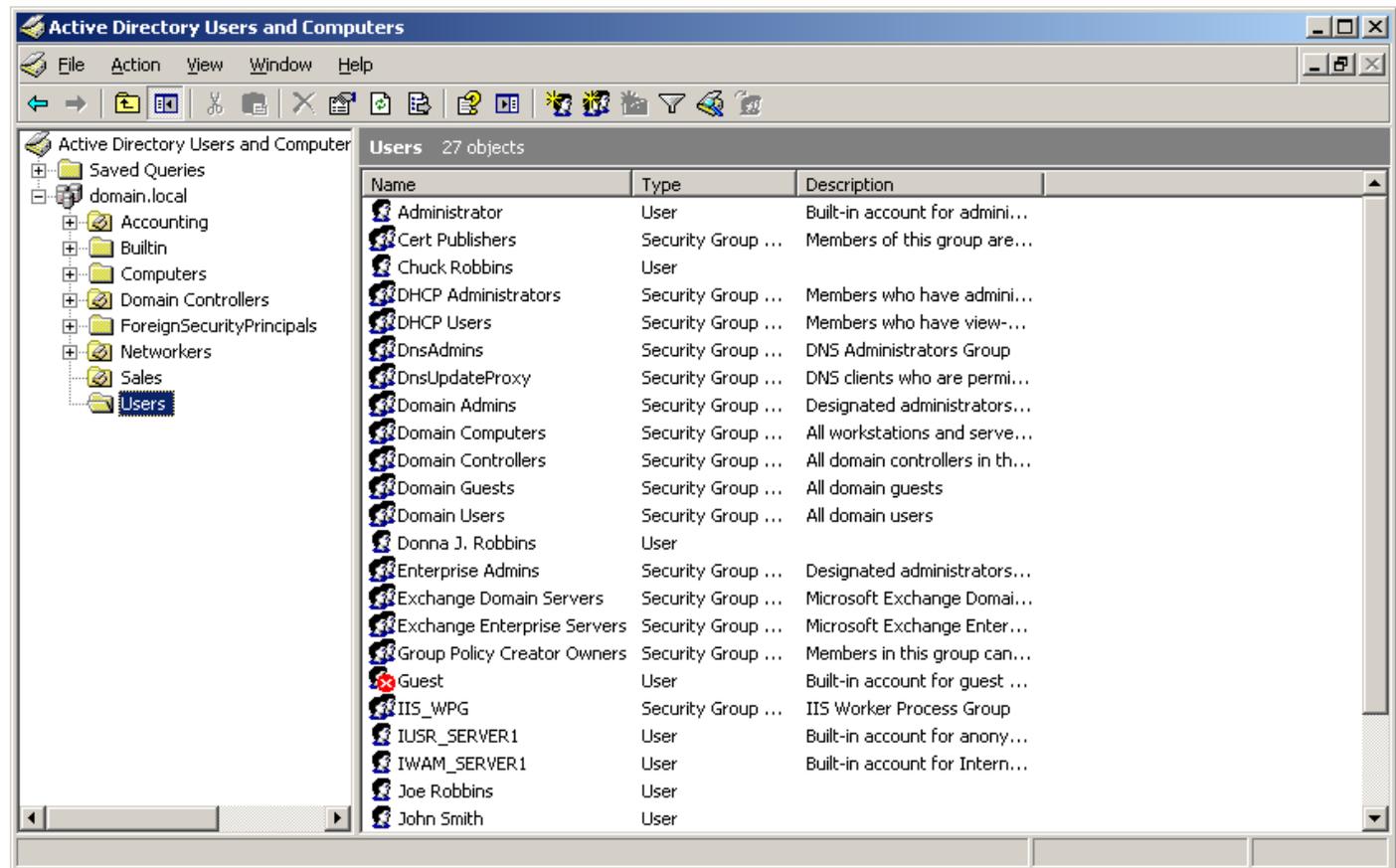


Adding a Mailbox to an Existing User Account

September 26, 2010

