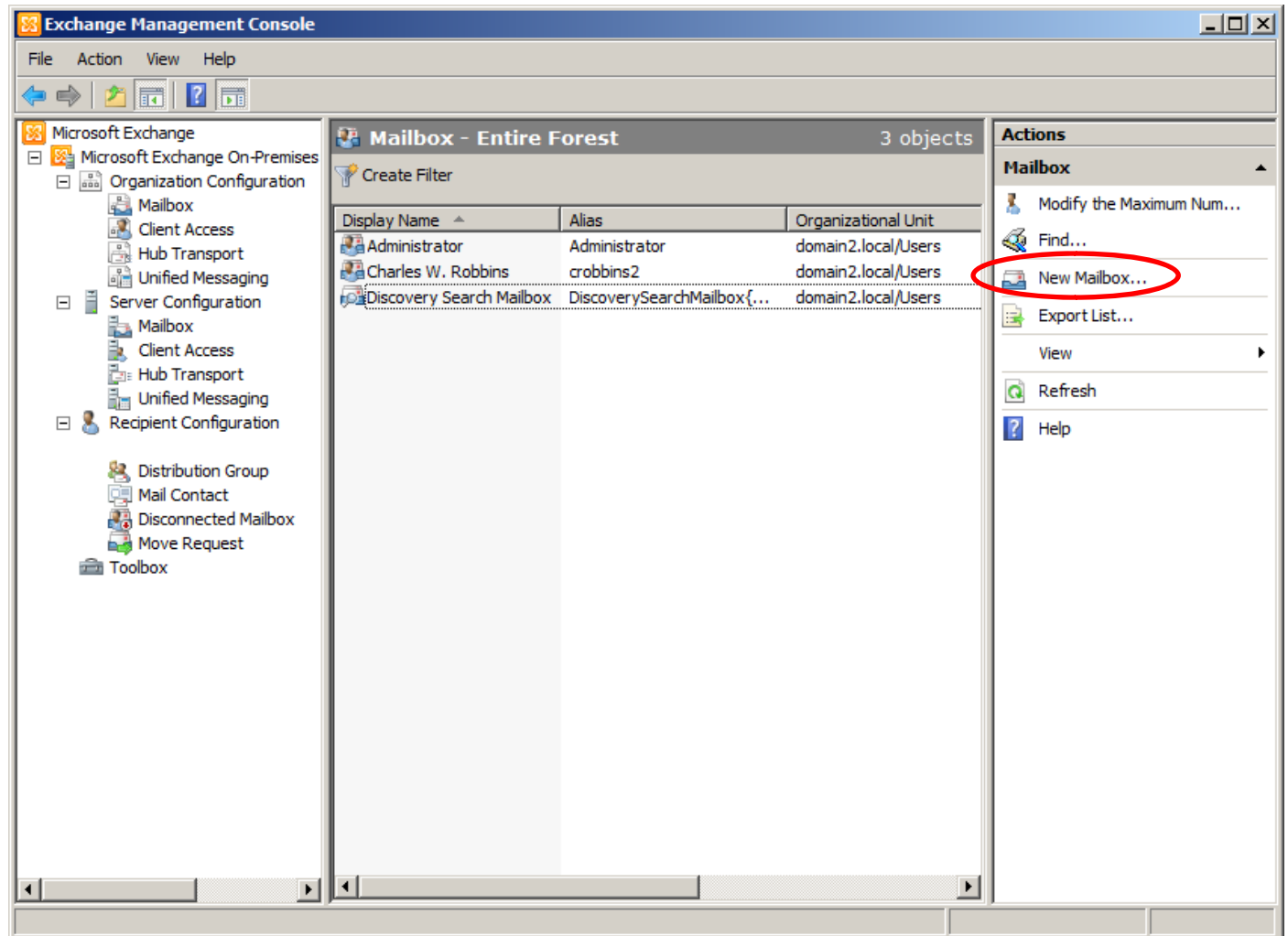


Adding a New Mailbox on a Windows 2010 Server

October 18, 2010

Open Exchange Management Console

Open the Exchange Management Console and select New Mailbox.



