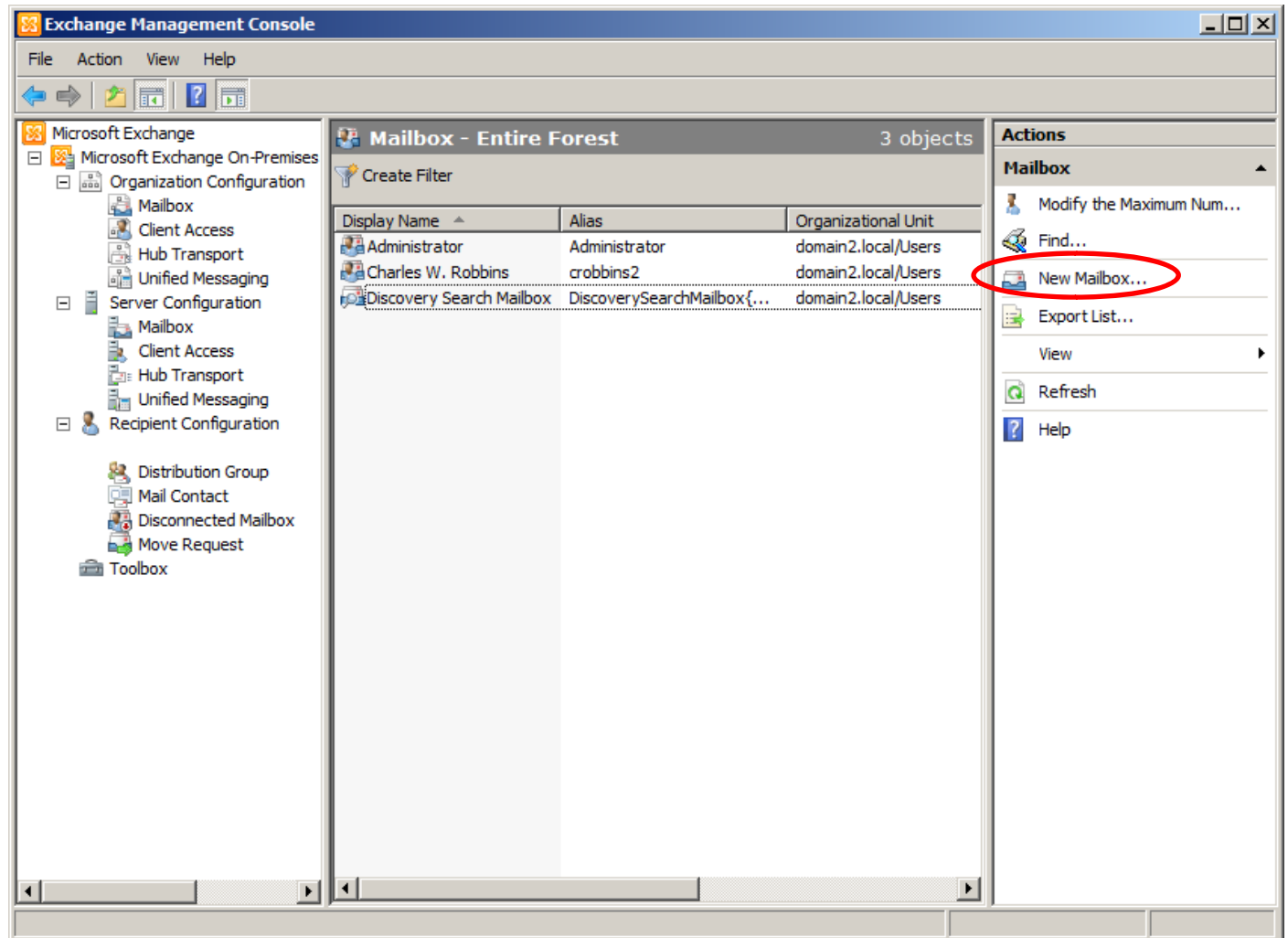


Adding a New Mailbox to an Existing Active Directory User

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.

