

Manage mailboxes in Exchange Server 2007

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In this article, we will approach the management of mailboxes in Exchange Server 2007 .

This seems to be a simple discussion issue but we will look at some advanced points regarding user management tasks to support beginners and advanced administrators. This article will be divided into two parts, in this first part, we will review mailbox management and user-level functions.

Creating a mailbox using the Exchange Management Console

This procedure is the starting point of the lesson. Exchange Server 2007 allows administrators to create objects such as Mailbox, Contact, Mail User and Distribution Group. In the following steps we will look at how to create a mailbox object:

- 1, Open the **Exchange Management Console**
- 2, Expand **Recipient Configuration**
- 3, Click on **Mailbox**
- 4, In the **Mailbox** window, click **New Mailbox** . (Figure 01)



Figure 01 : Create a new user in the Exchange Management Console

5, **Introduction** : Select the type of object to create, in Exchange Server 2007 there are four different mailbox types:

- **User mailbox** : This is a traditional mailbox.

- **Resource mailbox** : This is a specific mailbox assigned to Meeting Rooms. The user account associated with it will be disabled in Active Directory.

- **Equipment mailbox** : This is a mailbox specific to resources (eg TV, Projector and .). With a Resource mailbox, this type of mailbox will disable users in Active Directory.

- **Linked Mailbox** : This type of mailbox will be used in multi-linked environments. This specific feature will be explained in some of the following articles.

In the **Introduction** window, select the appropriate mailbox type then click **Next** to continue. (Figure 02).

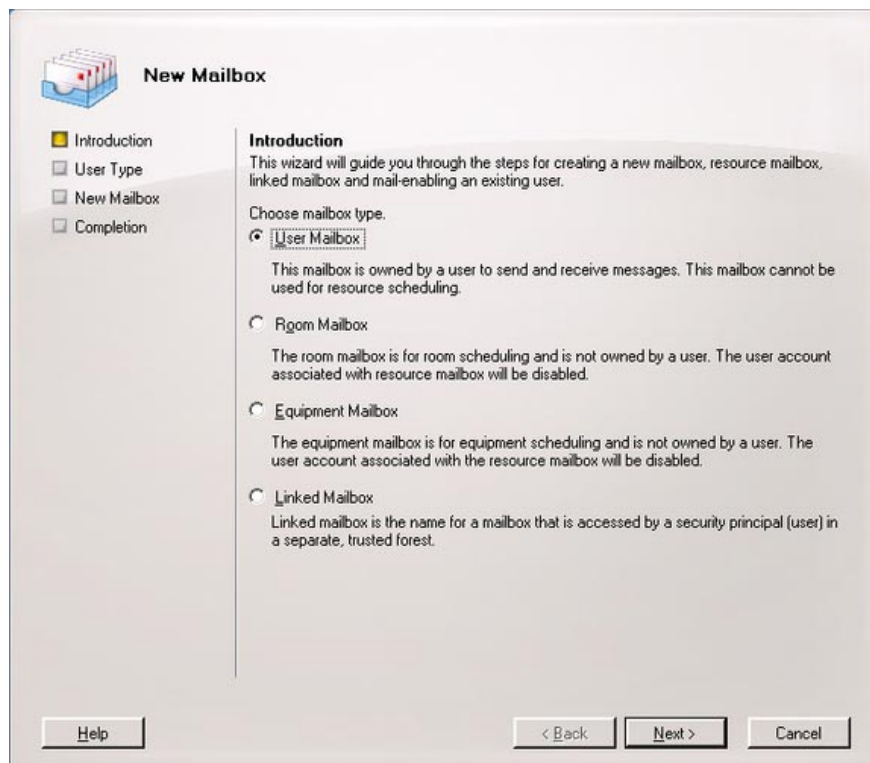


Figure 02 : Select the type of mailbox to create.

