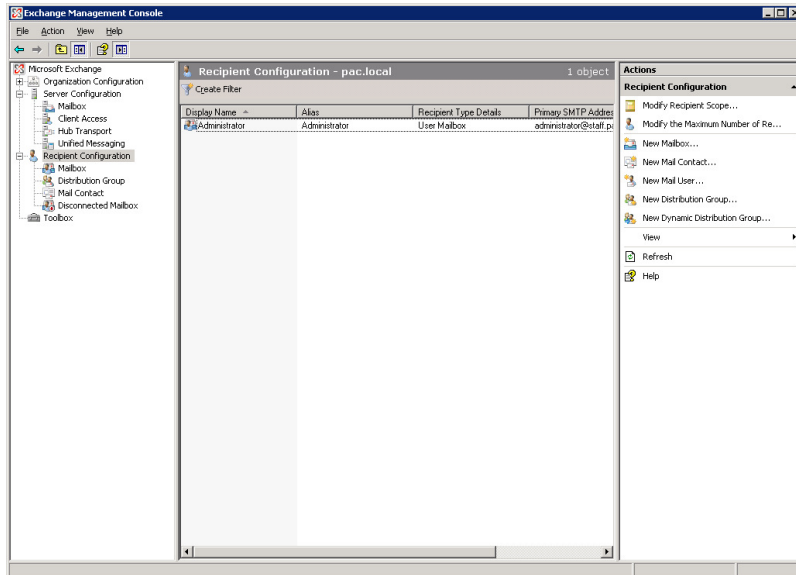


Adding new users in Exchange 2007

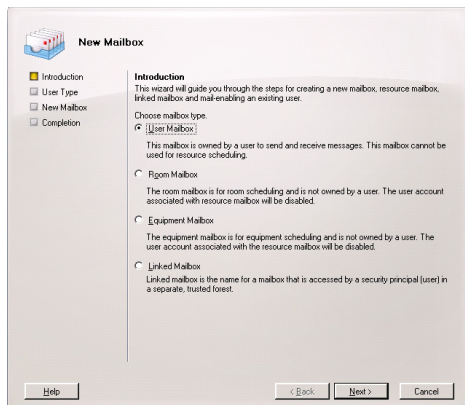
Produced by:



Open the Exchange Management Console and select recipient configuration.



Click on new mailbox, then for a user, select user mailbox. Click next.



On the next screen, select new user, unless you want to add a mailbox to an existing user.

Next, fill in the users information, the first part of the user login name should be the first part of their primary email address to make things easier. Secondly pick the second part of their email address from the drop down list, do not leave it as .local if this is an option, if you do the user will have problems logging in.

You then have to setup a password, if it is currently using strong passwords, your password must include letters, numbers and characters (@!/?&* etc) for it to work.

You can leave the next screen as is, unless you want to change the alias, this will become the first part of their primary email address.

Click next, then new and this should create your new user.

PowerShell

You can also use the PowerShell to add a user, to do so enter the command:

```
new-Mailbox -alias <alias name> -name <name> -database "Mailbox Database" -org <organizational unit> -UserPrincipalName <UPN, e.g. testmbx@example.com>
```