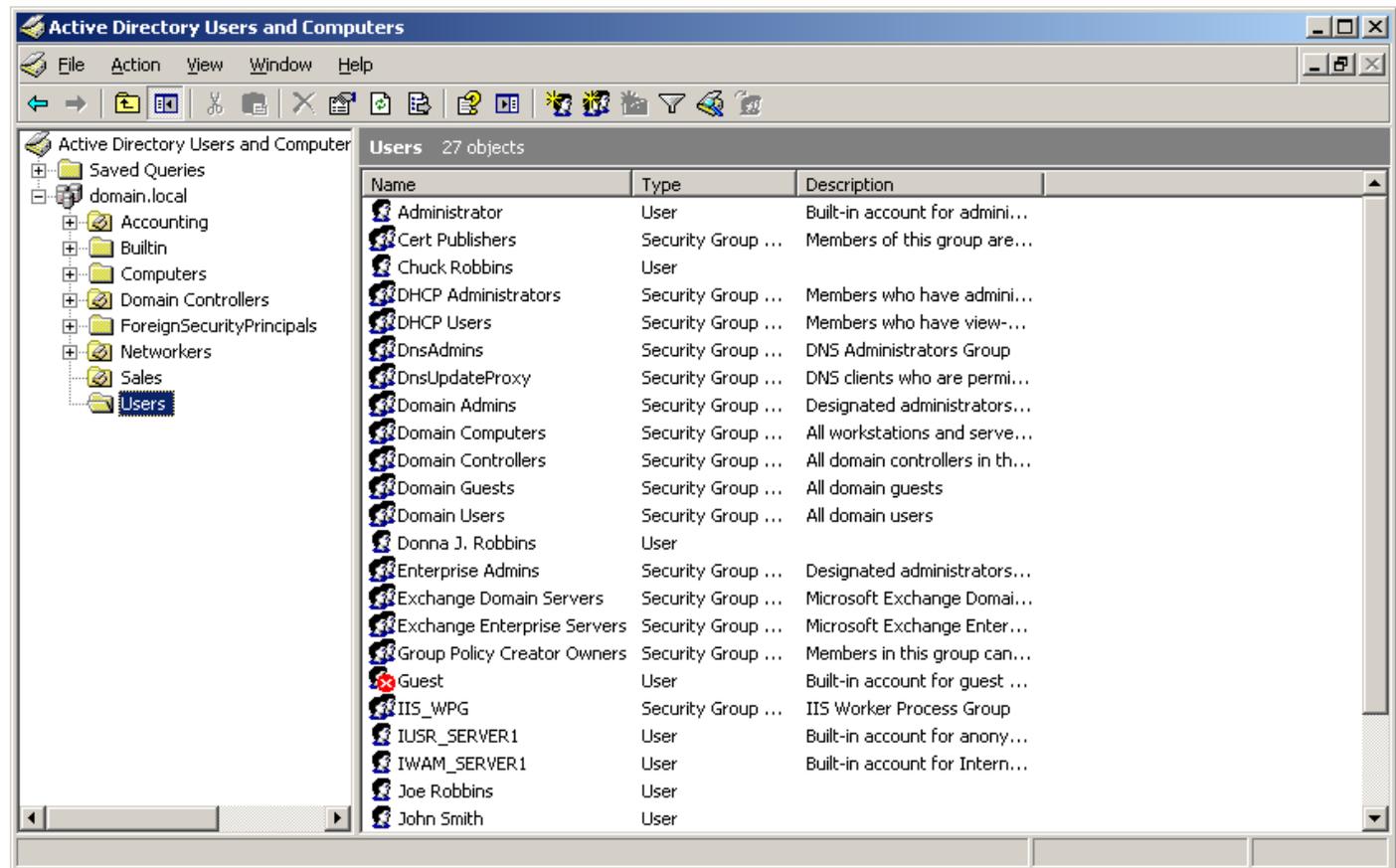# Adding a Mailbox to an Existing