6, **User Type** : In the **User Type** window, select create a new user or assign an existing user to a new mailbox. If assigning it to an existing user, it will have to check if there is a mailbox associated with it. Click **Next** to continue. (Figure 03).

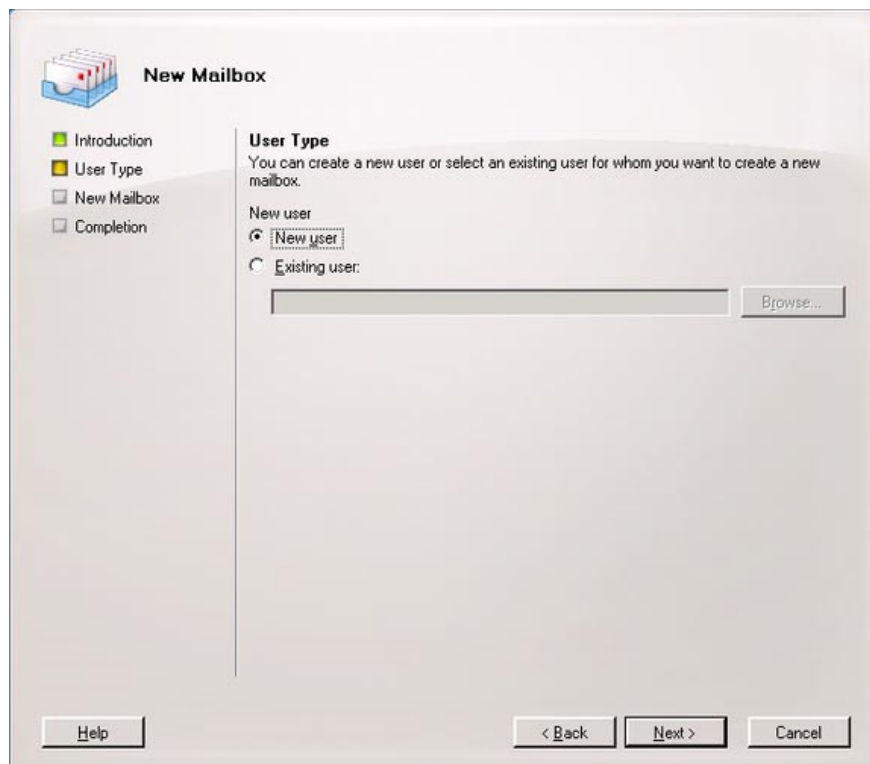


Figure 03 : Create a new user for a new mailbox.

7, **User Information** : In the **User Information** window, you must fill in the user's personal information and select the Organization Unit where it will be created. Then click **Next** (Figure 04).

