7.0 EMail server configuration - Exchange 2007

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. Start the **Exchange Management Console**.
2. In the console tree, expand **Recipient Configuration**, and then click **Mail Contact**.
3. In the action pane, click **New Mail Contact**. The New Mail Contact wizard appears.
4. On the Introduction page, in Create a mail contact for, click **New contact**, and then click **Next**.
5. On the Contact Information page, complete the following fields:
- **Organizational unit**: By default, the New Mail Contact wizard displays the path to the Users container in the Active Directory directory service. To modify this field, click Browse, and then select the organizational unit (OU) that you want.
- **First name**: Type the first name of the contact. This field is optional.
- **Initials**: Type the initials of the contact. This field is optional.
- **Last name**: Type the last name of the contact. This field is optional.
- **Alias**: By default, the alias is the first name, initials, and last name of the contact, separated by underscore characters (_). You can modify this field.
- **External e-mail address**: To specify the external e-mail address, perform one of the following tasks:
    - To specify a Simple Mail Transfer Protocol (SMTP) e-mail address, click Edit, and then in E-mail address, type the SMTP e-mail address.
    - To specify a custom e-mail address, click the arrow next to Edit, click Custom Address, and then in E-mail address, type the e-mail address and the e-mail type. For example, you can specify an X.400, GroupWise, or Lotus Notes address.
6. On the New Mail Contact page, review the configuration summary, which contains information about the options that you selected for the new mail contact. To make changes, click Back. To create the new mail contact, click **New**.
7. On the Completion page, the summary states whether the contact was successfully created. The summary also displays the Exchange Management Shell command that was used to create the new mail contact.
8. Click **Finish** to complete the task.

CREATING A DISTRIBUTION GROUP

1. Start the **Exchange Management Console**.
2. In the console tree, expand **Recipient Configuration**, and then click **Distribution Group**.
3. In the action pane, click **New Distribution Group.**
4. On the Group Introduction page, click **New Group** and then click **Next**.
5. On the Group Information page. complete the following fields:
- **Group Type:** Select **Distribution**.
- **Organizational unit:** By default, the New Distribution Group wizard displays the Users container in the Active Directory directory service. To change the default organizational unit (OU), click Browse, and then select the OU you want.

- **Name:** Enter the name of the group.
- **Name (pre-Windows 2000):** Enter the group name that is compatible with versions of windows prior to Windows 2000 Server.
- **Alias:** This is the alias for the group. It cannot exceed 64 characters and must be unique in the forest.

6. Click **Next**.

7. On the New Distribution Group page, review the Configuration Summary, and once confirming that it is correct click **New**.

8. The Completion page will provide a summary and confirmation that the group was created successfully. Click **Finish**.

NOTE: By default, Distribution Groups are configured to require authentication. If you configure your SMTP server to not require authentication, you must also ensure that your Distribution Groups are not configured to require authentication.

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 the **Exchange Management Console**, go to **Recipient Configuration**.

2. Select the group you wish to edit, then click **Manage Send As Permission**.

3. Click **Add**.

4. Select the user to which you want to grant Send As permissions.

5. Click **OK**.

6. Click **Manage**. On the Completion page, the summary will advise that the permissions have been granted.

6. Click **Finish**.

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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