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Read Me First

If you are reading this, you have probably purchased a web hosting account that comes bundled with Plesk, or perhaps you have installed Plesk on your server because you want to manage websites belonging to your organization, or those of your customers. Congratulations! You have made the right choice. Plesk is a powerful and user-friendly tool that enables you to perform all the day-to-day operations quickly and efficiently. If this is your first time working with Plesk, we strongly recommend that you start reading here. And you probably have two questions on your mind right now:

What can Plesk do for me?

If you are a shared hosting customer, Plesk enables you to easily manage all aspects of your web hosting account using a web interface that is robust, but easy to learn. You can create domains, mail accounts, databases, and much more. If you are a server administrator or a web designer, Plesk helps you manage websites belonging to your organization or your customers, and also comes with a powerful suite of tools you can use to manage the server itself, as well as to configure the many features and services of Plesk to your liking.

What will this guide teach me?

This guide consists of three parts:

- **Getting started with Plesk.** This section explains how to begin working with Plesk, gives a brief overview of its interface, and also explains the concept of subscriptions.
- **Plesk tutorial.** This section walks you through performing the most essential web hosting tasks with the help of Plesk. By the end of the tutorial you will have created a functional website, added a database and a mail account, and will also have learned how to manage DNS records and back up your website.
- **Plesk functionality explained.** This section contains expanded instructions explaining how to perform other tasks not covered in the tutorial.

Getting Started with Plesk

This section explains how to begin working with Plesk, gives a brief overview of its interface, and also explains the concept of subscriptions.

In this chapter:

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Logging In to Plesk for the First Time

You can log in to Plesk by visiting the following URL:

```
https://<Plesk server's address>:8443
```

where *<Plesk server's address>* is either the domain name or the IP address of the Plesk server. Type in your username and password to log in. When you are logging in to Plesk for the first time, the scenarios will differ depending on whether you are a shared hosting customer, or an administrator managing your server.

Logging In as a Shared Hosting Customer

When you first log in to Plesk as a shared hosting customer, you will be asked to fill out a form with contact information, such as:

- Your company name.
- Your phone number and email.
- Your address and country of residence.

This information will be used by your provider to contact you in case of possible issues. The form also enables you to set a new password for your user account. This password is used together with your username to log in to Plesk. You cannot change your username by yourself. If you want to change your username, contact your provider.

Logging In as the Server Administrator

When you first log in to Plesk as the server administrator, you will be presented with several forms that will record your personal information and help you set up the initial configuration of Plesk. Here are the steps in sequence:

1. Plesk license agreement. You will need to accept it to proceed further.
2. Initial configuration. You will need to do the following:
 - Specify the full hostname of the server.
 - Select the default IP address.
 - Separate all IPs on the server into shared and dedicated addresses.
 - Specify the new Plesk administrator password.
3. A form containing your personal information. You will need to fill it out to proceed further.
4. Plesk interface selector. You will need to select the purpose for the server, and also choose between one of the two Plesk interface options:
 - **Power User view.** Choose this interface if you are a web admin managing your customers's websites.

- **Service Provider view.** Choose this interface if you are a shared hosting provider and plan to sell hosting to customers who will manage their websites themselves.
5. Provide your Plesk license key. You can upload a .ZIP archive, an .XML file, or specify the activation code.
 6. If you have chosen Power User view, configure your first subscription. You will need to specify the following:
 - Domain name.
 - IP address.
 - System user username and password.

Plesk User Interface Explained

Different users in Plesk have very different needs and usage scenarios. While the provider may need to set up service plans and configure server-wide settings, a customer may need to create a database or change PHP settings for one of their domains. To accommodate every party, Plesk provides two different panels, described below:

- **The Customer Panel** is focused on web hosting operations and features the tools necessary to create and manage websites, mailboxes, and so on. This panel is designed for hosting customers.
- **The Power User view** includes all the tools available in the Customer Panel, as well as the tools that enable server-wide settings to be managed. This view is best suited for server administrators hosting their own websites, and web studios that manage websites of their customers.

Both panels allow management of subscriptions.

Because this guide is meant for shared hosting customers and web designers who host their customers' websites, we will focus on the Power User view. Let us examine a screenshot displaying Plesk in Power User view.

The screenshot displays the Plesk Power User interface for a website named **example.com**. The interface is annotated with red circles and numbers 1 through 6, highlighting key components:

- 1:** Top right corner showing the user is logged in as **Administrator** and the workspace is **All webspaces**.
- 2:** Help icon in the top right corner.
- 3:** Plesk logo and "web host edition" in the top left corner.
- 4:** Left sidebar navigation menu with options like Websites & Domains, Mail, Applications, Files, Databases, File Sharing, Statistics, Tools & Settings, Extensions, Users, My Profile, and Docker.
- 5:** Main content area for the website, showing details for **example.com**, including the website path (**learn-rails-master/public/**), IP address (**10.52.66.189**), and system user (**user4**). It also features various management tools like File Manager, Mail, Databases, Add Database, and Ruby App.
- 6:** Right sidebar containing management tools like Backup Manager, Databases, Scheduled Tasks, Webspaces, ServerShield by CloudFlare, and WordPress, along with a Promo section and System Overview.

1. This section displays the name of the user who is currently logged in, and the currently selected subscription. The user can change the properties of their user account and choose what subscription they want to manage.
2. This section contains the **Help** menu. The **Help** menu lets users access a context-sensitive online guide and watch video tutorials.
3. This section features the **Search** field.
4. This section holds the navigation pane that helps to organize the Plesk interface. Tools are grouped by function, for example, the tools enabling users to manage web hosting settings are found on the **Websites & Domains** page, and those enabling users to manage mail accounts are found on the **Mail** page. Here is a short description of all the tabs and their functionality:
 - **Websites & Domains.** The tools here enable customers to add and remove domains, subdomains, and domain aliases. They also enable them to manage various web hosting settings, create and manage databases and database users, change their DNS settings, and secure their websites with SSL/TLS certificates.
 - **Mail.** The tools here enable customers to add and remove mail accounts, as well as manage mail server settings.
 - **Applications.** The tools here enable customers to easily install and manage a wide range of web applications.
 - **Files.** This item features a web-based file manager that enables customers to upload content to their website, as well as manage the files already present on the server within their subscription.
 - **Databases.** This item allows customers to create new or manage existing databases.
 - **File Sharing.** This item features a file-sharing service that enables customers to store personal files, as well as share files with other Plesk users.
 - **Statistics.** This item features information about disk and traffic usage, as well as the link to web statistics that present a detailed overview of the site's visitors.
 - **Server.** This item is only visible to the server administrator. It features tools that enable the administrator to configure server-wide settings.
 - **Extensions.** This item enables customers to manage extensions installed in Plesk and access the functions provided by these extensions.
 - **Users.** The tools here enable customers to add and remove user accounts that enable other people to log in to Plesk.
 - **My Profile.** This item is only visible in the power user view. Here you can review and update contact details and other personal information.
 - **Account.** This item is only visible in the Control Panel of shared hosting customers. It features information about resource usage for the subscription, allowed hosting options and granted permissions. The tools here enable customers to retrieve and update their contact details and other personal information, and also back up their subscription settings and websites.
 - **Docker.** This item is visible if the Docker Manager extension is installed. Here you can run and manage containers that are based on Docker images.

5. This section houses all the controls relevant to the tab that is currently open. On the screenshot, the **Websites & Domains** tab is open, and so the various tools that allow managing aspects of the subscription related to web hosting are displayed.
6. This section contains a mix of various miscellaneous controls and information displays for users' convenience.

Later in the guide, we will provide instructions explaining how to perform many everyday tasks. In most cases, they instruct users to open one of the tabs and click one of the controls present there. If the tab or control in question is missing from the panel, the most likely reason is that it is disabled for the subscription in question. Customers who find themselves in such a situation need to contact their provider for assistance.

Overview of the Items in the left navigation pane

Tab name	Available operations
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Websites & Domains	<ul style="list-style-type: none"> ▪ Add a domain (on page 29). ▪ Add a subdomain (on page 30). ▪ Add a domain alias (on page 31). ▪ Upload website content with the built-in File Manager (on page 45). ▪ Preview a website. ▪ Create a website with Presence Builder. ▪ Install applications on a site, such as WordPress or Drupal. ▪ Suspend a website. ▪ Disable a website. ▪ Remove a website, if it is not the first (main) site of a subscription. ▪ Change hosting settings: domain name, hosting type (website or domain forwarding), document root, preferred domain, SSL/TLS support, support for scripting languages (SSI, PHP, CGI, Perl, Python, Apache ASP, FastCGI), select web statistics package (Webalizer or AWStats), switch on support for custom error documents, change the username or password that is required for connecting to the hosting account via FTP, File Manager, SSH (on Linux) and RDP (on Windows), select whether access to the server over SSH is allowed. ▪ Create additional FTP accounts for accessing the site content over FTP. ▪ Set PHP settings for a site. ▪ Adjust web server settings: add new types of index files, MIME types for files with certain extensions, restrict access to a site. ▪ View statistics about site visitors (requires specifying the FTP account username and password). ▪ Change DNS zone records. ▪ Change mail service settings for a domain: switch the mail service off and on, set the mail bounce options and a catch-all address, and select the webmail program that you want to use (Horde IMP webmail or Roundcube). ▪ Protect access to directories of your site with a password. ▪ Copy website files to another domain under your subscription or to an FTP account. ▪ View access and error logs for a site and configure log rotation. ▪ Set up web user accounts. ▪ Create databases and manage them by means of phpMyAdmin. ▪ (Only on Windows) Protect the content of your site from hotlinking. ▪ (Only on Windows) Create virtual directories for a site. ▪ (Only on Windows) Set up ODBC data sources. ▪ (Only on Windows) Configure the settings of ASP.NET framework. ▪ (Only on Windows) Set up a dedicated IIS application pool for websites.
Mail	<ul style="list-style-type: none"> ▪ Create email accounts. ▪ View information about how to set up access to a mailbox from a local computer. ▪ Work with mail by means of webmail.
Applications	<ul style="list-style-type: none"> ▪ Install applications such as WordPress, Drupal, or Joomla. A total of 318 applications is currently available for installation on websites.
Files	<ul style="list-style-type: none"> ▪ Work with files uploaded to your hosting account.
File Sharing	<ul style="list-style-type: none"> ▪ Share files with other users.

Statistics	<ul style="list-style-type: none">▪ View reports on disk space and traffic usage.▪ View reports on how your websites are visited.
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Server**Tools & Settings tab, Security group:**

- Set security policy and password strength.
- Configure the firewall to allow or forbid network connections to the hosting services.
- Secure connections to Plesk with SSL/TLS.
- Restrict creation of subdomains and domain aliases in DNS zones belonging to other users.
- Set up additional administrator accounts if you need to delegate system administration tasks to other users.
- See who is currently working in Plesk and close user sessions if required.
- See who is currently connected to the server over FTP.
- Configure the period that a user session is allowed to remain idle before it is closed.
- Restrict access to Plesk interface from IP addresses of computers or networks.
- Restrict the creation of specific domain names by users.

Tools & Settings tab, Tools & Resources group:

- View, add, and remove IP addresses.
- Define a set of directories and files that should be created for each site on the server.
- Send an email message to a number of Plesk users at once.
- Back up and restore data related to hosting services and hosted websites.
- Configure the global backing up settings to reduce the CPU load.
- Schedule the execution of scripts or utilities on the server.
- Set up the execution of custom commands or scripts when specific events occur in Plesk.

Tools & Settings tab, General Settings group:

- Set the settings such as the server's host name, statistics calculation preferences, and others.
- Adjust the system date and time, and enable time synchronization with a time server on the Internet.
- Configure the global DNS zone template that predefines DNS zone settings for all domain DNS zones served by the name server.
- Configure the website preview settings.
- Configure the file sharing settings.
- (Only on Linux) Optimize the performance of Plesk by switching off unused Apache modules.

Tools & Settings tab, Server Management group:

- View detailed statistics on usage of system resources such as CPU, memory, and disk space.
- View the software components installed on the server and managed by Plesk.
- Stop, start, and restart system services.
- Restart or shut down the server.

Tools & Settings tab, Statistics group:

- View reports on resource usage by users and websites.
- Adjust the statistics retention settings.

Tools & Settings tab, Mail group:

Users	<ul style="list-style-type: none">▪ Set up and manage additional user accounts that can access your subscription, and perform operations in Plesk.
Account	<ul style="list-style-type: none">▪ View detailed information about resource allotments, hosting options, and permissions for operations you may perform in Plesk according to your subscription terms.▪ Back up and restore your account information and websites. /current/redirect.html?book=administrator-guide&page=59267.htm▪ Change your contact information.▪ Change the password for access to Plesk.
My Profile	<ul style="list-style-type: none">▪ Change your contact information.▪ Change the password for access to Plesk.

Understanding Subscriptions

To understand how the usage of resources is managed in Plesk, as well as how the number of options available to different users is controlled, you need to learn about the concept of *subscription*.

When a customer purchases a hosting account, a *subscription* is created in Plesk for them. A subscription can be defined as a combination of resources available and permissions granted to a user. Resources include disk space and traffic, and permissions include, for example, the ability to add additional domains or change PHP settings. Permissions give providers a lot of flexibility regarding whether or not customers are allowed to manage certain services and perform certain operations.

Note: Later in this guide, you will find instructions explaining how to perform a wide variety of everyday tasks. If you are unable to follow a set of instructions because of a missing tab or button, the most likely cause is that the provider has disabled the corresponding permission in your subscription's properties. Contact your provider for assistance.

Resources assigned to a subscription can be used however the customer sees fit. For example, if a subscription includes 100 megabytes of disk space, the customer is free to use the disk space for domain content, mail, databases, or all of these. If the subscription allows multiple domains to be created, the customer can create one or more additional domains and split the available disk space among them.

A single customer can own more than one subscription. It is important to understand that in such cases resources are not shared between subscriptions. For example, if a customer has two subscriptions, both of which include 100 megabytes of disk space, the customer cannot use 150 megabytes for one subscription and 50 for the other. Such resource usage is in violation of one of the subscriptions' resource limits and may cause the offending subscription to be suspended.

Caution: If a subscription is suspended, all domains associated with it become unavailable and the owner is unable to manage the subscription until it has been activated by the provider. If you find that your subscription is suspended, contact your provider as soon as possible to resolve the issue.

If you are managing your own Plesk server and are hosting your own websites, or those of your customers, there is no need for resource limits, so your subscription has unlimited resources

Plesk Tutorial

This section walks you through the steps of performing the most essential web hosting tasks with the help of Plesk. By the end of the tutorial you will have created a functional website, added a database and a mail account, and you will also have learned how to manage DNS records and back up your website.

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Step 1. Create Your First Website

To set up your first website, you need to follow these steps:

1. Register a domain name.
2. Add a domain in Plesk.
3. Create your website.

Registering a Domain Name

Think of the domain name as your business' address. Your customers will use it to find you online, so make sure it is a good one. The best domain names are short, easy to type, and easy to remember. An example of a domain name is *example.com*. Registering a domain name can be done through one of the many organizations called domain registrars. Your hosting provider will usually be able to assist you in registering a domain name as well. Web hosting services are often bundled with domain name registration offers, and vice versa.

Caution: If you are a web hosting customer, make sure that when registering a domain name through your hosting provider, it is registered in your name. Otherwise, you may have trouble if you decide to change your hosting provider in the future.

Adding a Domain in Plesk

If you are a web hosting customer, your provider has probably already added your first domain for you. If they have not, contact your provider. If you are a web admin using the Power User view, you have configured your first subscription during the initial Plesk setup. Adding a domain in Plesk enables you to upload content, use Presence Builder, or install a content management system.

In the future, you will be able to add more domains, but for the purpose of this section, your first domain will suffice.

Creating Your Website

There are three ways to create the content for your website. Each has its advantages and disadvantages. Here is a short summary of all three:

- **Employ a professional designer and upload content.** This option guarantees you will get exactly what you want. However, it is also the most expensive one. The web designer will provide you with the files you will need to upload to your hosting account. You can do it using FTP or the File Manager. To learn how to do it, [click here](#) (on page 17).
- **Use Presence Builder.** The Presence Builder tool that comes bundled with Plesk enables you to create websites using a web interface. You can use one of the provided templates to create a professional-looking website in a matter of minutes. To learn how to do it, [click here](#) (on page 18).

- **Use a content management system.** Content management systems (CMS for short) are third-party applications that enable you to create and maintain a website. They are highly versatile, and come with a large number of optional add-ons. CMS offer a greater degree of customization as compared to Presence Builder but demand more technical knowledge from the user. To learn how to use a CMS, [click here](#) (on page 19).