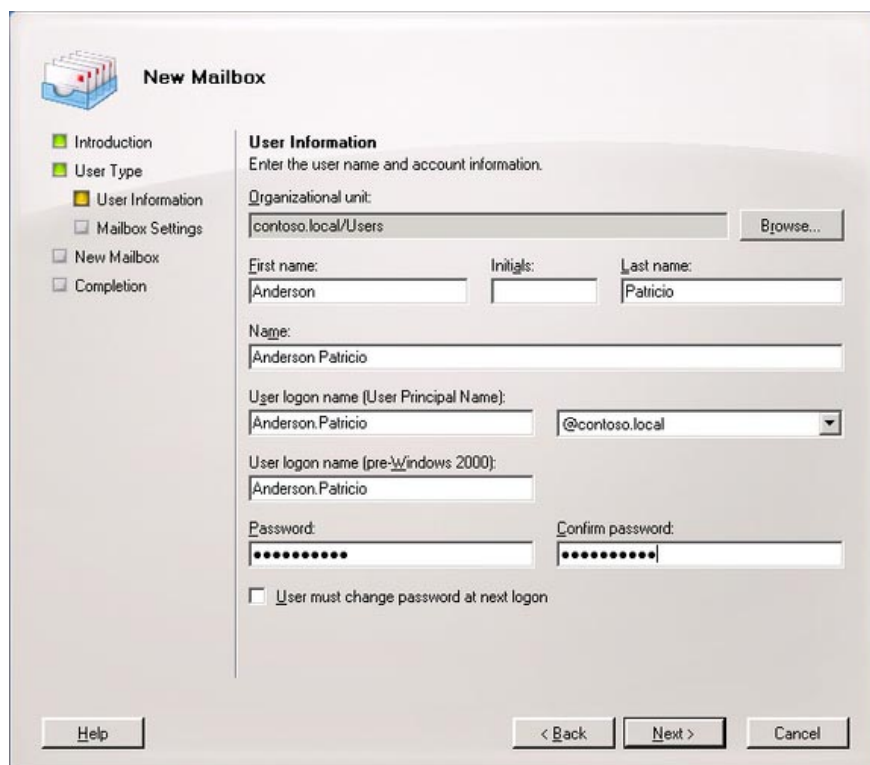
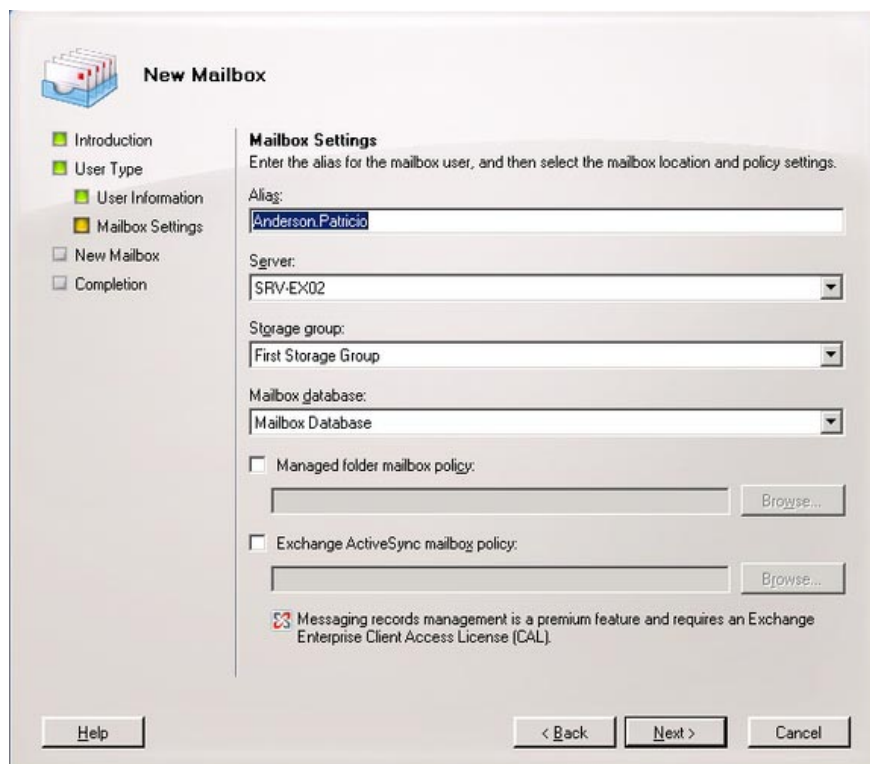


Figure 04 .Enter personal data and position OU (Organization Unit)

8, **Mailbox Settings** . On the **Mailbox Settings** page, you can define mailbox information like Alias, Mailbox Server and Mailbox Store where the new mailbox will be located. Mailbox and ActiveSync policies can also be defined in this step. We can select the fields to fill and then click **Next** to continue. (Figure 05).



