

# SmartSpace

## Using SmartSpace to manage your Internet life.

**Managing your blog, photos, email and keeping in touch with your friends used to involve visiting half a dozen places to get things working together. With SmartSpace, you will be able to spend less time configuring and more time enjoying the Internet.**

SmartSpace simplifies the management of your blog, photos and email and gives you a canvas to show your favorite sites on the Web to your friends and family. Using the Start Page, you can set the site preferences for your domain, configure chat options as well as manage your photo albums, blog and Web site.

Using this guide, you will learn how to :

- Access your personalized Start Page for your SmartSpace
- Set up your SocialSpace, blog, photo album, chat and email
- Configure the display order of your domain's sites
- Troubleshoot any issues that occur with your SmartSpace

If you need further information regarding any aspect of SmartSpace, please check out our Help Center, which you can access from your Account Manager or from our Home page.

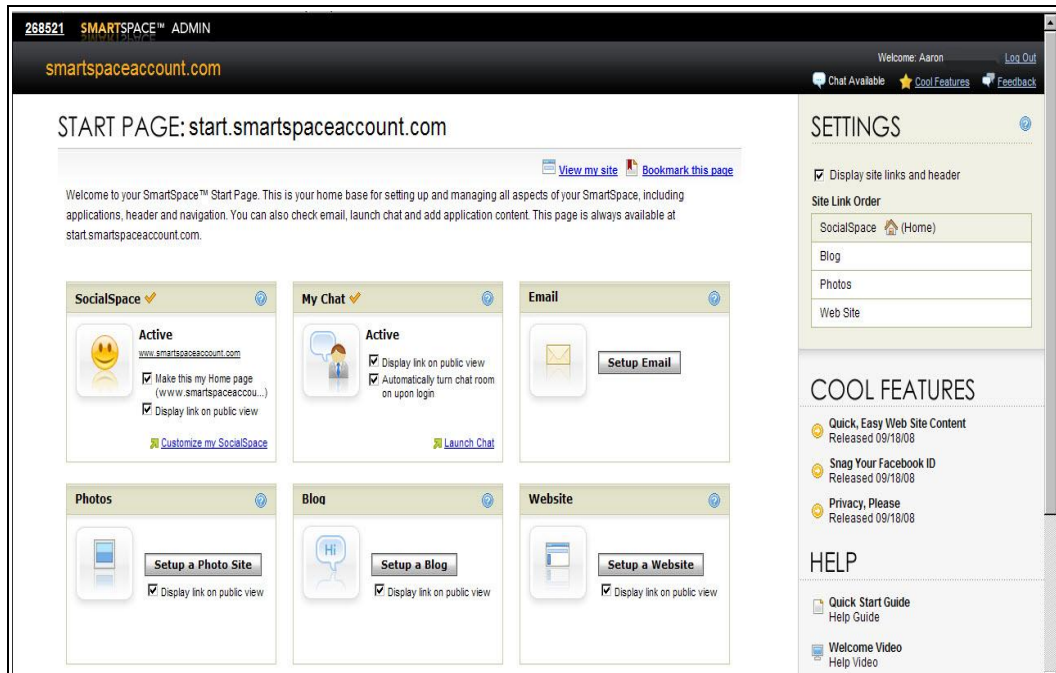
## The Magic of SmartSpace

Once you purchase your SmartSpace, most of the configuration is taken care of behind the scenes. Some of the applications, like the SocialSpace, will be already set up for you. Others require a little information first, like email and your blog. Once your applications are set up, you can access them through their subdomain, for example, "blog.yourdomain.com."

## Visiting the Start Page for the First Time

The Start Page is the administration page for your SmartSpace and its applications. From your Start Page, you can set up applications, launch chat sessions, modify header and logo settings, customize your navigation, and upgrade applications. Your Start Page is at **start.domain.tld**, where "domain" is your SmartSpace domain name and "tld" is the extension.

**NOTE:** When you set up SmartSpace for your existing domain and update your DNS records, it can take up to an hour for the domain to propagate across the lookup servers on the Web. While waiting, you CAN access your new start page from the Account Manager.