Option A. Upload Content

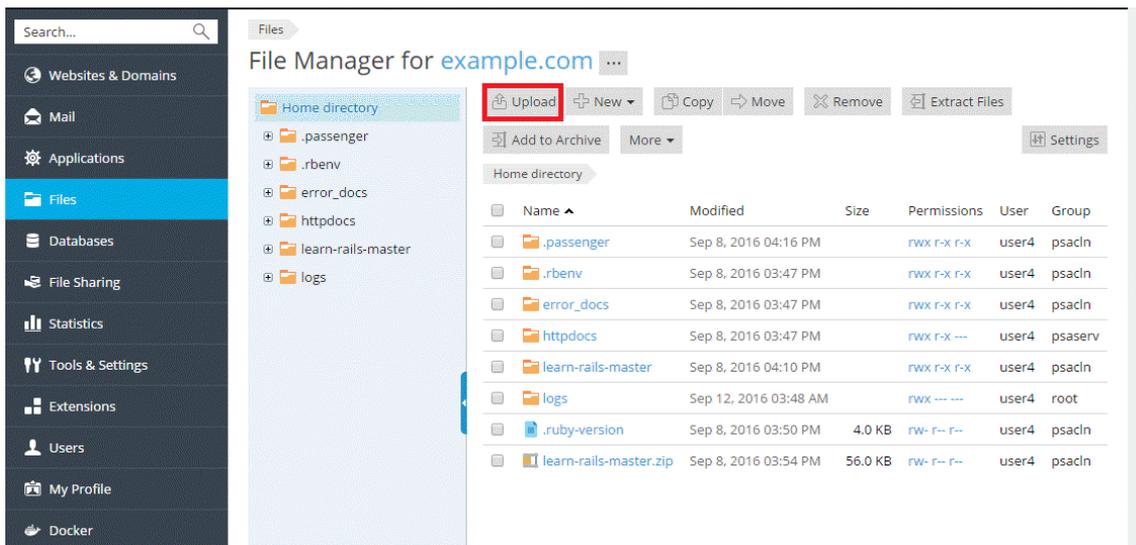
If you have coded your website yourself, or employed a web designer to do it for you, you need to upload the website content to Plesk before the website becomes available on the Internet. Plesk gives you the option to upload content either using FTP, or the file manager. The instructions below explain how to do both - choose which option works best for you.

➤ *To publish a website using FTP:*

1. Download an FTP client program. You can choose any FTP client you like. If you do not know what FTP client to choose, you can use FileZilla:
 - You can download FileZilla here:
<https://filezilla-project.org/download.php?type=client>
 - You can find FileZilla documentation here:
<https://wiki.filezilla-project.org/Documentation>
2. Connect to your subscription on the server using the FTP client. To connect, you need the following information:
 - **FTP server address.** The FTP address should be <ftp://your-domain-name.com>, where your-domain-name.com is your site's Internet address.
 - **FTP username.** This is identical to your system user name. Note that the system user name may differ from the username that you use for logging in to Plesk. To find what your system user name is, open the **Websites & Domains** tab and click **Web Hosting Access**. You will find it under **Username**. You can change your system user name if you wish.
 - **FTP password.** This is identical to your system user password. If you do not know what your system user password is, open the **Websites & Domains** tab and click **Web Hosting Access**. You can reset the password under **Password**.
3. Switch on the passive mode if you are behind a firewall. Refer to your FTP client documentation to learn how to enter the passive mode.
4. Upload the files and directories of your site to the `httpdocs` directory. If you use CGI scripts, place them in the `cgi-bin` directory.

➤ *To publish a website using the file manager:*

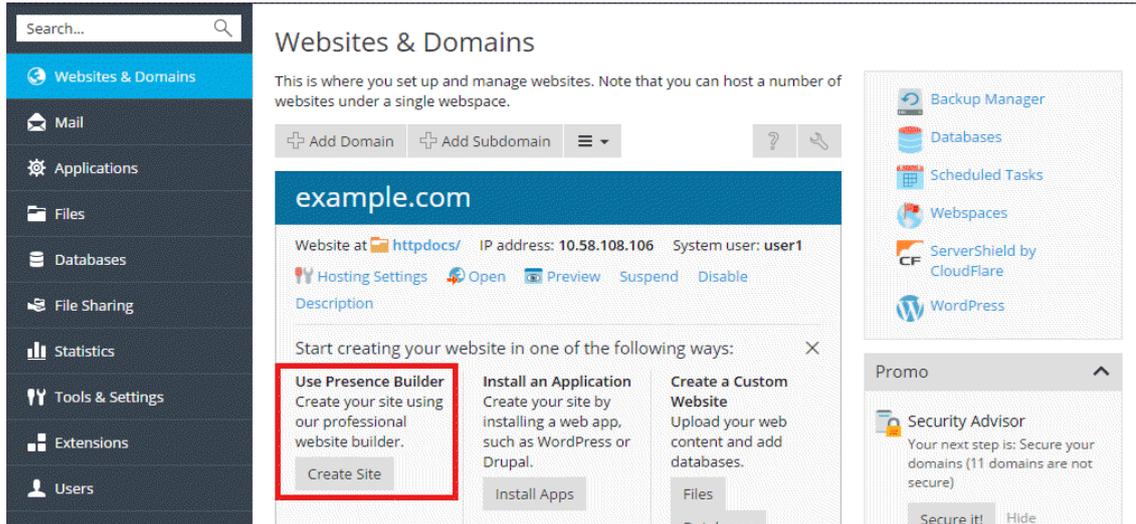
1. On your computer, add the folder containing your website's files to a .ZIP archive.
2. In Plesk Control Panel, go to **Files**, click the `httpdocs` folder to open it, click **Upload**, select the archive file, and click **Open**.
3. Once the file has been uploaded, click the checkbox next to it, click the **More** button, and select the **Extract Files** option.



It is possible that the website you have uploaded requires a database to function. To learn how to create a database, [click here](#) (on page 20).

Option B. Create your Website in Presence Builder

To create a website using Presence Builder, go to **Websites & Domains > Presence Builder** and click **Create Site**.

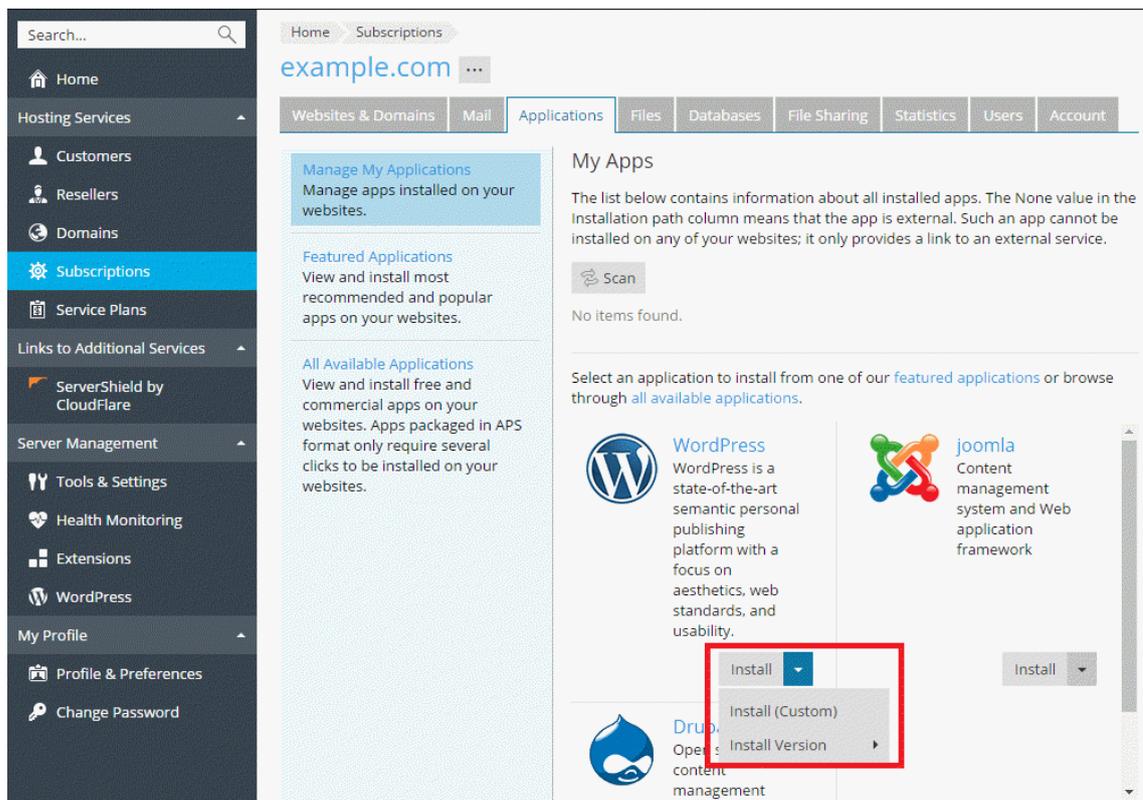


Find more information on creating and editing websites in Presence Builder at <http://docs.plesk.com/current/customer-guide/>.

Creating your website in Presence Builder means that you do not need a database. Proceed to the **next step** (on page 21) to learn how to create a mail account in Plesk.

Option C. Install a Content Management System

To create a website using a *Content Management System* (or *CMS*), go to **Applications > Install**.



The screenshot displays the Plesk control panel interface. On the left is a dark sidebar with navigation options: Home, Hosting Services, Customers, Resellers, Domains, Subscriptions (highlighted), Service Plans, Links to Additional Services, Server Management, Tools & Settings, Health Monitoring, Extensions, WordPress, My Profile, Profile & Preferences, and Change Password. The main content area shows the 'Applications' tab selected, with a breadcrumb path 'Home > Subscriptions > example.com'. Below the breadcrumb are tabs for 'Websites & Domains', 'Mail', 'Applications', 'Files', 'Databases', 'File Sharing', 'Statistics', 'Users', and 'Account'. The 'My Apps' section is active, displaying a list of applications. The 'WordPress' application is visible, with its 'Install' button highlighted by a red rectangular box. A dropdown menu is open for the 'Install' button, showing options: 'Install', 'Install (Custom)', and 'Install Version'. Other applications like Joomla! and Drupal are partially visible below.

Note that installing a CMS following the instructions above means that a database will be created for your website automatically. Proceed to the **next step** (on page 21) to learn how to create a mail account in Plesk.

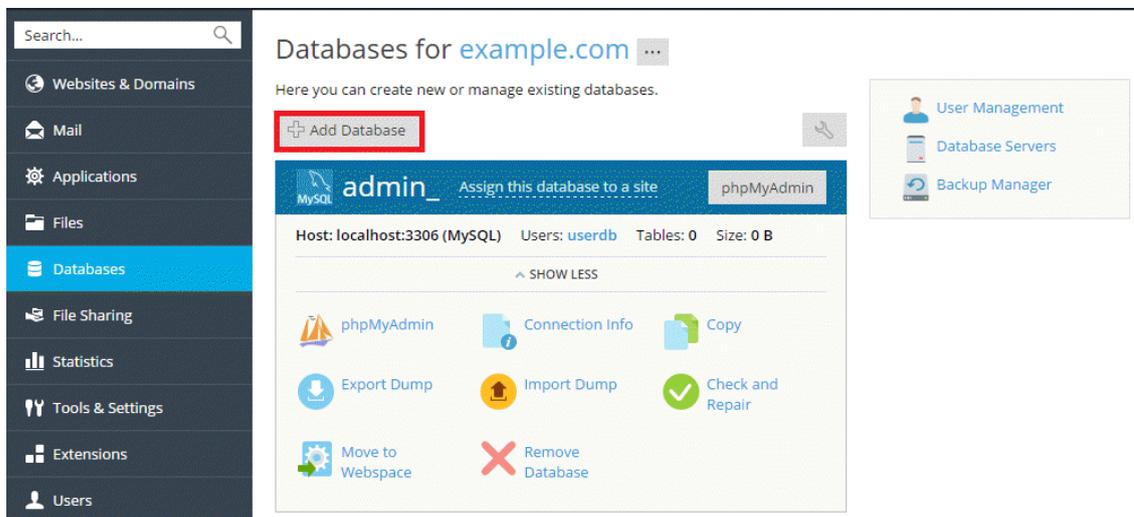
Step 2. Create a Database

Databases are relational structures used for storing data. Databases are indispensable in modern web hosting, and most of the popular CMSs require a database to operate. Plesk supports MySQL, MSSQL and PostgreSQL database servers, and enables you to add, remove and access databases, as well as manage database users.

If your website does not require a database, proceed to the **next step** (on page 21) to learn how to create a mail account in Plesk.

➤ **To create a database and a database user:**

Go to **Databases > Add Database**.



The screenshot displays the Plesk control panel interface for managing databases. On the left is a dark sidebar with navigation options: Websites & Domains, Mail, Applications, Files, **Databases** (highlighted), File Sharing, Statistics, Tools & Settings, Extensions, and Users. The main content area is titled 'Databases for example.com' and includes a search bar and a red-bordered 'Add Database' button. Below this, a specific database 'admin_' is shown with details: Host: localhost:3306 (MySQL), Users: userdb, Tables: 0, Size: 0 B. A 'SHOW LESS' link is present. A grid of management actions is displayed: phpMyAdmin, Connection Info, Copy, Export Dump, Import Dump, Check and Repair, Move to Webspaces, and Remove Database. On the right side, there is a 'User Management' panel with links for User Management, Database Servers, and Backup Manager.

Step 3. Create a Mail Account

The mail service enables Internet users to send email messages to each other. Plesk can function as your mail server. It also enables you to create mail accounts and manage them, including performing a number of common mail-related operations. Such operations include changing the password for a mail account, enabling automatic replies, and so on.

If you do not need to create a mail account, proceed to the **next step** (on page 22) to learn how to add a custom DNS record in Plesk.

To create a mail account, go to **Mail > Create Email Address**.

Search...

Websites & Domains

Mail

Applications

Files

Databases

File Sharing

Statistics

Tools & Settings

Extensions

Mail

Email Addresses Mail Settings

Create and manage email accounts associated with your domains. For each email account, you can set up a mailbox, a number of additional email addresses that will point to the same mailbox (email aliases), an auto-reply, and mail forwarding to one or several email addresses. You can also set up protection from spam and viruses, if these services are available for your account.

[+ Create Email Address](#) [Refresh Usage Stats](#) [Remove](#)

2 items total Entries per page: 10 25 100 All

Email address	User	Usage
50rt@ppu17-0.demo.pp.plesk.ru		0 B used of 100 MB
admin@ppu17-0.demo.pp.plesk.ru		0 B used of 100 MB

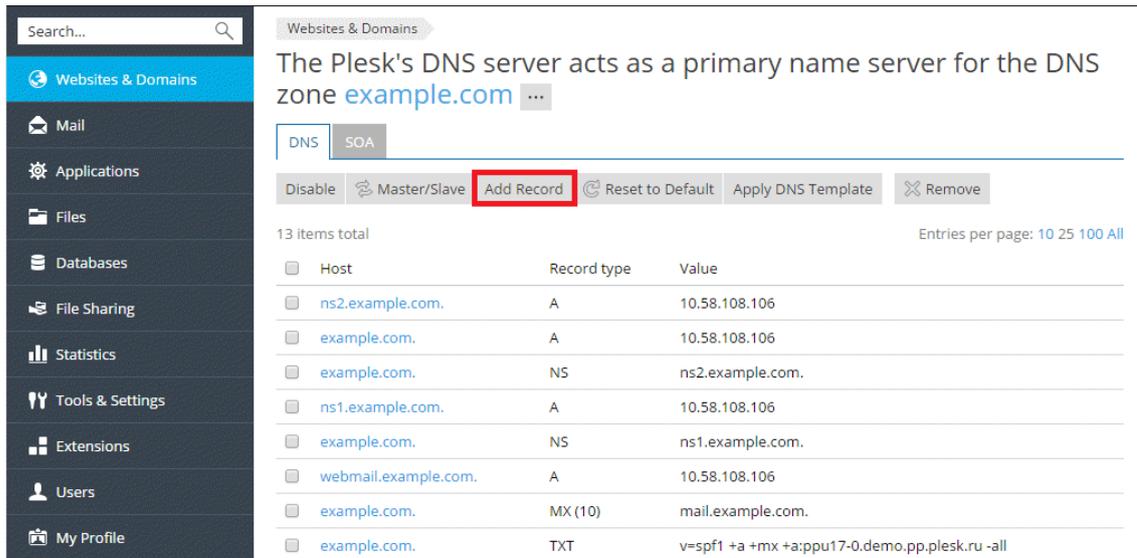
2 items total Entries per page: 10 25 100 All

Step 4. Add a Custom DNS Record

DNS records serve to facilitate domain name translation and help visitors reach your website online. When a domain is created in Plesk, all the necessary DNS records are added automatically. However, Plesk also enables you to add custom DNS records, as explained below.

If you do not need to create a custom DNS record, proceed to the **next step** (on page 23) to learn how to back up your website.

To add a custom DNS record to the domain's DNS zone, go to **Websites & Domains > DNS Settings > Add Record**.



The screenshot shows the Plesk DNS settings page for the domain `example.com`. The page title is "The Plesk's DNS server acts as a primary name server for the DNS zone `example.com`". The "DNS" tab is selected, and the "Add Record" button is highlighted with a red box. Below the buttons, there is a table of 13 DNS records.

