Adding a Mailbox to an Existing User Account

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Open Active Directory Users and Computers

Once in awhile, we have an account that existed prior to the addition of the Exchange server. We can add the mailbox and email account by visiting the Active Directory Users and Computers window.

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Adding Exchange Tasks

We highlight the Users folder in the Domain and right click on the username such as John Smith. On the popup menu, we pick Exchange Tasks.

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The Exchange Task Wizard

The Exchange Task Wizard window will appear and we pick the Next button to continue. We can annotate the "Do not show the welcome page again" checkbox to save time on the next user. We pick the Next button to proceed.

😤 Exchange Task Wizard		×	
	Welcome to the Exchange Task Wizard		
	This wizard helps you manage Exchange recipients by providing a set of tasks that applies to the selected objects.		
	To continue press Next.		
	Do not show this Welcome page again		
	< <u>B</u> ack <u>N</u> ext > Cancel		

Create Mailbox and Email Address

We see the Create Mailbox task listed. We can also just opt for establishing an email address or removing a mailbox. We select create mailbox and push the Next button to go on.

😤 Exchange Task Wizard	×
Available Tasks The following is a list of tasks that can be applied to one or more of the selected objects. Select the desired task and press Next.	
Select a task to perform:	
Create Mailbox	
Establish E-mail Address	
🔫 Remove Exchange Attributes	
Task Description	
Create a mailbox for each selected user	
< <u>B</u> ack <u>N</u> ext >	Cancel

Create Mailbox

We have an alias that matches the person's username or we can change the alias. The server and mailbox store is already listed. We choose the Next button to advance.

Art ritur i	
Exchange Task Wizard	×
Create Mailbox Create mailboxes for your users to allow them to use Exchange to send and receive e-mail.	
Type an alias for the user and select the location for the mailbox.	
<u>A</u> lias:	
ismith	
Server:	
BradfordNet/First Administrative Group/SERVER1	•
Mailbox Store:	
First Storage Group/Mailbox Store (SERVER1)	•
< <u>B</u> ack <u>N</u> ext >	Cancel

Completed Task

The mailbox and email account is completed for John Smith. We choose the Finish button. We can repeat these steps for other accounts that do not have mailboxes.

🚔 Exchange Task Wizard		X
	Completing the Exchange Task Wizard	
	Task Summary: Create Mailbox	
	Results: Errors: 0 Successes: 1 Warnings: 0	
	View detailed report when this wizard closes.	
	< <u>B</u> ack Finish Cance	2