New Mailbox

There are four options to choose from: User Mailbox, Room Mailbox, Equipment Mailbox and Linked Mailbox. The most common mailbox is the user choice and we will opt for the first radial button. We then pick the Next button to continue.

New Mailbox

Introduction
 User Type
 User Information
 Mailbox Settings
 Archive Settings
 New Mailbox
 Completion

Introduction
This wizard helps you create a new mailbox, resource mailbox, or linked mailbox. You can also use this wizard to mail-enable an existing user.

Choose mailbox type.

User Mailbox
This mailbox is owned by a user to send and receive messages. This mailbox cannot be used for resource scheduling.

Room Mailbox
The room mailbox is for room scheduling and is not owned by a user. The user account associated with resource mailbox will be disabled.

Equipment Mailbox
The equipment mailbox is for equipment scheduling and is not owned by a user. The user account associated with the resource mailbox will be disabled.

Linked Mailbox
Linked mailbox is the name for a mailbox that is accessed by a security principal (user) in a separate, trusted forest.

Help < Back Next > Cancel

New User

We keep the User option and we choose the Next button to advance.

New Mailbox

Introduction
User Type
New Mailbox
Completion

User Type
You can create a new user or select existing users for whom you want to create new mailboxes.

Create mailboxes for:

New user
 Existing users:

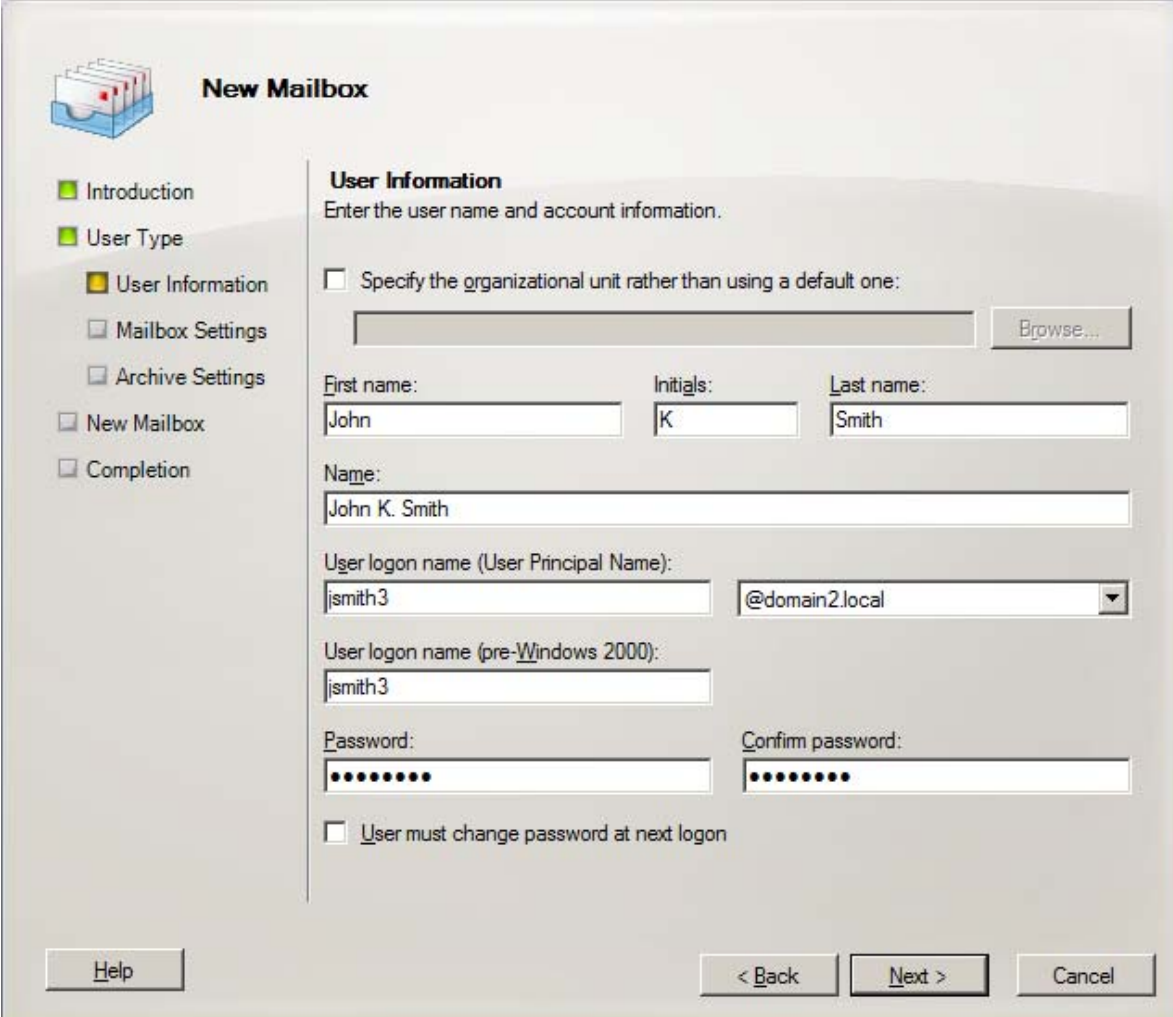
+ Add... X

Name	Organizational Unit
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Help < Back Next > Cancel

User Information

We complete the user information. When we have a name like John Smith, we can place a number on the end of the logon name such as jsmith3. After we set and confirm the password, we can check the user must change password at next logon. We push the Next button to go on.



The screenshot shows the 'New Mailbox' wizard in Windows, specifically the 'User Information' step. The window title is 'New Mailbox' and it features a folder icon. On the left, a navigation pane lists several steps: 'Introduction', 'User Type', 'User Information' (which is highlighted with a yellow square), 'Mailbox Settings', 'Archive Settings', 'New Mailbox', and 'Completion'. The main area is titled 'User Information' and contains the following fields and options:

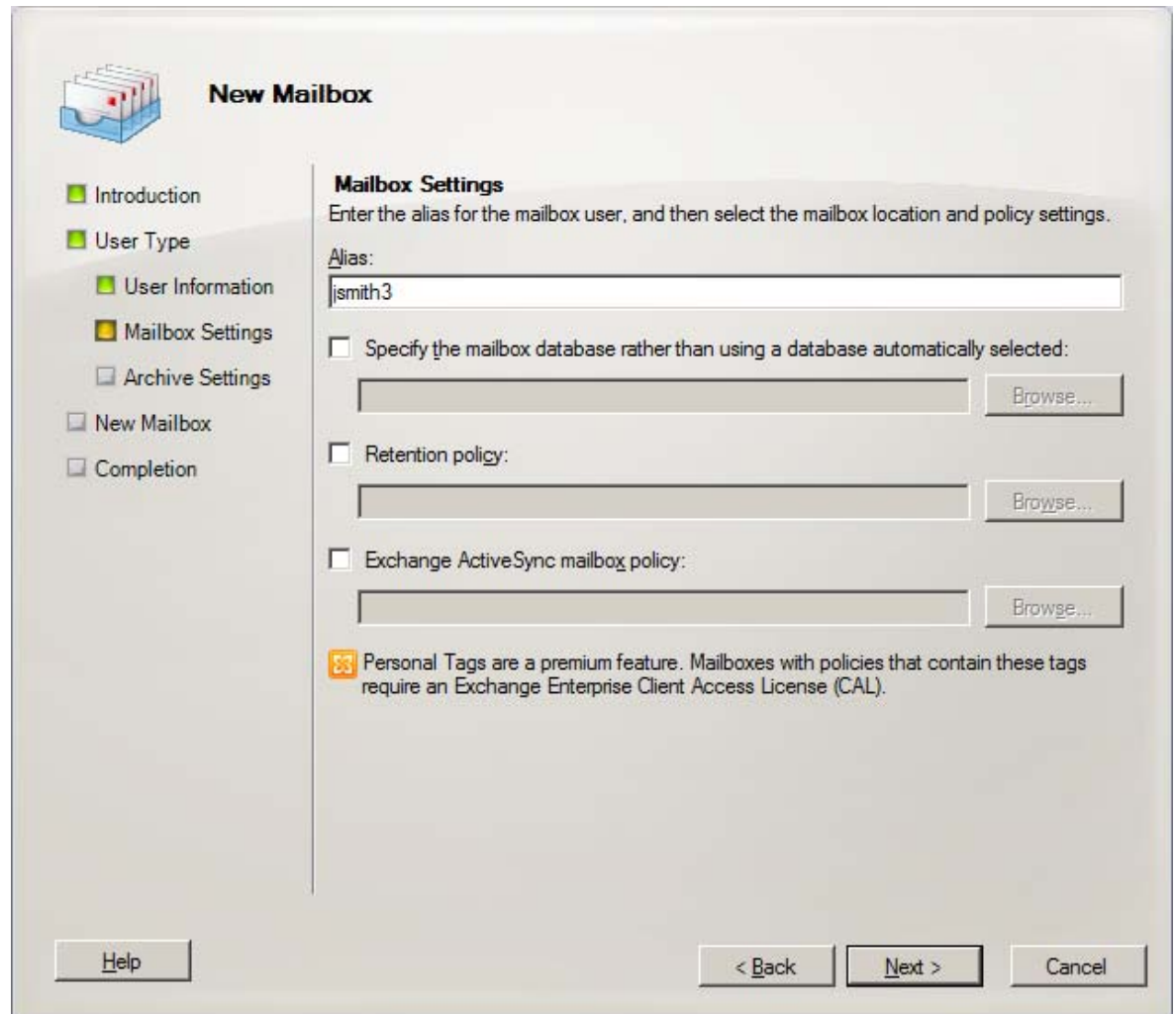
- An unchecked checkbox labeled 'Specify the organizational unit rather than using a default one:' with an empty text box and a 'Browse...' button.
- Three text boxes for 'First name:' (containing 'John'), 'Initials:' (containing 'K'), and 'Last name:' (containing 'Smith').
- A 'Name:' text box containing 'John K. Smith'.
- 'User logon name (User Principal Name):' with a text box containing 'jsmith3' and a dropdown menu showing '@domain2.local'.
- 'User logon name (pre-Windows 2000):' with a text box containing 'jsmith3'.
- 'Password:' and 'Confirm password:' text boxes, both filled with dots.
- An unchecked checkbox labeled 'User must change password at next logon'.

At the bottom of the window, there are four buttons: 'Help', '< Back', 'Next >', and 'Cancel'.

Mailbox Settings

We keep the alias as jsmith3 and our mailbox database, retention policy and ActiveSync policy is automatically selected.

We press the Next button to continue.



New Mailbox

- Introduction
- User Type
- User Information
- Mailbox Settings**
- Archive Settings
- New Mailbox
- Completion


Mailbox Settings
Enter the alias for the mailbox user, and then select the mailbox location and policy settings.

Alias:
jsmith3

Specify the mailbox database rather than using a database automatically selected:
[] [Browse...]

Retention policy:
[] [Browse...]

Exchange ActiveSync mailbox policy:
[] [Browse...]

