

Exchange 2003 - User, groups, distribution list and contact management with Windows 2003 Active Directory

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Abstract

In this article I will give you a detailed Step by Step solution how to create mailbox enabled users, mail enabled users, contacts and distribution list.

Let's begin

Beginning with Exchange 2000, Microsoft integrates the creation of mail enabled users, mailbox enabled users, and contacts and distribution lists into the Active Directory user management process to simplify administration.

What will we cover in this article?

- ? Creation of mailbox enabled users
- ? Creation of mail enabled users
- ? Creation of mail enabled contacts
- ? Creation of mail enabled groups
- ? Creation of query based distribution groups

Start DSA.MSC and select the container or OU in which you want to create a new user.

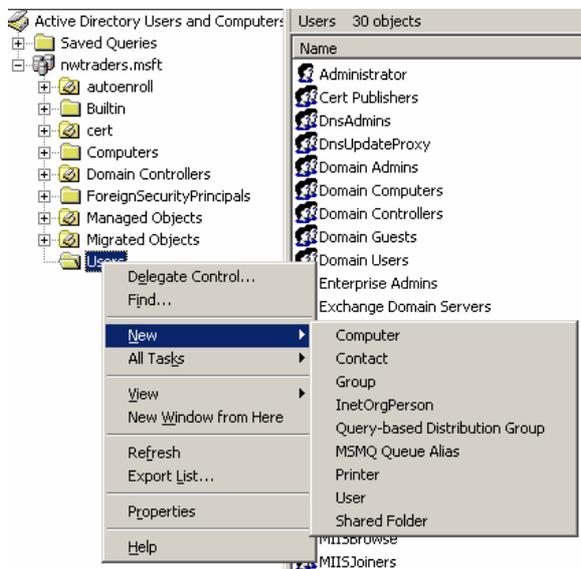


Figure 1: Create Users, Contacts and more

Creation of mailbox enabled users

Mailbox enabled users have the following characteristics:

- ? E-mail address created
- ? Displayed in address lists
- ? Can send and receive e-mail
- ? Can store e-mail on the Exchange server

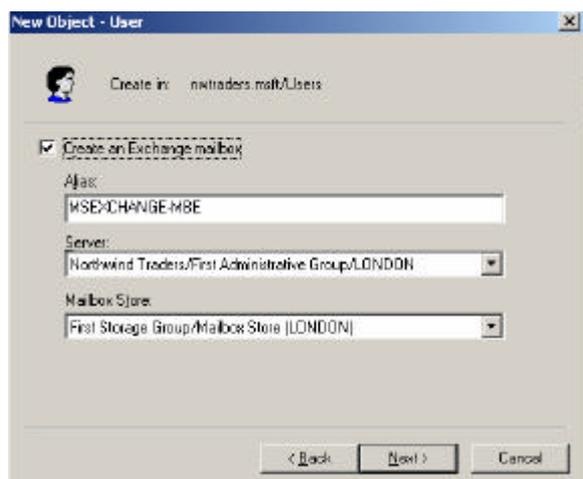


Figure 2: MBE – Mailbox enabled user

How to hide a mailbox

When a mailbox is hidden, it can still receive messages addressed to it if the message sender uses its SMTP e-mail address or any other foreign address

Open Active Directory Users and Computers

Open the Properties dialog box for the user account

On the Exchange Advanced tab, select the Hide from Exchange Address Lists check box