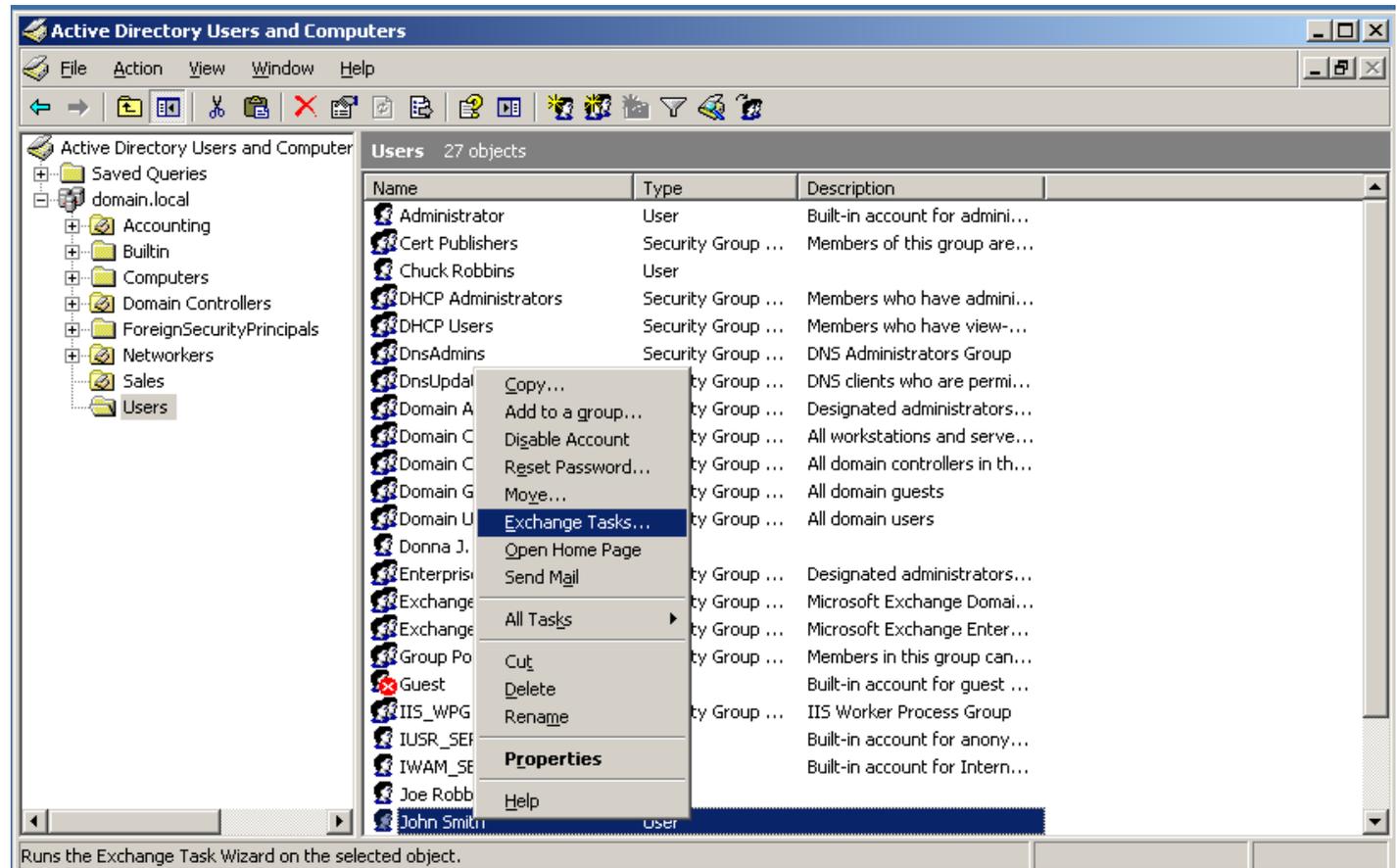
Open Active Directory Users and Computers

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.