The screenshot shows the 'New Mailbox' wizard in Microsoft Exchange. The 'Mailbox Settings' step is active, showing a list of steps on the left: Introduction, User Type, User Information, Mailbox Settings (selected), New Mailbox, and Completion. The main area contains the following fields and options:

- Alias:** Text box containing 'Anderson.Patricio'
- Server:** Dropdown menu showing 'SRV-EX02'
- Storage group:** Dropdown menu showing 'First Storage Group'
- Mailbox database:** Dropdown menu showing 'Mailbox Database'
- Managed folder mailbox policy:** Text box with a 'Browse...' button.
- Exchange ActiveSync mailbox policy:** Text box with a 'Browse...' button.
- Informational text: 'Messaging records management is a premium feature and requires an Exchange Enterprise Client Access License (CAL).'

At the bottom, there are buttons for 'Help', '< Back', 'Next >', and 'Cancel'.

Figure 05 . Select Server, Storage Group, Mailbox database and policies during the process of creating mailboxes.

9, **New Mailbox** . In the **New Mailbox** window, have all the information selected in the previous steps. These parameters will be used by PowerShell technique to create mailbox objects. To create a mailbox, click **New** (Figure 06).

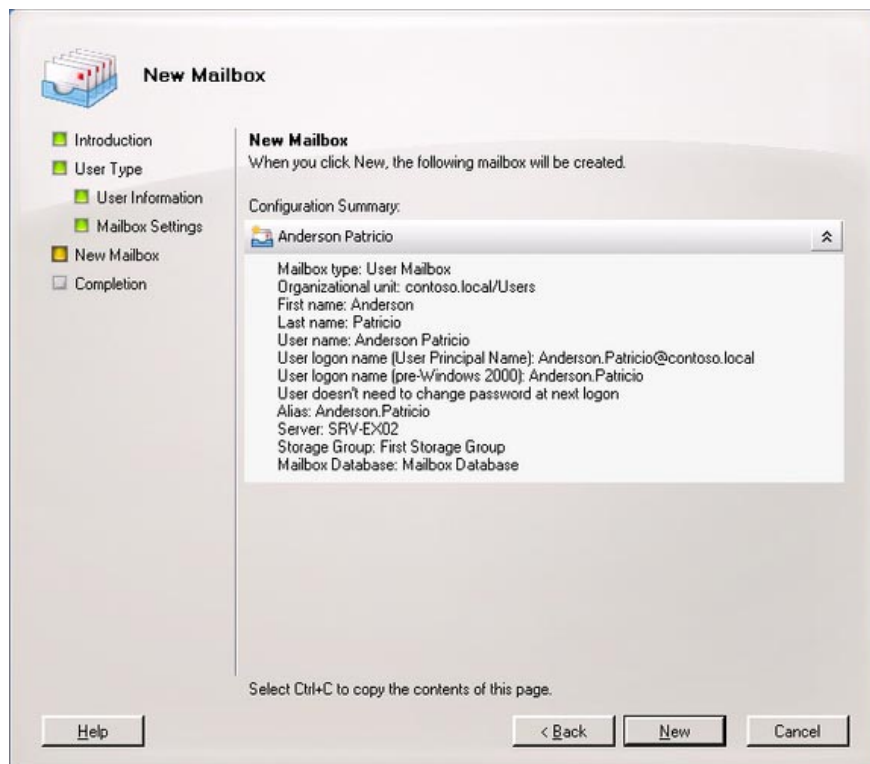


Figure 06 : Parameters will be used to create a new mailbox

10, **Completion** . In the **Completion** window, you will see New-mailbox and the parameters used in creating this new mailbox.

