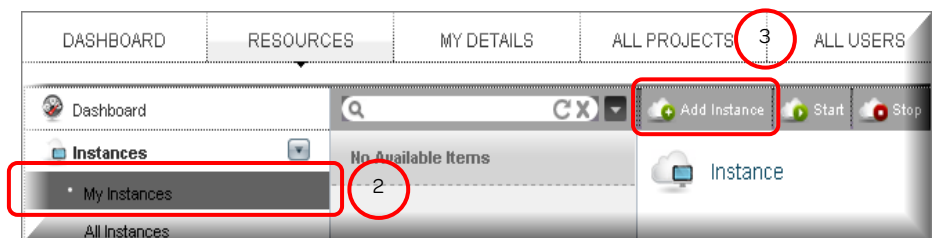
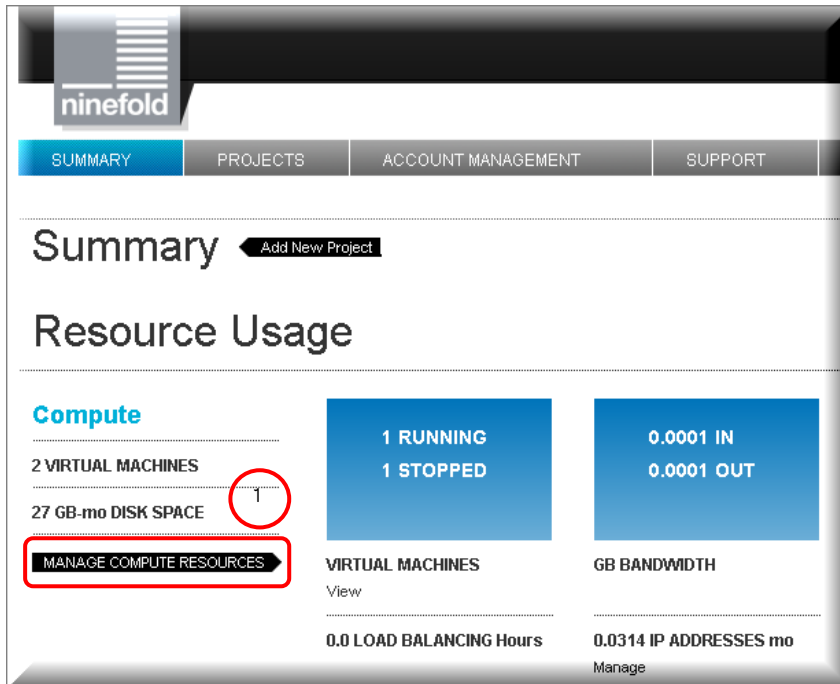