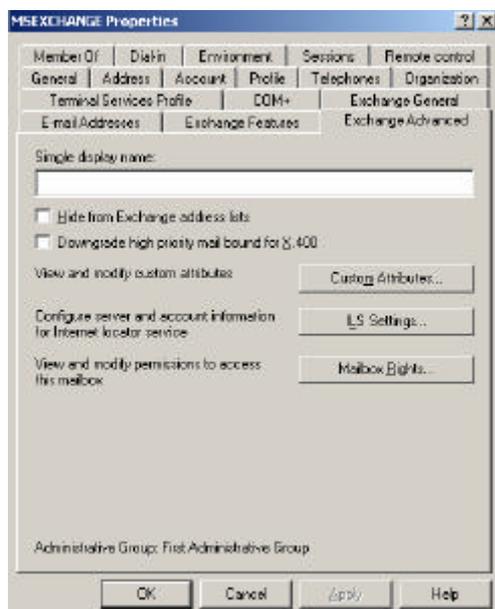


Figure 3: Hide mailbox

To set storage limits for a specific user

Open Active Directory Users and Computers

Open the *Properties* dialog box for the user account that you want to configure

Clear the *Use mailbox store default* check box on the *Limits* tab

Configure the appropriate options

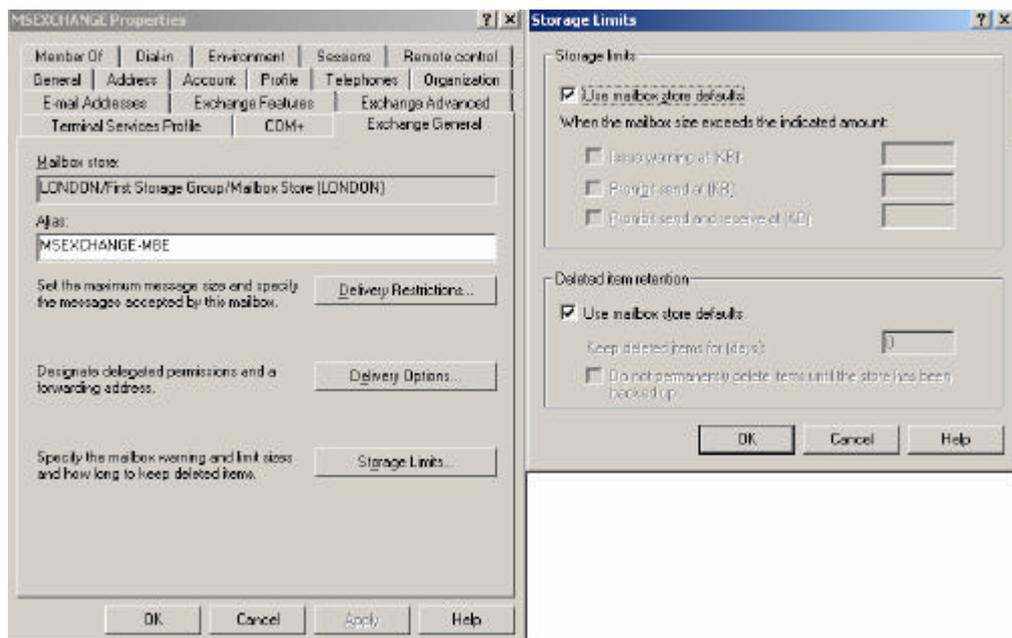


Figure 4: MBE – Storage limits

How to configure “SEND AS”

Open Active Directory Users and Computers

Open the *Properties* dialog box for the user account for which you are granting permissions

Use the *Security* tab to add the name of the user whom you want to be able to send e-mail as the mailbox owner

How to configure “SEND ON BEHALF”

Open Active Directory Users and Computers

Open the *Properties* dialog box for the user account of the person whose sending privileges you want to delegate

On the *Exchange General* tab, click *Delivery Options*

Add the name of the user whom you want to be able to send e-mail on behalf of the mailbox owner

Mail Forwarder

You can configure Exchange to forward e-mail to a:

- ? Mailbox enabled users
- ? Mail enabled users
- ? Mail enabled contacts

Creation of mail enabled users

Mail enabled users have the following characteristics:

- ? E-mail address created
- ? Displayed in address lists
- ? Doesn't have an Exchange mailbox
- ? Can receive e-mail at an external e-mail account

The process to create a mail enabled user is very similar to create a mailbox enabled user except that you clear the checkbox Create an Exchange mailbox.

