The Web Hosting Depot

Website migration checklist

Moving a site to a new host without downtime.

BEFORE

- [ ] Full backup: files and database
- [ ] List email accounts, DNS records and cron jobs
- [ ] Note PHP version and any server settings
- [ ] Lower DNS TTL to 5 minutes a day ahead
- [ ] Check if the new host migrates for free

MOVE

- [ ] Copy files and import the database
- [ ] Update database settings in the site config
- [ ] Test on a temporary URL or with a hosts-file entry
- [ ] Install SSL on the new host
- [ ] Recreate email accounts and forwarders

SWITCH AND CHECK

- [ ] Point DNS (or nameservers) to the new host
- [ ] Check the site, forms, checkout and logins
- [ ] Check email sends and receives
- [ ] Watch for 404s and errors for a week
- [ ] Cancel the old host only after it is all working