

Guide to Exchange: Creating Users



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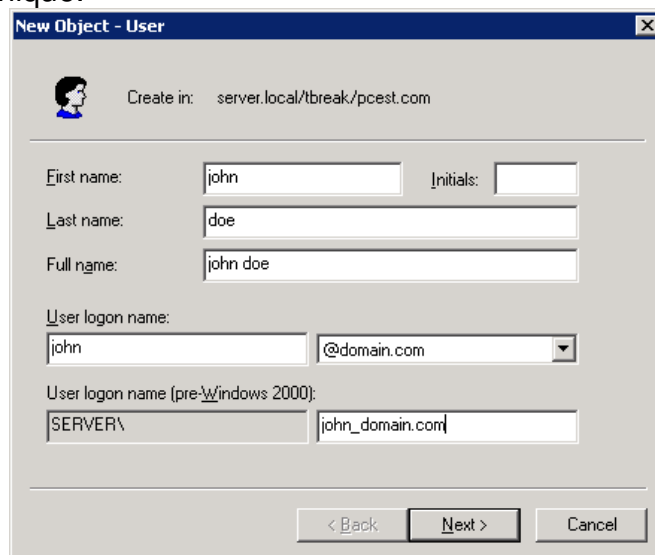
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Adding a user

Each time you add a new user to a domain you should go through the following steps.

To add a new user to the email domain open AD users and computers and browse into that exchange users OU. Right click on the left pane and select new user. Fill in the name details as you want and select a username, this should be the same as the first part of their email address. Select their email domain from the drop down box. This should then look like their email address.

The pre windows 2000 logon name has to be unique for every user, you can use their name, but if you will have other users, with the same name, make sure they are unique.



New Object - User

Create in: server.local/tbreak/pcest.com

First name: john Initials: []

Last name: doe

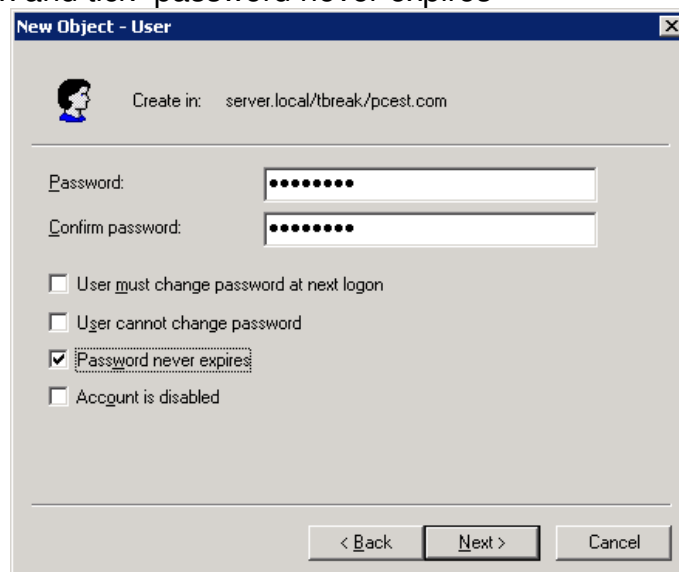
Full name: john doe

User logon name: john @domain.com

User logon name (pre-Windows 2000): SERVER\ john_domain.com

< Back Next > Cancel

Next set a password for the user. Un-tick the “user must change password at next logon” box and tick “password never expires”



New Object - User

Create in: server.local/tbreak/pcest.com

Password: []

Confirm password: []

User must change password at next logon

User cannot change password

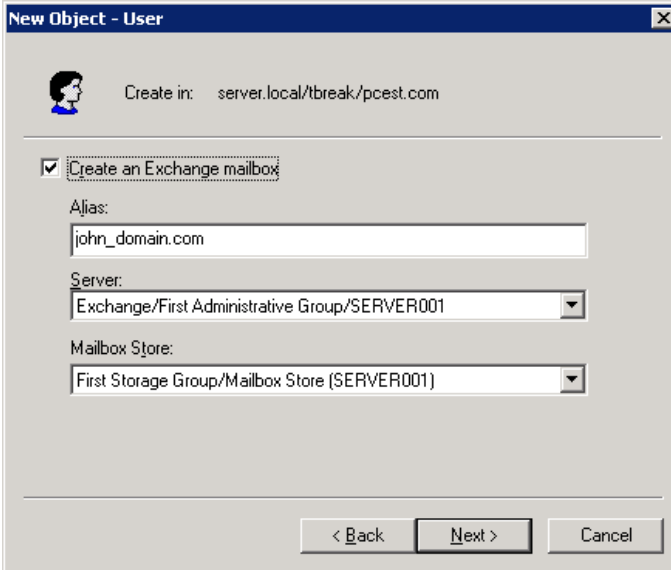
Password never expires

Account is disabled

< Back Next > Cancel

Exchange Setup

Click next. Set the exchange alias to be the same as the pre windows 200 logon. Leave the other settings the same.



New Object - User

Create in: server.local/tbreak/pcest.com

Create an Exchange mailbox

Alias:
john_domain.com

Server:
Exchange/First Administrative Group/SERVER001

Mailbox Store:
First Storage Group/Mailbox Store (SERVER001)

< Back Next > Cancel

Click finish.

In active directory users and computers, right click on the user and go to properties. The email address for the user should appear automatically after a period of time. If it does not, or you want to add other email address to this user, such as info@ or support@, simply click on new, then SMTP address, then type in the address you want.

Your user is now setup.