HOW TO

Create a DNS record

MINISTRY OF FINANCE AND TREASURY
It@finance.gov.mv

Create a new Forward Lookup Zone

To create a new forward lookup zone:

1. Start the DNS snap-in. To do this, click **Start**, point to **Administrative Tools**, and then click **DNS**.

2. Click the DNS Server object for your server in the left pane of the console, and then expand the server object to expand the tree.
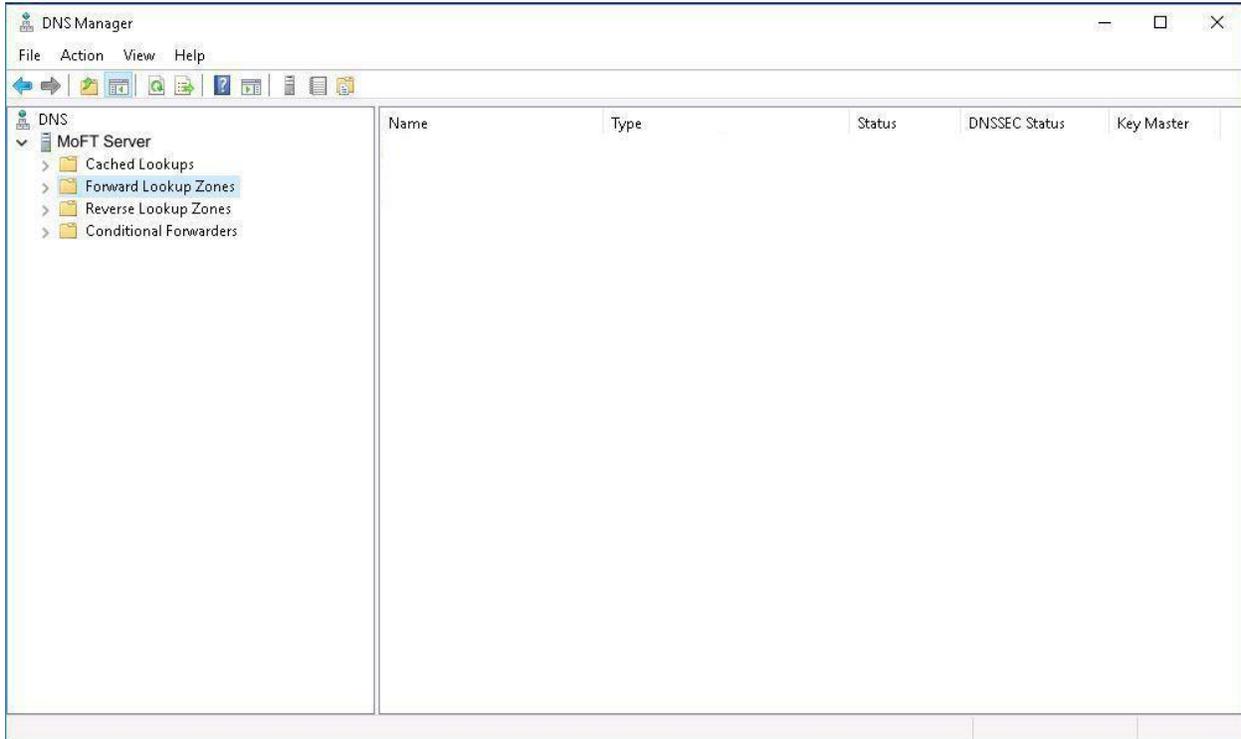
3. Right-click **Forward Lookup Zones** and then click **New Zone**. The New Zone Wizard starts. Click **Next** to continue.
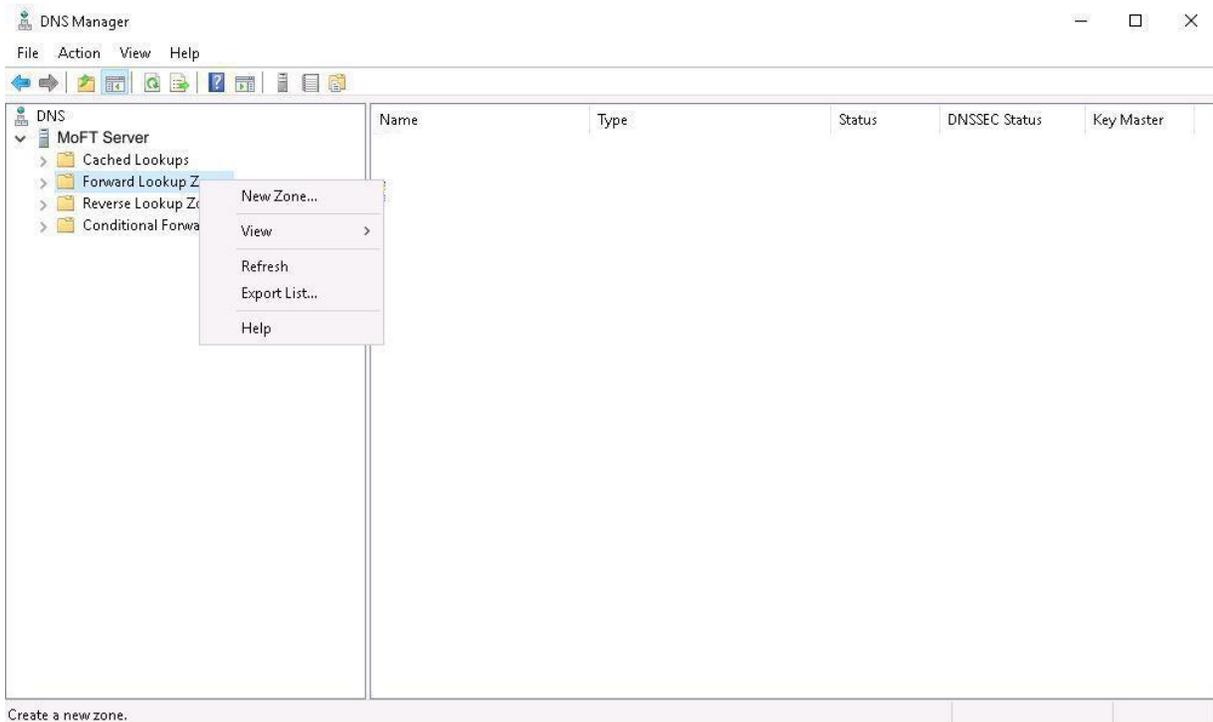
