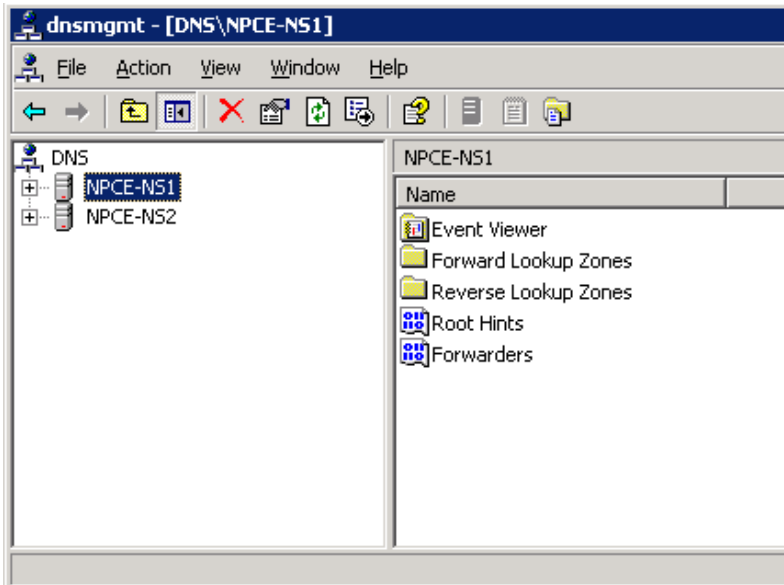
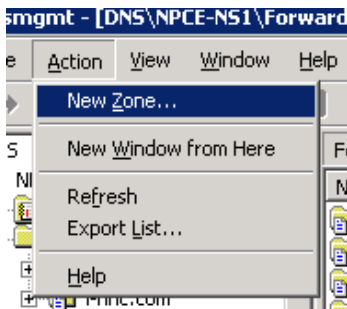


Setting Up a New Internet DNS Record

1. Log on to ns1.npce.net either locally or through Remote Desktop.
2. Open DNS management MMC (shortcut located on desktop). Please note that access to **NPCE-NS2** is also available in this console for step 17.

