  - b.  After back is complete, download
    - i.  Email filters
    - ii.  Email forwarders

- c.  On new server in Backup Manager
  - i.  Restore email filers
  - ii.  Restore email forwarders
- 21.  Replicate all redirects onto the new host, if any.
- 22.  RUN text editor as Administrator
  - a.  EDIT `c:\windows\System32\drivers\etc\hosts` file Comment out (or remove) IP setting to new host that was added in 12 a. above.
- 23.  RESTART browser
- 24.  LOGIN to the blog.
- 25.  VERIFY that you can NOT see the new Post On New Server that you made. You should be logged into the blog on the old server.
- 26.  REMOVE the old DNS entries at your domain name registrar so the new server resolves.
- 27.  UPDATE email account(s) in your PC mail client after server resolves. Password, Port, POP3, SMTP.
- 28.  Don't delete anything from the old sever until you're sure DNS has resolved to new host and everything's ok with the switch.
- 29.  After DNS has resolved, when you log into the blog, you should be seeing the Post On New Server post. You can delete it now.