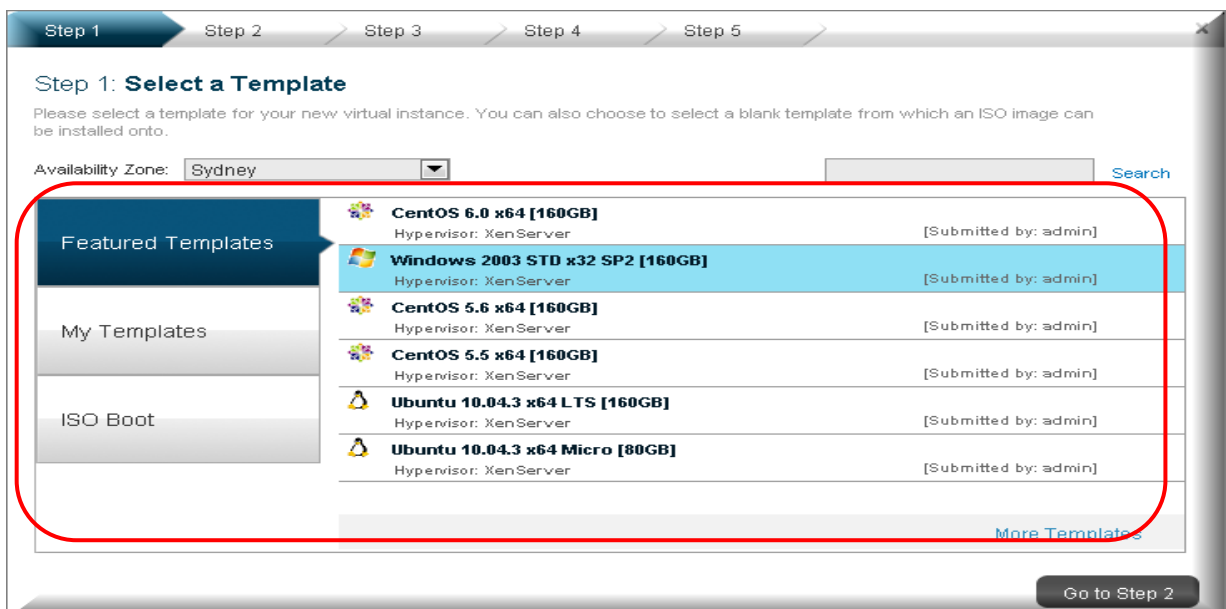
# Create a new Virtual Server

First need to add an Instance (an instance is another name for a virtual machine).

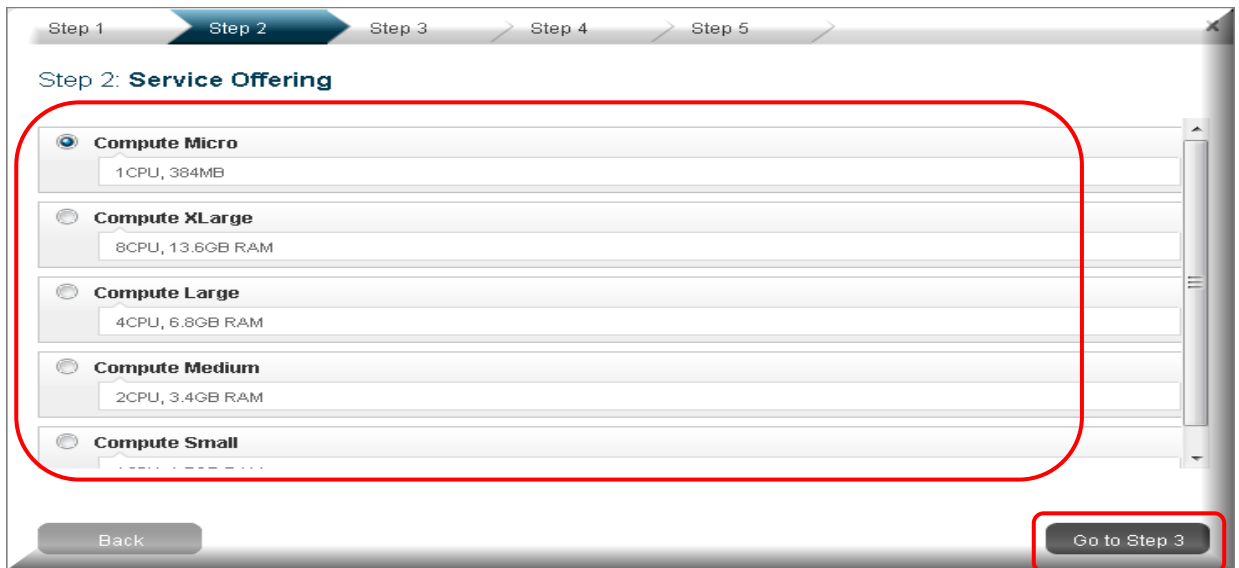
1. Once you login to Ninefold's portal on the Summary tab click on Manage Compute Resources (1). On the left dashboard menu click on Instances to expand the menu. Click on My Instances (2) and then Add Instance (3).