Host	Record type	Value
<input type="checkbox"/> ns2.example.com.	A	10.58.108.106
<input type="checkbox"/> example.com.	A	10.58.108.106
<input type="checkbox"/> example.com.	NS	ns2.example.com.
<input type="checkbox"/> ns1.example.com.	A	10.58.108.106
<input type="checkbox"/> example.com.	NS	ns1.example.com.
<input type="checkbox"/> webmail.example.com.	A	10.58.108.106
<input type="checkbox"/> example.com.	MX (10)	mail.example.com.
<input type="checkbox"/> example.com.	TXT	v=spf1 +a +mx +a:ppu17-0.demo.pp.plesk.ru -all

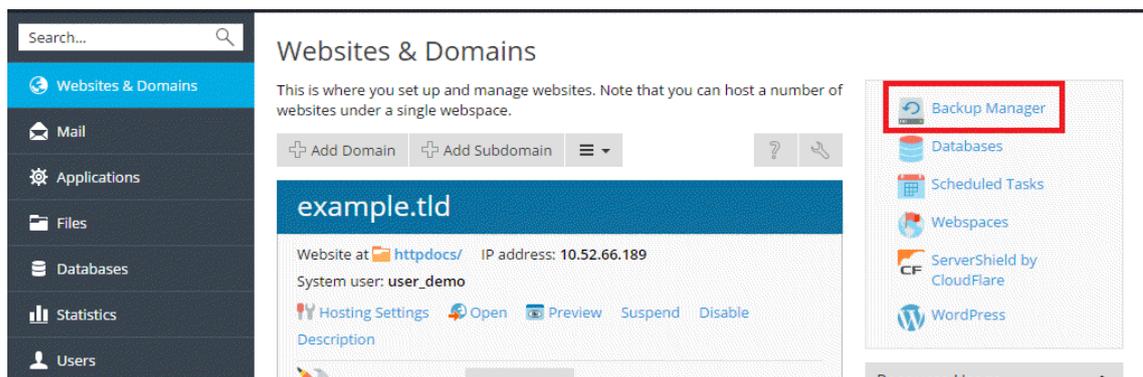
Step 5. Back Up Your Website

It is always recommended to keep a backup copy of your websites in case their configuration or content becomes damaged or lost.

If you do not need to back up your website, proceed to the **next step** (on page 23) to learn how to change your password and log out of Plesk.

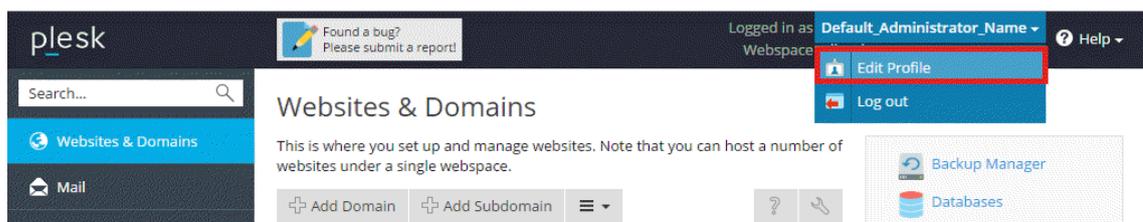
To access the backup function, do the following:

- If you are a hosting customer, go to **Websites & Domains > Backup Manager > Back Up**.
- If you are a server administrator and are using the power user view, go to **Backup Manager > Back Up**.

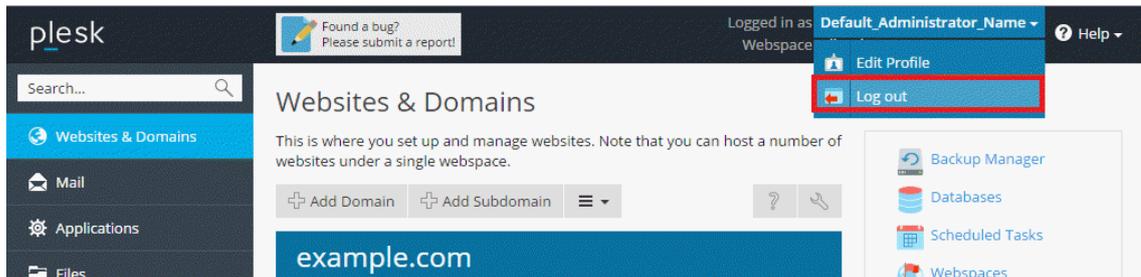


Step 6. Change Your Password and Log Out

If you are a web hosting customer, it is likely that the password you use to log in to Plesk was set up for you by your hosting provider. To change it, hover your mouse pointer over your user name located at the top of the page and click **Edit Profile**.



Now that we have performed all the desired tasks, it is time to log out of Plesk. Hover your mouse pointer over your user name located at the top of the page and click **Log out**.



This concludes our tutorial. We hope it was useful, and encourage you to further explore Plesk and learn all the other ways it can make managing your web hosting account easier. The following resources will be helpful:

- The **Plesk Functionality Explained** (on page 25) section of this guide complements the tutorial by expanding on the topics it covered.
- The **Plesk Customer's Guide** contains complete information about all the Plesk functionality available to web hosting customers.
- The **Plesk Administrator's Guide** contains complete information about all the Plesk functionality available to the server administrator.

Plesk Functionality Explained

This section contains expanded instructions explaining how to perform other tasks not covered in the tutorial.

In this chapter:

Managing Your User Account.....	26
Managing Web Hosting	29
Uploading Content.....	43
Managing Mail Accounts	48
Managing DNS Records.....	49
Managing Web Applications	52
Viewing Statistics	53
Managing Backups.....	56

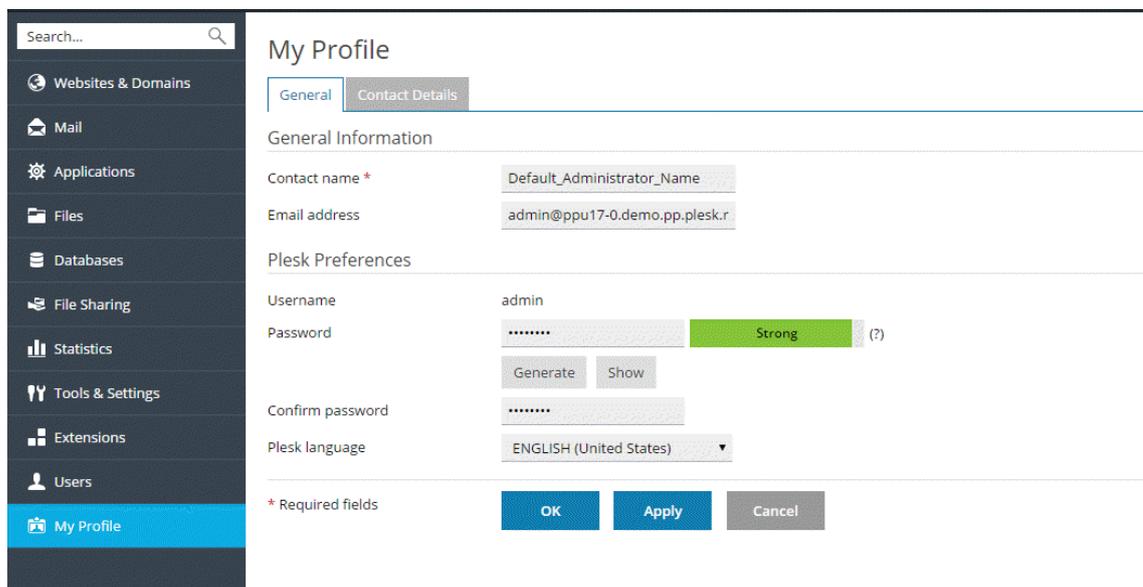
Managing Your User Account

Changing Your Username for Access to Plesk

Customers do not have the ability to change their user account login name in the Plesk GUI. To change your user account login name, contact your provider.

Changing Your Password for Access to Plesk

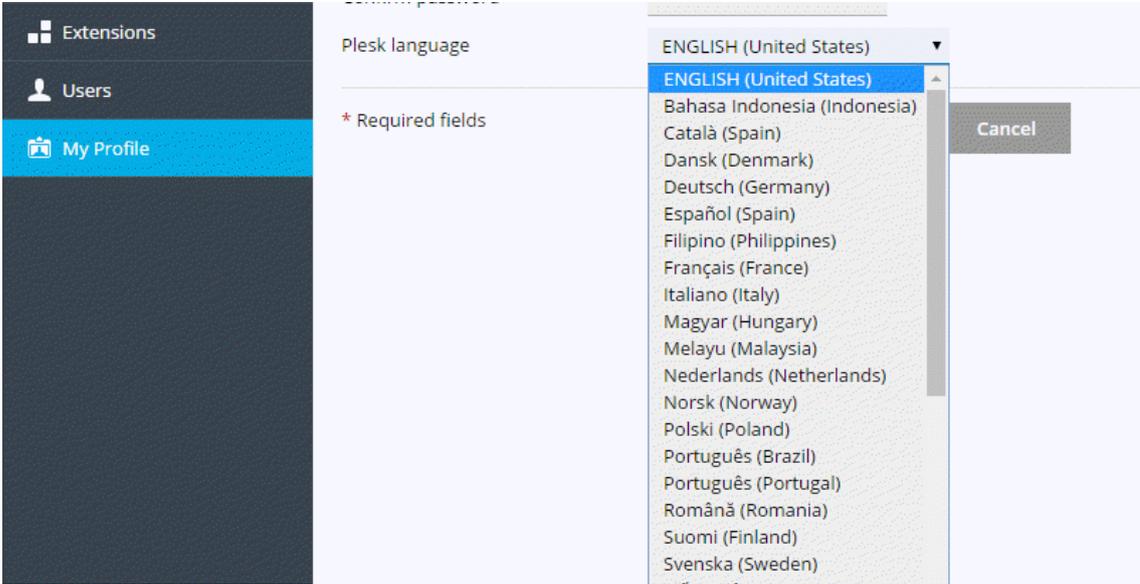
To change your password, place the mouse pointer over your username located at the top of the page and click **Edit Profile**, or go to **My Profile**. Type in your new password and confirm it.



The screenshot displays the 'My Profile' page in the Plesk interface. On the left is a dark sidebar with a search bar and a list of navigation items: Websites & Domains, Mail, Applications, Files, Databases, File Sharing, Statistics, Tools & Settings, Extensions, Users, and My Profile (highlighted in blue). The main content area is titled 'My Profile' and has two tabs: 'General' (selected) and 'Contact Details'. Below the tabs are three sections: 'General Information' with fields for 'Contact name *' (Default_Administrator_Name) and 'Email address' (admin@ppu17-0.demo.pp.plesk.r); 'Plesk Preferences' with fields for 'Username' (admin), 'Password' (masked with dots, strength indicator 'Strong' in green, and a '?' icon), 'Confirm password' (masked with dots), and 'Plesk language' (ENGLISH (United States) with a dropdown arrow); and a footer with three buttons: 'OK', 'Apply', and 'Cancel'. A note '* Required fields' is positioned above the buttons.

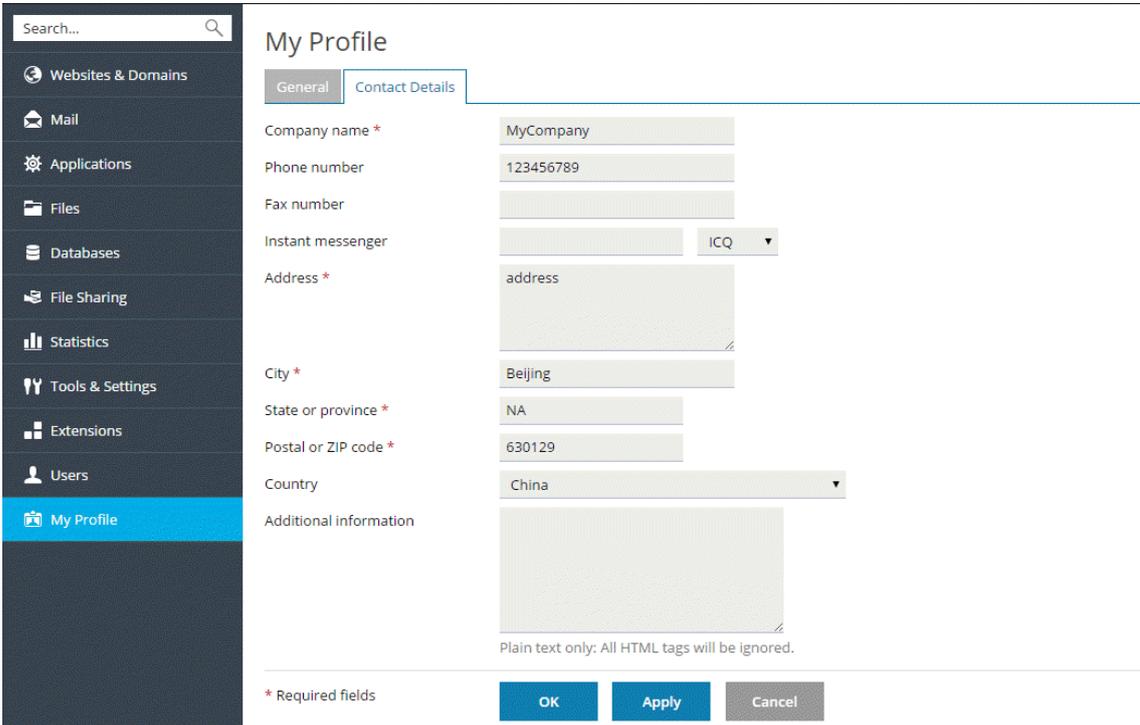
Changing Your Interface Language

To change your interface language, place the mouse pointer over your username located at the top of the page and click **Edit Profile**, or go to **My Profile**. Select the desired language from the **Plesk language** menu.



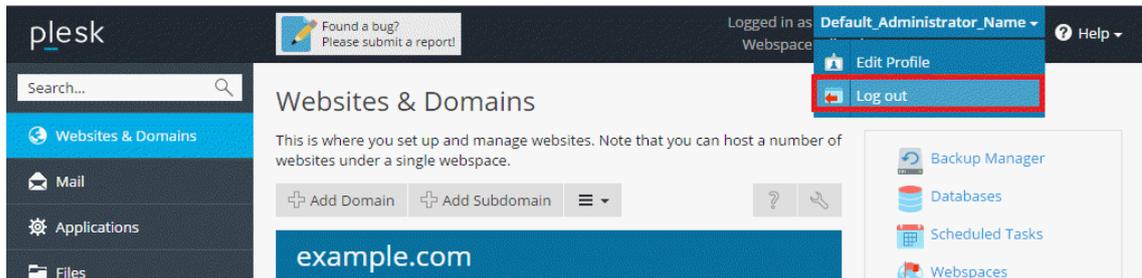
Changing Your Contact Details

To change your contact details, place the mouse pointer over your username located at the top of the page, click **Edit Profile**, or go to **My Profile**. Then go to the **Contact Details** tab. Change your contact details and confirm them.



Logging Out of Plesk

To log out of Plesk, place the mouse pointer over your username located at the top of the page, and click **Log out**.



Managing Web Hosting

Adding Domains

If your subscription allows it, you can create more than one domain on a single subscription. The newly added domain will share the subscription's resources with all other domains belonging to the same subscription. However, in all other respects the newly created domain will be independent from the principal one - it will have its own web hosting and DNS settings, databases, mail accounts, and so on.

Adding a new domain is helpful in the following scenarios:

- You want to create an additional website that is unrelated to any of the websites you already own, with its own name, web content, mail accounts, and so on. Note that in this scenario, unless you already have another second-level domain name registered, you will need to register one for the new website. A second-level domain name consists of a proper name and a top level domain suffix (called TLD for short), such as .com or .net. *example.com* is an example of a second-level domain. You may be able to register a domain name through your provider. Alternatively, you can purchase one from a domain registrar of your choice.
- You want to transfer a domain already hosted at a different provider. In this scenario you may need to contact your domain registrar to change the authoritative name servers for the domain name of the website you want to transfer to Plesk name servers. You will also need to transfer website content - you can upload it via FTP or the File Manager, as described in the **Uploading Content** section.
- You want to set up a website that will redirect visitors to a different website. Some possible reasons for setting up such redirection are listed in the **Adding Domain Aliases** section. You need a separate domain name for the domain alias.

To add a new domain, go to **Websites & Domains > Add Domain**.

The screenshot shows the Plesk control panel interface for managing websites and domains. On the left is a dark sidebar with a search bar and navigation menu items: Websites & Domains (selected), Mail, Applications, Files, Databases, File Sharing, Statistics, Tools & Settings, Extensions, Users, and My Profile. The main content area is titled 'Websites & Domains' and contains a sub-header: 'This is where you set up and manage websites. Note that you can host a number of websites under a single webspace.' Below this are three buttons: 'Add Domain' (highlighted with a red box), 'Add Subdomain', and 'Add Domain Alias'. The 'Add Domain' button is currently selected, showing a configuration for 'example.net'. The configuration includes: 'Website at httpdocs/' (with a folder icon), 'IP address: 10.58.108.106', and 'System user: user1'. Below this are links for 'Hosting Settings', 'Open', 'Preview', 'Suspend', 'Disable', and 'Description'. A section titled 'Start creating your website in one of the following ways:' offers three options: 'Use Presence Builder' (with a 'Create Site' button), 'Install an Application' (with an 'Install Apps' button), and 'Create a Custom Website' (with 'Files' and 'Databases' buttons). On the right side, there is a 'Backup Manager' section with icons for Backup Manager, Databases, Scheduled Tasks, Webspaces, ServerShield by CloudFlare, and WordPress. Below that is a 'Security Advisor' notification: 'Your next step is: Secure your domains (10 domains are not secure)' with 'Secure it!' and 'Hide' buttons. At the bottom, there are icons for 'Web Hosting', 'FTP Access', and 'Hosting Settings'.

