Mail System and Business Collaboration

WEEK 02

Overview

❖ Configuring Microsoft Outlook

❖ Configuring Microsoft Entourage

❖ Configuring Microsoft Outlook Express and Windows Mail

❖ Implementing an Exchange Resource Forest

Overview

❖ Configuring Microsoft Outlook

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Configuring Microsoft Outlook

❖ Go to *Tools > Account Settings*

❖ On the E-mail tab, click *New*

❖ Select "Manually configure server settings or additional server types" and click *Next*

❖ Select Internet E-mail and click *Next*

Configuring Microsoft Outlook

❖ Enter the following information for E-mail Accounts.

   ❖ Your Name: Enter the name you wish recipients to see when they receive your message.

   ❖ Email Address: This is the address that your contacts' email program will reply to your messages. This is also the address that will get recorded in your contacts' address book if they add you as a contact.

   ❖ Account Type: POP3

   ❖ Incoming mail server: Enter pop3.ivenue.com

   ❖ Outgoing mail server (SMTP): Enter smtp.ivenue.com

   ❖ User Name: Enter your full e-mail address

   ❖ Password: If you wish for Outlook to save your password, check the box labeled Remember Password and enter your password in the text field.

   ❖ Click More Settings…

Configuring Microsoft Outlook

❖ Click on the Outgoing Server tab, and check the box labeled My outgoing server (SMTP) requires authentication. Then choose to Use same settings as my incoming mail server

❖ Click on the Advanced tab.

❖ Under Incoming Server (POP3), the port number should be set to 110.

❖ Under Outgoing Server (SMTP), the port number should be set to 587.

❖ Click *OK*

❖ Click *Next*

❖ Click *Finish*

Overview

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Configuring Microsoft Entourage

❖ Go to *Entourage->Account Settings*

  ❖ If Entourage opens the automatic configuration dialog box, simply close it.

❖ The *Accounts* window will appear. Click on *New*.

❖ In the *Account Setup Assistant* window,

  ❖ Check the box *My account is on an Exchange Server*

  ❖ Click on *Configure Account Manually* at the bottom of the page

❖ In the *New Account* window,

  ❖ Select *Exchange* as the *Account type*

  ❖ Click on *OK.*

Entourage 2008

Configuring Microsoft Entourage

❖ In the *Edit Account* window, enter the name you want to give to your account in the *Account Name* field.

❖ Under *Personal Information*

    ❖ Enter the name you wish your email recipients to see in the *Name* field

    ❖ The email address that your recipients will see in the *Email Address* field

❖ Under **Authentication**,

    ❖ Enter your SAM* account name in the Account ID field,

    ❖ IHOST (in upper case only) in the *Domain* field

    ❖ Your email password in the *Password* field and make sure the box *Save password in my Mac OS keychain* is checked.

- *You can find your SAM account name (ex: user_domain.com) in your Control Panel in the User statistics section
- Entourage 2008

Configuring Microsoft Entourage

❖ Under *Server Information*, enter

   ❖ *https://webmail.ihostexchange.net/exchange/your@emailaddress.com* in the *Exchange Server* field,

   ❖ Make sure the box

      ❖ *This DAV service requires a secure connection (SSL)* is checked

      ❖ *The box Override default DAV port is unchecked*

      ❖ *Click on OK.*

Entourage 2008

Overview

❖ Configuring Microsoft Outlook

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Configuring Microsoft Outlook Express

❖ Go to *Tools > Accounts*

❖ Click the *Add* button and select *Mail*

❖ Enter your *Display name*. The display name is the name that will appear when others receive mail from your account.

    ❖ Click the *Next* button to continue.

❖ Enter your *E-mail address* in the text box and click the *Next* button.

Configuring Microsoft Outlook Express

❖ On the E-mail Server Name dialog box:

  ❖ Select *POP3* from the drop down menu

  ❖ Enter *pop.<<domain name>>* as the Incoming mail (POP3, IMAP or HTTP) server.