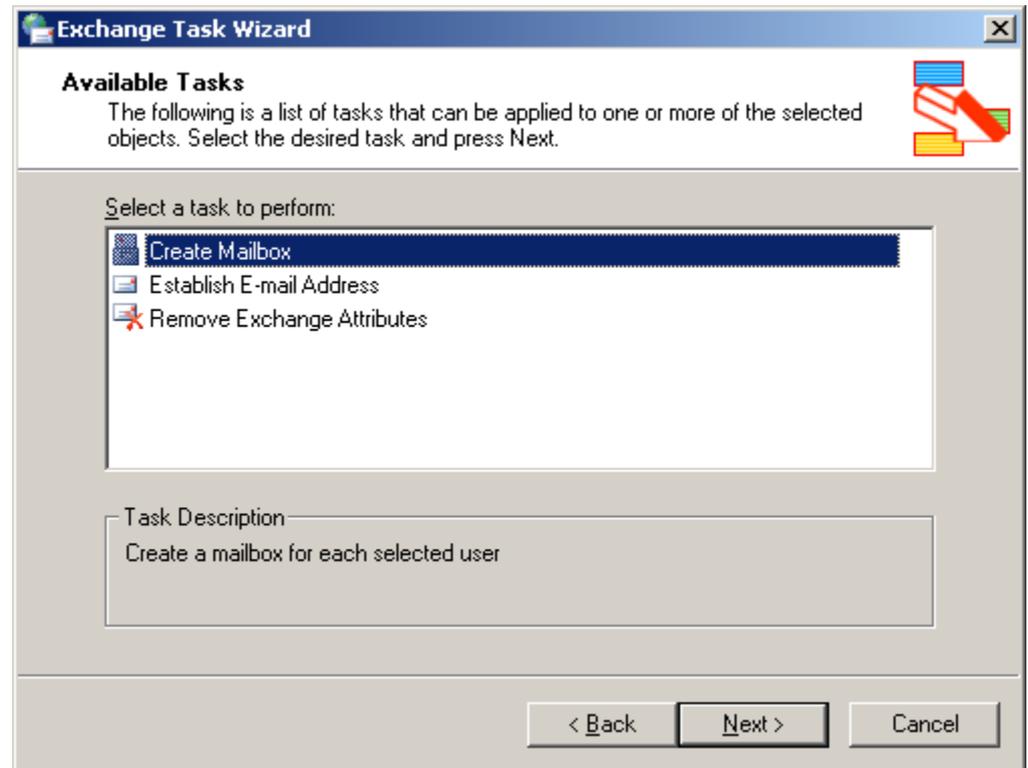
The Exchange Task Wizard

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.



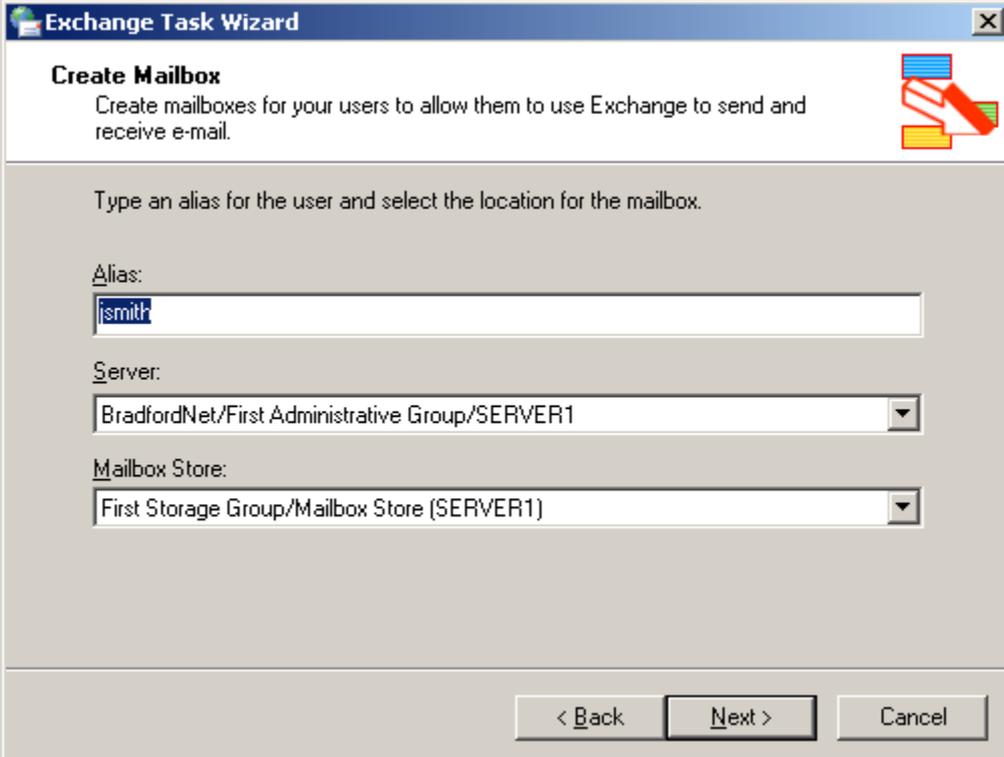
Create Mailbox and Email Address

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.



The image shows a screenshot of the 'Exchange Task Wizard' dialog box, specifically the 'Create Mailbox' step. The window title is 'Exchange Task Wizard' and the subtitle is 'Create Mailbox'. Below the subtitle, it says 'Create mailboxes for your users to allow them to use Exchange to send and receive e-mail.' There is a small icon of a red arrow pointing to a stack of papers. The main instruction is 'Type an alias for the user and select the location for the mailbox.' There are three input fields: 'Alias:' with the text 'jsmith', 'Server:' with a dropdown menu showing 'BradfordNet/First Administrative Group/SERVER1', and 'Mailbox Store:' with a dropdown menu showing 'First Storage Group/Mailbox Store (SERVER1)'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

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.

Alias:
jsmith

Server:
BradfordNet/First Administrative Group/SERVER1

Mailbox Store:
First Storage Group/Mailbox Store (SERVER1)

< Back Next > 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.

