

Step 2: How to Create a Mail Contact in Exchange 2010

1. Click **Start > All Programs > Microsoft Exchange Server 2010 > Exchange Management Console**
 2. Select the **Microsoft Exchange On-Premises instance**
 3. Select **Recipient Configuration**
 4. Below the **Recipient Configuration**, select **Mail Contact**
 5. In the **Action** pane to the right, select **New Mail Contact**
 6. On the **Create Mail Contact** window, select **New Contact**
 7. Provide the new contact name as **journal**. Enter required information.
 8. Select **Edit** located beside the new contact's external e-mail address
 9. A window appears prompting for an external email address. Enter the equivalent of **journal@{domainprefix}.vaultastic.com**
 10. After entering the address, click **OK**. After returning back to the new contact dialog, select **Next**
 11. Select **new** to create the **New Mail Contact**
 12. Click the **New** button
 13. Click **Finish** to return to the Exchange Management Console.
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