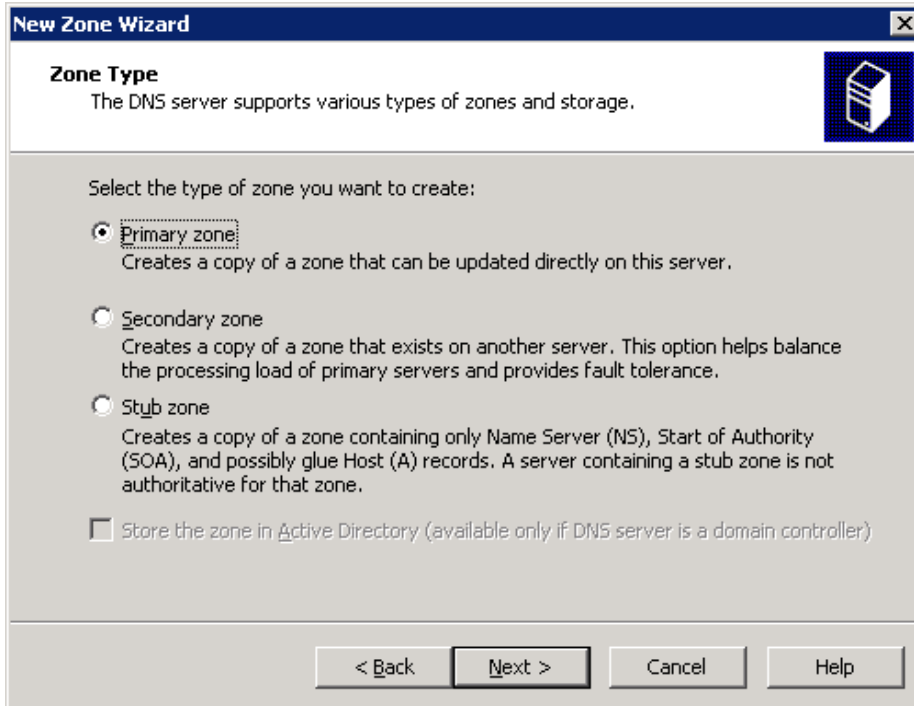


3. Click on **NPCE-NS1** to select it and click on **Action** and choose **New Zone**.

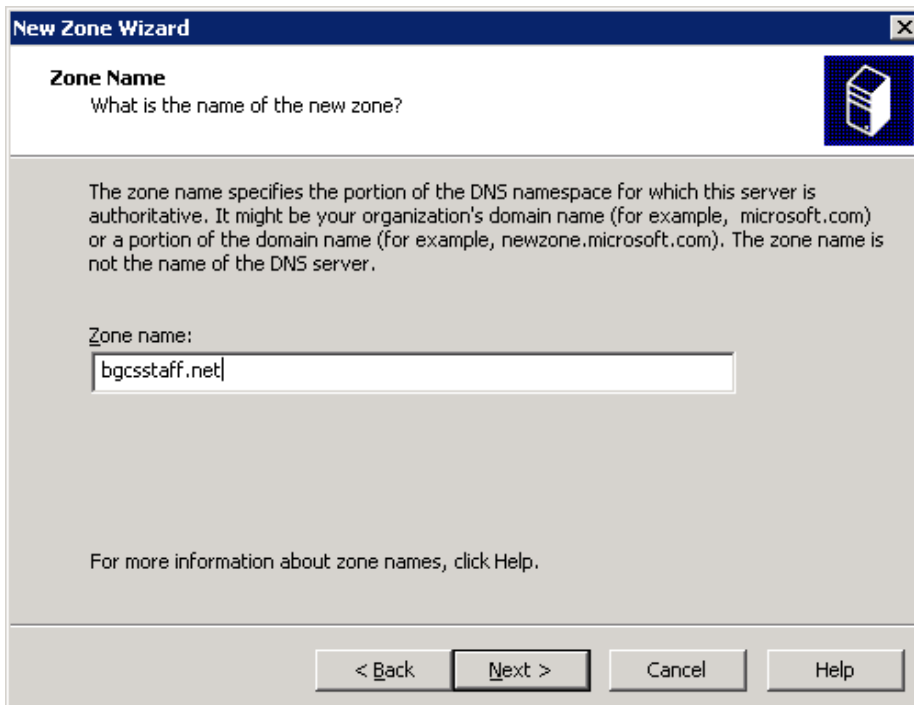


4. This will start the New Zone Wizard. Click **Next** to begin.

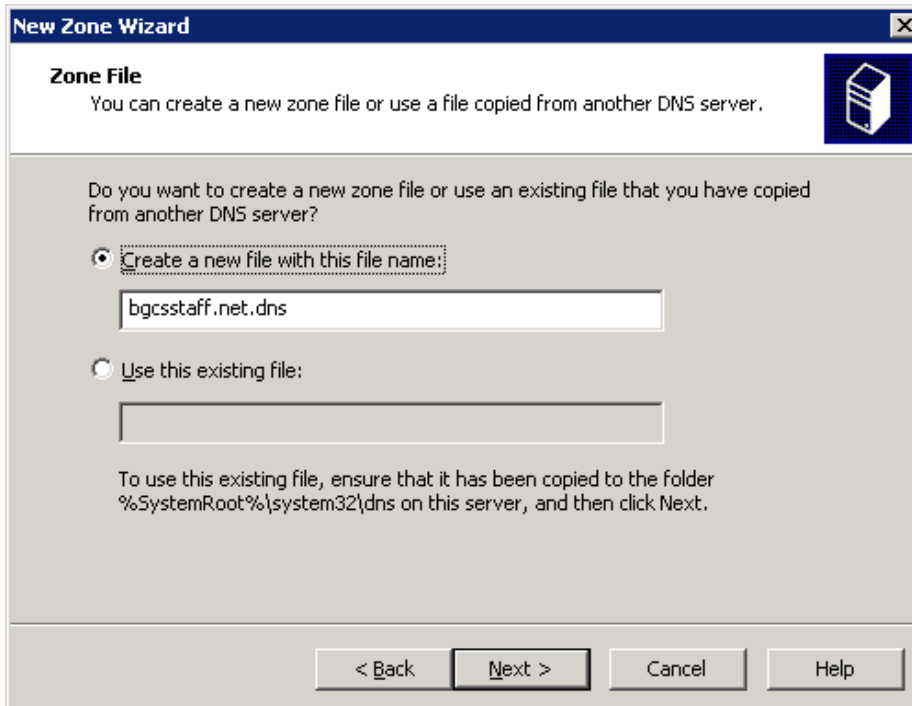
5. Select **Primary Zone** and click **Next**.