  ❖ Enter *smtp. <<domain name>>* as the Outgoing mail (SMTP) server.

  ❖ Click the *Next* button

❖ Enter

  ❖ Your full e-mail address as the *Account name*

  ❖ The e-mail account's *Password* that was setup with the account

❖ Click the Next button to proceed

❖ Click the *Finish* button to exit the wizard

Configuring Windows Mail

❖ Go to *Tools > Accounts*

❖ On the *Internet Accounts* screen, click *Add*

❖ Under *Select Account Type*, choose *E-mail Account* and click *Next*

❖ Enter the *Display Name* of your choice and click *Next*

❖ Enter your *E-Mail address* and click *Next*

❖ Select *POP* from the drop down list of server types
   ❖ Under *Incoming mail (POP3 or IMAP) server*, enter *pop3.ivenue.com*.
   ❖ Under *Outgoing Mail Server (SMTP) name*, enter *smtp.<<domain name>>*
   ❖ Check the box for *Outgoing server requires authentication* and Click *Next*

Configuring Windows Mail

❖ Enter your *E-mail username* and *Password* and click *Next*

❖ Make sure *"Do not download my e-mail and folders at this time"* is checked and click *Finish* to return to your *Internet Accounts* list

❖ Select your account, then click *Properties*

❖ On the *Properties* screen, click the *Advanced* tab and make sure that the *SMTP* Port Number is set to *587* and the *POP* Port Number is set to *110* and click *Ok*

Overview

❖ Configuring Microsoft Outlook

❖ Configuring Microsoft Entourage

❖ Configuring Microsoft Outlook Express and Windows Mail

❖ Implementing an Exchange Resource Forest

Exchange Resource Forest

❖ How to implement Exchange Server 2007 in an environment with multiple forests where all mailboxes will be hosted in a Resource Forest?
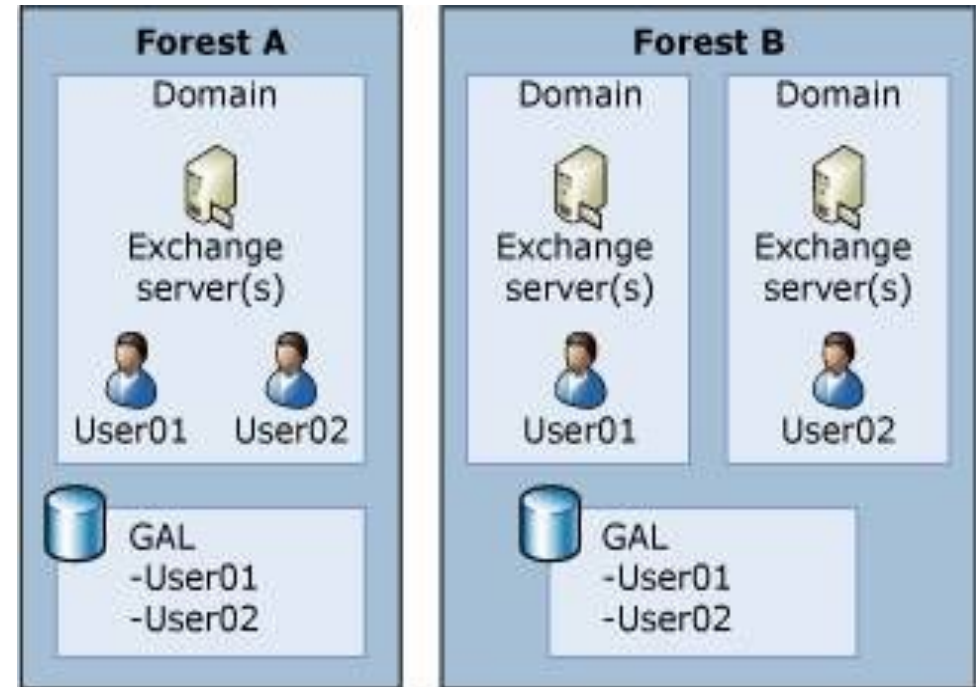
Exchange Resource Forest

❖ Why forests are kept separated?