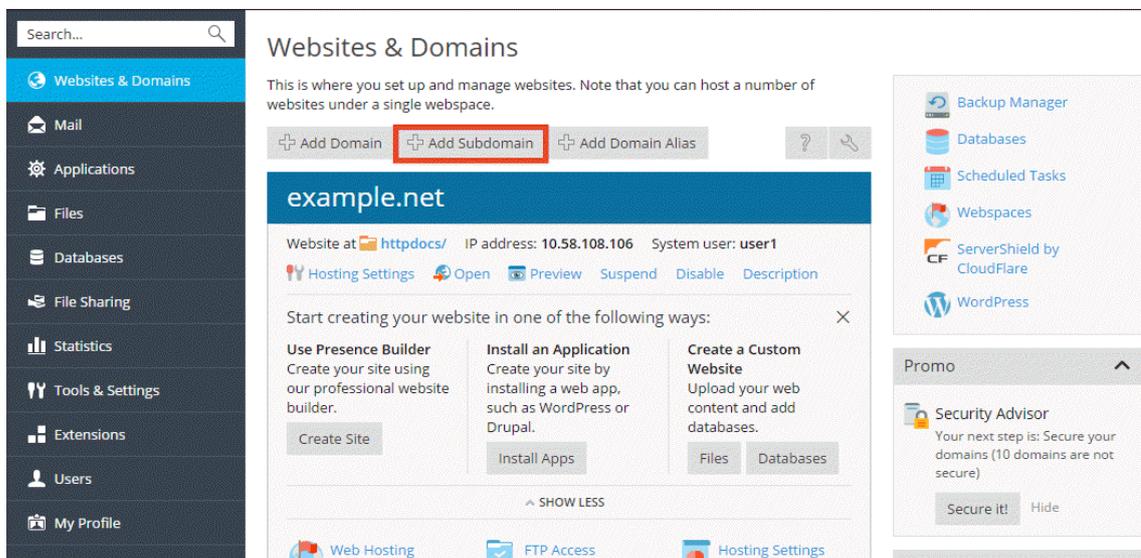
Adding Subdomains

If your subscription allows it, you can create one or more subdomains, or third-level domains, for each of your domains. Subdomains share all the subscription's resources with all the other domains and subdomains belonging to the same subscription. However, every subdomain can have its own web hosting and DNS settings.

Adding a new subdomain is helpful in the following scenarios:

- You want to logically organize the structure of your website. For example, you can display the information about your company at *info.example.com*, or have your web store accessible at *store.example.com*.
- You want to host a large number of simple websites and do not want to purchase a separate domain name for each of them. For example, you can host personal websites using addresses like *johndoe.example.com* and *janedoe.example.com*.

To add a new subdomain, go to **Websites & Domains > Add Subdomain**.



The screenshot displays the Plesk control panel interface. On the left is a dark sidebar menu with a search bar at the top. The main content area is titled 'Websites & Domains' and includes a sub-header: 'This is where you set up and manage websites. Note that you can host a number of websites under a single webspace.' Below this are three buttons: 'Add Domain', 'Add Subdomain' (highlighted with a red box), and 'Add Domain Alias'. The main content area shows a website for 'example.net' with details like 'Website at httpdocs/', 'IP address: 10.58.108.106', and 'System user: user1'. It offers three ways to create a website: 'Use Presence Builder', 'Install an Application', and 'Create a Custom Website'. A 'Security Advisor' notification is visible in the bottom right corner.

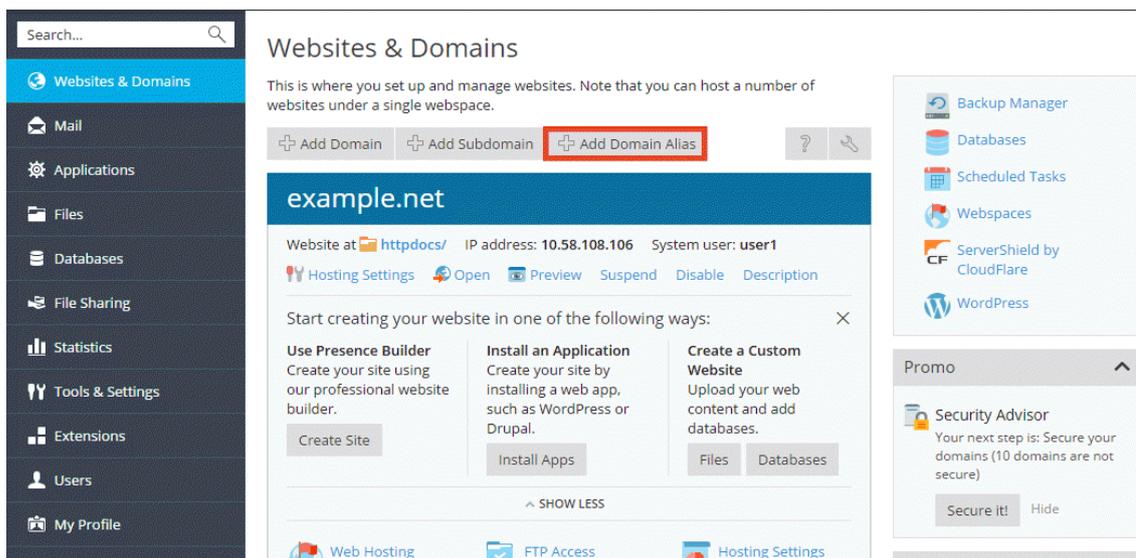
Adding Domain Aliases

If your subscription allows it, you can create one or more domain aliases. Domain aliases do not have any content of their own, but instead redirect to a different website when visited. Note that unless you already have another second-level domain name registered, you will need to register one for the domain alias. You may be able to register a domain name through your provider. Alternatively, you can purchase one from a domain registrar of your choice.

Adding a new domain alias is helpful in the following scenarios:

- You want to make sure that the visitors can find your website regardless of the TLD they use. For example, you can register *example.net* and *example.org*, and use them as domain aliases pointing to your website *example.com*.
- You want to make sure that visitors who mistype your domain name can find your website. For example, you can register *exmaple.com* and use it as a domain alias pointing to your website *example.com*.
- You want to change the domain name of your website but also want visitors who use your old domain name to be able to find your website. For example, you want to change the domain name of your website from *example.com* to *anotherexample.com*. You can configure the *example.com* name to be a domain alias pointing to your new website *anotherexample.com*.

To add a new domain alias, go to **Websites & Domains > Add Domain Alias**.



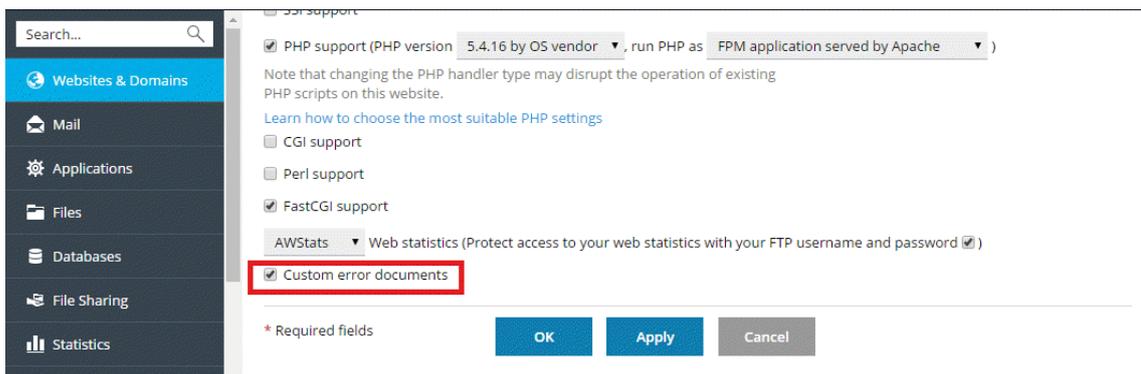
The screenshot displays the Plesk control panel interface for managing websites and domains. On the left is a dark sidebar with a search bar and a list of navigation items: Websites & Domains (highlighted), Mail, Applications, Files, Databases, File Sharing, Statistics, Tools & Settings, Extensions, Users, and My Profile. The main content area is titled 'Websites & Domains' and includes a descriptive subtitle: 'This is where you set up and manage websites. Note that you can host a number of websites under a single webspace.' Below this are three buttons: 'Add Domain', 'Add Subdomain', and 'Add Domain Alias' (which is highlighted with a red box). A '?' icon and a share icon are also present. The interface shows a website configuration for 'example.net' with details like 'Website at httpdocs/' and 'IP address: 10.58.108.106'. Below the details are options for 'Hosting Settings', 'Open', 'Preview', 'Suspend', 'Disable', and 'Description'. A section titled 'Start creating your website in one of the following ways:' offers three methods: 'Use Presence Builder', 'Install an Application', and 'Create a Custom Website'. The right sidebar contains a 'Backup Manager' section with links to Backup Manager, Databases, Scheduled Tasks, Webspaces, ServerShield by CloudFlare, and WordPress. At the bottom right, a 'Security Advisor' promo box indicates that 10 domains are not secure and provides 'Secure it!' and 'Hide' buttons.

Setting Up Custom Error Pages

Whenever the web server encounters an error that prevents it from correctly displaying the page of your website a visitor has requested, a special error page is displayed along with the relevant error code. By default, such pages are often generic and may not be sufficiently informative. You can replace the standard error pages with custom ones.

Setting Up Custom Error Pages on Linux

1. Go to **Websites & Domains > Hosting Settings**.
2. Select the **Custom error documents** checkbox and click **OK**.



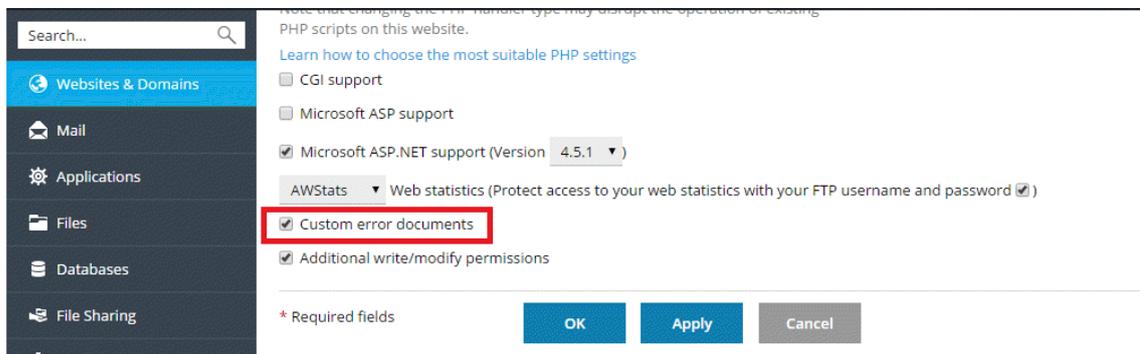
3. Connect to your FTP account, and go to the `error_docs` directory.
4. Edit or replace the respective files. Be sure to preserve the correct file names:
 - 400 Bad File Request - `bad_request.html`
 - 401 Unauthorized - `unauthorized.html`
 - 403 Forbidden/Access denied - `forbidden.html`
 - 404 Not Found - `not_found.html`
 - 405 Method Not Allowed - `method_not_allowed.html`
 - 406 Not Acceptable - `not_acceptable.html`
 - 407 Proxy Authentication Required - `proxy_authentication_required.html`
 - 412 Precondition Failed - `precondition_failed.html`
 - 414 Request-URI Too Long - `request-uri_too_long.html`
 - 415 Unsupported Media Type - `unsupported_media_type.html`
 - 500 Internal Server Error - `internal_server_error.html`
 - 501 Not Implemented - `not_implemented.html`
 - 502 Bad Gateway - `bad_gateway.html`
 - 503 Service Temporarily Unavailable - `maintenance.html`

The web server will start using your error documents after it is restarted.

Setting Up Custom Error Pages on Windows

1. Go to **Websites & Domains > Hosting Settings**.

Select the **Custom error documents** checkbox and click **OK**.



2. Click **Virtual Directories** and open the **Error Documents** tab. The list of error documents for the root web directory will be displayed. These are used for all web pages of the selected site. If you want to customize error pages for a specific virtual directory, navigate to that directory first.
3. Click the error document you want to change. The following options are available:
 - To use the default document provided by IIS for this error page, select **Default** from the **Type** menu.
 - To use a custom HTML document located in the `error_docs` directory situated in the virtual host directory of the domain, select **File** from the **Type** menu and specify the file name in the **Location** field.
 - To use a custom HTML document located in a directory other than `error_docs`, select **URL** from the **Type** menu and enter the path to your document in the **Location** field. The path must be relative to the virtual host root (that is, the `%plesk_vhosts%\<domain_name>\httpdocs` folder).

For example, you have created a file named `forbidden_403_1.html` and saved it in the `my_errors` directory located in the `httpdocs` directory. To use this file as an error document, you need to type the following path into the **Location** field: `/my_errors/forbidden_403_1.html`.

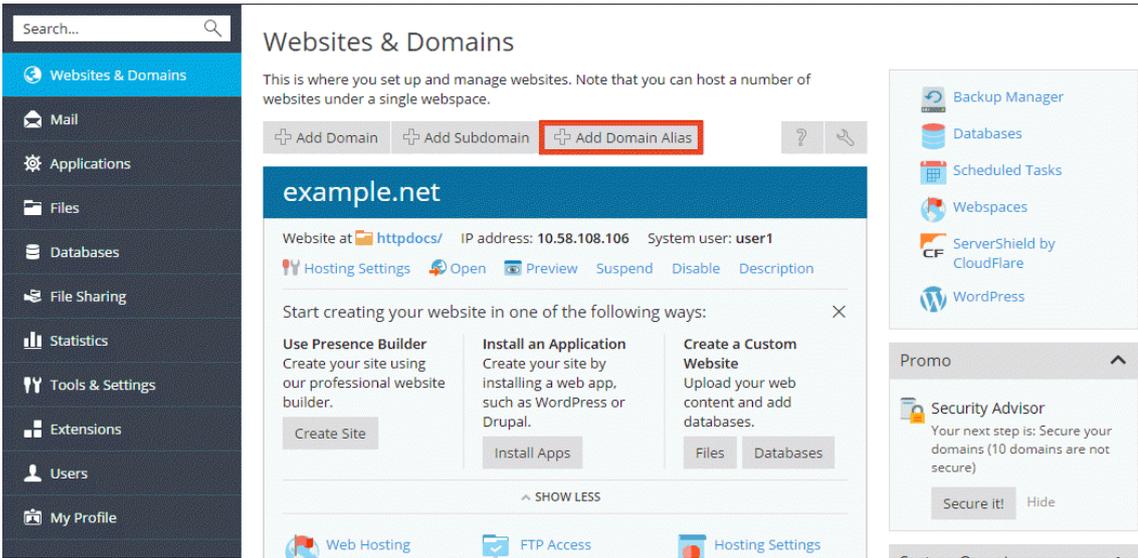
Note: You can use FTP or File Manager in Plesk to upload your custom error document to the server. By default, all error documents are stored in the `%plesk_vhosts%\<domain_name>\error_docs\` directory.

The web server will start using your error documents after it is restarted.

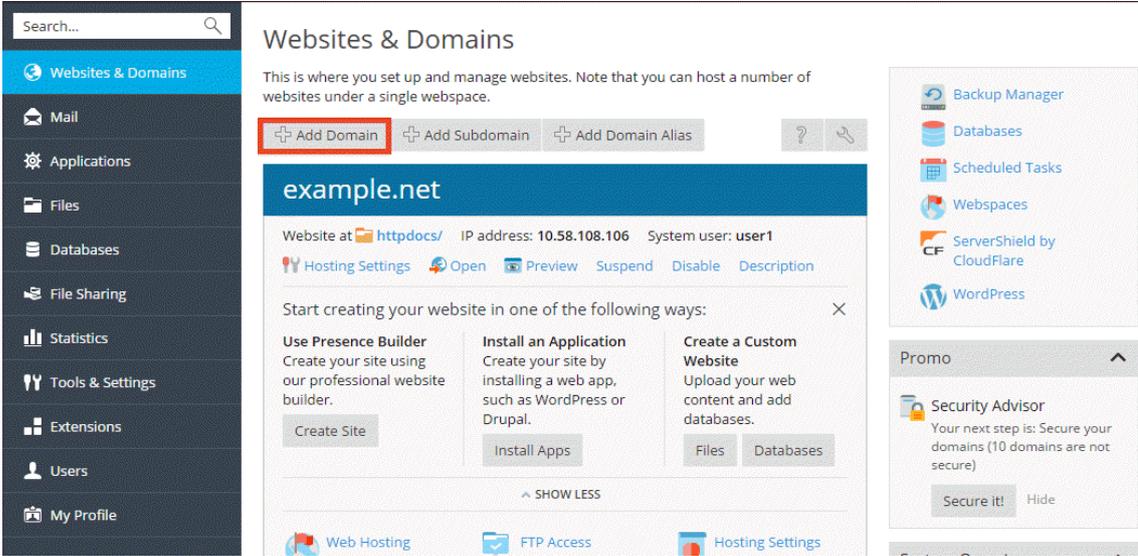
Setting Up HTTP 301 Redirection

Plesk provides two ways of setting up the search engine friendly HTTP 301 redirection from one website to another. This allows preserving search engine rankings of the website to which visitors are redirected. For example, if you set up HTTP 301 redirection from `example.com` to www.example.com, search engines will treat both `www` and non-`www` versions as the same site. If you use HTTP 302 redirection instead, the `www` and non-`www` versions will be treated as different sites. As a result, rankings will be split between them.