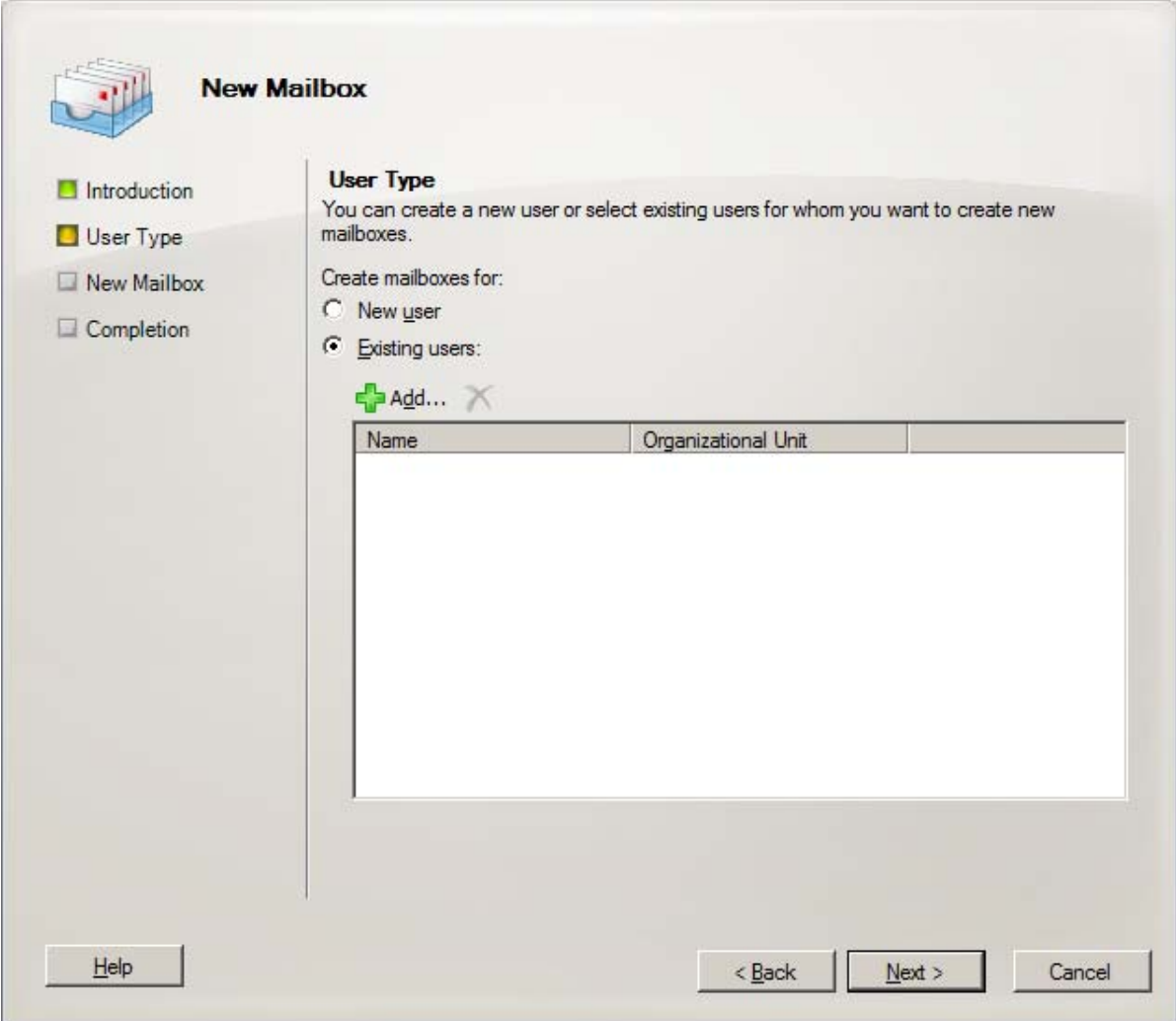
Equipment Mailbox
The equipment mailbox is for equipment scheduling and is not owned by a user. The user account associated with the resource mailbox will be disabled.

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 Type

We change to the Existing users option and we press the green Add button.