   ❖ Multiple businesses that require data and service isolation

   ❖ Different schema requirements

   ❖ Company merger or acquisition process

Exchange Resource Forest

❖ Can we deploy Exchange Server 2007 with single forest?

❖ How about multiple forests?

❖ Possible topologies

    ❖ Cross-forest

    ❖ Resource forest

Exchange Resource Forest

❖ Cross-forest

   ❖ Multiple Exchange forests

   ❖ Each forest has

      ❖ An Exchange Server 2007

      ❖ A tool to synchronize the recipients between them

   ❖ Use same Global Address List (GAL) for all forests

Exchange Resource Forest

❖ Resource forest

  ❖ One forest with Exchange 2007 installed

    ❖ Mail-box enabled users are hosted here

  ❖ One or more account forests

    ❖ Users are hosted here

  ❖ Mailboxes are associated with the users from the account mailbox

Exchange Resource Forest

❖ No problems related to GAL

    ❖ All the users are in the same forest (Resource Forest)

❖ More hardware might be needed to deploy a new forest to host all mailboxes
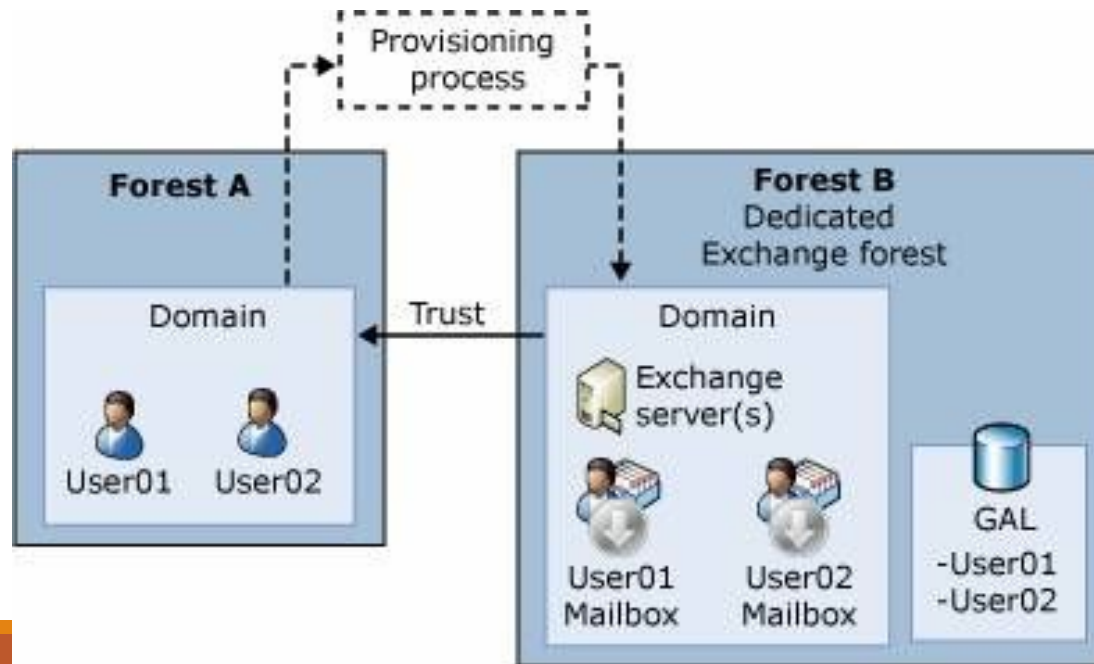
Overview

❖ Configuring mailbox-enabled and mail-enabled user accounts

❖ Configuring mail-enabled groups

❖ Configuring mail contacts

❖ Configuring resource mailboxes

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❖ Configuring mailbox-enabled and mail-enabled user accounts