6. Type in the name of the new zone, which is the registered domain name and click **Next**.

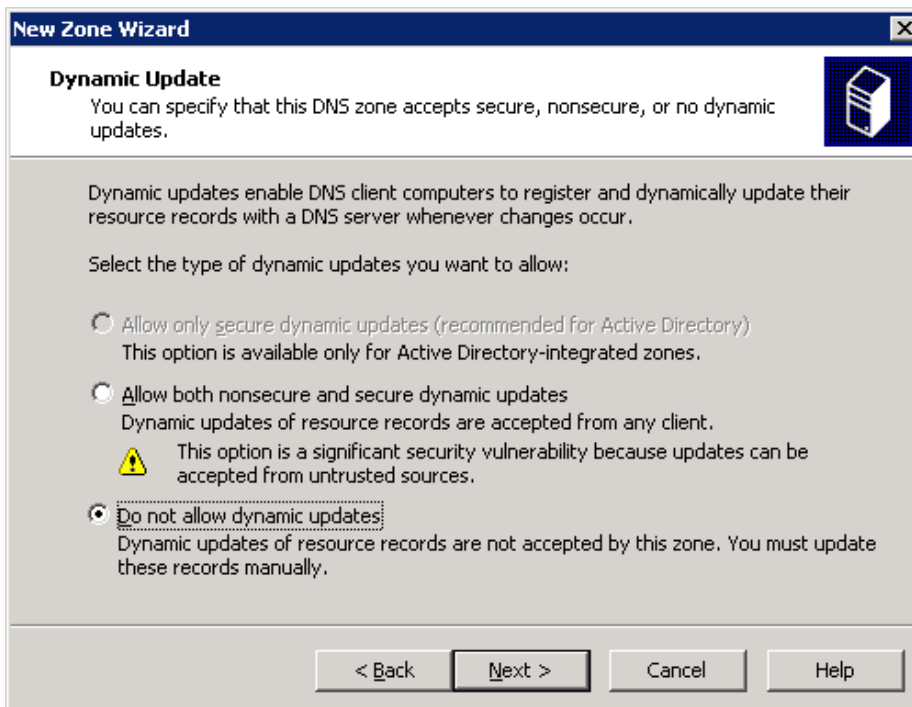


7. Choose the option **Create a new file with this file name:** and leave the default file name in the box. The default is usually the domain name with .dns as an extension. Click **Next**.