4. New Zone Wizard appears, click **Next** to continue.
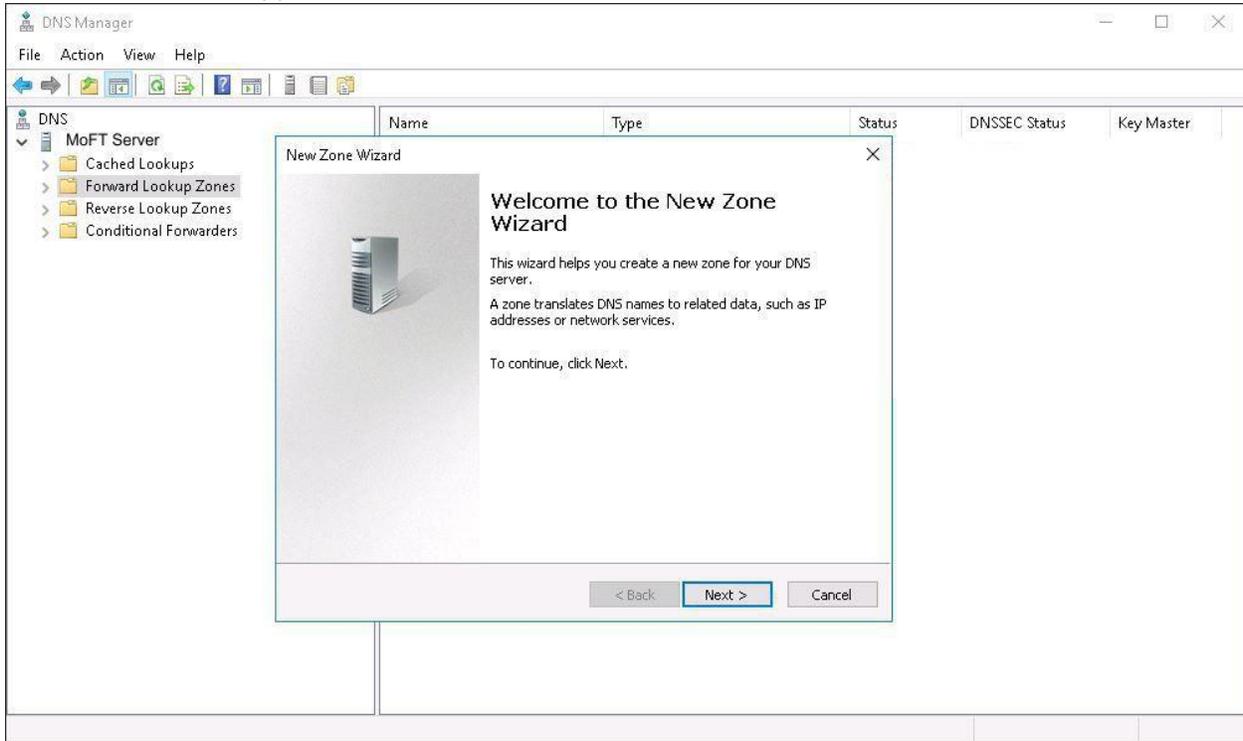
5. Select "Primary Zone" to create a copy of your zone and click **Next** to continue.
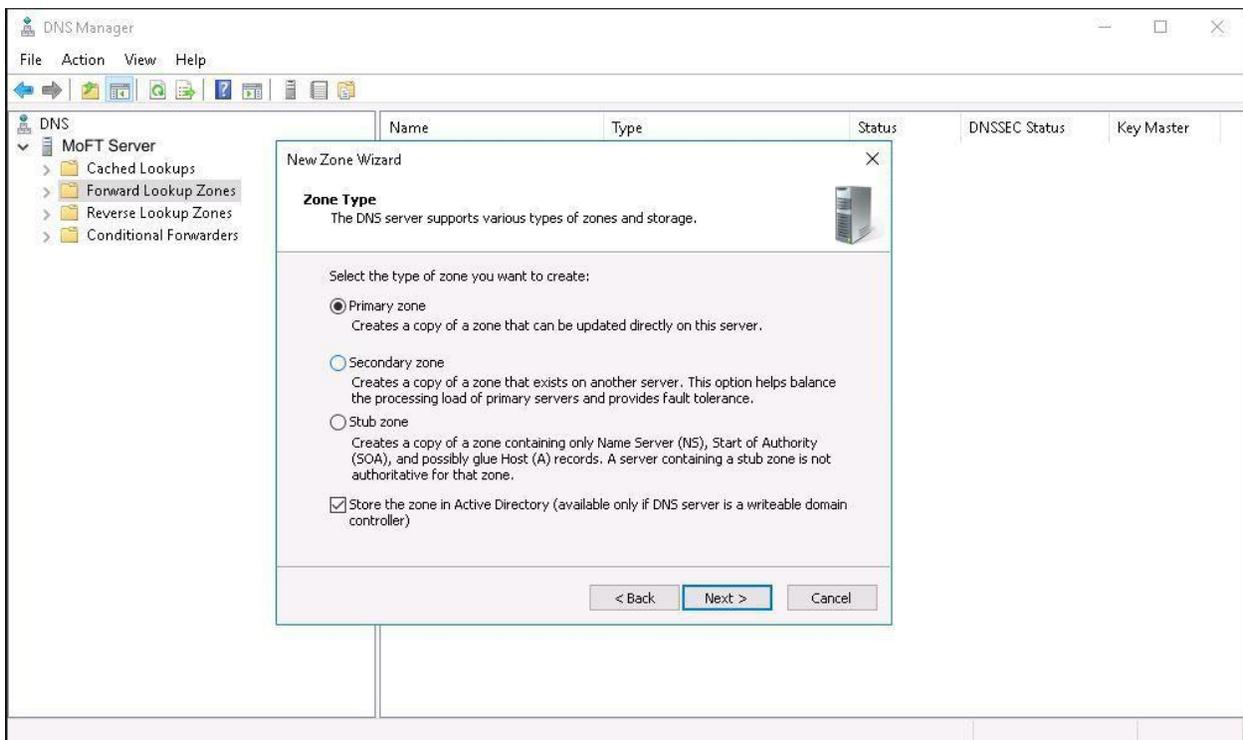
6. From the "Active Directory Zone Replication Scope" dialog