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:

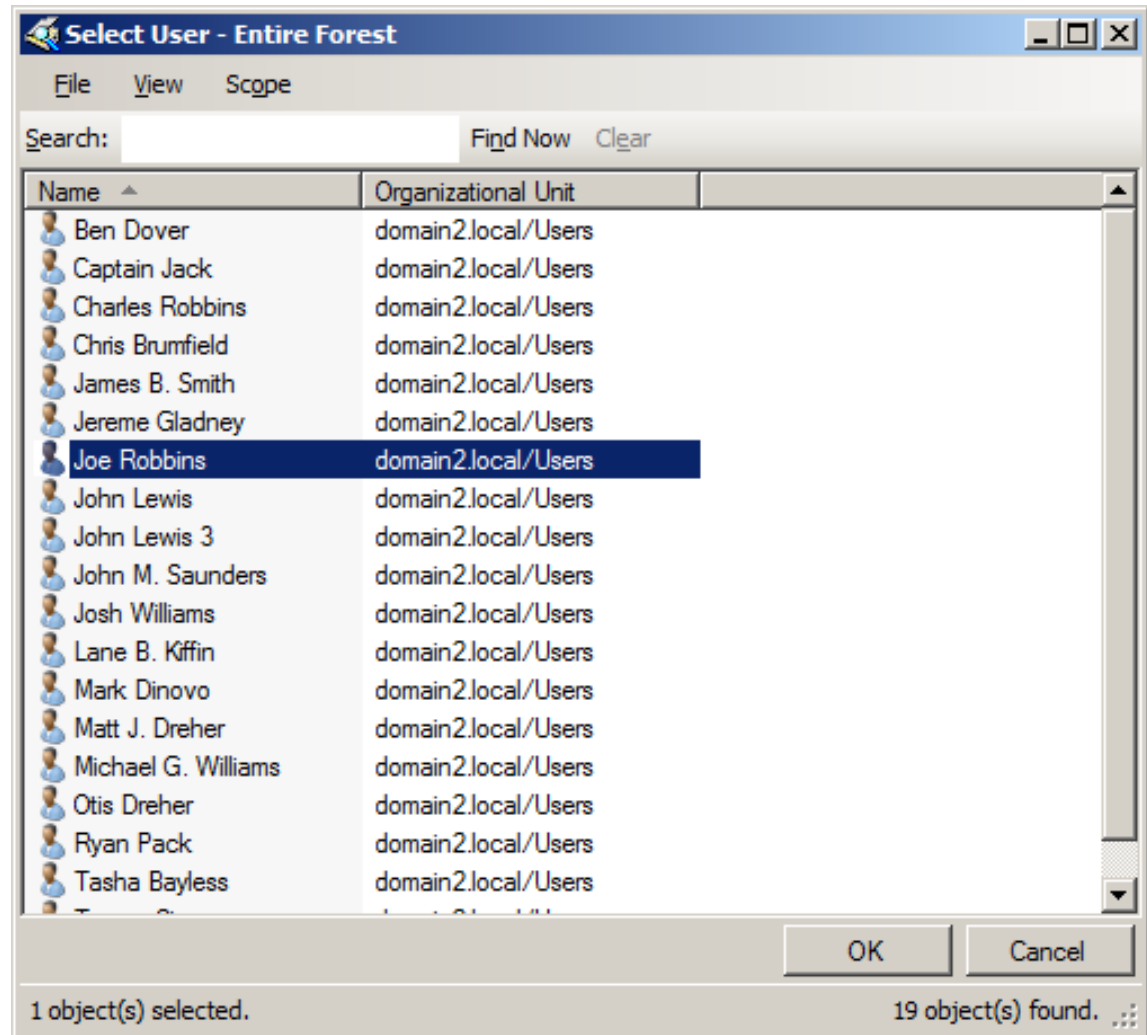
New user
 Existing users:

 Add... 