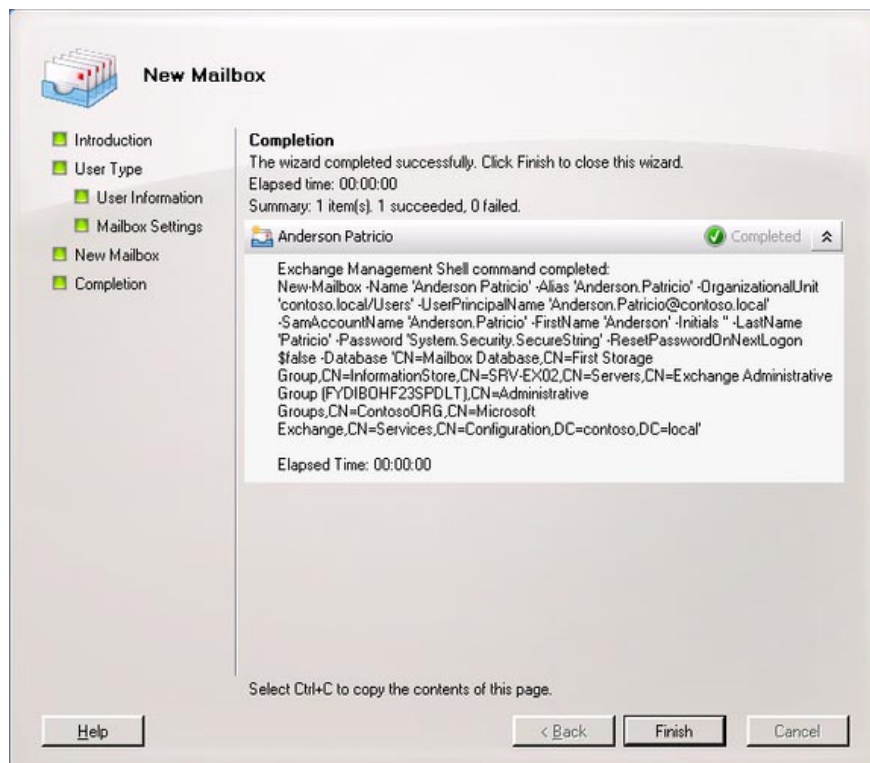


Figure 07 : The final screen of the New Mailbox Wizard displays the cmdlet (commands) used in creating mailboxes

Create mailboxes via Exchange Management Shell


Another way to create users is to use the Exchange Management Shell. To do this, we use the cmdlet called New-Mailbox. There are many parameters related to this command and the required parameters for the commands given below:

1. Alias
2. Name
3. Database
4. OrganizationalUnit
5. UserPrincipalName

To create a user using the Exchange Management Shell, you can proceed to the following cmdlet:

```
New-Mailbox -alias -name -Database -OrganizationUnit Users -UserPrincipalName
```

If you do not enter all the required parameters, you will get a window asking for missing parameters. In Figure 08, the password box, you must enter the password. Once completed, a user user will be created.



```
Machine: srv-ex02 | Scope: contoso.local
[PS] C:\>New-Mailbox -alias user0 -name user0 -Database "mailbox database" -Orga
nizationalUnit Users -UserPrincipalName user0@contoso.local

cmdlet New-Mailbox at command pipeline position 1
Supply values for the following parameters:
Password: *****

Name                Alias                ServerName           ProhibitSendQuota
-----                -
user0                user0                srv-ex02             unlimited

[PS] C:\>_
```

Figure 08 : Creating a mailbox through the cmdlet New-Mailbox in the Exchange Management Console

Use * .csv files to create mailboxes

Another interesting feature is the feature for administrators to create multiple users from a * .csv file. In the following section, we will review each step of the procedure to create multiple mailboxes.

1, First, create a * .csv file called **recipients.csv** in the root path (C :) and enter the column names for the file in the first line. These columns will be **Alias** , **Name** and **UPN** . The bottom line will complete user information (Figure 09).