User Account
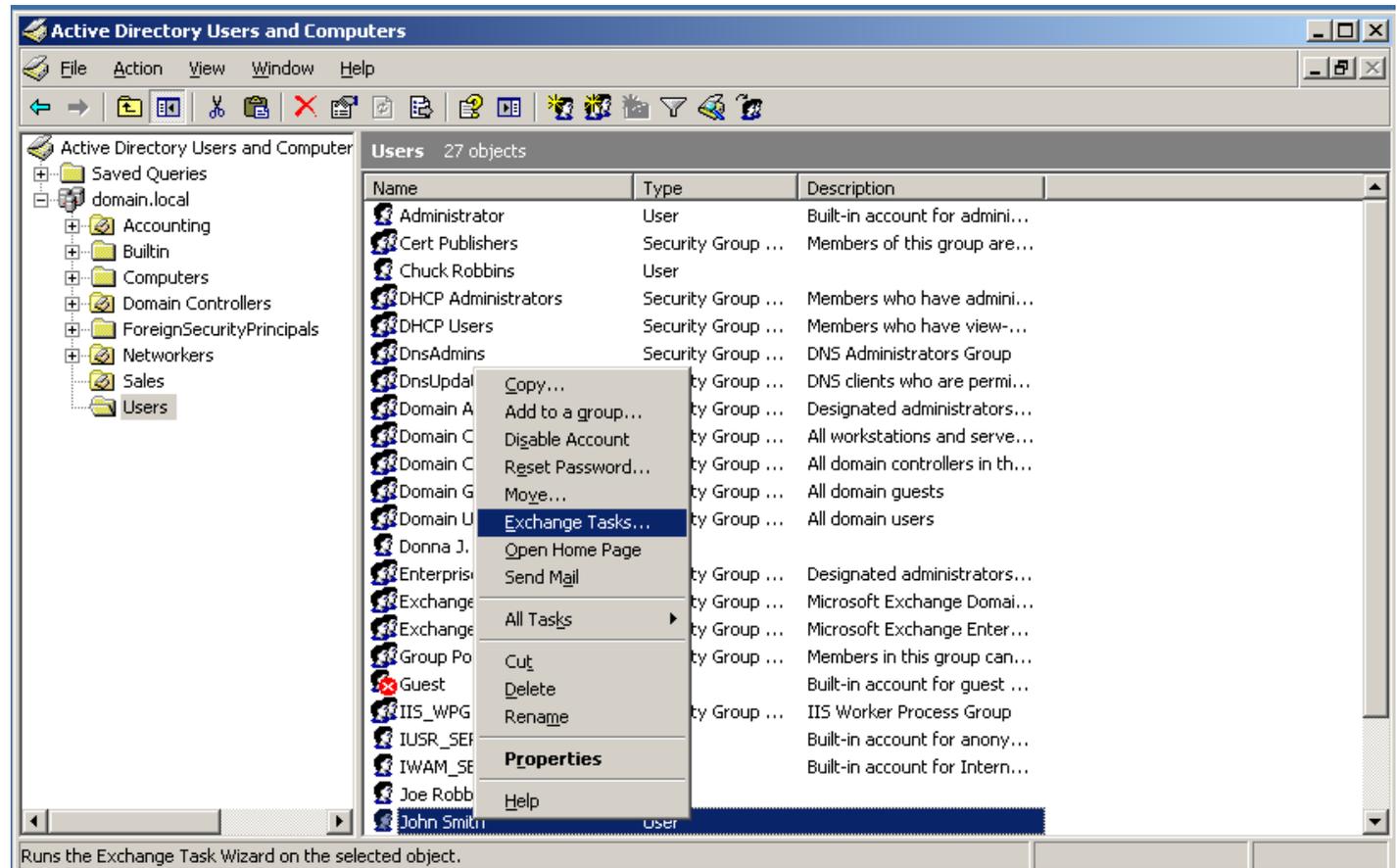
September 26, 2010