box select one of the radial button options or accept the default of "To all domain controllers in the Active Directory domain Name.Com and click **Next**.
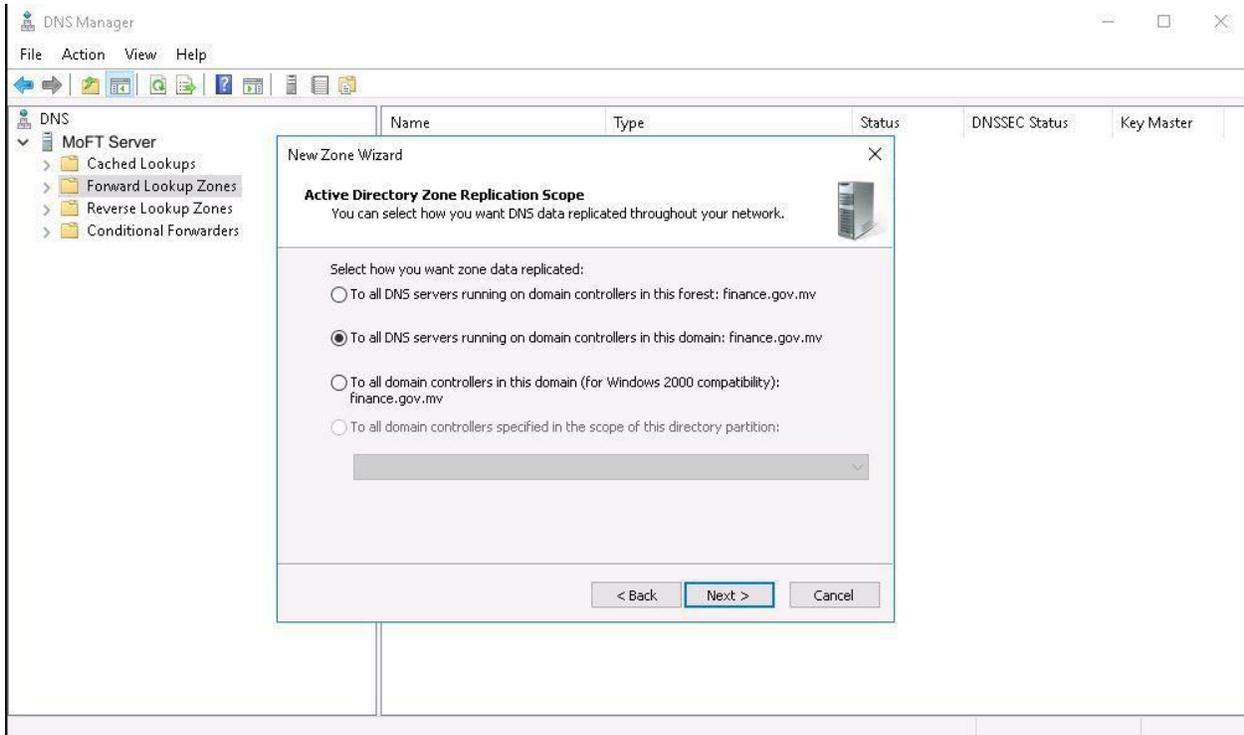
7. From the "Forward or Reverse Lookup Zone" dialog box select Forward lookup zone and click **Next**.