❖ Configuring mail-enabled groups

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Configuring mailbox-enabled and mail-enabled user accounts

❖ Basic types of recipients in Exchange

    ❖ Users

    ❖ Groups

    ❖ Contacts

    ❖ Public folders

Configuring mailbox-enabled and mail-enabled user accounts

❖ Mailbox Enabled vs. Mail-enabled

❖ A user with an associated mailbox is called a mailbox-enabled user

   ❖ Send/Receive messages

   ❖ Store messages on Exchange server

❖ A *mail-enabled user* is simply a user who has an email address but who does not have a mailbox on an Exchange server

   ❖ Can receive email

   ❖ Can not send email

Configuring mailbox-enabled and mail-enabled user accounts

❖ Managing User Accounts and Mailboxes

   ❖ Creating Accounts and Mailboxes with the Exchange Management Console

[1] Refer to Exercise 5.1 of the Configuration Study Guide: Creating a New Mailbox-Enabled User
[2] Refer to Exercise 5.2 of the Configuration Study Guide: Mailbox-Enabling an Existing User

Configuring mailbox-enabled and mail-enabled user accounts

❖ Managing User Accounts and Mailboxes

   ❖ Creating Accounts and Mailboxes with the Exchange Management Shell

Configuring mailbox-enabled and mail-enabled user accounts

❖ Managing User Accounts and Mailboxes

  ❖ Creating Accounts with the Active Directory Users and Computers Console

[1]   Refer to Exercise 5.3 of the Configuration Study Guide:
      Creating a New User Account in Active Directory Users and Computers

Configuring mailbox-enabled and mail-enabled user accounts

❖ Modifying Mailbox-Enabled User Accounts

   ❖ Performing Basic Management from the Exchange Management Console

   ❖ Managing Mailbox Properties

Configuring mailbox-enabled and mail-enabled user accounts

❖ Working with Deleted Mailboxes

[1]   Refer to Exercise 5.4 of the Configuration Study Guide: Reconnecting a Disconnected Mailbox

Configuring mailbox-enabled and mail-enabled user accounts

❖ Managing Mail-Enabled User Accounts

 ❖ Creating Mail Users with the Exchange Management Console

[1]   Refer to Exercise 5.5 of the Configuration Study Guide: Creating a New Mail-Enabled User
[2]   Refer to Exercise 5.6 of the Configuration Study Guide: Mail-Enabling an Existing User

Configuring mailbox-enabled and mail-enabled user accounts

❖Managing Mail-Enabled User Accounts

❖ Creating Mail Users with the Exchange Management Shell

Configuring mailbox-enabled and mail-enabled user accounts

❖ Managing Mail Users

❖ Performing Basic Management from the Exchange Management Console

❖ Managing Mail User's Properties

Configuring mailbox-enabled and mail-enabled user accounts

❖ Configuring Send As and Full Access Permission

    ❖ Departmental mailboxes

    ❖ Project mailboxes

    ❖ Customer comments and suggestions mailboxes

    ❖ Send As

[1]   Refer to Exercise 5.7 of the Configuration Study Guide:
        Configuring Send As Permissions on a Mailbox Using Exchange Management Console

Overview

❖ Configuring mailbox-enabled and mail-enabled user accounts

❖ Configuring mail-enabled groups

❖ Configuring mail contacts

❖ Configuring resource mailboxes

Configuring mail-enabled groups

❖ Managing Mail-Enabled Groups

    ❖ Creating Distribution Groups with the Exchange Management Console

[1]   Refer to Exercise 5.8 of the Configuration Study Guide: Creating a New Distribution Group
[2]   Refer to Exercise 5.9of the Configuration Study Guide: Mail-Enabling an Existing Security Group