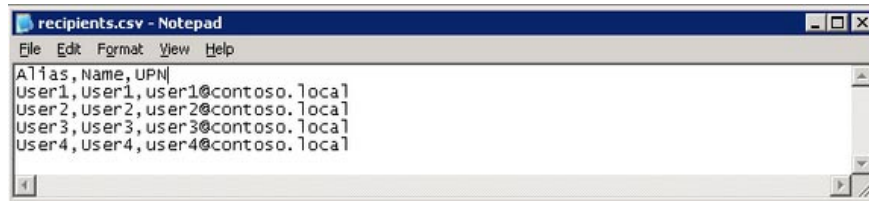


Figure 09 : Create a csv file to use in creating users via Exchange Management Shell

2, When user information is completed, a variable must be created in order to keep the original password for all accounts in recipients.csv files. To do so, enter as follows:

`$ Password = Read-Host 'Type the default password for the new accounts:' -AsSecureString`

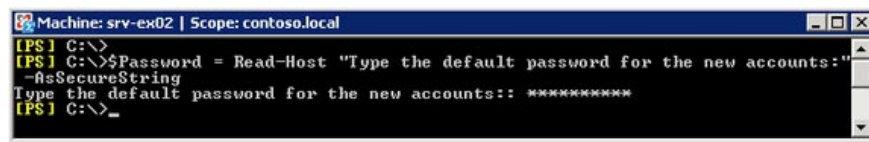


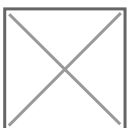
Figure 10 : Create a variable to keep the original password in the new account.

3, The next step will run two cmdlets using a pipe to create new users using the *.csv file. This is the structure of the cmdlet statement:

```
Import-Csv recipients.csv |foreach {New-Mailbox -alias $_. Alias ??-name $_. Name -
UserPrincipalName $_. UPN -Database 'mailbox database' -OrganizationalUnit Users -Password $
Password -ResetPasswordOnNextLogon: $ true
```

Gi?i th?ch : Explain :

1. `$_`, `$_`: Tên c?a t?ng c?t trong file nguoinhan.csv. : Name of each column in nguoinhan.csv file.
2. `Foreach` : V?i m?i dòng c?a file; `Foreach` : With each line of the file;l?u ý: dòng ??u tiên là dòng tiêu ??.
Note: the first line is the subject line.
3. `$Password` : bi?n ???c nh?p trong b??c tr??c. `$Password` : variable entered in the previous step.
4. `-ResetPasswordOnNextLogon:$true` : N?u thi?t l?p ?úng tham s?, t?t c? ng??i dùng s? ph?i thay ??i password c?a h? khi ??ng nh?p l?n ??u. `-RetetPasswordOnNextLogon: $ true` : If set to the correct parameter, all users will have to change their password when logging in for the first time.



Hình 11 : T?o các user thông qua file *.csv Figure 11 : Creating users through the *.csv file

4, ?? ki?m tra xem các user ?ã ???c t?o hay ch?a có th? vào Exchange Management Console (Hình 12). 4, To check if the users have been created, go to the Exchange Management Console (Figure 12).



Hình 12 : Các user mới được tạo thông qua file csv *Figure 12 : New users created via csv file*

Các tính năng quản lý Mailbox **Mailbox management features**

Quản lý các chức năng ở mức người dùng bằng việc kích hoạt hay vô hiệu hóa những tính năng dưới đây: Manage functions at user level by enabling or disabling the following features:

1. OWA OWA
2. Exchange ActiveSync Exchange ActiveSync
3. Unified Messaging Unified Messaging
4. MAPI access. MAPI access.

Nhiệm vụ này có thể được hoàn tất theo hai cách: This task can be completed in two ways:

Sử dụng Exchange Management Console **Use the Exchange Management Console**

1, Mở **Exchange Management Console** 1, Open the **Exchange Management Console**

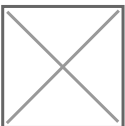
2, Mở rương **Recipient Configuration** 2, Expand **Recipient Configuration**

3, Nhấn vào **Mailbox** 3, Click **Mailbox**

4, Nhấn vào user và trong **Toolbox Actions** nhấn **Properties** 4, Click on the user and in **Toolbox Actions** click **Properties**

5, Nhấn vào tab **Mailbox Features** . 5, Click the **Mailbox Features** tab.