Name	Organizational Unit
------	---------------------

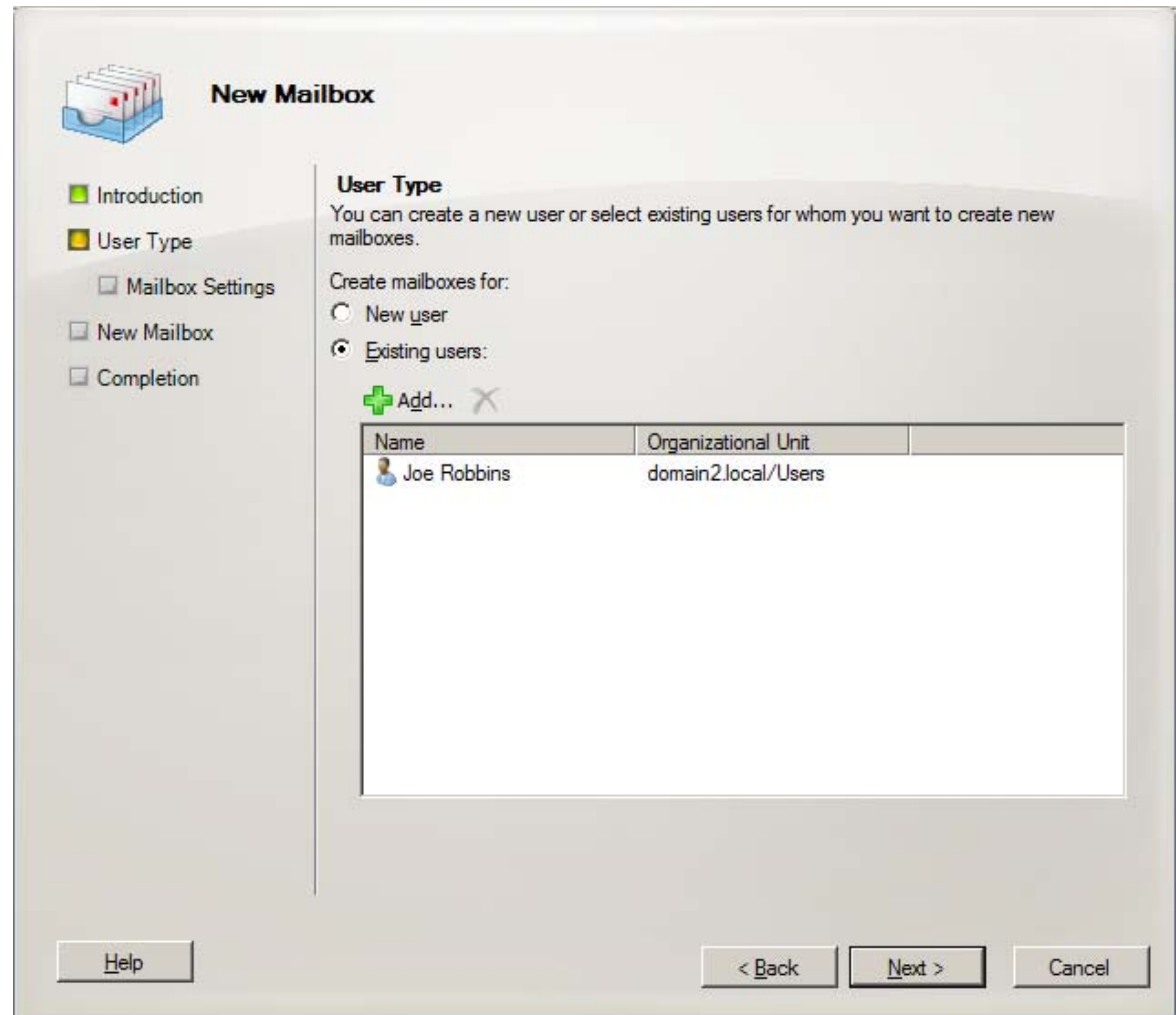
New User

We pick a user from the existing list of users in the domain. We will pick Joe Robbins and press the OK button.