Configuring mail-enabled groups

❖ Managing Mail-Enabled Groups

❖ Creating Distribution Groups with the Exchange Management Shell

Configuring mail-enabled groups

❖ Managing Mail-Enabled Groups

   ❖ Creating Groups with the Active Directory Users and Computers Console

[1]   Refer to Exercise 5.10 of the Configuration Study Guide: Creating a New Group in Active Directory

Configuring mail-enabled groups

❖ Modifying Distribution Groups

❖ Performing Basic Management from the Exchange Management Console

Configuring mail-enabled groups

❖Managing Dynamic Distribution Groups

　❖Creating Dynamic Distribution Groups with the Exchange Management Console

[1]　Refer to Exercise 5.11 of the Configuration Study Guide: Creating a New Distribution Group

Configuring mail-enabled groups

❖Managing Dynamic Distribution Groups

❖Creating Dynamic Distribution Groups with the Exchange Management Shell

Configuring mail-enabled groups

❖ Modifying Dynamic Distribution Groups

❖ Performing Basic Management from the Exchange Management Console

Overview

❖ Configuring mailbox-enabled and mail-enabled user accounts

❖ Configuring mail-enabled groups

❖ Configuring mail contacts

❖ Configuring resource mailboxes

Configuring mail contacts

❖ Creating Contacts with the Exchange Management Console

[1]   Refer to Exercise 5.12 of the Configuration Study Guide: Creating a New Mail Contact

[2]   Refer to Exercise 5.13 of the Configuration Study Guide: Mail-Enabling an Existing Contact

Configuring mail contacts

❖ Creating Contacts with the Exchange Management Shell

Configuring mail contacts

❖ Creating Contacts with the Active Directory Users and Computers Console

[1] Refer to Exercise 5.14 of the Configuration Study Guide:
      Creating a New Contact in Active Directory Users and Computers

Configuring mail contacts

❖ Modifying Mail Contacts

   ❖ Performing Basic Management from the Exchange Management Console

Overview

❖ Configuring mailbox-enabled and mail-enabled user accounts

❖ Configuring mail-enabled groups

❖ Configuring mail contacts

❖ Configuring resource mailboxes

Configuring resource mailboxes

❖ Creating Resource Mailboxes with the Exchange Management Console

[1]   Refer to Exercise 5.15 of the Configuration Study Guide: Creating a New Resource Mailbox

Configuring resource mailboxes

❖ Creating Resource Mailboxes with the Exchange Management Shell

Configuring resource mailboxes

❖ Modifying Resource Mailboxes

❖Performing Basic Management from the Exchange Management Console

Configuring resource mailboxes

❖ Modifying Resource Mailboxes

❖ Moving Mailboxes using the Exchange Management Console

[1]   Refer to Exercise 5.16 of the Configuration Study Guide:
      Moving a Mailbox with the Exchange Management Console

Configuring resource mailboxes

❖ Modifying Resource Mailboxes

❖ Moving Mailboxes using the Exchange Management Shell

Overview

❖ Understanding Public Folders

❖ Managing Public Folders

Overview

❖ Understanding Public Folders

❖ Managing Public Folders

Understanding Public Folders

❖ A cross between replicated file share and mailbox

Overview

❖ Understanding Public Folders

❖ Managing Public Folders

Managing Public Folders

❖ Creating the public folder database

[1]   Refer to Exercise 6.1 of the Configuration Study Guide: Creating a New Public Folder Database

Managing Public Folders

❖ Exploring the Public Folder Management Options

    ❖ Using the Public Folder Management Console

    ❖ Using the Exchange Management Shell

Managing Public Folders

❖ Performing General Public Folder Tasks

❖ Manipulating Individual Public Folders

❖ Manipulating Public Folder Mail Attributes

❖ Managing Public Folder Databases

❖ Managing Public Folder Permissions

❖ Client Permissions

Managing Public Folders

Permission	Description
Create Items	Can create new items in a folder.
Read Items	Can open and view items in a folder.
Create Subfolders	Can create subfolders within a folder.
Folder Owner	Can change permissions in a folder and perform administrative tasks, such as adding rules and installing forms on a folder.
Folder Contact	Receives email notifications relating to a folder. Notifications include replication conflicts, folder design conflicts, and storage limit notifications.
Folder Visible	Determines whether the folder is visible to the user in the public folder hierarchy.
Edit Items	Can edit (modify) items in a folder.
Delete Items	Can delete items in a folder.