8. In the **Zone Name** box, type the name of the zone "**finance.gov.mv**", and then click **Next**.
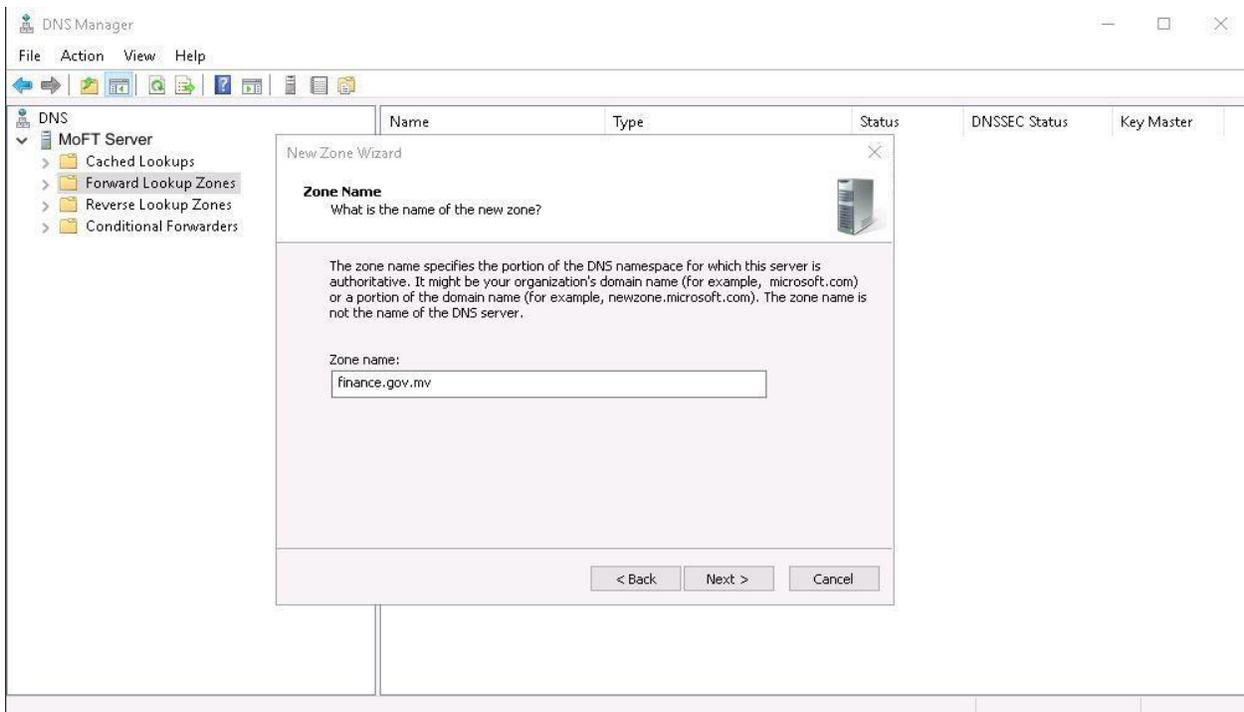
NOTE: This name is typically the same as the DNS suffix of the host computers for which you want to create the zone.