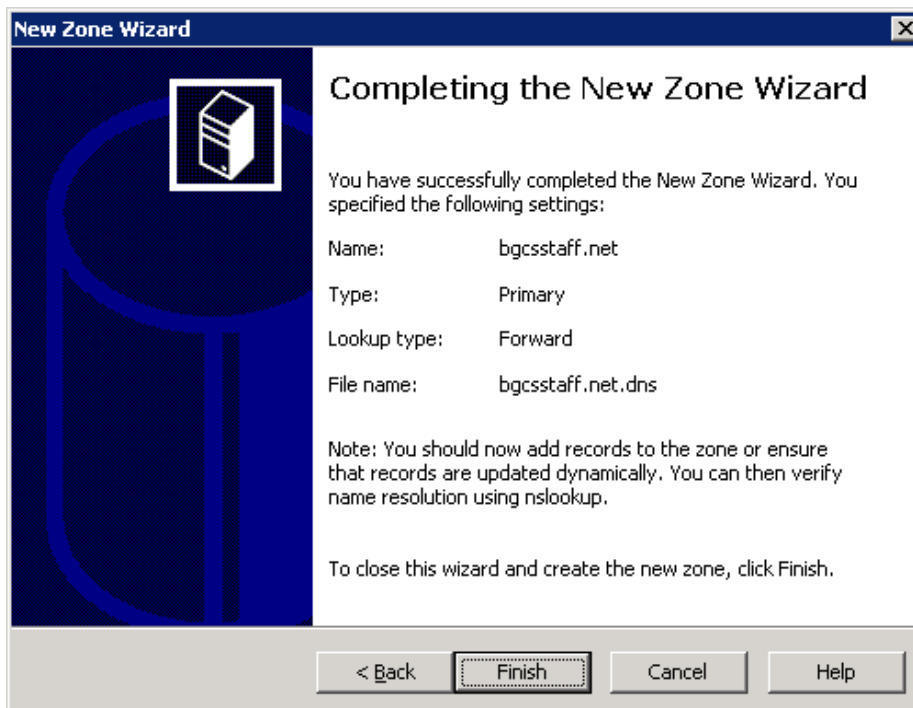
The screenshot shows the 'New Zone Wizard' dialog box, titled 'New Zone Wizard'. The current step is 'Zone File'. The text reads: 'You can create a new zone file or use a file copied from another DNS server.' Below this, a question asks: 'Do you want to create a new zone file or use an existing file that you have copied from another DNS server?'. There are two radio button options: 'Create a new file with this file name:' (which is selected) and 'Use this existing file:'. The selected option has a text input field containing 'bgcsstaff.net.dns'. The 'Use this existing file:' option has an empty text input field. Below the input fields, a note states: 'To use this existing file, ensure that it has been copied to the folder %SystemRoot%\system32\dns on this server, and then click Next.' At the bottom of the dialog, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