To set up HTTP 301 redirection using domain aliases, go to **Websites & Domains > Add Domain Alias**.



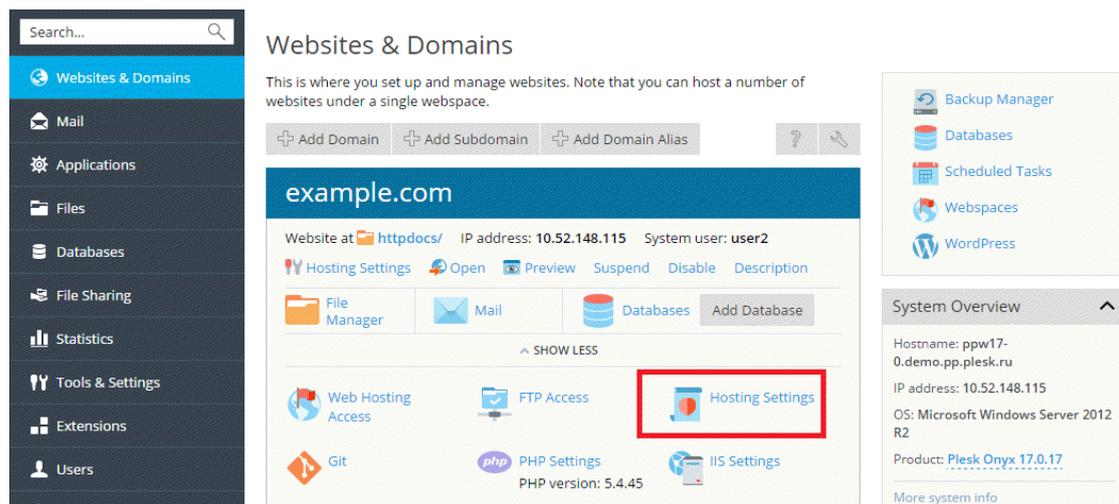
To set up HTTP 301 redirection using forwarding hosting type, go to **Websites & Domains > Add Domain**.



Configuring the Preferred Domain

As a rule, any website is available using both a URL with a `www` prefix (such as www.example.com) and one without it (such as `example.com`). We recommend that you pick one and always redirect visitors from the other. Typically, the non-`www` version is chosen to accept all visitors. As an example, if you configure the non-`www` version (`example.com`) as the preferred domain, a visitor will be redirected to `example.com` even if they type www.example.com in their browser address bar.

To configure or disable the preferred domain, go to **Websites & Domains > Hosting Settings**.



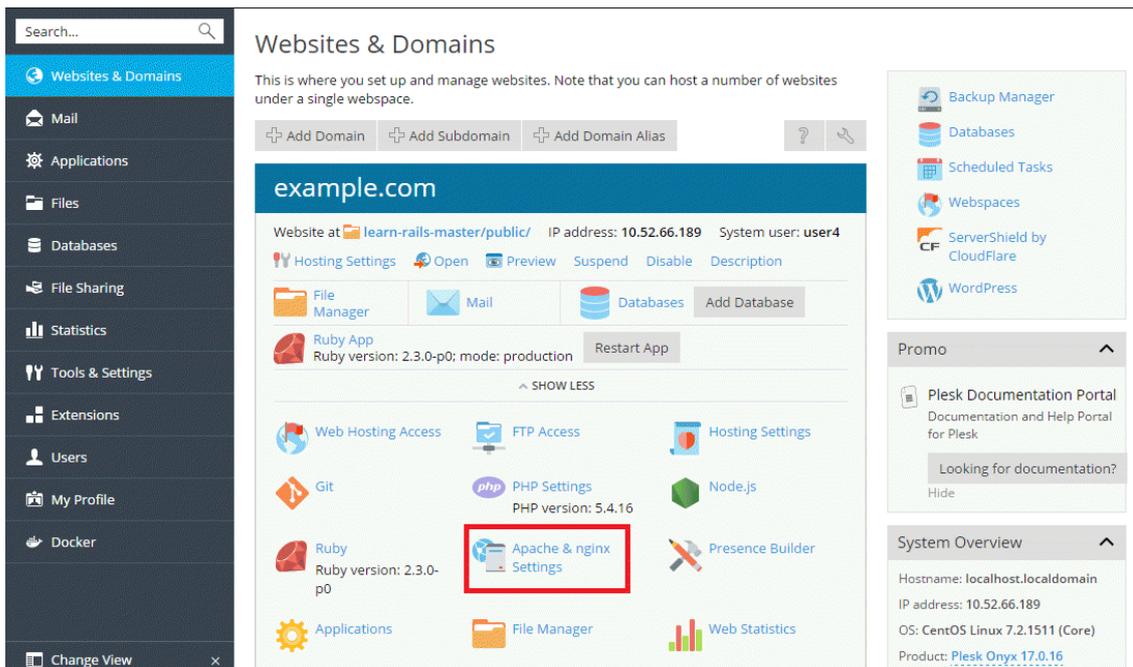
The screenshot displays the Plesk control panel interface. On the left is a dark sidebar with a search bar and a list of navigation items: Websites & Domains (highlighted), Mail, Applications, Files, Databases, File Sharing, Statistics, Tools & Settings, Extensions, and Users. The main content area is titled 'Websites & Domains' and includes a search bar, a description, and buttons for 'Add Domain', 'Add Subdomain', and 'Add Domain Alias'. Below this, a card for 'example.com' shows website details and a row of action links: 'Hosting Settings' (highlighted with a red box), 'Open', 'Preview', 'Suspend', 'Disable', and 'Description'. Underneath are icons for 'File Manager', 'Mail', 'Databases', and 'Add Database'. A 'SHOW LESS' link is present. Further down are icons for 'Web Hosting Access', 'FTP Access', 'Hosting Settings' (highlighted), 'Git', 'PHP Settings' (with PHP version 5.4.45), and 'IIS Settings'. On the right side, there are two panels: 'Tools & Services' with links for Backup Manager, Databases, Scheduled Tasks, Webspaces, and WordPress; and 'System Overview' showing system details like Hostname, IP address, OS, and Product.

Plesk uses the search engine friendly HTTP 301 code for the redirection. This allows for preserving search engine rankings of your site (preferred domain). If you disable the redirection, search engines will treat both www and non-www versions as different sites. As a result, rankings will be split between them.

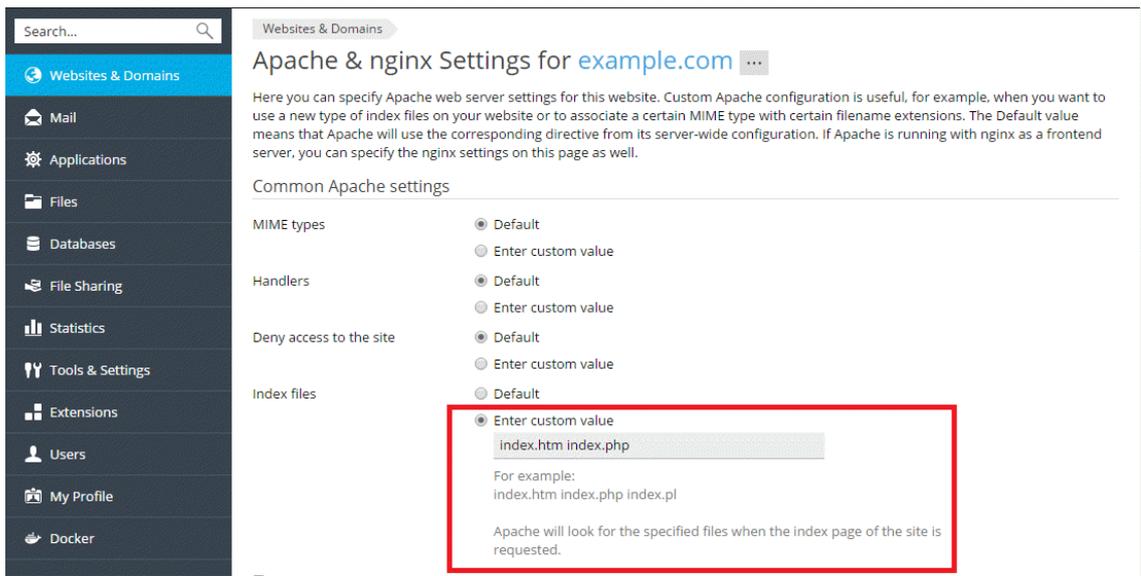
Setting the Default Homepage

To change the default index page in Plesk for Linux:

1. Go to **Websites & Domains > Apache & Nginx Settings**.

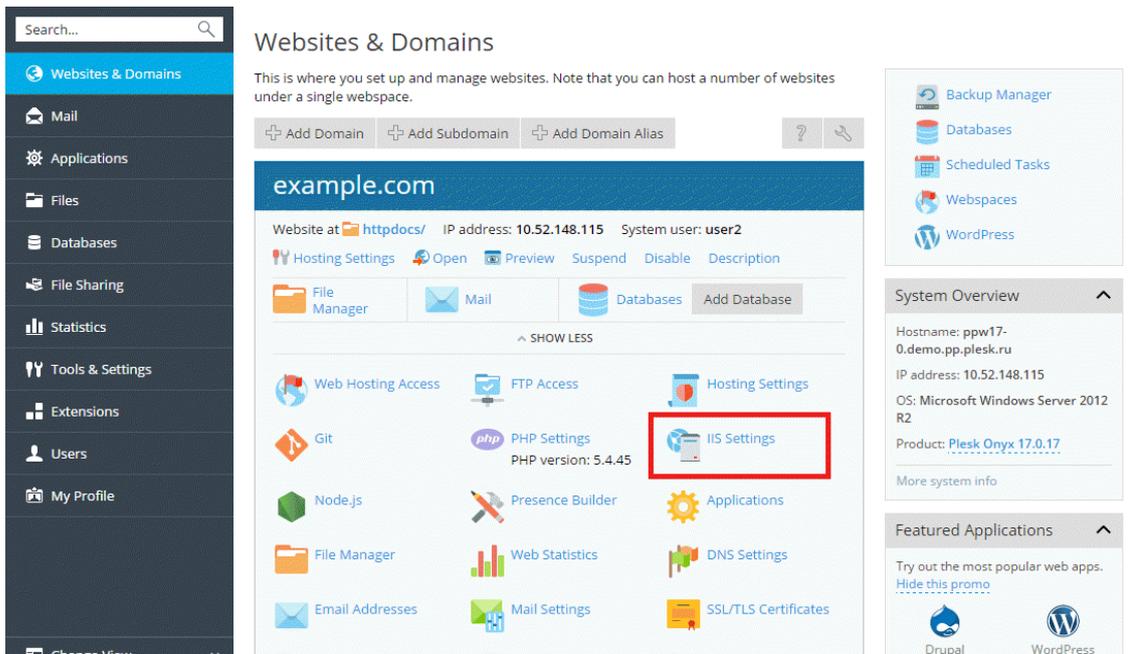


2. Select the **Enter custom value** option in the **Index files** section. Specify the file name or names to be used as the default page. You can specify more than one, separating the file names from each other with white spaces. For example, if you specify "index.htm index.php", the web server will serve **index.htm** as the default page. If the file with such name is not found, **index.php** will be served.

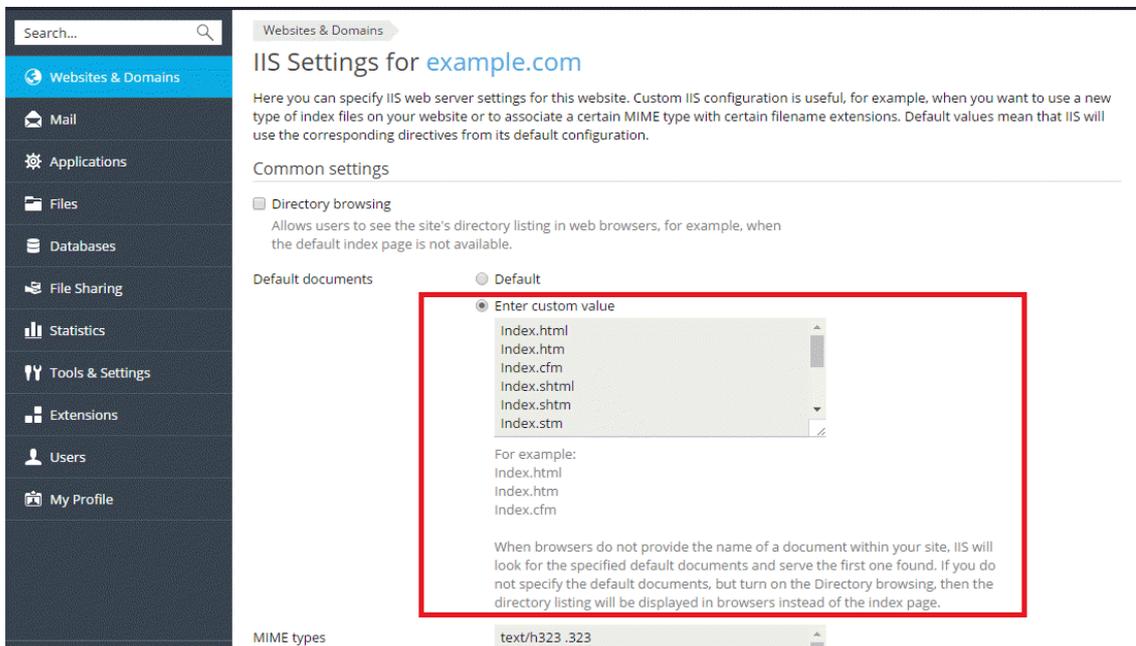


To change the default index page in Plesk for Windows:

1. Go to **Websites & Domains > IIS Settings**.



2. Select the **Enter custom value** option in the **Default documents** section. Add or remove file names from the list. The web server will be looking for the default page file starting from the topmost entry in the list and continuing downwards. For example, if you specify "index.htm" with "index.php" right underneath it, the web server will serve index.htm as the default page. If the file with such name is not found, index.php will be served.



The screenshot shows the Plesk control panel interface for configuring IIS settings for a website named 'example.com'. The left sidebar contains navigation options: Search..., Websites & Domains (selected), Mail, Applications, Files, Databases, File Sharing, Statistics, Tools & Settings, Extensions, Users, and My Profile. The main content area is titled 'IIS Settings for example.com' and includes a brief introduction: 'Here you can specify IIS web server settings for this website. Custom IIS configuration is useful, for example, when you want to use a new type of index files on your website or to associate a certain MIME type with certain filename extensions. Default values mean that IIS will use the corresponding directives from its default configuration.'

The 'Common settings' section is visible, with 'Directory browsing' checked and a description: 'Allows users to see the site's directory listing in web browsers, for example, when the default index page is not available.'

The 'Default documents' section has two radio buttons: 'Default' and 'Enter custom value' (which is selected and highlighted with a red box). Below the 'Enter custom value' option is a list of file extensions: 'Index.html', 'Index.htm', 'Index.cfm', 'Index.shtml', 'Index.shtm', and 'Index.stm'. Below the list, there is an example: 'For example: Index.html, Index.htm, Index.cfm'. A note explains: 'When browsers do not provide the name of a document within your site, IIS will look for the specified default documents and serve the first one found. If you do not specify the default documents, but turn on the Directory browsing, then the directory listing will be displayed in browsers instead of the index page.'

At the bottom, the 'MIME types' section shows a dropdown menu with 'text/h323 .323' selected.