Existing User Named

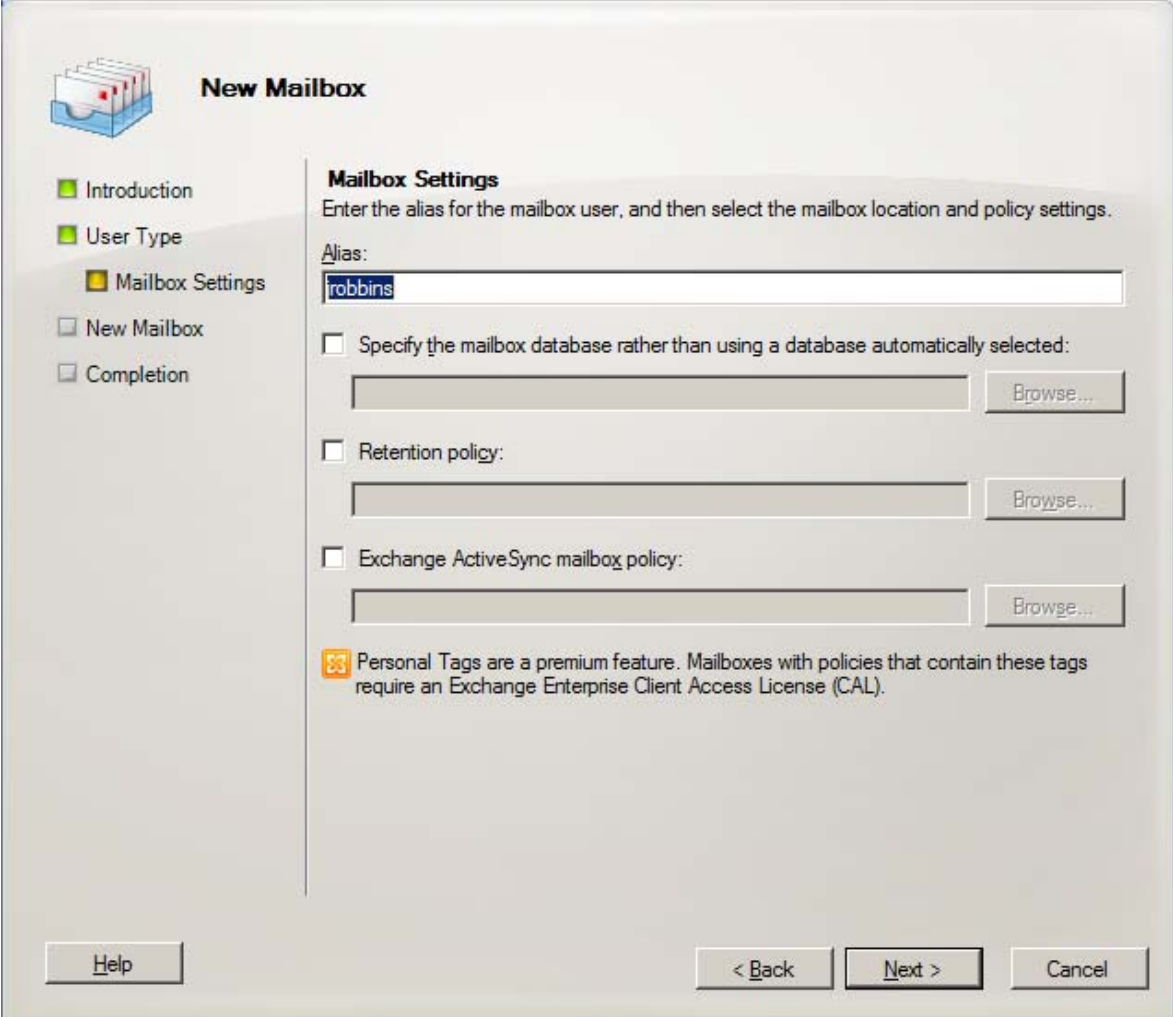
Now we can select the Next button after our existing user is shown in the list.



Mailbox Settings

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

We press the Next button to continue.