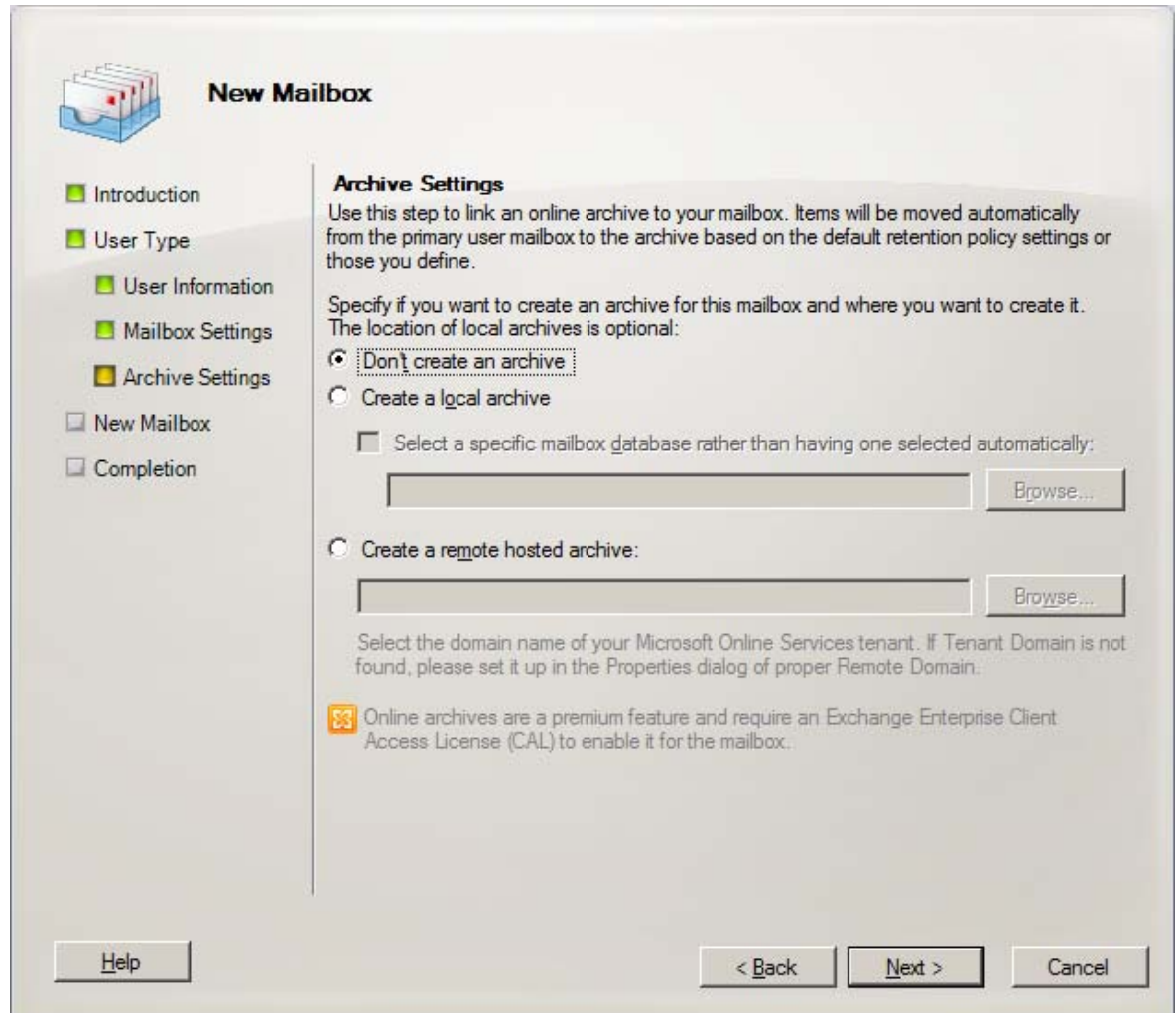
 Personal Tags are a premium feature. Mailboxes with policies that contain these tags require an Exchange Enterprise Client Access License (CAL).