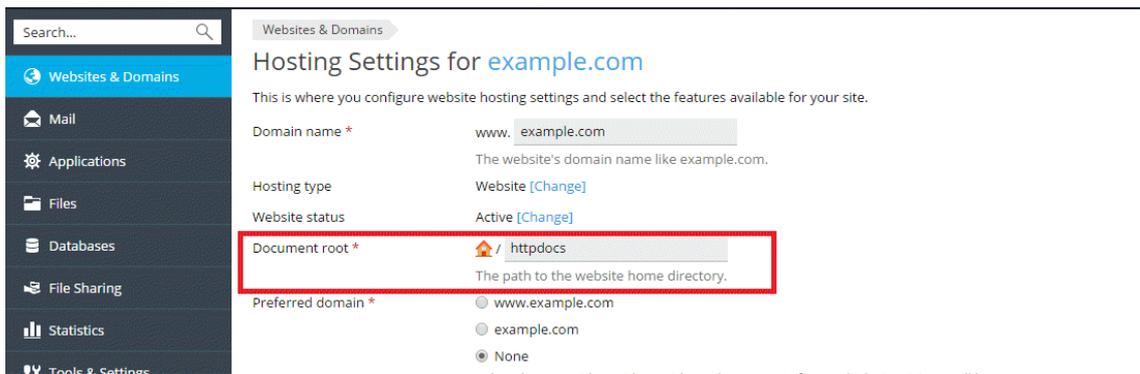
Changing the Document Root Directory

Every domain in Plesk created with website hosting has its own directory created on the server's file system. By default the path to the directory is as follows:

- On Linux: `/var/www/vhosts/<domain_name>`
- On Windows: `C:\Inetpub\vhosts\<domain_name>`

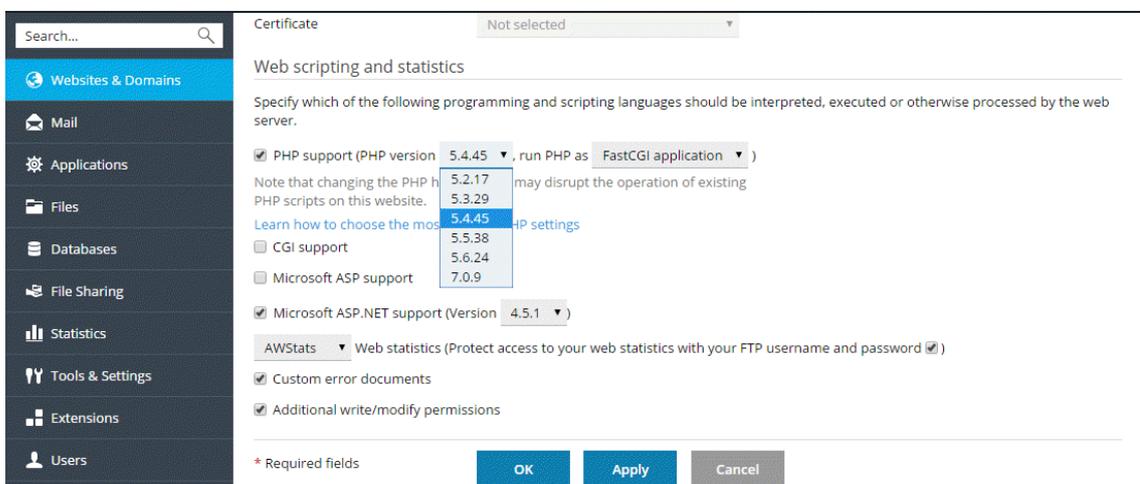
This folder contains the document root directory, that is, the folder where all the domain's web content is stored. By default it is the `httpdocs` folder, but it can be changed in Plesk.

To change the document root directory, go to **Websites & Domains > Hosting Settings** and change the directory name in the **Document root** field.



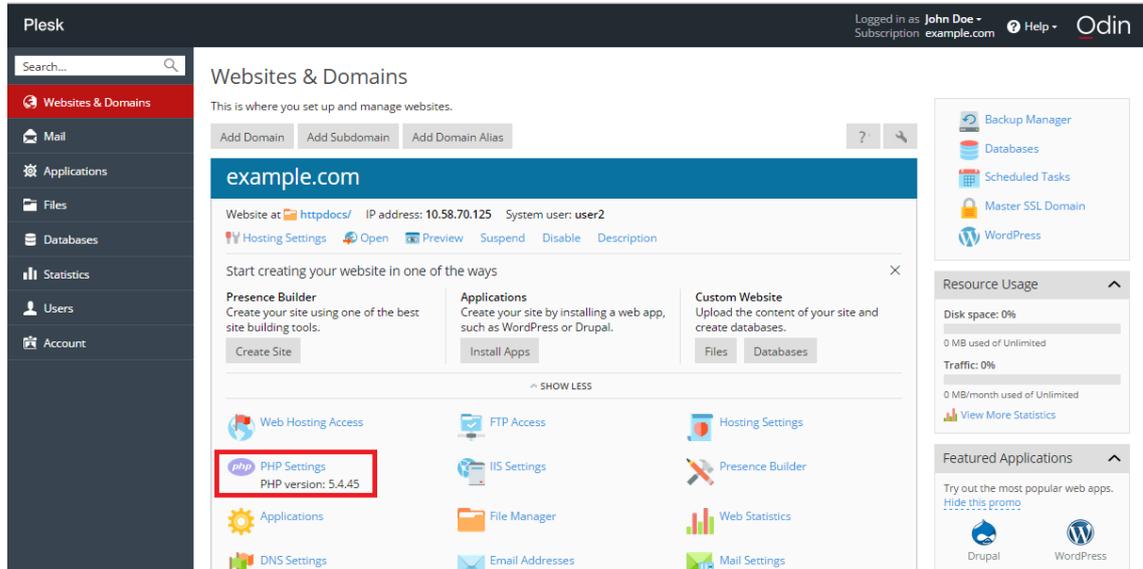
Selecting PHP Version

To change the PHP version, go to **Websites & Domains > Hosting Settings** and select the required version in the **PHP version** menu.



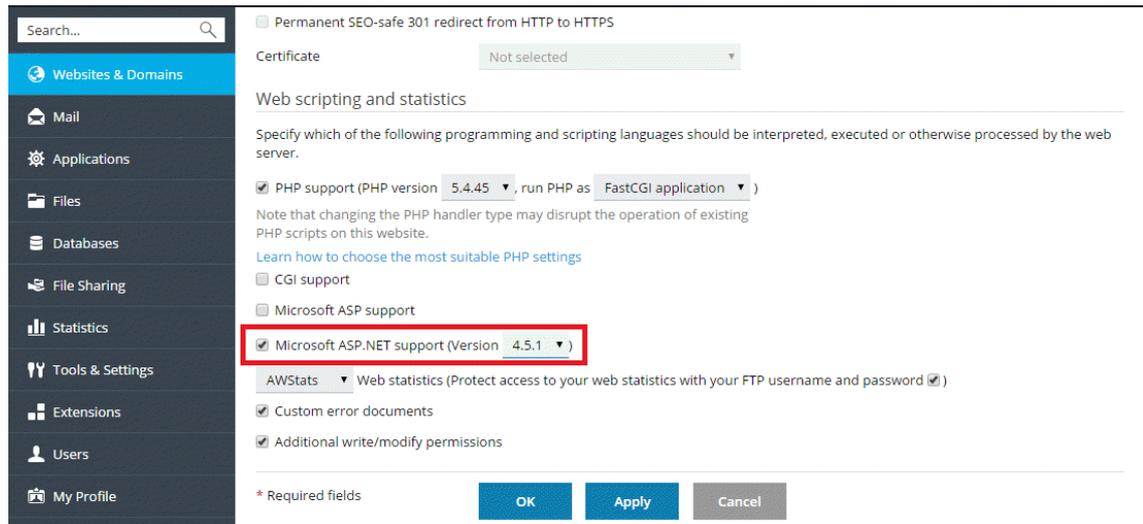
Configuring PHP Settings

To change PHP settings, go to **Websites & Domains > PHP Settings**.



Selecting ASP.NET Version

To change the ASP.NET version, go to **Websites & Domains tab > Hosting Settings** and select the required version in the **Version** menu near the **Microsoft ASP.NET support** checkbox.



Setting MIME Types

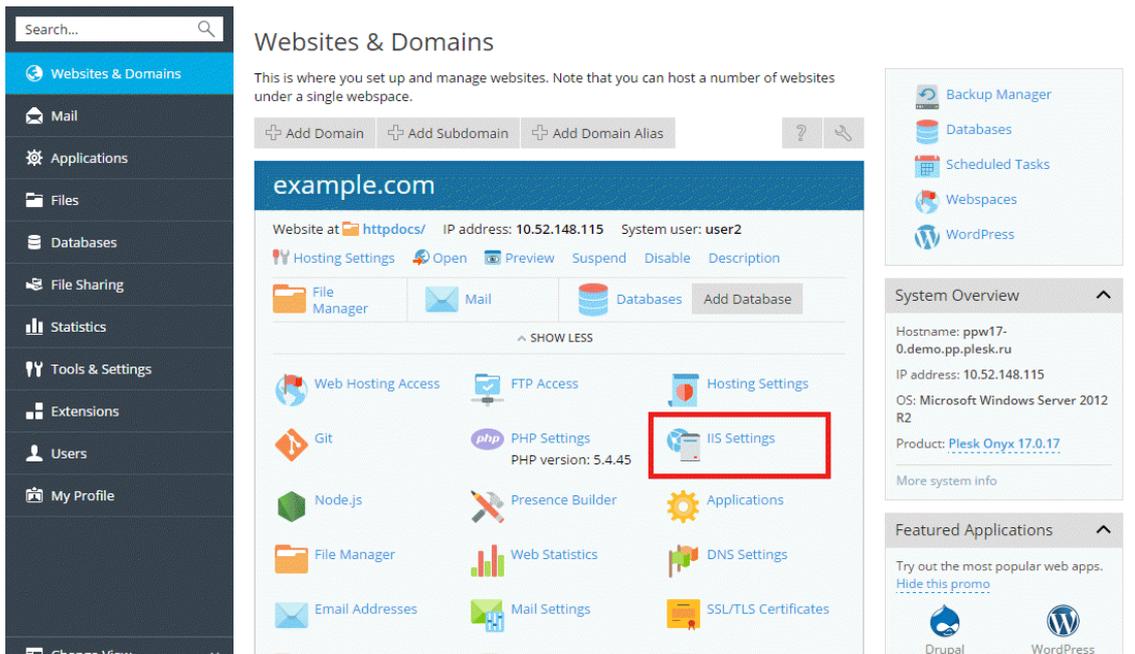
Multipurpose Internet Mail Exchange (MIME) types instruct a web browser or a mail application how to handle files received from the server. For example, when a web browser requests an item on a server, it also requests the MIME type of the object. Some MIME types, such as graphics, can be displayed inside the browser. Others, such as word processing documents, require an external application to be displayed.

By setting custom MIME types you can determine what applications are used to open a particular type of file on the client side.

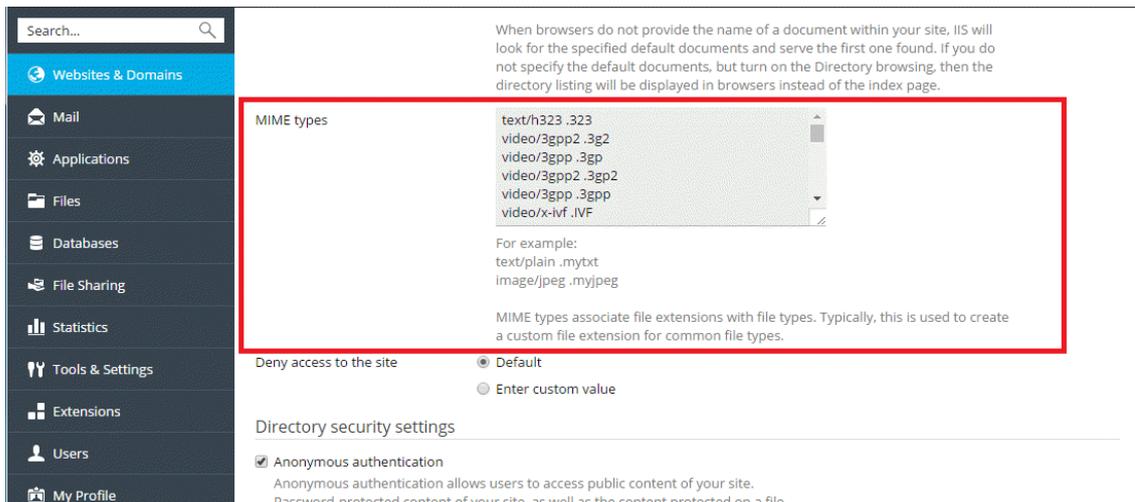
To configure MIME types in Plesk for Linux, go to **Websites & Domains > Apache & Nginx Settings**.

The screenshot displays the Plesk control panel interface. On the left is a dark sidebar with a search bar and a list of navigation items: Websites & Domains (selected), Mail, Applications, Files, Databases, File Sharing, Statistics, Tools & Settings, Extensions, Users, My Profile, Docker, and Change View. The main content area is titled 'Websites & Domains' and includes a search bar, a description, and buttons for 'Add Domain', 'Add Subdomain', and 'Add Domain Alias'. Below this, a card for 'example.com' shows website details and various management options. The 'Apache & nginx Settings' option is highlighted with a red rectangular box. Other visible options include 'Web Hosting Access', 'FTP Access', 'Hosting Settings', 'Git', 'PHP Settings', 'Node.js', 'Ruby', 'Ruby App', 'Presence Builder', 'Applications', 'File Manager', and 'Web Statistics'. On the right side, there are panels for 'Backup Manager', 'Databases', 'Scheduled Tasks', 'Webspaces', 'ServerShield by CloudFlare', 'WordPress', 'Promo', 'Plesk Documentation Portal', and 'System Overview'.

To configure MIME types in Plesk for Windows, go to **Websites & Domains > IIS Settings**.



Then specify MIME types associating file extensions with file types. For example: "text/plain .mytxt".



Uploading Content

Plesk provides two convenient ways to upload content for your domains:

- Uploading content using FTP. A program called an FTP client enables you to connect to the server and upload your content.
- Uploading content using the File Manager. Plesk enables you to upload and edit content using a web interface.

Uploading Content Using FTP

To connect to the server using FTP, you need the following information:

- **FTP server address.** The FTP address is your domain name, that is, your site's Internet address.
- **FTP username.** It is identical to your system user name. To find what your system user name is, go to **Websites & Domains > Web Hosting Access**. You will find it under **Username**. You can change your system user name if you want.
- **FTP password.** It is identical to your system user password. If you do not know what your system user password is, go to **Websites & Domains > Web Hosting Access**. You can reset the password under **Password**.

You will also require a program called an FTP client. There are many free FTP clients available on the Internet, such as FileZilla or FireFTP. Download and install the client on your computer to connect to the FTP server. Please refer to the FTP client's instructions for information on how to install and configure it.

To change the FTP account username or password, go to **Websites & Domains > Web Hosting Access**.

The screenshot displays the Plesk control panel interface for managing websites. The main heading is "Websites & Domains". Below the heading, there is a search bar and a navigation menu on the left. The main content area shows the configuration for a website named "example.com". The website is located at "httpdocs/" and has an IP address of "10.52.148.115" and a system user of "user2". The "Web Hosting Access" option is highlighted with a red box. Other options visible include "File Manager", "Mail", "Databases", "Add Database", "Git", "Node.js", "PHP Settings", "IIS Settings", "Presence Builder", and "Applications". The right sidebar shows "System Overview" with details like "Hostname: ppw17-0.demo.pp.plesk.ru", "IP address: 10.52.148.115", "OS: Microsoft Windows Server 2012 R2", and "Product: Plesk Onyx 17.0.17".

Then specify new username and password for the **System User**.

The screenshot shows the 'Web Hosting Access for example.com' page in Plesk. The left sidebar contains navigation options like 'Websites & Domains', 'Mail', 'Applications', 'Files', 'Databases', 'File Sharing', 'Statistics', 'Tools & Settings', 'Extensions', 'Users', and 'My Profile'. The main content area is titled 'Web Hosting Access for example.com' and includes a search bar. Below the title, there's a description: 'Here you can view the IP addresses associated with this webspace and change the username and password of your system user.' The 'IP addresses' section shows 'IPv4 address' as '10.52.148.115 (shared)' and 'IPv6 address' as 'None'. The 'System user' section is highlighted with a red box and contains the following fields: 'Username *' (user2), 'Password' (Strong), 'Confirm password', and 'Access to the server over Remote Desktop' (Login prohibited). Below this is a 'Hard quota on disk space' section.

Uploading Content Using the File Manager

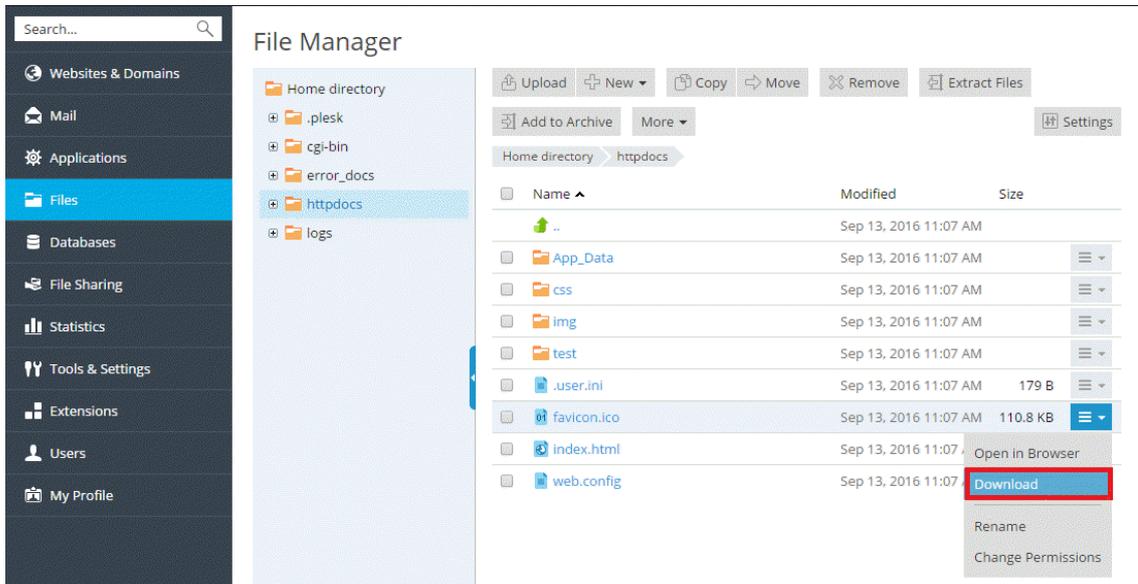
To upload content, go to **Files**, navigate to the folder to which you want to upload content, click **Upload**, select the file to be uploaded, and click **Open**.