Managing Public Folders

Role	Create Items	Read Items	Create Subfolders	Folder Owner	Folder Contact	Folder Visible	Edit Items	Delete Items
Owner	Yes	Yes	Yes	Yes	Yes	Yes	All	All
Publishing Editor	Yes	All	Yes	No	No	Yes	All	All
Editor	Yes	All	No	No	No	Yes	All	All
Publishing Author	Yes	Yes	Yes	No	No	Yes	Own	Own
Author	Yes	Yes	No	No	No	Yes	Own	Own
Nonediting Author	Yes	Yes	No	No	No	Yes	None	None
Contributor	Yes	No	No	No	No	Yes	None	None
Reviewer	No	Yes	No	No	No	Yes	None	None
None	No	No	No	No	No	Yes	None	None

Managing Public Folders

❖ Using Outlook

[1]   Refer to Exercise 6.2 of the Configuration Study Guide: Creating New Public Folders with Outlook

Managing Public Folders

❖ Using the Public Folder Management Console

❖ Using the Public Folder DAV Administration Tool

❖ Using Other Public Folder Tools

Managing Public Folders

❖ Working with the Public Folder Hierarchy

❖ Replicating Public Folders

❖ Performing Public Folder Replication

[1]   Refer to Exercise 6.3 of the Configuration Study Guide: Creating Public Folder Replicas

Overview

❖ Messaging records management

❖ Server-based rules

❖ Message classifications

❖ Server-based policies

❖ Configuring and managing antispam settings

Overview

❖ Messaging records management

❖ Server-based rules

❖ Message classifications

❖ Server-based policies

❖ Configuring and managing antispam settings

Messaging records management

❖ Configuring Message Compliance and Record Management

  ❖ Health Insurance Portability and Accountability Act (HIPA A)

  ❖ Sarbanes-Oxley (SOX) Act

  ❖ EU Data Protection Act.

  ❖ California SB 1386

Messaging records management

❖ Configuring Message Compliance and Record Management

❖ Message Record Management (MRM)

❖ Key Points in Planning and Deploying MRM

Messaging records management

❖ Configuring Managed Folder

    ❖ Managed Custom Folders

    ❖ Managed Default Folders

[1] Refer to Exercise 7.1 of the Configuration Study Guide:
Creating a Managed Folder Using the Exchange Management Console
[2] Refer to Exercise 7.2 of the Configuration Study Guide:
Creating a Managed Folder Using the Exchange Management Shell

Messaging records management

❖ Configuring Managed Content Settings

[1] Refer to Exercise 7.3 of the Configuration Study Guide:
Creating a Managed Folder Using the Exchange Management Console
[2] Refer to Exercise 7.4 of the Configuration Study Guide:
Creating a Managed Folder Using the Exchange Management Shell

Messaging records management

❖ Configuring Managed Folder Mailbox Policies

[1]   Refer to Exercise 7.5 of the Configuration Study Guide:
       Creating a Managed Folder Mailbox Policy Using the Exchange Management Console
[2]   Refer to Exercise 7.6 of the Configuration Study Guide:
       Creating a Managed Folder Mailbox Policy Using the Exchange Management Shell
[3]   Refer to Exercise 7.7 of the Configuration Study Guide:
       Applying a Managed Folder Mailbox Policy Using the Exchange Management Console
[4]   Refer to Exercise 7.8 of the Configuration Study Guide:
       Applying a Managed Folder Mailbox Policy Using the Exchange Management Shell