8. Choose the option **Do not allow dynamic updates** and click **Next**.

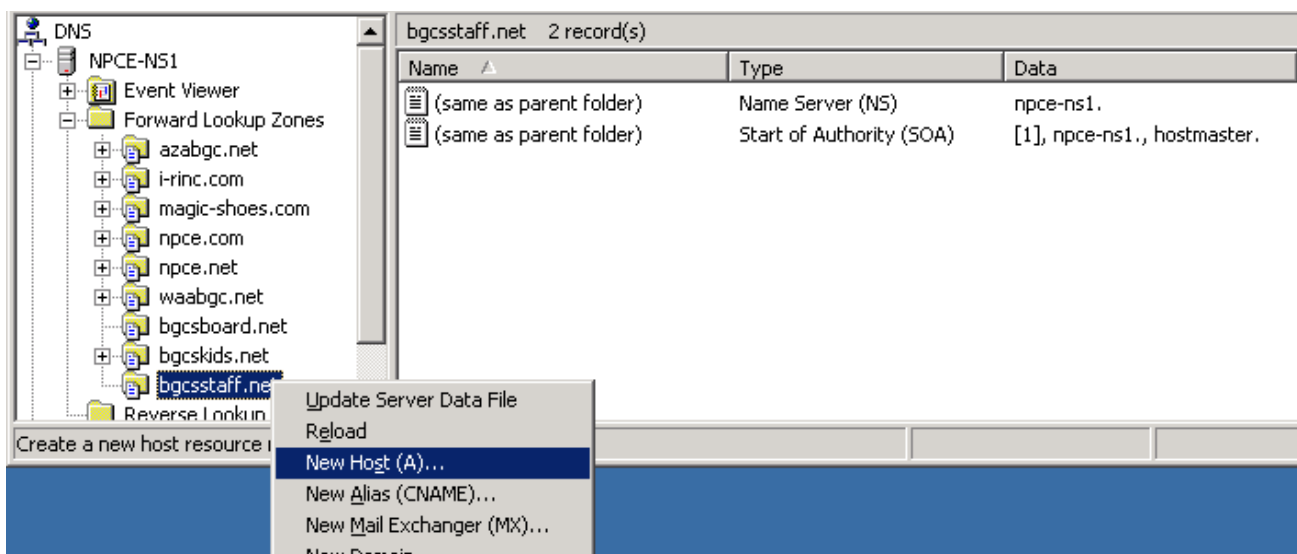


The screenshot shows the 'New Zone Wizard' dialog box, titled 'New Zone Wizard'. The current step is 'Dynamic Update'. The text reads: 'You can specify that this DNS zone accepts secure, nonsecure, or no dynamic updates.' Below this, a paragraph explains: 'Dynamic updates enable DNS client computers to register and dynamically update their resource records with a DNS server whenever changes occur.' A question follows: 'Select the type of dynamic updates you want to allow:'. There are three radio button options: 'Allow only secure dynamic updates (recommended for Active Directory)' (with a sub-note: 'This option is available only for Active Directory-integrated zones.'), 'Allow both nonsecure and secure dynamic updates' (with a sub-note: 'Dynamic updates of resource records are accepted from any client.' and a warning icon: 'This option is a significant security vulnerability because updates can be accepted from untrusted sources.'), and 'Do not allow dynamic updates:' (which is selected, with a sub-note: 'Dynamic updates of resource records are not accepted by this zone. You must update these records manually.'). At the bottom of the dialog, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

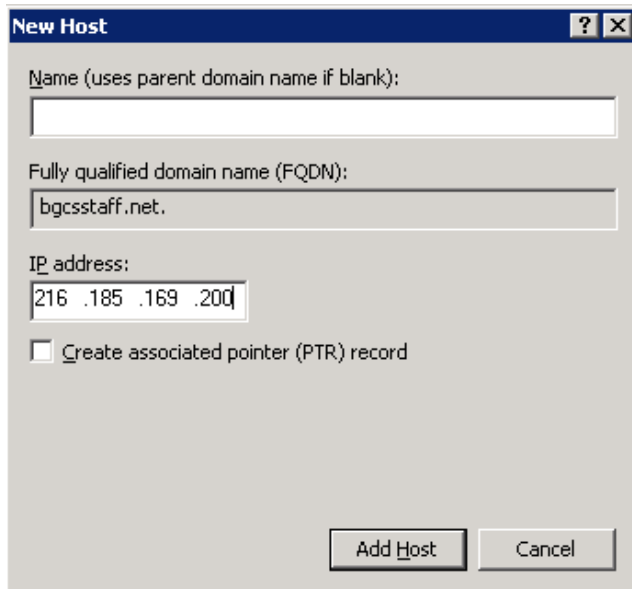
9. Note the settings you have chosen to make sure they are correct and click **Finish**.



10. Note that the wizard automatically creates the Name Server and Start of Authority entries. Right-click on the new zone and choose **New Host (A)**.



11. Create the parent domain host entry by leaving the **Name** field blank, typing in the IP address of the **Web server** and clicking **Add Host**. Note the **Fully qualified domain name (FQDN)** which is generated automatically. This is what is being pointed to the IP address specified.



New Host [?] [X]

Name (uses parent domain name if blank):
[]

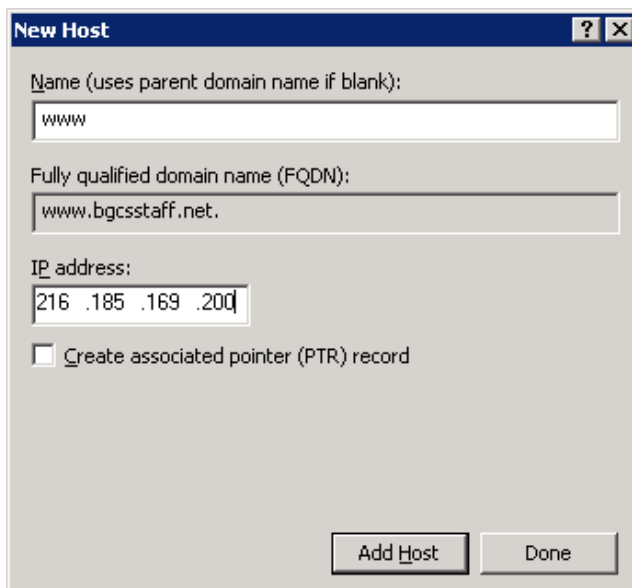
Fully qualified domain name (FQDN):
bgcsstaff.net.