Note that when uploading multiple files it is recommended to add them to an archive, upload the archive, and extract the files to save time. Only ZIP archive files are supported at the present time.

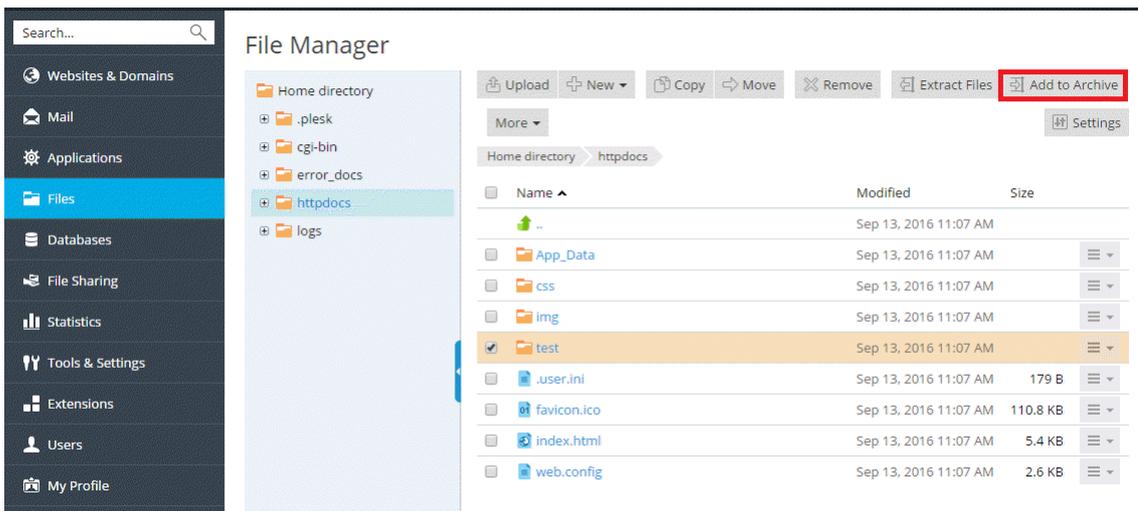
The screenshot shows the 'File Manager for example.com' interface. The left sidebar contains navigation options like 'Websites & Domains', 'Mail', 'Applications', 'Files', 'Databases', 'File Sharing', 'Statistics', 'Tools & Settings', 'Extensions', 'Users', 'My Profile', and 'Docker'. The main content area is titled 'File Manager for example.com' and includes a search bar. Below the title, there's a description: 'Here you can view the IP addresses associated with this webspace and change the username and password of your system user.' The 'Files' section shows a list of files and folders. The 'Upload' button is highlighted with a red box. The file list has columns for Name, Modified, Size, Permissions, User, and Group.

Name	Modified	Size	Permissions	User	Group
.passenger	Sep 8, 2016 04:16 PM		rw-xr-xr-x	user4	psacln
.rbenv	Sep 8, 2016 03:47 PM		rw-xr-xr-x	user4	psacln
error_docs	Sep 8, 2016 03:47 PM		rw-xr-xr-x	user4	psacln
httpdocs	Sep 8, 2016 03:47 PM		rw-xr-x---	user4	psaserv
learn-rails-master	Sep 8, 2016 04:10 PM		rw-xr-xr-x	user4	psacln
logs	Sep 12, 2016 03:48 AM		rw- --- --	user4	root
.ruby-version	Sep 8, 2016 03:50 PM	4.0 KB	rw-r--r--	user4	psacln
learn-rails-master.zip	Sep 8, 2016 03:54 PM	56.0 KB	rw-r--r--	user4	psacln

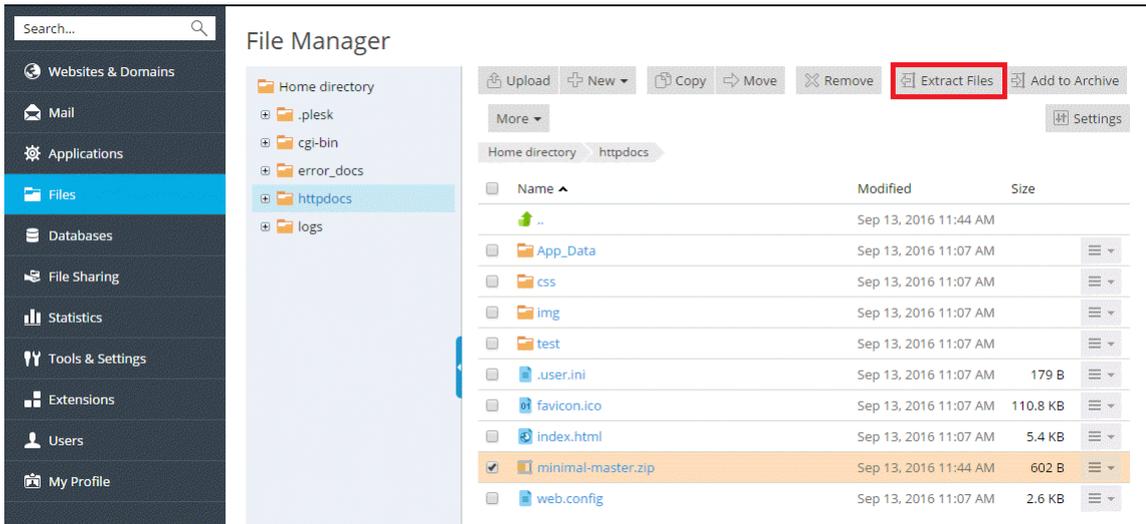
To download a file, go to **Files**, navigate to the location of the file you want to download, click the  icon next to the file you want to download, and select **Download** from the menu.



To compress files, go to **Files**, navigate to the location of the file or folder you want to compress, select the checkbox next to it, and click **Add to Archive**.

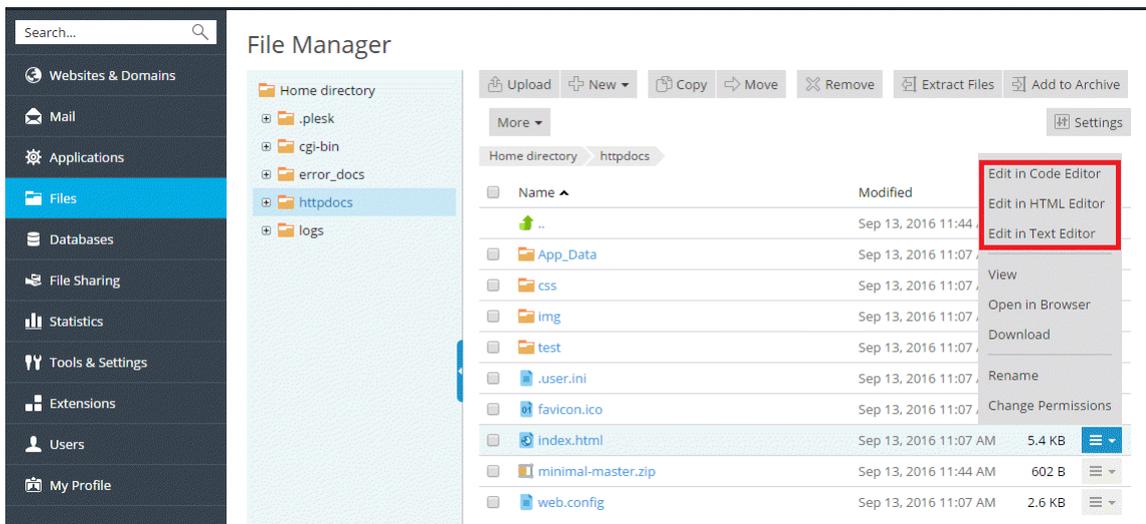


To extract files from an archive, go to **Files**, select the checkbox next to the file you want to extract, and click **Extract Files**.



To edit files, go to **Files**, navigate to the location of the file you want to edit, and do either of the following:

- To edit the file in the code editor, click the  icon next to the file you want to edit, and select **Edit in Code Editor** from the menu.
- To edit the file in the HTML editor, click the  icon next to the file you want to edit, and select **Edit in HTML Editor** from the menu.
- To edit the file in the text editor, click the  icon next to the file you want to edit, and select **Edit in Text Editor** from the menu.

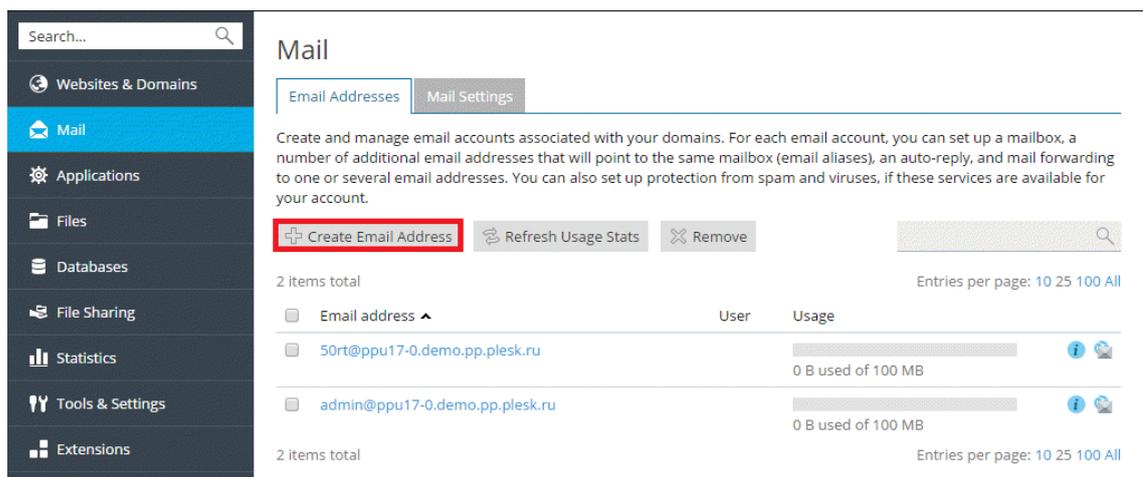


Managing Mail Accounts

Mail service enables Internet users to send email messages to each other. Plesk can function as your mail server. It also enables you to create mail accounts and manage them, including performing a number of common mail-related operations. Such operations include changing the password for a mail account, enabling automatic replies, and so on.

➤ *To create a mail account:*

Go to **Mail > Create Email Address**.



The screenshot displays the Plesk Mail management interface. On the left is a navigation sidebar with options like Websites & Domains, Mail, Applications, Files, Databases, File Sharing, Statistics, Tools & Settings, and Extensions. The main content area is titled 'Mail' and has tabs for 'Email Addresses' and 'Mail Settings'. Below the tabs, there is a descriptive text about creating and managing email accounts. A row of buttons includes 'Create Email Address' (highlighted with a red box), 'Refresh Usage Stats', and 'Remove'. Below this is a table showing two email addresses:

Email address	User	Usage
50rt@ppu17-0.demo.pp.plesk.ru		0 B used of 100 MB
admin@ppu17-0.demo.pp.plesk.ru		0 B used of 100 MB

At the bottom of the table, it indicates '2 items total' and 'Entries per page: 10 25 100 All'.

➤ **To access your mail account using webmail:**

- In a Web browser, visit the URL `webmail.example.com`, where `example.com` is the Internet address of your website. When prompted, specify your full email address as the username (for example, mail@example.com), and specify the email address password.
- When logged in to Plesk, go to **Mail**, and in the list of email addresses, click the  icon next to the email address you need.

Note: If you cannot open the webmail page, make sure that a webmail solution is enabled. Go to **Mail > Mail Settings**, click the name of the domain for which webmail is inaccessible, and select a webmail client in the **Webmail** menu.

➤ **To access your mail account using a mail client:**

Install a mail client program on your computer and start it. Typically, in such programs you should specify the following settings:

- **Username.** Specify your full email address in this field. For example, [johndoe@example.com](mailto: johndoe@example.com).
- **Password.** Specify the password to your email account here.
- **Mail server protocol.** This property defines whether you want to keep copies of messages on the server or not. To keep the copies on the server, select the **IMAP** option. If you do not want to keep them on the server, select **POP3**. Selecting IMAP also enables you to train the SpamAssassin spam filter on email messages you receive, if SpamAssassin is switched on on the server.
- **Incoming mail server (POP3/IMAP).** Specify your domain name here. For example, `example.com`. The default POP3 port is 110. The default IMAP port is 143.
- **Outgoing mail server (SMTP).** Specify your domain name here. For example, `example.com`. The default SMTP port is 25. Specify that the server requires authentication.

For detailed instructions on configuring your mail client, refer to your mail client documentation.

Note: If you cannot access your mailbox following the instructions in this section, this might be caused by mail server settings. For example, mail services may be listening on non-standard ports, or access to them may be blocked. Contact your hosting provider to resolve the issue.

Managing DNS Records

A domain name is a human-readable Internet address of a website that can be used to reach the website. The translation of human-readable names into machine-readable ones is carried out by the Domain Name System, or DNS for short. It is very important for the DNS settings for your websites to be correct, otherwise the operation of your services may be disrupted. For example, your domain may become unavailable, or mail may fail to reach your mail server. Plesk can function as the primary (master) or a secondary (slave) name server for your domains. DNS settings are configured automatically, but can be changed from the interface. If the DNS service for your domains is provided by third-party name servers, you can disable the DNS service in Plesk.

Adding and Modifying DNS Records

Note: This section is meant for advanced users. Configuring DNS settings incorrectly can negatively affect website and mail accessibility.

For each new domain name, Plesk automatically creates a DNS zone in accordance with the settings configured by your service provider. The domain names should work fine with the automatic configuration. However, if you use Plesk NS server and need to perform custom modifications in the domain name zone, you can do that in your control panel.

To view the resource records in a DNS zone of a domain, go to **Websites & Domains > DNS Settings**.

The screenshot displays the Plesk control panel interface. On the left is a dark sidebar with navigation options: Websites & Domains (selected), Mail, Applications, Files, Databases, File Sharing, Statistics, Tools & Settings, Extensions, Users, and My Profile. The main content area is titled 'Websites & Domains' and shows a search bar, buttons for 'Add Domain', 'Add Subdomain', and 'Add Domain Alias', and a help icon. Below this, the domain 'example.com' is selected, showing its website path, IP address (10.52.148.115), and system user (user2). A row of action buttons includes 'Hosting Settings', 'Open', 'Preview', 'Suspend', 'Disable', and 'Description'. Below that are buttons for 'File Manager', 'Mail', 'Databases', and 'Add Database'. A 'SHOW LESS' link is visible. The main area contains a grid of service tiles: Web Hosting Access, FTP Access, Hosting Settings, Git, PHP Settings (PHP version: 5.4.45), IIS Settings, Node.js, Presence Builder, Applications, File Manager, Web Statistics, and DNS Settings (highlighted with a red box). Other tiles include Email Addresses, Mail Settings, SSL/TLS Certificates, Password-Protected, Website Copying, and Logs. On the right side, there are sections for 'Backup Manager', 'Databases', 'Scheduled Tasks', 'Webspaces', and 'WordPress'. Below these are 'System Overview' (showing hostname, IP, OS, and product) and 'Featured Applications' (with links for Drupal and WordPress).

To add a resource record to the zone, go to **Websites & Domains > DNS Settings > Add Record**.

The Plesk's DNS server acts as a primary name server for the DNS zone **example.com**

DNS SOA

Disable Master/Slave **Add Record** Reset to Default Apply DNS Template Remove

13 items total Entries per page: 10 25 100 All

<input type="checkbox"/>	Host	Record type	Value
<input type="checkbox"/>	ns2.example.com.	A	10.58.108.106
<input type="checkbox"/>	example.com.	A	10.58.108.106
<input type="checkbox"/>	example.com.	NS	ns2.example.com.
<input type="checkbox"/>	ns1.example.com.	A	10.58.108.106
<input type="checkbox"/>	example.com.	NS	ns1.example.com.
<input type="checkbox"/>	webmail.example.com.	A	10.58.108.106
<input type="checkbox"/>	example.com.	MX (10)	mail.example.com.
<input type="checkbox"/>	example.com.	TXT	v=spf1 +a +mx +a:ppu17-0.demo.pp.plesk.ru -all

To modify the properties of a resource record, go to **Websites & Domains > DNS Settings** and click on the record.