New Mailbox

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


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

Alias:

Specify the mailbox database rather than using a database automatically selected:

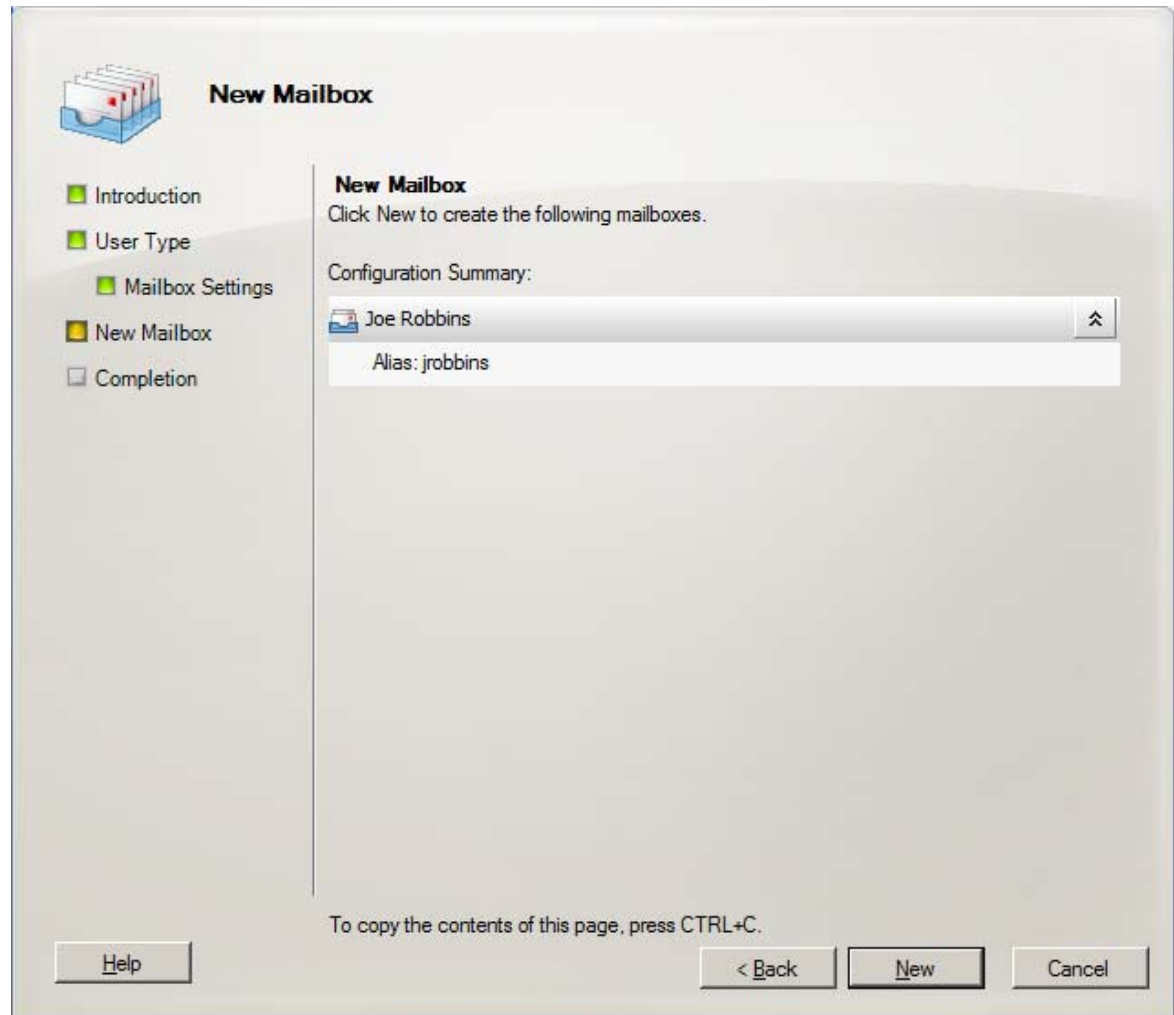
Retention policy:

Exchange ActiveSync mailbox policy:

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

Configuration Summary

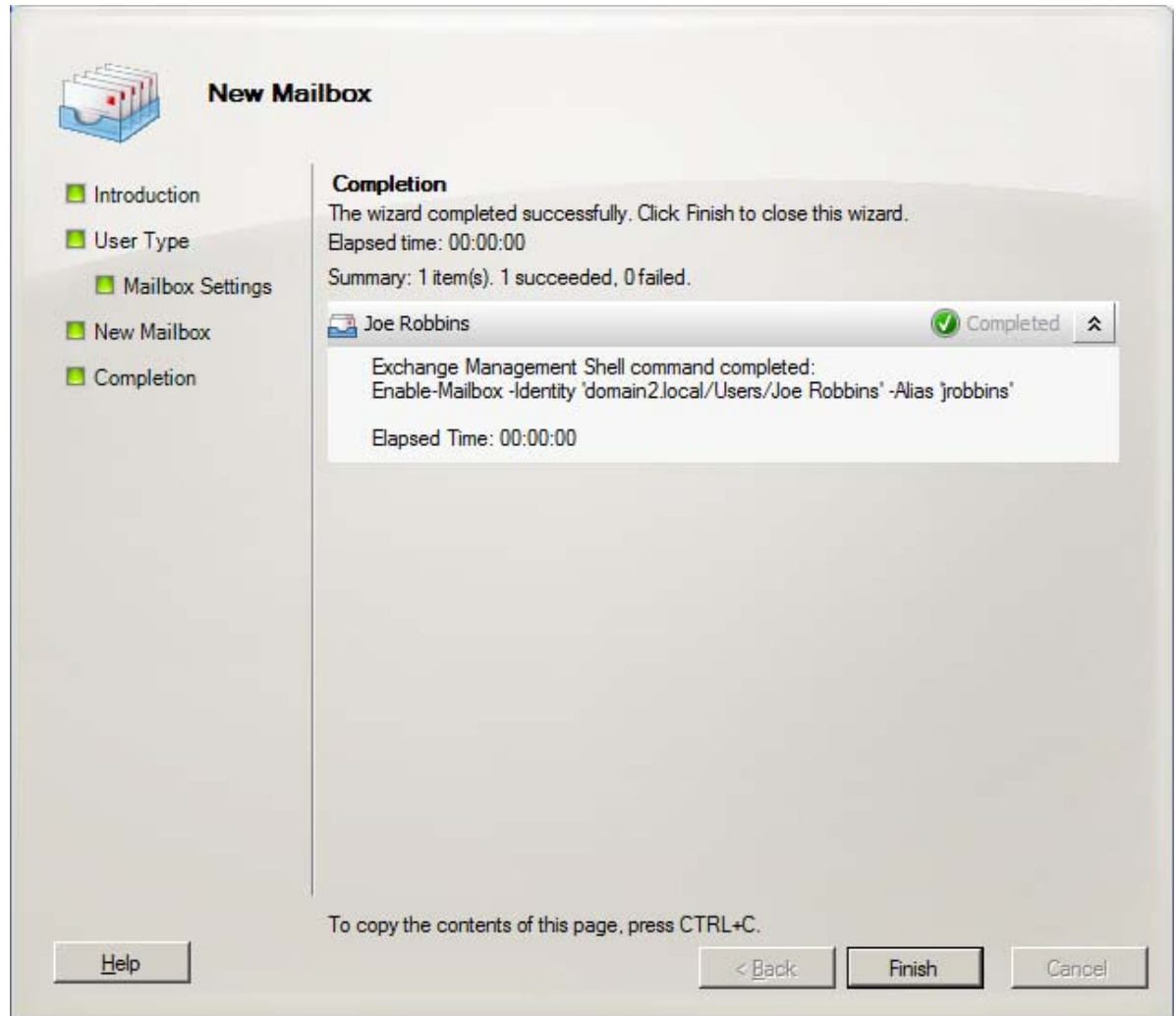
The New Mailbox summary page appears. We press the New button to test the new account.