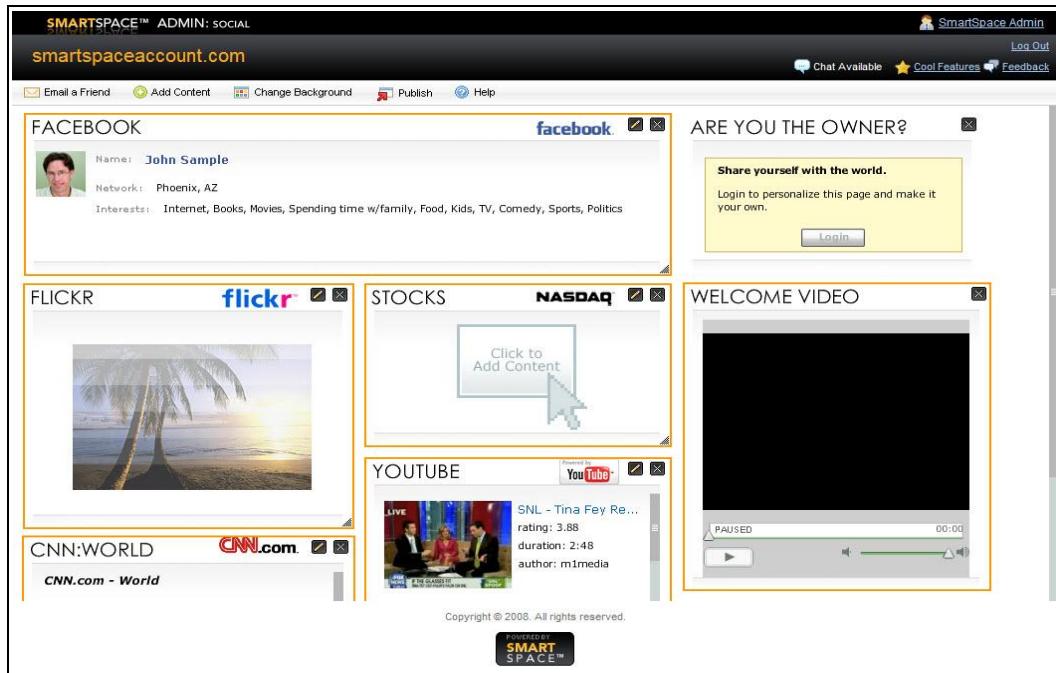
## Set Up the SocialSpace

The SocialSpace, a cornerstone of your SmartSpace, is a place to share everything you love about the Web—Flickr, YouTube, Google News, you name it. We've corralled the best content out there and let you combine it with personal stuff, like your Facebook profile. Anything with an RSS feed is fair game for your SocialSpace. Adding content is easy—with just a few clicks you'll be ready to go.

### Add Fixed Content to Your SocialSpace

Fixed content are feeds that we've pre-selected for you. They range from news and information, to the latest and greatest the Web has to offer. Adding fixed content to your SocialSpace is a breeze.

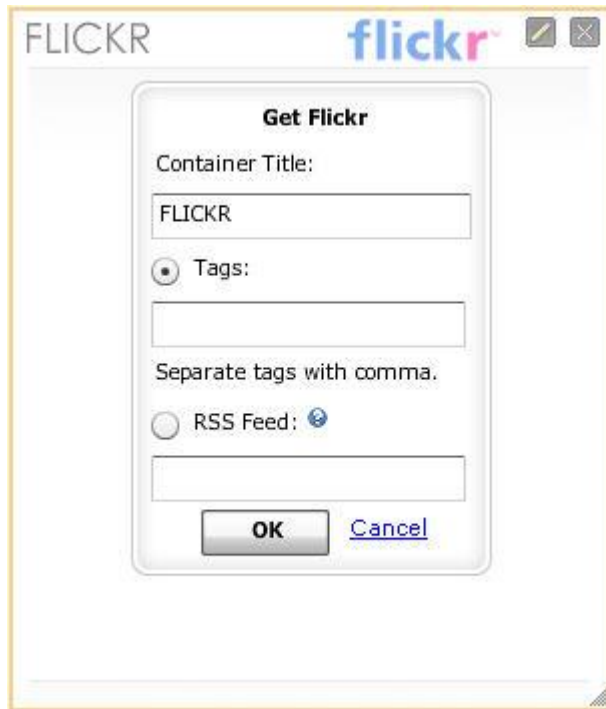
1. Click the **Add Content** button on the menu bar.
2. From the drop-down list, select the type of content you would like in this container. Content is broken up into categories based on the subject. When you find content you want to display, click on it. A new container with that content will be added to your SocialSpace.



### Add Dynamic Content to Your SocialSpace

Dynamic content feeds need a little more information from you first. You don't want to see every picture on Flickr, just ones of cute dogs, right? No problem, after filling in a few fields you'll be seeing those pooches in no time. In this example, we'll configure a Flickr container, but the process is the same for other dynamic content.