In addition to the resource records described above, there is also a Start of Authority record. This record indicates that this DNS name server is responsible for the domain's DNS zone. It also contains settings that affect propagation of information about the DNS zone in the Domain Name System.

Using External NS Servers

If you host websites on your account and do not want to use Plesk as your primary (master) NS server, you have the following options:

- Use Plesk name server as a secondary (slave) name server. Choose this option if you have a standalone name server acting as a primary (master) name server for your websites.
- Disable DNS for your domain in Plesk. Choose this option if you have external primary and secondary name servers that are authoritative for your websites.

To switch the Plesk DNS server to a secondary name server, go to **Websites & Domains > DNS Settings** and click **Master/Slave**.

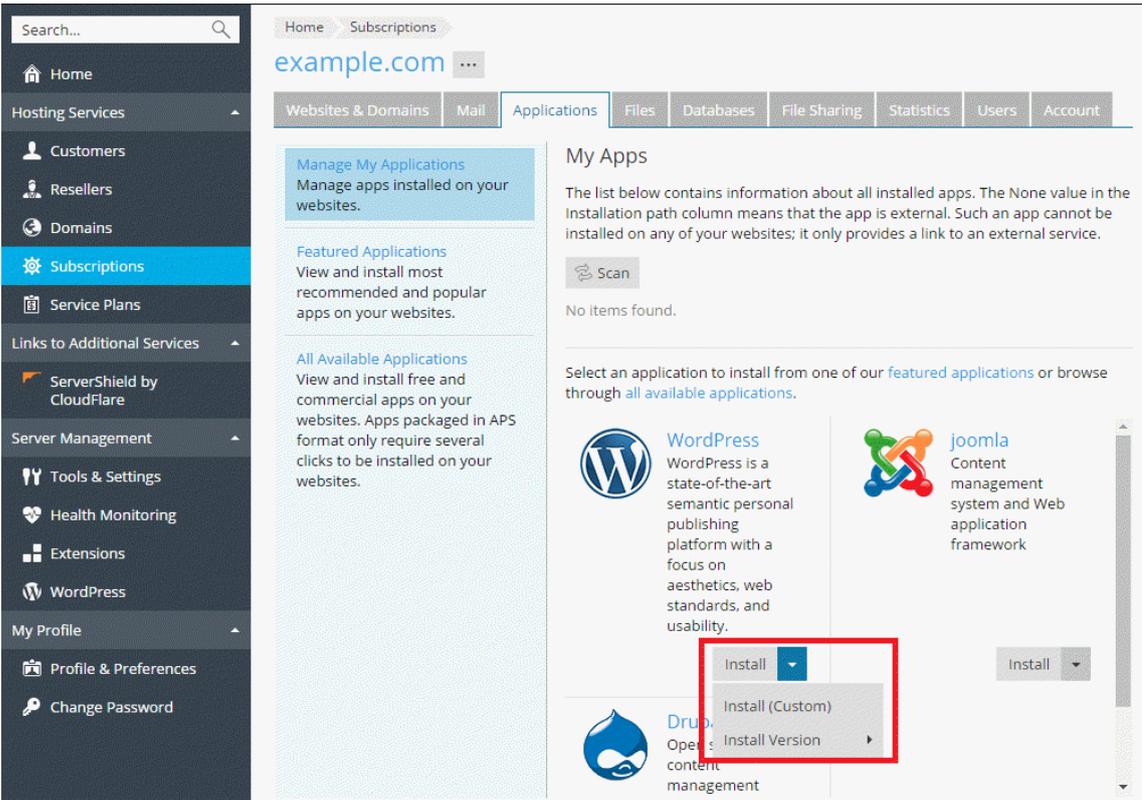
To revert the Plesk DNS server to the primary name server, go to **Websites & Domains > DNS Settings** and click **Master/Slave**.

To switch off Plesk's DNS service for a site served by external name servers, go to **Websites & Domains > DNS Settings** and click **Disable**.

Managing Web Applications

Web applications are software products designed to be installed on websites to add functionality and improve user experience. A wide range of applications covering many different user scenarios are available from the Plesk Application vault, and can be installed from the Plesk interface with a minimum of effort.

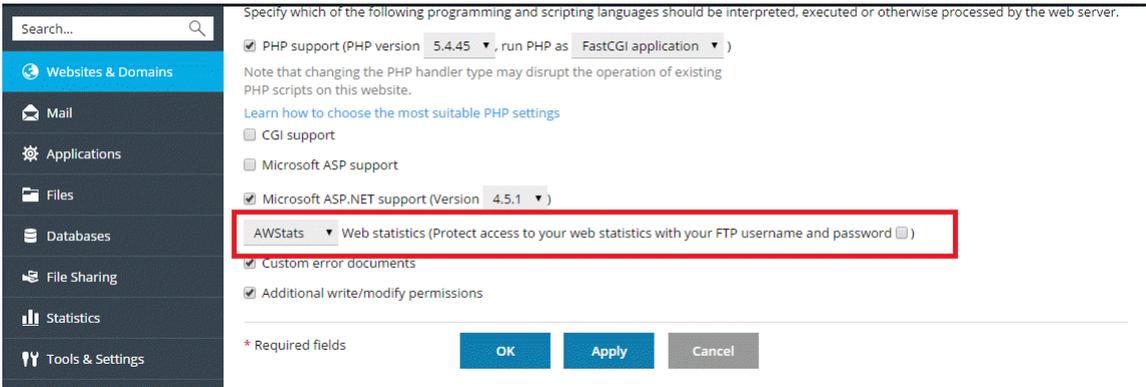
To install an application, go to **Applications > Install** or **Install (Custom)** or **Install Version**.



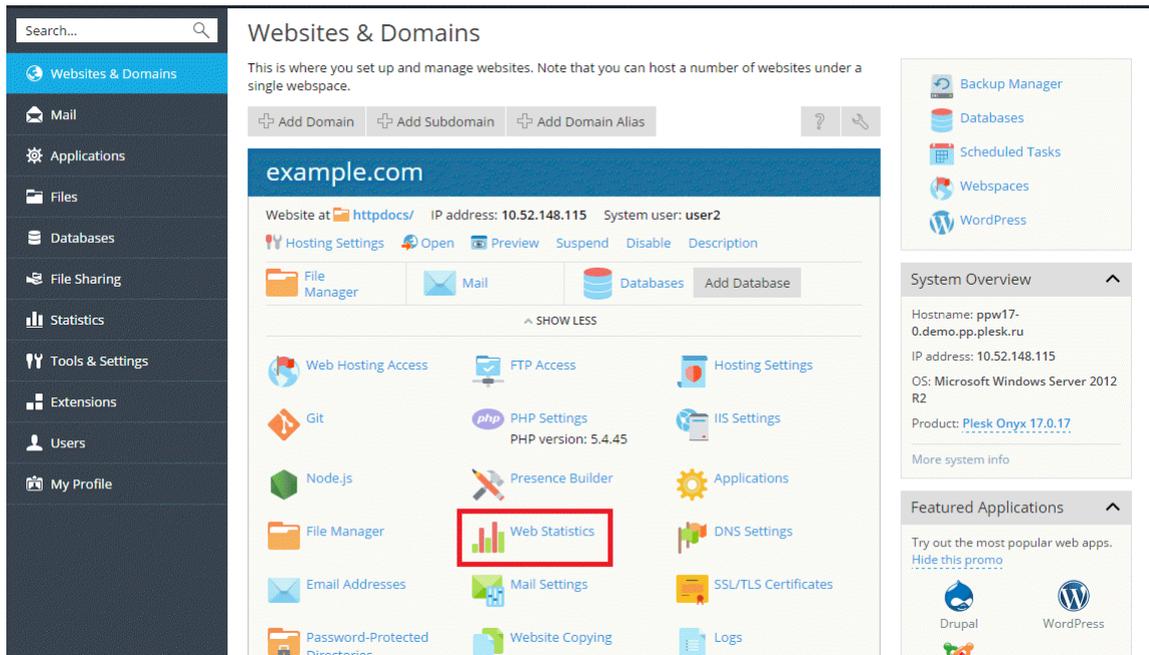
Viewing Statistics

Site Visit Statistics

To enable web statistics or change the web statistics application, go to **Websites & Domains > Hosting Settings** and at the **Web Statistics** menu select the web statistics software that you want to use for viewing graphical reports and charts on website visitors.



To view the web statistics, go to **Websites & Domains > Web Statistics**.



Note: If you do not see any web statistics after following the instructions above, this most likely indicates that they have not yet been generated for the domain in question. Most likely the domain has been created recently, or web statistics have just been enabled. Try following the instructions again after 24 hours. If no web statistics are displayed, contact your provider.

Disk and Traffic Usage Report

To view the disk and traffic usage report, go to **Statistics**.

The screenshot shows the Plesk Statistics page. On the left is a dark sidebar with a search bar and navigation items: Websites & Domains, Mail, Applications, Files, Databases, Statistics (highlighted in blue), Users, and Account. The main content area is titled 'Statistics' and includes a sub-header: 'This is where you view detailed reports on how resources provided with your subscription are used. If you are subscribed to several plans, you can view reports for each of your subscriptions by selecting the required subscription at the top right corner of the page.'

There are two main usage reports:

- Disk space:** Shows a total of 10 GB. Current usage is 0.4 MB (0%). Below this is a pie chart titled 'Usage by services:' with the following data:

Web	396 KB
Mail	4.00 KB
Databases	0 B
Logs	48.0 KB
Backups	0 B
Chroot directories	4.00 KB
Configuration files	8.00 KB
Anonymous FTP directory	0 B
- Traffic:** Shows a total of 100 GB/month. Current usage is 0 MB/month (0%). Below this is a section titled 'Usage by services:' with the text: 'The data has not been collected yet.'

At the bottom, there is a section 'For additional information, see also:' with three links:

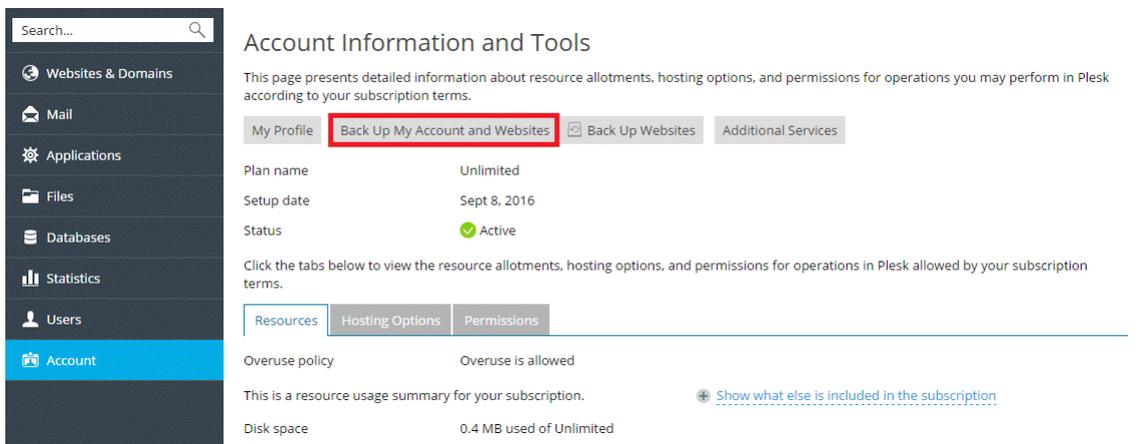
- FTP Statistics:** View a detailed report on the amount of data transferred to and from your sites over FTP.
- Data Transfer Statistics:** View monthly reports on how traffic is used: by websites (HTTP, FTP) and mail (SMTP, POP3/IMAP).
- Web Statistics:** View the reports on how your websites are visited: See how many people visited a site and which webpages they viewed.

Managing Backups

It is always recommended to keep backup copies of your website content to safeguard against accidents and malicious attacks. Plesk facilitates the creation of backup copies with the backup and restoration functionality. It enables you to create backups of both configuration and content, including website content, mail accounts, databases and more, and restore the data should the need arise. You can also download backup files created in Plesk, as well as upload backup files, even those created in earlier Plesk versions. Created backups can be stored either locally or in a remote FTP storage.

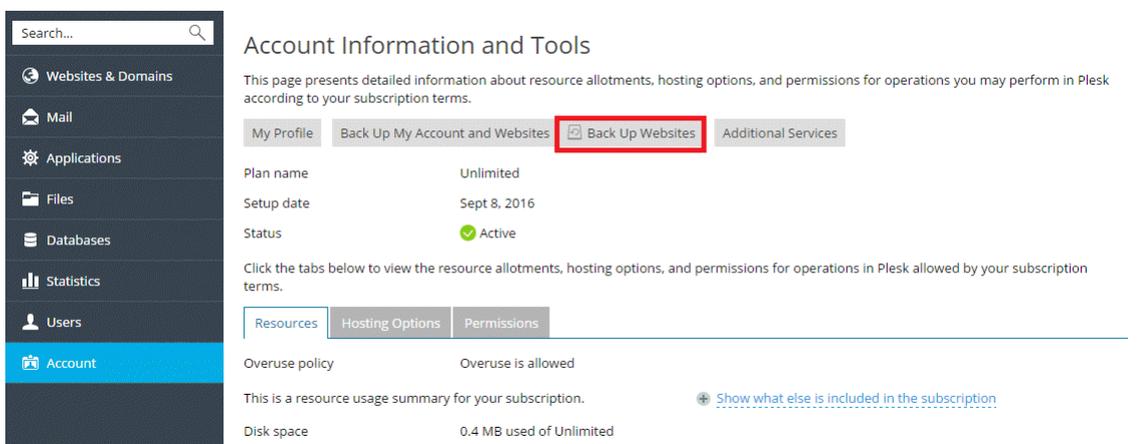
Backing Up Account and Websites

To back up all data related to your account and all your subscriptions, go to **Account > Back Up My Account and Websites**.



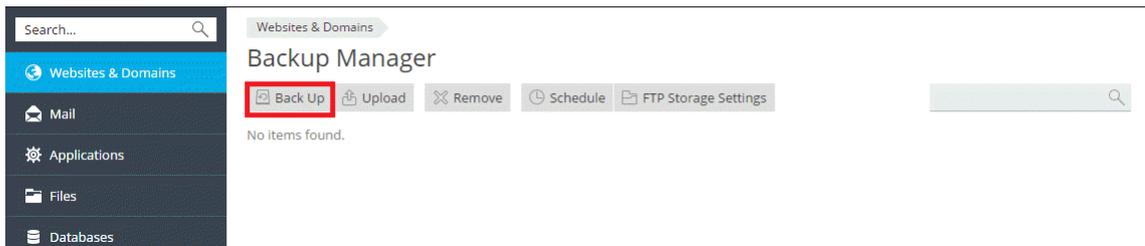
The screenshot shows the Plesk interface. On the left is a dark sidebar with a search bar and a menu containing: Websites & Domains, Mail, Applications, Files, Databases, Statistics, Users, and Account (highlighted in blue). The main content area is titled 'Account Information and Tools' and includes a search bar. Below the title is a paragraph: 'This page presents detailed information about resource allotments, hosting options, and permissions for operations you may perform in Plesk according to your subscription terms.' There are four tabs: 'My Profile', 'Back Up My Account and Websites' (highlighted with a red box), 'Back Up Websites', and 'Additional Services'. Below the tabs, the following information is displayed: Plan name: Unlimited; Setup date: Sept 8, 2016; Status: Active (with a green checkmark). A note says: 'Click the tabs below to view the resource allotments, hosting options, and permissions for operations in Plesk allowed by your subscription terms.' Below this are three sub-tabs: 'Resources', 'Hosting Options', and 'Permissions'. Under 'Resources', it shows: 'Overuse policy: Overuse is allowed' and 'Disk space: 0.4 MB used of Unlimited'. A link '+ Show what else is included in the subscription' is also present.

To back up the websites related to correctly selected subscription, go to **Account > Back Up Websites**.



This screenshot is identical to the previous one, showing the same Plesk interface. The only difference is that the 'Back Up Websites' tab is now highlighted with a red box, indicating the next step in the process.

Then click **Back Up** to create a new backup.



Restoring Backups

You can restore backups made in Plesk Onyx or earlier versions of Plesk, but no earlier than Plesk 8.6. The following restoration scenarios are available:

- When restoring backups in Plesk 11.5 or earlier, or when restoring backups made in Plesk 11.5 or earlier. All the objects included in the backup file are restored. Objects with the same name already present on the server are overwritten. For example, if you restore a backup file of the *example.com* domain that includes domain content, the domain content of the *example.com* domain already present on the server will be overwritten by the data contained in the backup file.
- When restoring backups in Plesk 12.0 or later and the backup is made in Plesk 12.0 or later. You can select which objects to restore from a backup file. You can restore a particular site, file, database, and so on. This enables you to restore only the objects you want to restore, without overwriting other objects. For example, if you only want to restore a DNS zone of one domain, *example.com*, there is no need to restore configurations of all other domains.

To restore a backup file, go to **Account > Back Up Websites** or **Websites & Domains > Backup Manager**. Then click on the required backup, specify what should be restored and click **Restore**.

