

7.0 EMail server configuration - Exchange 2010

CREATING A NEW EMAIL ADDRESS

NOTE: We recommend against using a Domain Administrator mailbox as your MCC EMail address, as Exchange imposes extra security to prevent IMAP access. While this can be configured to work, it requires some extra security work in Exchange.

1. In the console tree, click **Recipient Configuration**.
2. In the action pane, click **New Mailbox**.
3. On the Introduction page, select **User Mailbox**.
4. On the User Type page, select **New User**.
5. Complete the following fields on the User Information page:
 - **First name:** (optional)
 - **Initials:** (optional)
 - **Last name:** (optional)
 - **Name:** This is the name that's listed in Active Directory. By default, this box is populated with the names you enter in the *First name*, *Initials*, and *Last name* boxes. If you didn't use those boxes, you must still type a name in this field. The name can't exceed 64 characters.
 - **Note:** In Exchange 2010, the mailbox's alias is generated based on the Name property. Invalid characters in the name will be replaced with a question mark (?) when the alias is generated.
 - **User logon name (User Principal Name):** The User logon is formatted *name@domain.com*
 - **User logon name (pre-Windows 2000):** This box is the logon compatible with legacy versions of Windows. This field is automatically populated based on the User logon name (User Principal Name) field.
 - **Password:** Type the password for this user
 - **Note:** Make sure that the password you supply complies with the password length, complexity, and history requirements of the domain in which you are creating the user account.
 - **Confirm password:** Type the password again to confirm it.
6. On the New Mailbox page, review your configuration settings. To make any configuration changes, click Back. To create the new mailbox, click **New**.
7. On the Completion page, review the following, and then click **Finish**.

CREATING A DISTRIBUTION GROUP

1. Open the Exchange System manager, and go to **Recipient Organization => Distribution Groups**.
 2. Click **New Distribution Group**.
 3. Select **New Group** and click **Next**.
 4. Select the **Group Type** of **Distribution**.
 5. Give the group a **Name** and **Alias**.
- NOTE:** You can specify an OU for the group to be created in.
6. Click **Next**.
 7. Click **Finish**. This will close the wizard.

8. Next, right click your group and select **Properties**.
9. Go to the **Members** tab and click **Add**.
10. Add the required users to this distribution group.
11. Go to the **Mail Flow Settings** tab. Double click the **Message Delivery Restrictions**.
12. **Uncheck** *Require that all senders are authenticated*, then click **OK**.

SETTING SEND AS PERMISSIONS

Exchange does not use the concept of Aliases when configured to work with version 7.0. Instead it uses distribution groups.

The following steps are needed to create the mailbox and distribution lists for the Queues in Exchange

1. In Windows, open **Active Directory** and select **Users** and **Computers**.
2. Right-click the distribution group and select **Properties**.
3. Select the **Security** tab and click **Add**.

NOTE: If the Security tab does not display, go to **View** and select **Advanced features**.

4. Add the general account created in Exchange.
5. Under **Permissions**, after **Send As**, select the **Allow** check box.
6. Click **Apply** and then **OK**.

Repeat this process for each queue.

IMAP AND SMTP SETTINGS

Your IMAP and SMTP settings will be determined by your Exchange administrator. By default the secure (TLS) IMAP port is **993** and SMTP is **587**.

APPLIES TO

7.0 and newer, please consult the System Engineering Guide for version compatibility on a specific release.

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