IP address:
216 .185 .169 .200

Create associated pointer (PTR) record

[Add Host] [Cancel]

12. Create the host entry with the host name www by typing in **www** in the **Name** field and filling the IP address of the **Web server** and clicking **Add Host**. Again, note the FQDN is generated automatically.



New Host [?] [X]

Name (uses parent domain name if blank):
www

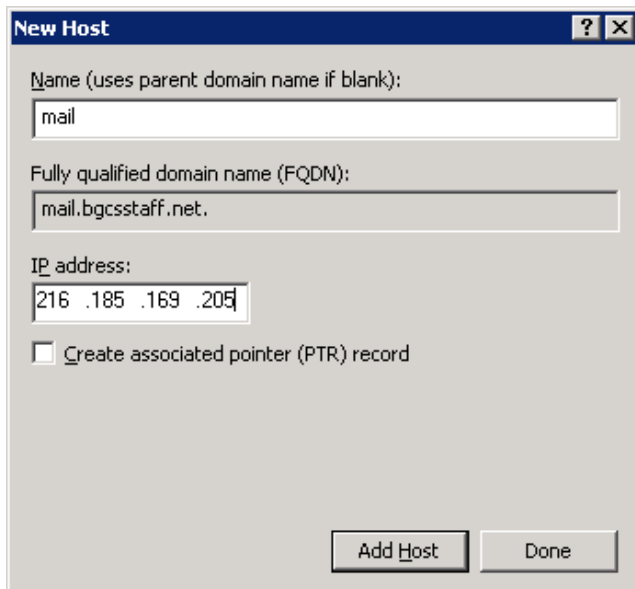
Fully qualified domain name (FQDN):
www.bgcsstaff.net.

IP address:
216 .185 .169 .200

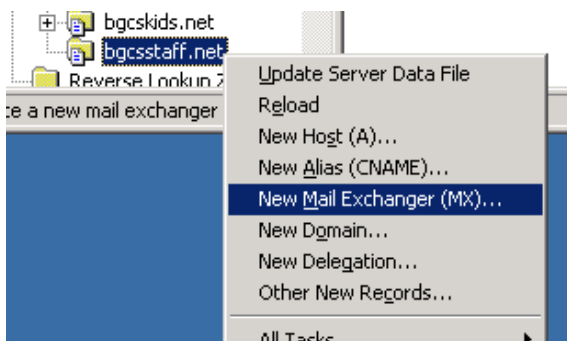
Create associated pointer (PTR) record

[Add Host] [Done]

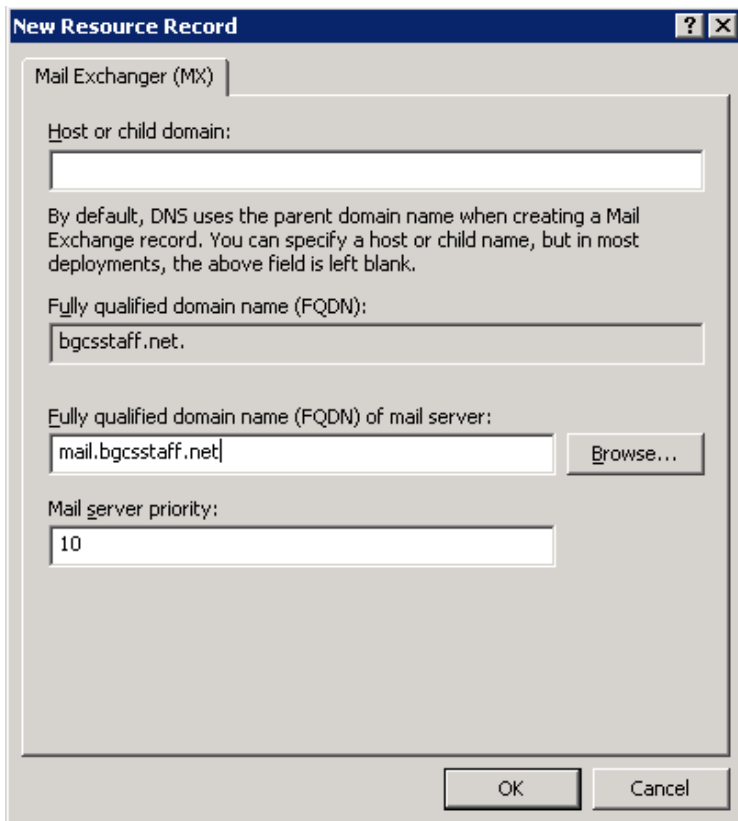
13. Create the host entry with the host name mail by typing in **mail** in the **Name** field and filling the IP address of the **E-mail server** and clicking **Add Host**. Again, note the FQDN is generated automatically.