6, Bây giờ bạn có thể nhìn thấy tất cả các tính năng mailbox của người dùng và có thể vô hiệu hóa hoặc kích hoạt mỗi tính năng. 6, Now you can see all the user's mailbox features and can disable or enable each feature.



Hình 13 : Quản lý các tính năng của Mailbox ở mức người dùng *Figure 13 : Managing Mailbox features at user level*

Liệt kê tất cả người dùng và tính năng của họ... **List all their users and features .**

Trong một số trường hợp, chúng ta phải kiểm tra những chức năng mà user có và không có cách nào để thực hiện từng người một. In some cases, we have to verify the functions that the user has and there is no way to do them one by one. Trong Exchange Server 2007, nhiệm vụ này rất đơn giản và có thể được thực hiện với một cmdlet được gọi là **get-casmailbox** (hình 14). In Exchange Server 2007, this task is very simple and can be done with a cmdlet called **get-casmailbox** (Figure 14).

Sử dụng cmdlet này có thể xuất các kết quả ra file *.csv, phân tích nó trong Microsoft Excel và tạo các báo cáo

học phân tích theo cách mà bạn muốn. Using this cmdlet can export the results to a *.csv file, analyze it in Microsoft Excel and create reports or analyze the way you want.



Hình 14 : Tất cả user với các chức năng thông qua Exchange Management Shell *Figure 14* : All users with functions through the Exchange Management Shell

S? dùng Exchange Management Shell ?? thay ??i các tính năng ng??i dùng Use Exchange Management Shell to change user features

?? quản lý các tính năng bằng vì?c s? dùng Exchange Management Shell bạn có thể s? dùng cmdlet ??c gọi là **set-casmailbox** như d??i này: To manage features using the Exchange Management Shell you can use the cmdlet called **set-casmailbox** as follows:

Set-casmailbox -OWAEnabled:Set-casmailbox -OWAEnabled:

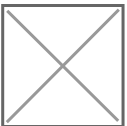
Trong ?ó : là tên ng??i dùng; In it : is the username; có thể là \$true hoặc \$false can be \$ true or \$ false

?? hi?n thể cho bạn thấy s? ?nh h??ng thể? giá trị s? dùng của Exchange Management Shell thì này là một ví dụ. To show you the actual effect of the Exchange Management Shell usage, this is an example.

Gi? s? : Có một công ty với 50 chi nhánh và phòng và phải vô hiệu hóa s? truy cập MAPI cho tất cả user trong Toronto. **Assume** : There is a company with 50 branch offices and must disable MAPI access for all users in Toronto.

Làm thế nào bạn có thể thể? hi?n ?i?u này với công việc quản trị ?i thi?u? How can you do this with minimal administrative work?

Tr??c hết, phải bảo ??m rằng tất cả thông tin Active Directory là nhất quán. First of all, make sure that all Active Directory information is consistent. Trong tình huống này, tất cả ng??i dùng ??u có các thuộc tính thành phố và tỉnh ?ã ??c ?i?n đúng. In the given situation, all users have the correct city and province attributes. Một ví dụ về v?n ?? này ??c thể hi?n trong hình 15 thông qua các cmdlet **get-user** | An example of this is shown in Figure 15 through the cmdlet **get-user | select name , recipientType , City , StateorProvince select name , recipientType , City , StateorProvince**



Hình 15 : Kiểm tra các thuộc tính thành phố và tỉnh cho tất cả ng??i dùng *Figure 15* : Verifying city and province attributes for all users

Nếu tất cả thông tin Active Directory nhất quán (phù hợp) thì có thể s? dùng tài nguyên này trên Windows PowerShell, nơi mà một ??u ra của một lệnh ??c s? dùng như một ??u vào cho một cmdlet khác. If all Active Directory information is consistent (appropriate), this resource can be used on Windows PowerShell, where an output of a command is used as an input to another cmdlet.