1. Click the **Add Content** button on the menu bar.
2. From the drop-down list, select **Photo** and then **Flickr**.
3. Enter a name for the container. Flickr is the default, but you can change it to anything you want.
4. If you want to see pictures with a specific tag, dogs for instance, type "dogs" in the **Tag** field.
5. If you want to see a specific feed from Flickr, a particular users' photos for instance, enter the feed in the **RSS Feed** field.
6. Click **OK**.



Congratulations! You've just added your first container. Rinse and repeat as often as you want, but remember, you can only have 16 containers on your page at any one time. So, choose wisely!

### Remove Content from Your SocialSpace

Content is fluid. You never know if what you, and your site's visitors, will find of interest tomorrow. Good thing it's easy to change your SocialSpace anytime you want.

1. Click the **X** on the container you want to delete.



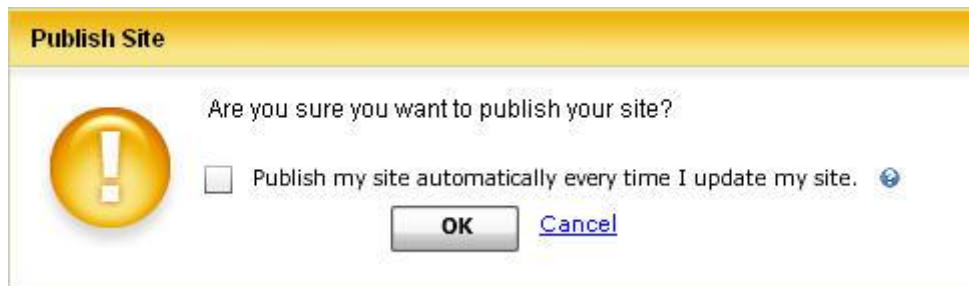
2. Click **Yes** in the conformation dialog box that displays.

The container will be removed from your SocialSpace.

**NOTE:** Deleted containers are gone forever, but you can always re-create a container, if you remove one and change your mind.

### Publish Your SocialSpace

Everything is just where you want it. All of your favorite feeds have been set up in containers, and you're ready to show your new SocialSpace to the world. It's time to publish. Publishing is a snap! Just click the **Publish** button in the menu bar, and click **OK** on the dialog box to confirm. Poof, it's done!



You have an option for future publishing. You can have your page updated each time you make a change, or leave it in manual mode. In automatic mode, every single change you make to your site will be reflected on your SocialSpace. You'll never have to click Publish again. In manual mode, in order for changes you've made to be seen by the visitors to your SocialSpace, you'll have to click Publish. The choice is up to you, it's your domain!

### Invite Users to Your SocialSpace

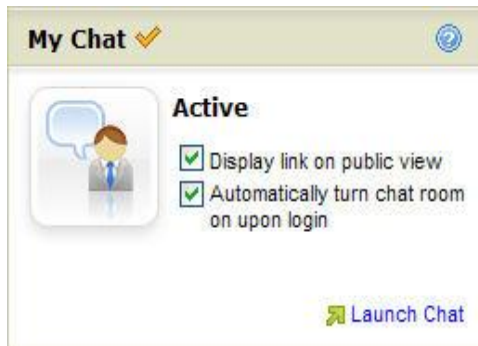
You have content, you've got the layout just so, now it's time to ask some friends to stop by to show them what you've created. Inviting friends is simple.

1. In the menu bar, click the **Email a Friend** link.
2. In the **To:** field, type the email addresses of who you want to invite.
3. In the **From:** field, type your name.
4. The Message Body is pre-configured with some sample text, or you can erase that and include your own.
5. When you're finished, click **Send Email**.

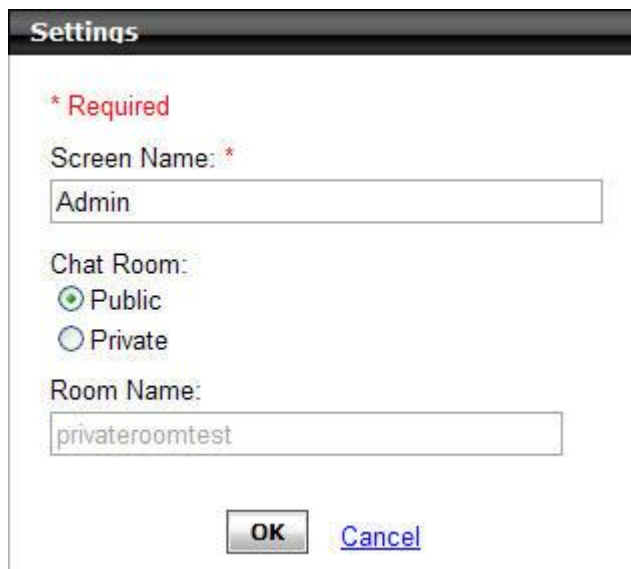
Each email address will get a note from you with a link to your new SocialSpace. Now, just sit back and wait for the accolades.