# 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.

# 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.
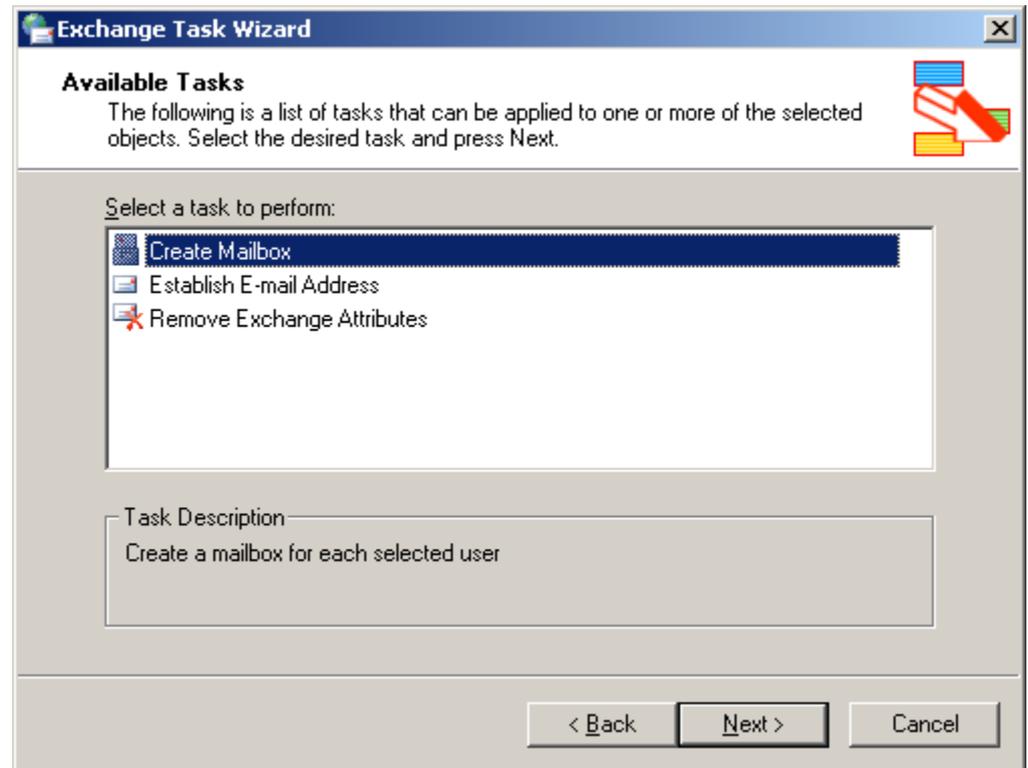
# The Exchange Task Wizard

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.
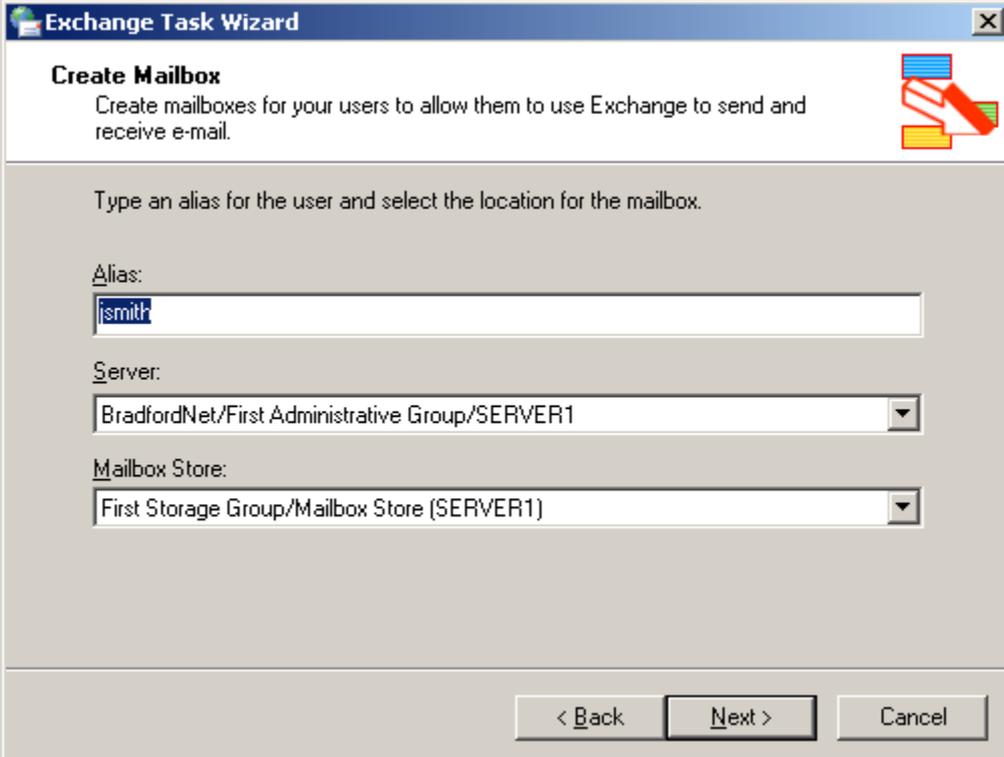
# Create Mailbox and Email Address

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.

# 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.

# 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.