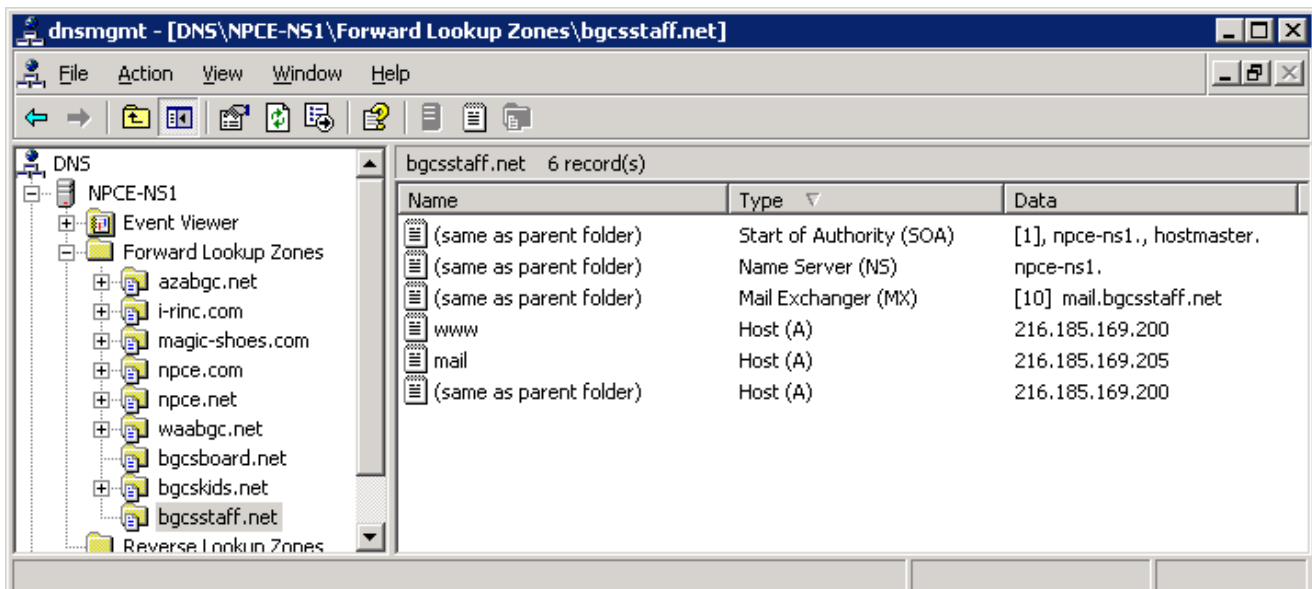
14. Right-click on the zone again and this time choose **New Mail Exchanger (MX)**.



15. To create the Mail Exchanger resource record, leave the **Host or child domain:** field blank and type in the **FQDN of the E-mail server** in the **Fully qualified domain name (FQDN) of mail server:** field. This is the same FQDN that you had generated automatically for you in step 13. Click **OK**.



16. Review your records to make sure they look similar to the picture below.



17. Repeat for **NPCE-NS2**.