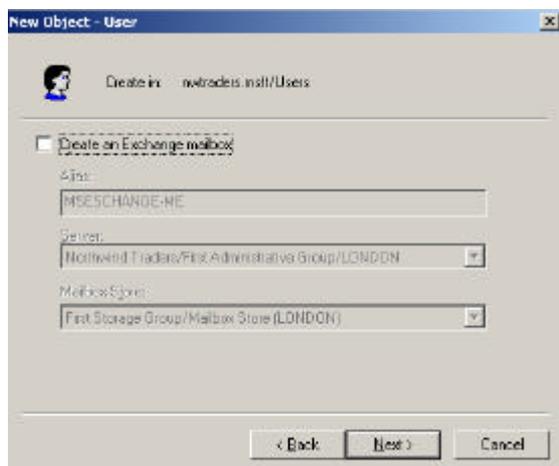


Figure 5: ME – Mail enabled user

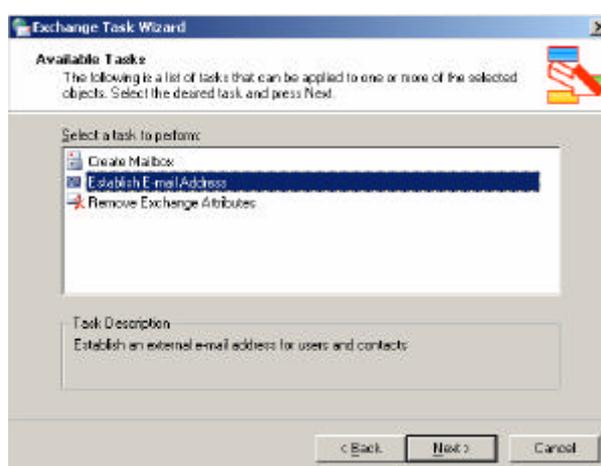


Figure 6: Exchange tasks

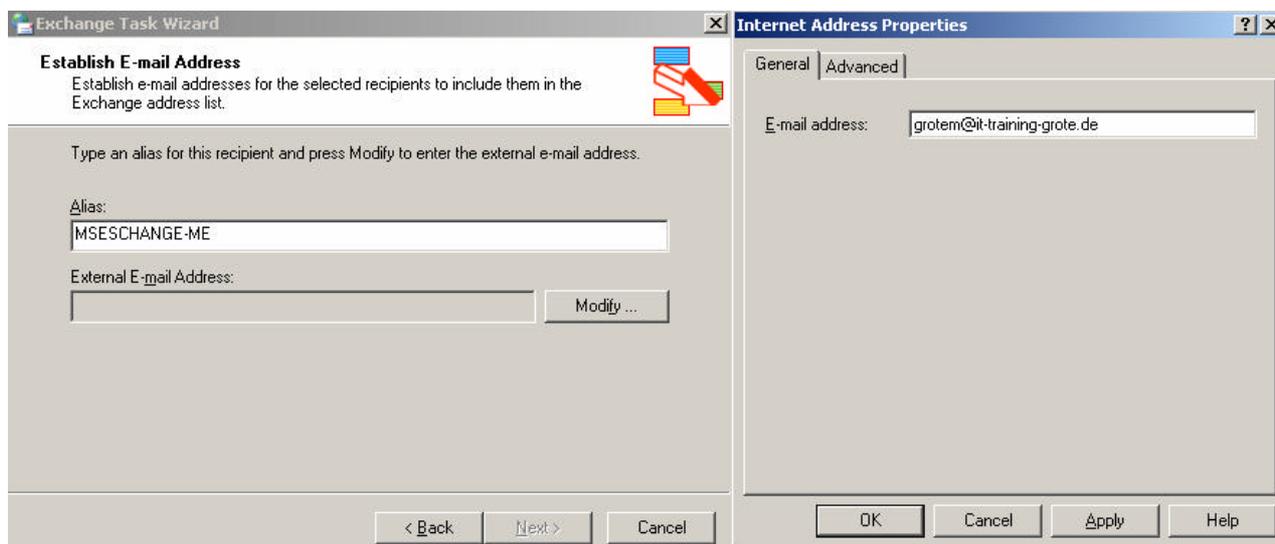


Figure 7: Create a e-mail address

Creation of mail enabled contacts

Mail enabled contacts have the following characteristics:

- ? E-mail address created
- ? Displayed in address lists
- ? Can receive e-mail at an external e-mail account

Start Active Directory Users and Computers – right click the container USERS or a custom OU and select contact in the context menu.

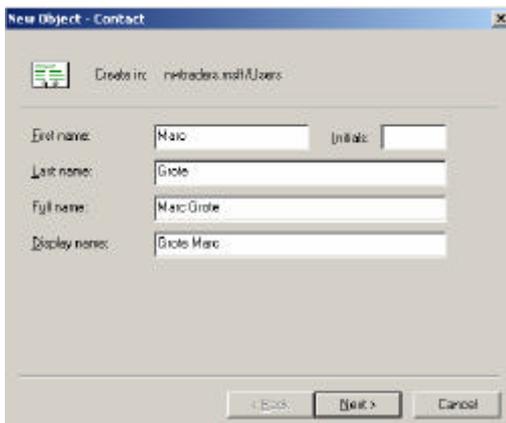


Figure 8: Create a mail enabled contact

Create an e-mail address for the new contact. In this example we chose to create an SMTP address.

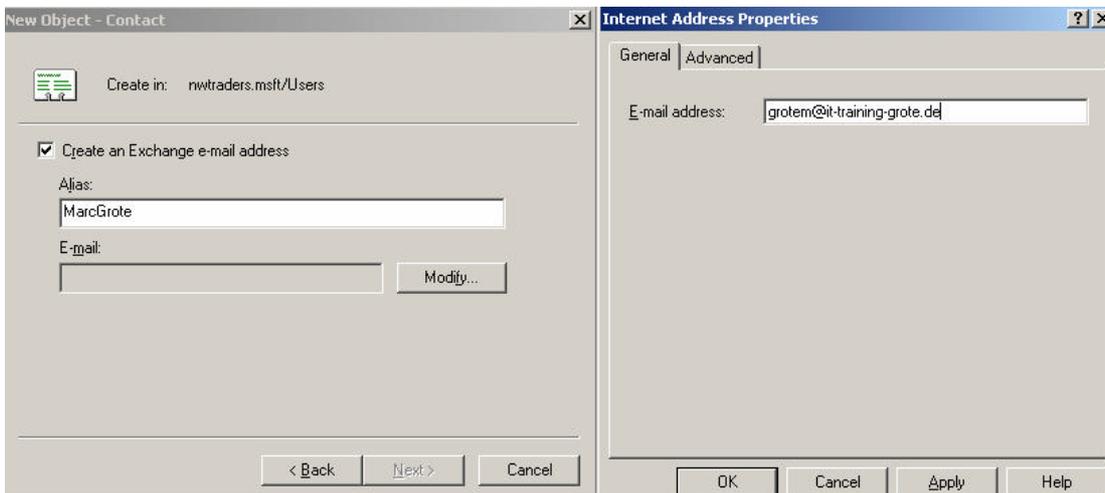


Figure 9: Create an e-mail address

Creation of mail enabled groups

Mail enabled groups have the following Characteristics:

- ? E-mail address created
- ? Displayed in address lists
- ? E-mail forwarded to all members who have valid e-mail addresses defined in Active Directory

You should only mail-enable universal groups and not domain local or global groups if you have multiple domains in your environment