9. From the "Dynamic Update" dialog box select one of the radial button options or accept the default of "Allow only secure dynamic updates (recommended for Active Directory)" and click **Next** to compete the task.

10. Click **Finish**.

11. The new zone is listed under **Forward Lookup Zones** in the DNS tree.

Create a Host or "A" record

To create a host or "A" record:

1. Start the DNS snap-in.

2. Click the DNS Server object for your server in the left pane of the console, and then expand the server object to expand the tree.

3. Expand **Forward Lookup Zones**.

4. Under **Forward Lookup Zones**, right-click the zone that you created "finance.gov.mv", and then click **New Host (A)**.
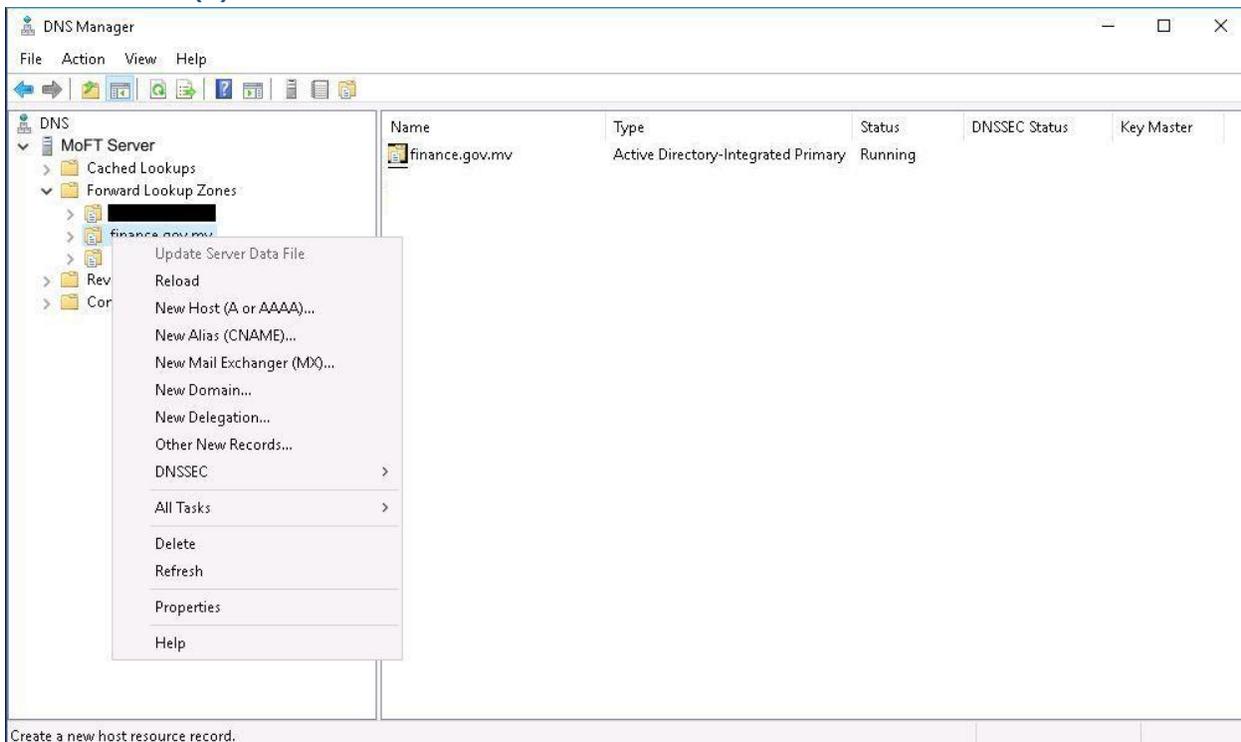
5. In the **Name** box, type "prbici01" and In the **IP address** box, type **"10.244.7.17"**.
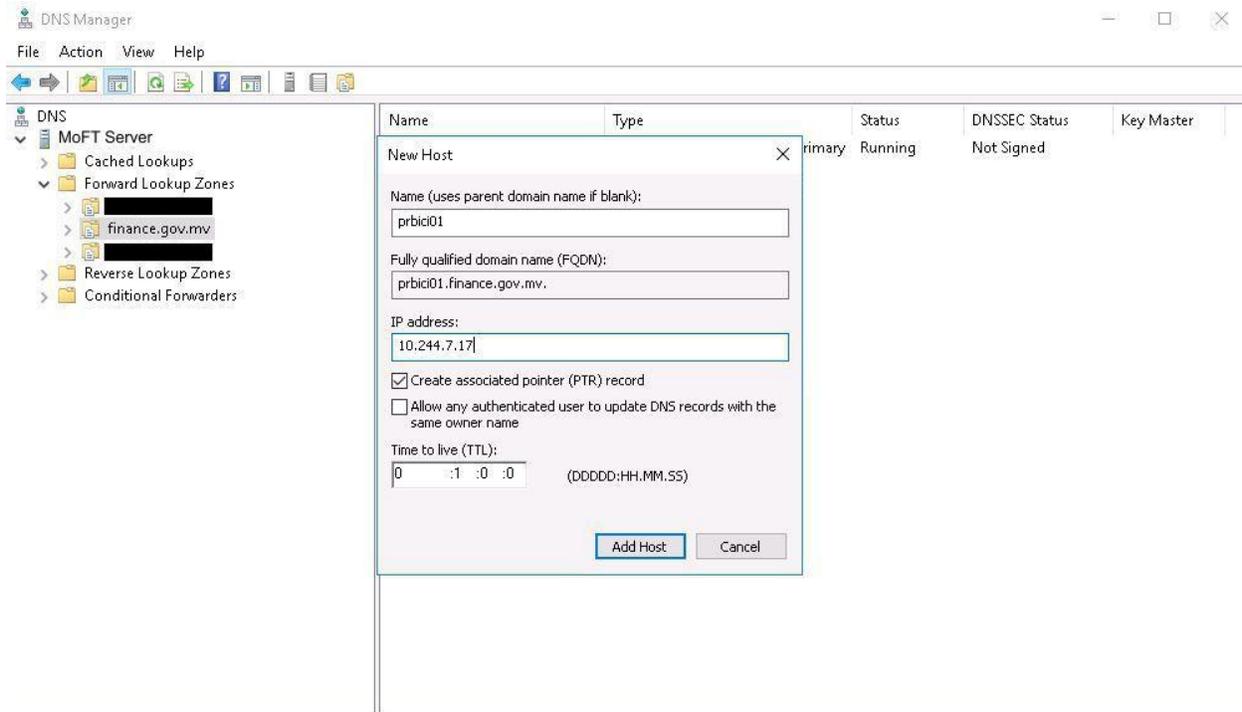
6. Select the **Create associated pointer (PTR)** record check box, and then click **Add Host**.
The host record "**prbici01.finance.gov.mv**" was successfully created.
Click **OK**.
7. When you are finished adding hosts, click **Done**.