Completed Test

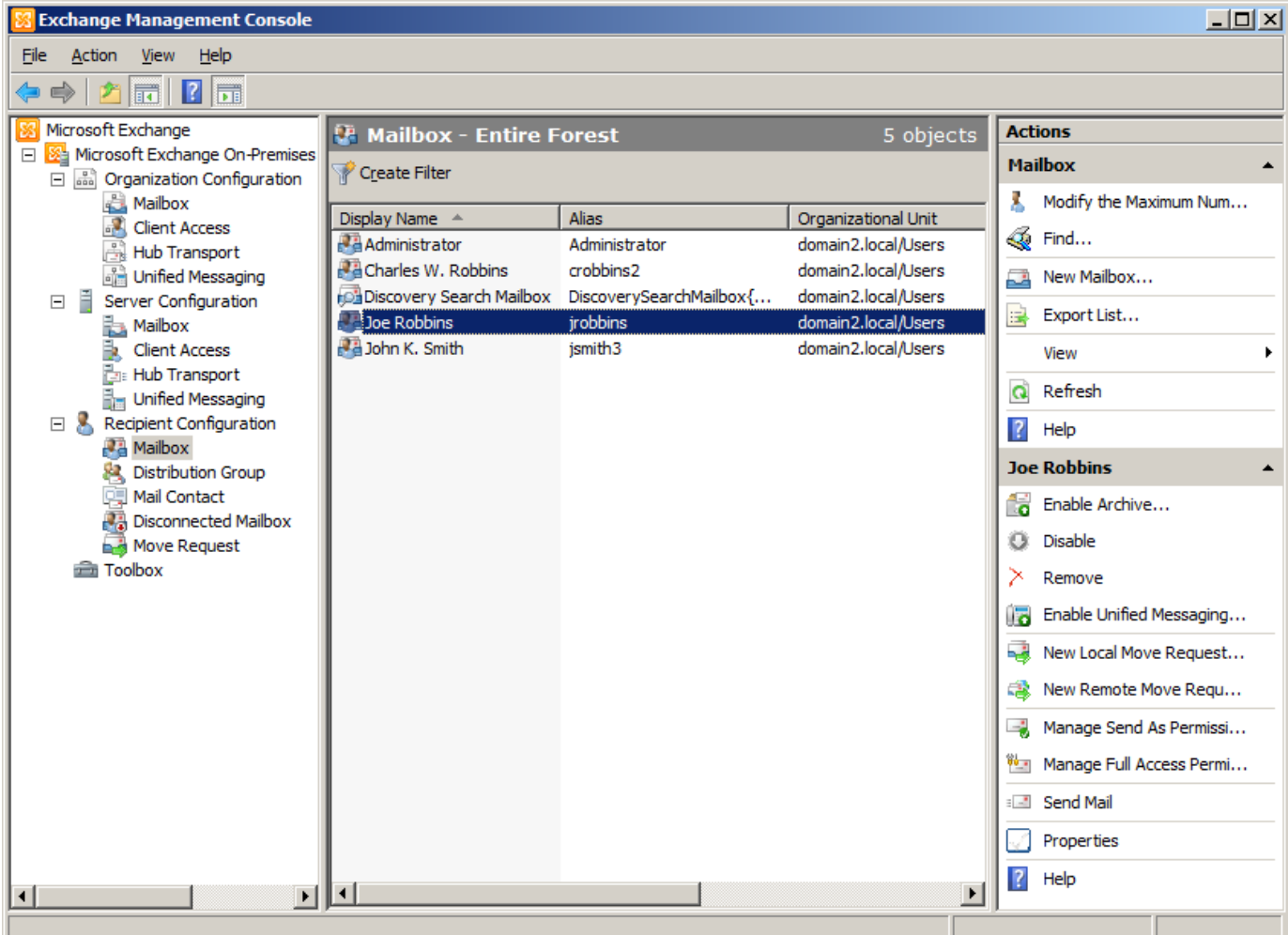
The wizard is completed and there is no duplicity in the account name or the test would have failed.

We choose the Finish button.



New User in the Exchange Console

The existing user Joe Robbins 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 'Recipients Configuration'. The main pane shows a table of mailbox objects for the 'Entire Forest' organization. The table has three columns: 'Display Name', 'Alias', and 'Organizational Unit'. The user 'Joe Robbins' is highlighted in the table. 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', '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'.

Display Name	Alias	Organizational Unit
Administrator	Administrator	domain2.local/Users
Charles W. Robbins	crobbins2	domain2.local/Users
Discovery Search Mailbox	DiscoverySearchMailbox{...}	domain2.local/Users
Joe Robbins	jrobbins	domain2.local/Users
John K. Smith	jsmith3	domain2.local/Users