Figure 10: Mail enabled group

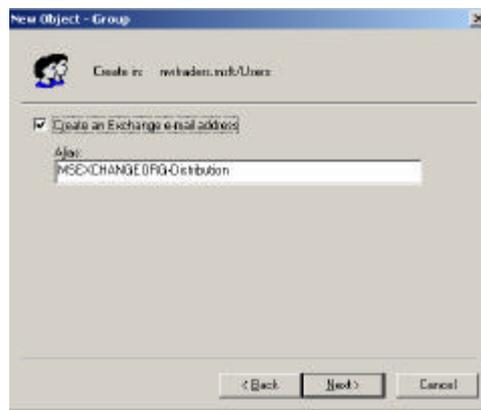


Figure 11: Create an e-mail address

You can set a message size limit, and new for Exchange 2003 a message restriction from who you accept message. Set the checkbox to *From authenticated users only* and you are save that e-mails send from users must be authenticated. You can also *Hide groups from Exchange address lists*.

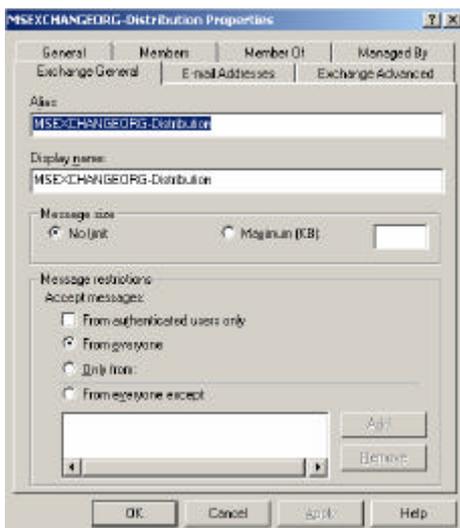


Figure 12: Set message limits



Figure 13: Hide from address list and many more

Creation of query based distribution groups

A query-based distribution group is a new additional type of distribution group in Exchange 2003. This new type of distribution group provides the same functionality as a standard distribution group; however, instead of specifying static user memberships, a query-based distribution group allows you to use an LDAP query to dynamically build membership in the distribution group (for example All employees with a special group membership). Using query-based distribution groups we can reduce the administration costs dramatically.

How to create query based distribution groups

Open Active Directory Users and Computers

Locate the OU that will contain the new query-based distribution group

Use the context menu of the OU to create a new query-based distribution group

Configure the filter to search Active Directory for objects that you want to make members of this group.

Configure the advanced features to identify specific membership criteria



Figure 14: Query Based distribution group

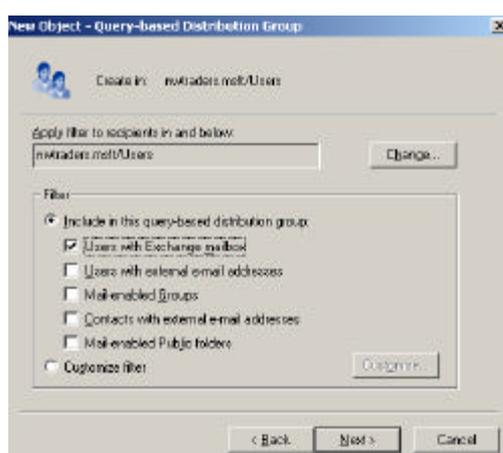


Figure 15: Filter for query based distribution groups

For details about Query based distribution groups read the following [article](#).

Conclusion

Beginning with Exchange 2000, Microsoft integrates the creation of mail enabled users, mailbox enabled users, and contacts and distribution lists into the Active Directory user management process to simplify administration and to centralize administrative tasks.

Related Links

HOW TO: Use Address Lists to Organize Recipients in Exchange 2003

<http://support.microsoft.com/default.aspx?scid=kb;en-us;319213&Product=exch2003>

How to use recipient policies to control mailboxes in Exchange 2000 and Exchange 2003

<http://support.microsoft.com/default.aspx?scid=kb;en-us;319188&Product=exch2003>

How to Add a Mailbox to an Existing User Account in Exchange 2000 Server

<http://support.microsoft.com/default.aspx?scid=kb;en-us;313420&Product=exch2003>