## Set Up Chat

Chat is a SmartSpace application for online text conversations. Chat lets you launch a room, invite users, monitor and ban users, and participate in public and private chat sessions. Chat is set up by default, all you have to do is make a few choices as to how it's displayed and whether or not it is loaded by default when you log in. To launch your chat room, click **Launch Chat** within the chat container on your Start Page.



Chat also lets you have private conversations with your users. To make a chat public or private, just click on the **Launch Chat** link in the Chat container, and then click **Settings**.



### From the Settings window you can:

- Select a Screen Name (the default is Admin).
- Set whether your chat room is Public or Private.
- Name your Private chat room. Only Private chats have names. Your users need to know this name when they come to chat with you.

Your chat room is now configured. Invite your friends and start chatting away.

## Set Up Your Blog

Blog is a SmartSpace application that lets you set up and manage a blog on your SmartSpace page. You can post new blog entries, view comments to your blog posts, and display a public link to your blog. You can also change which blog account actively displays on your SmartSpace page.

### To Set Up Your Blog(s)

1. In the **Blog** pod on your start page, click **Setup a Blog**.

**NOTE:** If you currently have an active blog, click **Change Account** to add another blog to your SmartSpace.



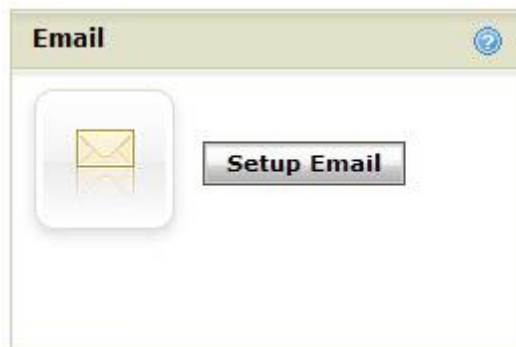
2. Select the appropriate account, and then enter your name, the blog title, and your email address.
3. Accept the user agreement, and then click **OK**.
4. Click **Add a blog entry** to begin writing.

## Set Up Your Email

You can set up multiple email accounts associated with your domain. Email lets you access your active email account from your SmartSpace Start page. You can also change which email account is active.

### To Configure Your Email

1. In the **Email** pod, click **Setup Email**.



2. Select the appropriate account, and then enter your email user name, password, and password confirmation.
3. Click **OK**.
4. Click **Check Email** to access the account for the active email address.

Once you set up your email, you can access the Email Control Center to edit existing or add additional email addresses to your SmartSpace start page .

## Set Up Your Photo Albums

The SmartSpace Photo application lets you upload and share photos with family and friends, or even complete strangers, if you so desire. You can add and maintain photo albums on your SmartSpace start page.

### To Set Up a Photo Site

1. In the **Photos** pod, click **Setup a Photo Site**.



2. Select the appropriate account, and then enter your email address.
3. Select the checkbox if you want to display a link to your photos to the public.
4. Accept the user agreement, and then click **OK**.

Your photo site is ready. What are you waiting for? Get out there, get snapping, and post those photos for the world to see.

## Set Up Your Web Site

The SmartSpace Web site application lets you create and customize a Web site, using a cool, easy-to-use template or your own clean slate. You can add Web pages and make changes as you wish.



### To Set Up a Web Site

1. In the **Website** pod, click **Setup a Web Site**.



2. In the Setup Website dialog box, enter a user name, password, email address, and company or individual name to access your Web site management application.
3. Select **Pre-built site** (easy-to-use templates) or **Blank site**.
4. Accept the user agreement, and then click **OK**.

Your Web site is active. Click **Customize Web pages** to begin adding content to your groovy new site.

### Troubleshooting

Your SmartSpace is designed to provide you with an easy-to-manage Web space. However, you may experience a hiccup from time to time.

A potential problem might occur when you apply your SmartSpace to an existing domain (and any subdomains). In such cases, SmartSpace does not override current CNAMEs. You can make these updates manually, or simply follow this procedure.

#### To Update Your Total DNS Data

1. Log into your **Account Manager**.
2. Under the **My Products** section, select **Domains**.
3. Click on the name of the domain that you want to manage.
4. Under the **Total DNS** section, click **Total DNS Control and MX Records**.
5. Click **Apply SmartSpace**.

You can make changes to your SmartSpace configurations as often as you like. Click **Help** on any page, or the blue question mark in a pod, for more information. Thank you for using SmartSpace to customize your domain and manage your information.