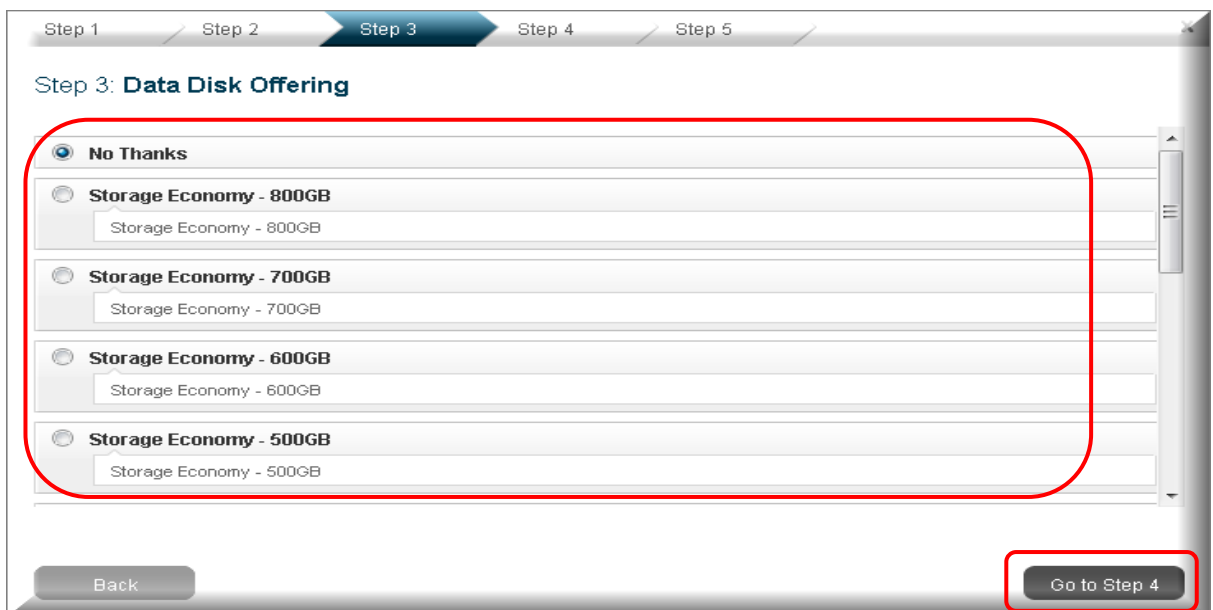
2. A wizard will appear to step you through creating the Virtual Server.  
**Step 1: Select a Template.** Choose from one of our Featured Templates or from a blank template. To progress click the Go to Step 2 button at the bottom right of the screen.



**Step 2: Service Offering.** Choose how powerful you want the server to be. To progress click the Go to Step 3 button or to return to the previous screen, click the Back button at the bottom right of the screen.



**Step 3: Data Disk Offering.** By default each virtual server comes with 160GB of disk space. Here you can choose if you want to attach an additional data disk to your virtual server. To progress click the Go to Step 3 button.



**STEP 4: Network.** The virtual network is already pre-configured; any servers we build are automatically assigned an IP address on your own private network (or VLAN). Select the Go to Step 5 button.

**STEP 5: Review.** Confirm the virtual server details are correct. On this screen you can enter an optional label to give your server a Name and/or Group. This is helpful if you plan to create multiple servers of the same type for easy identification i.e. Web server. If any changes need to be made click on the Back button otherwise click Submit to create your Virtual Server.

The screenshot shows a multi-step configuration process. At the top, a progress bar indicates 'Step 5' is active. Below the title 'Step 5: Review', there is a list of configuration items, each with a green checkmark icon:

- Name (Optional):** [Empty text input field]
- Group (Optional):** [Empty text input field]
- Zone:** Sydney
- Hypervisor:** XenServer
- Template:** Windows 2003 STD x32 SP2 [160GB]
- Service Offering:** Compute Micro
- Data Disk Offering:** [Empty text input field]
- Primary Network:** Virtual Network

At the bottom left is a 'Back' button, and at the bottom right is a 'Submit' button. A red rounded rectangle highlights the configuration items, and another red rounded rectangle highlights the 'Submit' button.

Your virtual server (Instance) is now being created. This may take a few minutes, depending on the options selected. Once the virtual server is created you will see it in the 'My Instances' list.