[Help] [< Back] [Next >] [Cancel]

Archive Settings

We will not archive the mailbox, so we choose the first option.

We click on the Next button to advance.



The screenshot shows the 'New Mailbox' wizard with the 'Archive Settings' step selected. The left sidebar contains a list of steps: Introduction, User Type, User Information, Mailbox Settings, Archive Settings (highlighted), New Mailbox, and Completion. The main area is titled 'Archive Settings' and contains the following text: 'Use this step to link an online archive to your mailbox. Items will be moved automatically from the primary user mailbox to the archive based on the default retention policy settings or those you define.' Below this, it says 'Specify if you want to create an archive for this mailbox and where you want to create it. The location of local archives is optional:'. There are three radio button options: 'Don't create an archive' (selected), 'Create a local archive', and 'Create a remote hosted archive'. Under 'Create a local archive', there is a checkbox for 'Select a specific mailbox database rather than having one selected automatically:' followed by a text box and a 'Browse...' button. Under 'Create a remote hosted archive', there is a text box and a 'Browse...' button. Below these options, it says 'Select the domain name of your Microsoft Online Services tenant. If Tenant Domain is not found, please set it up in the Properties dialog of proper Remote Domain.' At the bottom, there is a warning icon and text: 'Online archives are a premium feature and require an Exchange Enterprise Client Access License (CAL) to enable it for the mailbox.' At the bottom of the wizard, there are three buttons: 'Help', '< Back', 'Next >', and 'Cancel'.

New Mailbox

- Introduction
- User Type
- User Information
- Mailbox Settings
- Archive Settings**
- New Mailbox
- Completion

Archive Settings

Use this step to link an online archive to your mailbox. Items will be moved automatically from the primary user mailbox to the archive based on the default retention policy settings or those you define.

Specify if you want to create an archive for this mailbox and where you want to create it. The location of local archives is optional:

Don't create an archive

Create a local archive


Select a specific mailbox database rather than having one selected automatically:

Browse...

Create a remote hosted archive:

Browse...