8. Add 1 more record to access Ministry of Finance and treasury website. Under **Forward Lookup Zones**, right-click the zone that you created "finance.gov.mv", and then click **New Host (A)**.
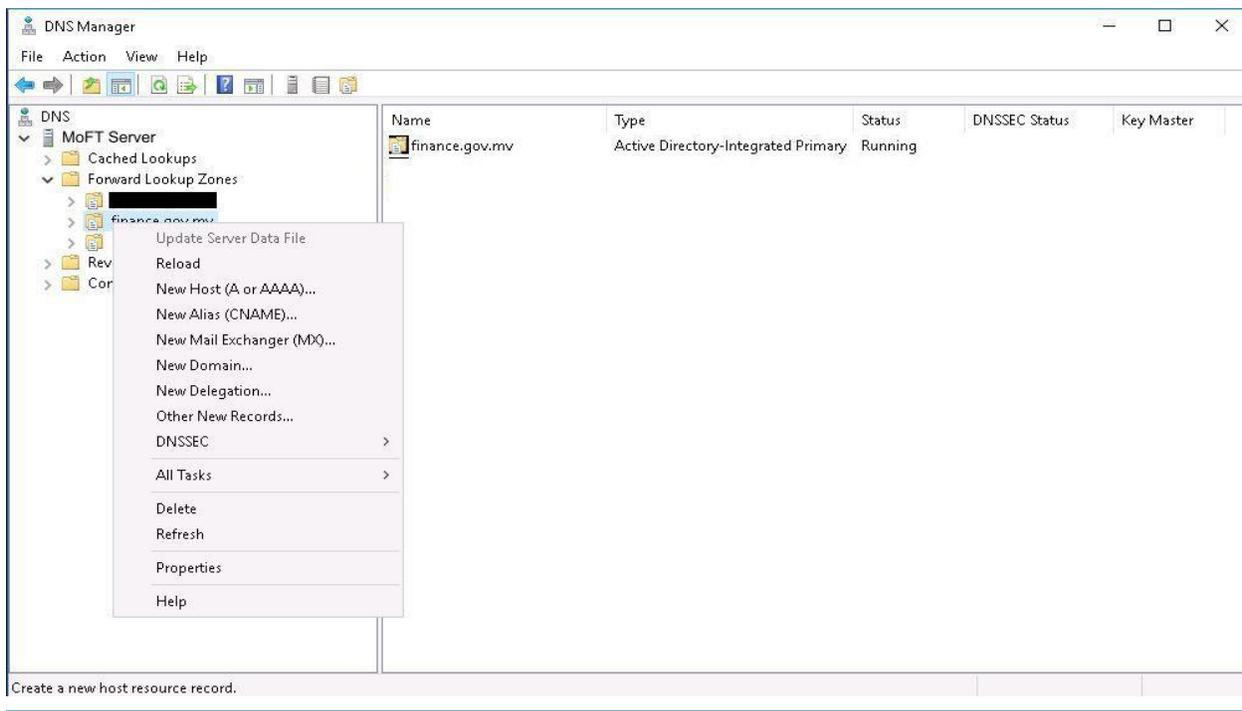
9. In the **Name** box, type "www" and In the **IP address** box, type **"202.1.207.53"**.
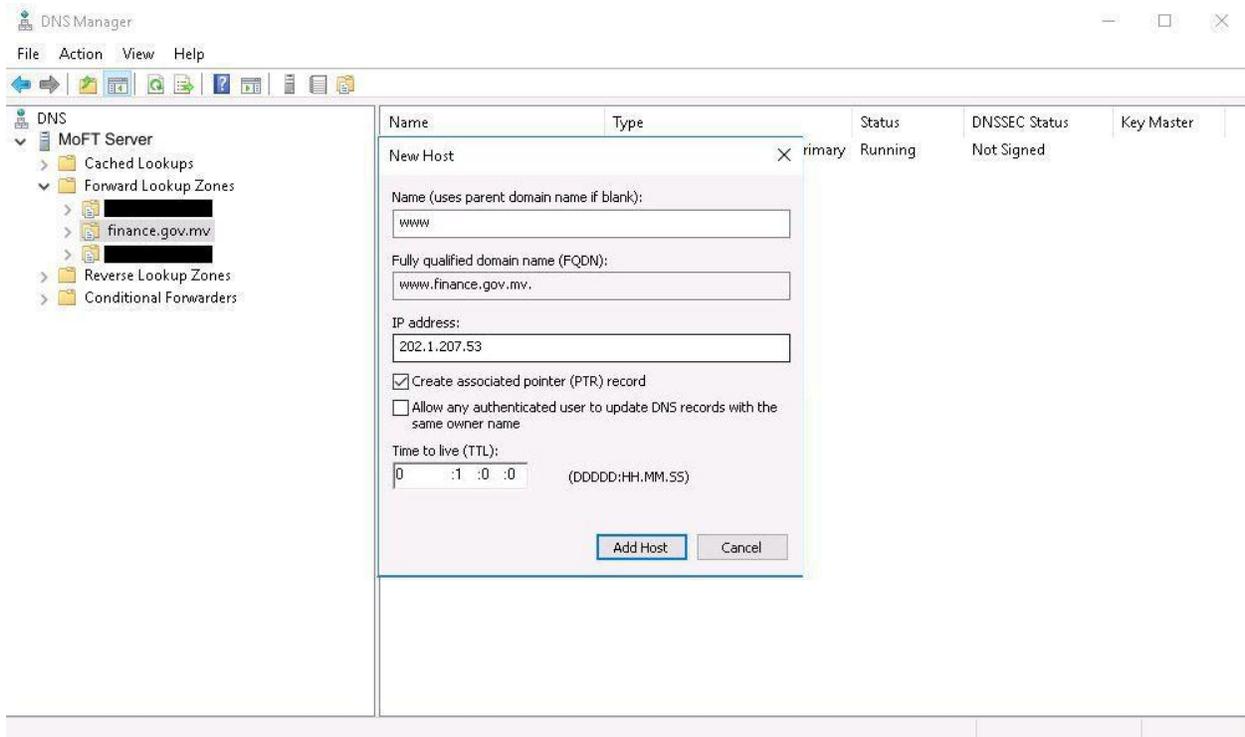
6. Select the **Create associated pointer (PTR)** record check box, and then click **Add Host**.
The host record "**www.finance.gov.mv"** was successfully created. Click **OK**.

8. We must run the **ipconfig / flushdns** under the command prompt in order for the sites to be accessible.