Messaging records management

❖ Configuring the Managed Folder Assistant

[1] Refer to Exercise 7.9 of the Configuration Study Guide:
     Scheduling the Managed Folder Assistant Using the Exchange Management Console
[2] Refer to Exercise 7.10 of the Configuration Study Guide:
     Scheduling the Managed Folder Assistant Using the Exchange Management Shell

Messaging records management

❖ Configuring Message Classification

Default Classification	Default Classification Message
A/C Privileged	This message contains legally sensitive information that is privileged between an attorney and a client.
Attachment Removed	This message had one or more attachments that were removed for security purposes.
Company Confidential	This message contains sensitive information, the distribution of which should be limited.
Company Internal	This message contains information that should not be forwarded or disseminated outside the company.
Partner Mail	This message contains content from or to business partners.

Messaging records management

❖ Configuring Message Classification in Outlook 2007

Messaging records management

❖ Configuring Rights Management Service (RMS) Exchange Agent

Messaging records management

❖ Configuring Transport Rules

❖ Transport Predicates

[1] Refer to Table 7.2 of the Configuration Study Guide: Predicates Available on a Hub Transport Server
[2] Refer to Table 7.3 of the Configuration Study Guide: Predicates Available on a Edge Transport Server

Messaging records management

❖ Transport Actions

[1]   Refer to Table 7.4 of the Configuration Study Guide: Available Actions on Hub Transport Server
[1]   Refer to Table 7.5 of the Configuration Study Guide: Available Actions on Edge Transport Server

Messaging records management

❖ Working with Transport Rules

  ❖ Designing and Planning tips…

[1]   Refer to Exercise 7.11 of the Configuration Study Guide:
       Creating a New Transport Rule Using the Exchange Management Console
[2]   Refer to Exercise 7.12 of the Configuration Study Guide:
       Creating a New Transport Rule Using the Exchange Management Shell

Messaging records management

❖ Configuring Policies and Address Lists

   ❖ Configuring Email Address Policies

[1]   Refer to Exercise 7.13 of the Configuration Study Guide:
     Creating a New Email Address Policy Using the Exchange Management Console
[2]   Refer to Exercise 7.14 of the Configuration Study Guide:
     Creating a New Email Address Policy Using the Exchange Management Shell

Messaging records management

❖ Configuring Address Lists

    ❖ Configuring Address Lists

[1]   Refer to Exercise 7.15 of the Configuration Study Guide:
       Creating a New Address List Using the Exchange Management Console
[2]   Refer to Exercise 7.16 of the Configuration Study Guide:
       Creating a New Address List Using the Exchange Management Shell

Overview

❖ Messaging records management

❖ Server-based rules

❖ Message classifications

❖ Server-based policies

❖ Configuring and managing antispam settings

Configuring and managing antispam settings

❖ Configuring Antivirus and Antispam

   ❖ Content Filtering

   ❖ Custom Words

   ❖ Exceptions

   ❖ Action

Configuring and managing antispam settings

❖ IP Allow Lists

❖ IP Block Lists

Configuring and managing antispam settings

❖ Recipient Filtering

❖ Sender Filtering

Configuring and managing antispam settings

❖ Sender ID

❖ Sender Reputation

Configuring and managing antispam settings

❖ Attachment Filtering

Configuring Microsoft Forefront Security for Exchange Server

❖ Installing Forefront Security for Exchange Server

[1]   Refer to Exercise 7.19 of the Configuration Study Guide: Installing Forefront Security for Exchange Server

Configuring Microsoft Forefront Security for Exchange Server

❖ Configuring Forefront for Exchange Serve

  ❖ Settings

    ❖ Scan Job

    ❖ Antivirus

    ❖ Scanner Updates

    ❖ Templates

    ❖ General Operations

Configuring Microsoft Forefront Security for Exchange Server

❖ Configuring Forefront for Exchange Serve

   ❖ Operate

   ❖ Report

      ❖ Notification

      ❖ Incidents

      ❖ Quarantine