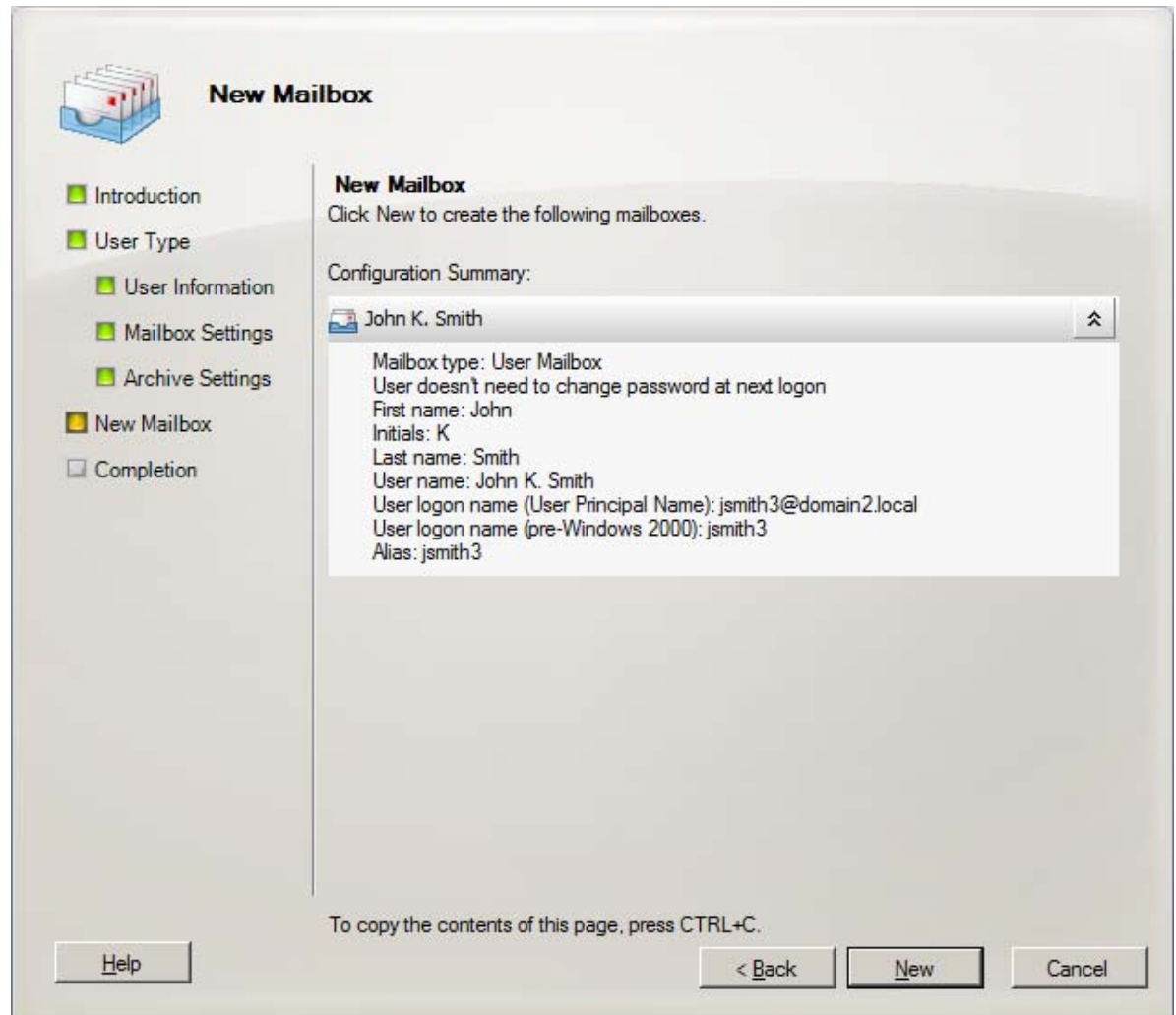
Select the domain name of your Microsoft Online Services tenant. If Tenant Domain is not found, please set it up in the Properties dialog of proper Remote Domain.

 Online archives are a premium feature and require an Exchange Enterprise Client Access License (CAL) to enable it for the mailbox.

