

How do I start receiving email to Exchange with my own domain name?

**Note:** In order to take advantage of the below instructions you must already have your own domain name registered through a domain registrar. If you haven't purchased a domain name yet, please contact your account manager.

To start receiving email on your new Exchange account you will need to perform the below steps depending on the desired DNS configuration.

## **Add domain to VI Office Portal**

First of all you will need to add your domain to your Exchange account. Please login to VI Office Portal at <http://portal.app.vi.net>, navigate to "Your Hosting Space > Hosted Organization > Your Organization Name > Domain Names" page, hit "Add New Domain", type the desired domain name, and hit "Add Domain".

## **Configure DNS**

You have several options of your DNS configuration (see below).

**Note:** Due to distributed nature of DNS, any changes made to DNS information may take from several hours up to several days to propagate across the Internet.

### Option #1 - Make Virtual Internet the authoritative Name Server for your domain

Prior to repointing your NS records to our servers you will have to provide us with your current zone file or a full list of records for that domain. Next, contact the registrar through which you purchased this domain and point your Name Server records, commonly referred to as NS records, to VI Name Servers. The VI NS servers are **ns4.vi.net** AND **ns5.vi.net**. Doing this will allow you to manage the domain records for this domain from your VI Enterprise Control Panel at <https://controlpanel.vi.net>.

### Option #2 - Make Virtual Internet responsible only for email for your domain

If you do not want Intermedia to host your domain name, but you do want them to be responsible for all of the email on your domain, then you will need to add/change your Mail Exchanger (MX) record on your current Name Servers to point to Exchange. The exact server names to point your MX are **mxhost-1.app.vi.net** AND **mxhost-2.app.vi.net**.

VI Knowledge Base

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