But since you need some specific user properties without having to go through **get-mailbox**, because this cmdlet only returns mailbox information. Use the **get-user** cmdlet to filter the city attribute from the user and combine those results with the **set-casmailbox** cmdlet. The **get-user** cmdlet must be used to filter the city attribute from the user and combine those results with the **set-casmailbox** cmdlet.

To solve this problem you can use this subset of cmdlets as shown in Figure 16.

```
Get-User |Get-User |Where-Object { $_.City -eq 'Toronto'} |Where-Object { $_.City -eq 'Toronto'} |Set-CasMailbox -OWAEnabled: $false
```

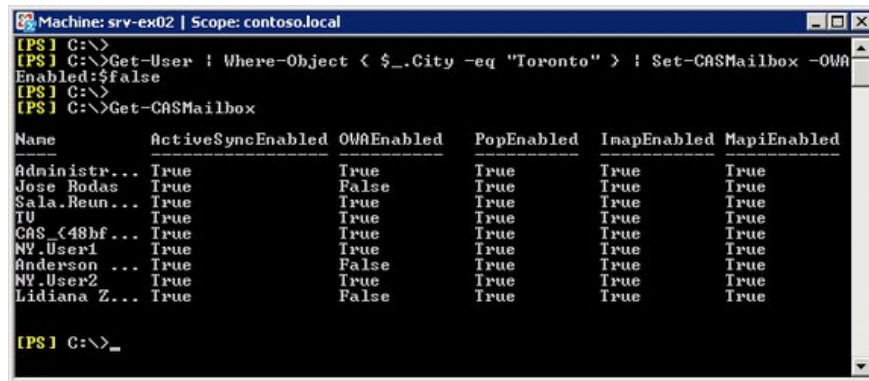


Figure 16 : Disabling OWA access for all users in the city of Toronto and Ontario state, then a list of new user features.

Now check if everything worked as expected. No user, who has the OWA feature set disabled, can access their mailbox via Outlook Web Access. You can test it by trying to see if the user *Anderson.Patricio* can access the mailbox with Outlook Web Access.

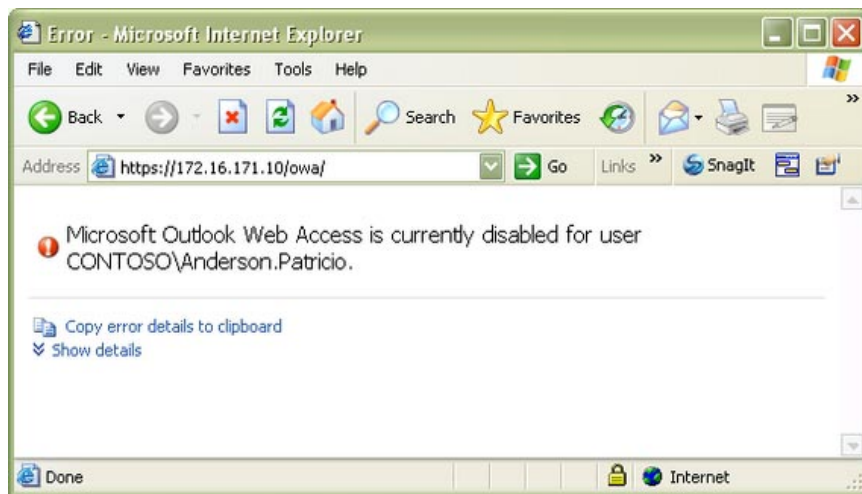


Figure 17 : After the authentication, the user receives

A message that OWA has been disabled

Conclude

In this article we reviewed the steps needed to create a user (in the usual way) using the Exchange Management Console. Consider some of the same tasks using the flexibility of Exchange Management Shell to help create one or more users through commandlets. At the end of this article, we discussed how to manage mailbox features at the user level.

See the last section

You finished reading the article "**Manage mailboxes in Exchange Server 2007**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.