Help < Back Next > Cancel

Configuration Summary

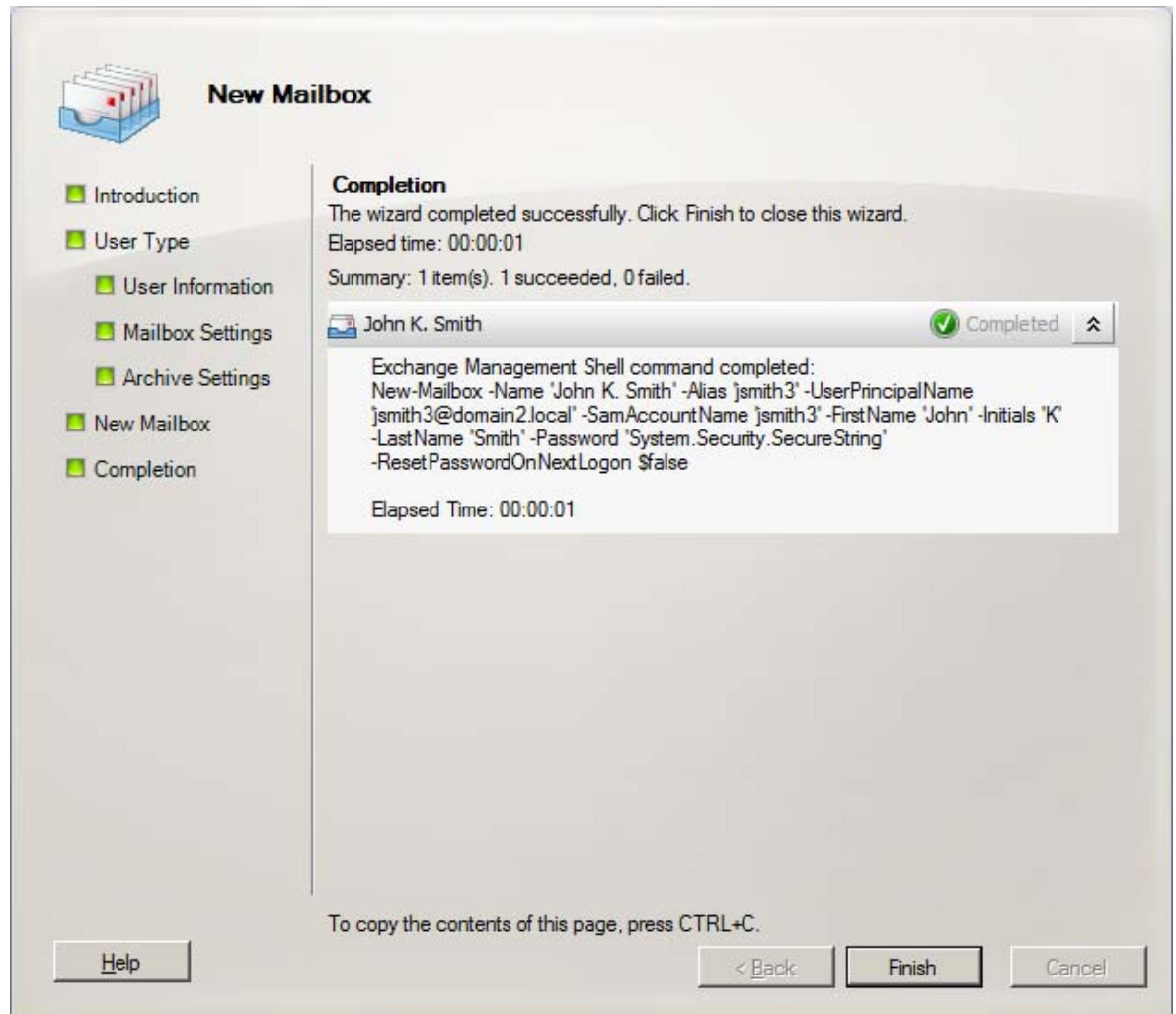
The New Mailbox summary page appears. We press the Next button to test the new account.



Completed Test

The wizard is completed and there is no duplicity in the account name or the test would have failed.

We choose the Finish button.



New User in the Exchange Console

The new user John Smith is listed on the Mailbox page.

The screenshot shows the Exchange Management Console interface. The left pane displays the navigation tree with 'Mailbox' selected under 'Recipient Configuration'. The main pane shows a table of mailbox objects for 'Entire Forest'.

Display Name	Alias	Organizational Unit
Administrator	Administrator	domain2.local/Users
Charles W. Robbins	crobbs2	domain2.local/Users
Discovery Search Mailbox	DiscoverySearchMailbox{...}	domain2.local/Users
John K. Smith	jsmith3	domain2.local/Users

The right pane shows the 'Actions' menu for the selected mailbox, including options like 'Modify the Maximum Num...', 'Find...', 'New Mailbox...', 'Export List...', 'View', 'Refresh', 'Help', and a section for 'John K. Smith' with actions like 'Enable Archive...', 'Disable', 'Remove', 'Enable Unified Messaging...', 'New Local Move Request...', 'New Remote Move Requ...', 'Manage Send As Permissi...', 'Manage Full Access Permi...', 'Send Mail', 'Properties', and 'Help'.

New User in the Exchange Console

The new user John Smith is now also listed on the Users' page of the Active Directory Users and Computers window.

