Quick-Start Guide to.tel

The Concept

Congratulations on purchasing your .tel domain!

The .tel is a new top-level domain that allows owners to store, manage and publish contact information, location records and keywords directly in the Domain Name System (DNS), the global internet system that stores the location of all the websites on the World Wide Web. This is the first service of its kind to enable anyone with basic computer skills to use the DNS to easily store contact information. In doing so, it provides millions more individuals and businesses with an exciting new service that will completely change the way we will be able to communicate and keep in touch with others.

Wherever life takes you, you'll now always be in the right place for your friends, family, colleagues and associates to find you. Your .tel domain name is accessible from any device connected to the internet, and all your information is displayed in a "click to communicate" format.

The .tel allows you to:

- Add and edit all types of contact details, text keywords and location information

- Prioritize contact information

- Add structure to your .tel by creating folders (e.g. london.uk.hotels.tel)

- Set up profiles to easily switch between sets of contact information depending on your preferences (e.g. work, home, travelling…)

- Control access to private information published in your .tel

This guide aims to help you quickly learn how to perform these basic activities with your .tel.

Your .tel Control Panel

Your .tel service provider has sent you a link to your .tel control panel, and a username and password to log in. You can now enter your .tel control panel to add your first contacts into your .tel domain. After logging in, you see the Dashboard tab, which is the central place for managing your .tel domain. The other tab, Privacy, is for controlling access to private information. When you activate your TelFriends feature, you will also be able to manage your friend list on the Friends tab.

When you add a contact, keyword or any other information to your .tel on the Dashboard, it is instantly published in the DNS. Type in your .tel name in a browser to see how your data is displayed.

Important: The page displaying the .tel to the world is different from your .tel control panel. You cannot access your control panel from the page displaying your .tel; instead, follow the link provided by your .tel service provider.

Contacts

The main elements of your .tel are controlled from the central column of the **Dashboard** page. Here, you can add profiles, text, keywords, and contact information, such as phone numbers, email addresses, IM names, and more.

To add a new piece of **publicly** contact information, follow these steps:

1. Click **Get Started** in the **Contact Information** pane.

2. In the **Add new item** window, fill in the fields to add your new contact:

   - **Contact type** can be a phone number, email address, website link, Skype handle, and so on. It is important to choose the right one so that people can 'click to connect' with you.

   - **Location** is an optional field to associate your contact with a location, such as home, work, or travel.

   - **Label** is an optional name or comment for the contact item, such as "direct line" or "personal"

   - **Value** is the contact item itself; for a telephone number, enter the number using an international format; for a Skype contact, enter the ID; for the website, enter the link, and so on.

3. Click **Save** to confirm.

Congratulations, your first contact item has been created successfully! The changes are visible in a browser almost immediately after saving, however, sometimes on rare occasions this may not be visible for up to 10 minutes.

> Note: The **Advanced** options in the **Add new item** window also enable you to add private contact items and assign contacts to specific profiles. Please see the Guide to .tel for details.

Keywords

Keywords are bits of text that help describe and distinguish your .tel domain, telling people more about you or your business. They also help search engines to find your .tel and may improve search engine rankings, which is especially good for businesses. The .tel supports multi-lingual keywords, especially useful for international businesses and world travelers.

Keywords are always visible to everyone, and each folder can have different keywords. Be careful not to enter keywords that can be used against you.

To add a new keyword, follow these steps:

1. Click **Get Started** in the **Keywords** area.
2. In the **Add Keywords** window, select the keyword category, such as your name, job information, or hobbies. If your keywords do not fit into any existing category, choose free text.
3. Type in the keyword; you can add more keywords at any time.
4. Click **Save** to confirm. Only the keyword in the current tab will be open.

Text header

A text header is a bit of text that introduces your .tel. It can be your name, address, your occupation, title, or just a fun message. If you run out of space, use keywords.

To add a text header, simply click the grey text area, type in your text, and click **Save**. To edit the text header, click the grey area again or use the **Edit** button.

Together with contacts and keywords, a text header is associated with a profile is always visible, and is different in each folder.

Profiles

Profiles allow you to switch between ready-to-use contact sets with one click.

For example, you can have a Work profile with all your business contacts, and a Home profile that you switch to when you leave the office.

To create a new profile, do the following:

1. In the drop-down menu, select **Create new profile**.

2. Type in the name of the new profile and click **Save**.

3. In the list of contacts, tick the ones you wish to add to the profile and select **Add to profile** in the list of actions.

Your profile is ready; to switch to this profile, click **Activate** in the Profiles pane. Private information will also change depending on how you set up the Profiles.

Location

The optional location record allows you to publish location information in your .tel domain. This may be where you wish to indicate you are (either manually or through a GPS-capable device) or where your business might be located.

In the **Location** field on the right, enter a post code or an address in the search field and click the search button. Alternatively, you can manually zoom and pan in the map and drag your .tel domain locator pin to an area you want.

You will see the map appear in the window. Click **Save** to confirm your location and it goes live. You can always remove it by clicking **Delete**.

Folders

Some people may want to use folders to group together similar types of data.

For example, if you belong to many social networks, you may want to store all links to your web profiles in one folder, for example, in social.yourname.tel.

To create a folder, click **Add** in the **Folders** pane, enter the folder name (no spaces allowed) and click **Save** to confirm.

You can move or copy multiple contacts between folders. For that, tick the contact you need to move and select **Move to…** or **Copy to…** in the drop-down menu. Click **Save** to confirm.

Friends

Your **Dashboard** tab also offers you to activate the **TelFriends** feature for controlling access to your private data. Only people that you have accepted as friends can see your private information. People can become your friends be sending you a friend request that you can accept or reject. You can also delete or move friends at any time.

To activate TelFriends for your .tel domain, click **Go to TelFriends** and follow the simple sign up procedure.

More…

In addition to the basic operations outlined in this guide, the .tel offers you a much wider range of options. For more information, please visit the .tel Community website or contact your .tel provider for technical support.

Questions?

You should first contact your .tel service provider in the event that you have technical difficulties or require support. Further resources can also be found at http://www.telnic.org. For more technical information, please see http://dev.telnic.org

Feedback?

We are happy to get feedback on any of the information within this or other guides or suggestions or requests for additional functionality. If you have any feedback of this type, please email community@telnic.org.