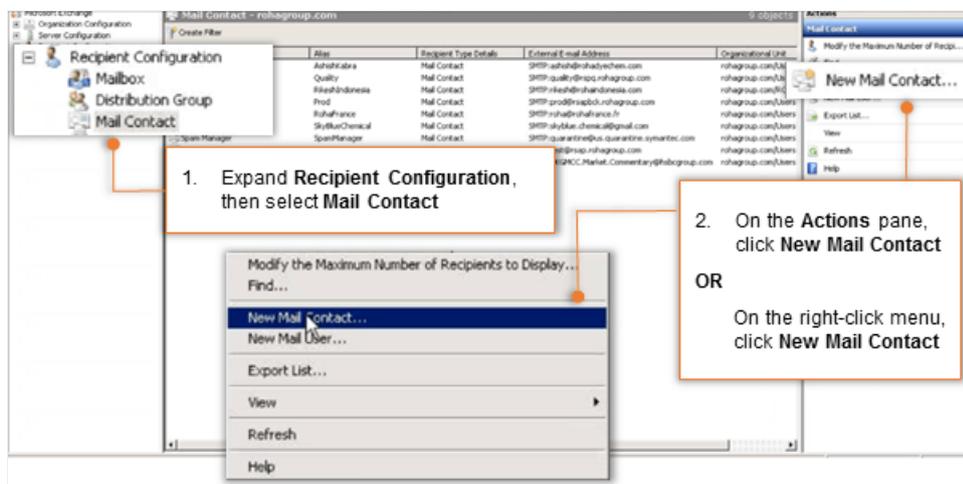


# Step 2: How to Create a Mail Contact in Exchange 2007

1. On the Microsoft Exchange Console, expand Recipient Configuration, then select Mail Contact.
2. On the Actions pane, click New Mail Contact

OR

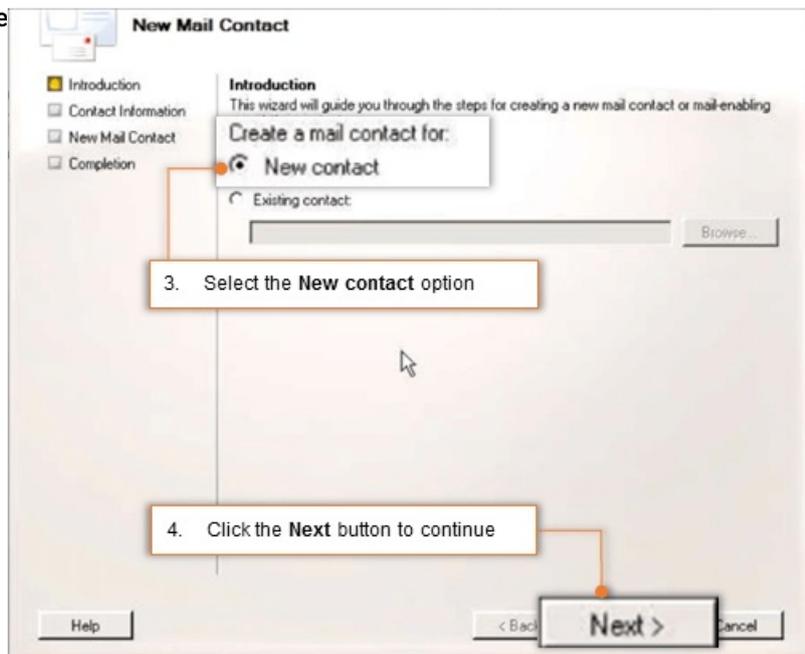
On the right-click menu, click New Mail Contact



3. Select the New contact option

4.

Click the Next button to continue



## 5. Provide Contact Information

- Select your **Organizational unit**
- Give a **Name** to the contact as journal
- Set **Alias** to the contact as journal
- Set **External e-mail address**

Click the **Edit** button to set email address.

The screenshot shows the 'New Mail Contact' wizard in the 'Contact Information' step. The form contains the following fields and controls:

- Organizational unit:** A text box containing 'itshgroup.com/Users' and a 'Browse...' button.
- First name:** An empty text box.
- Initials:** An empty text box with a red dot on the right side.
- Name:** A text box containing 'Journal'.
- Alias:** A text box containing 'Journal'.
- External e-mail address:** An empty text box with an 'Edit...' button.

A callout box on the right side of the form contains the following text:

**5. Provide Contact Information**

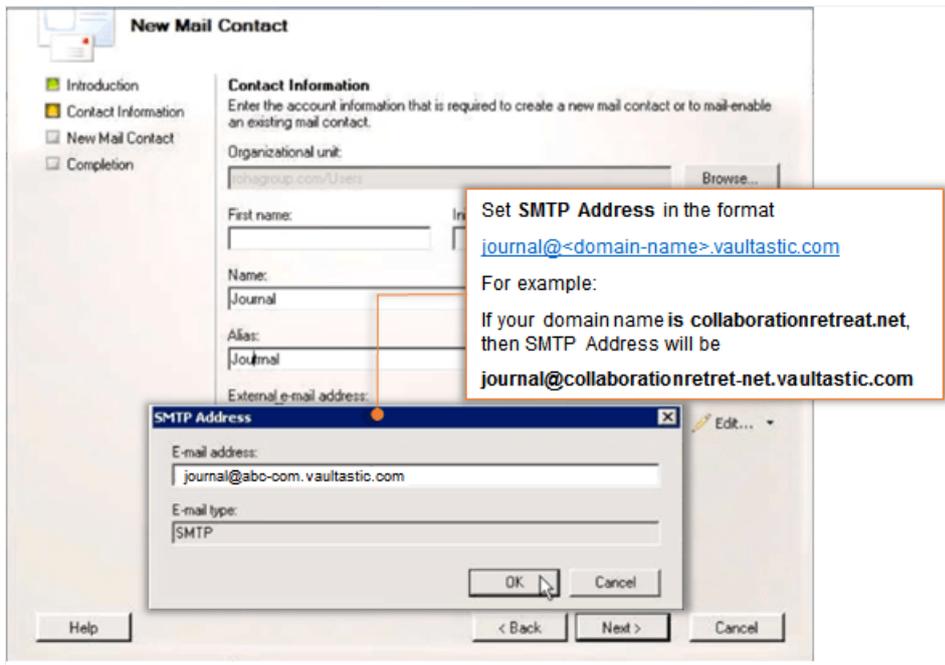
- Select your **Organizational unit**
- Give a **Name** to the contact
- Set **Alias** to the contact
- Set **External e-mail address**

At the bottom of the wizard, there are buttons for 'Help', '< Back', 'Next >', and 'Cancel'.

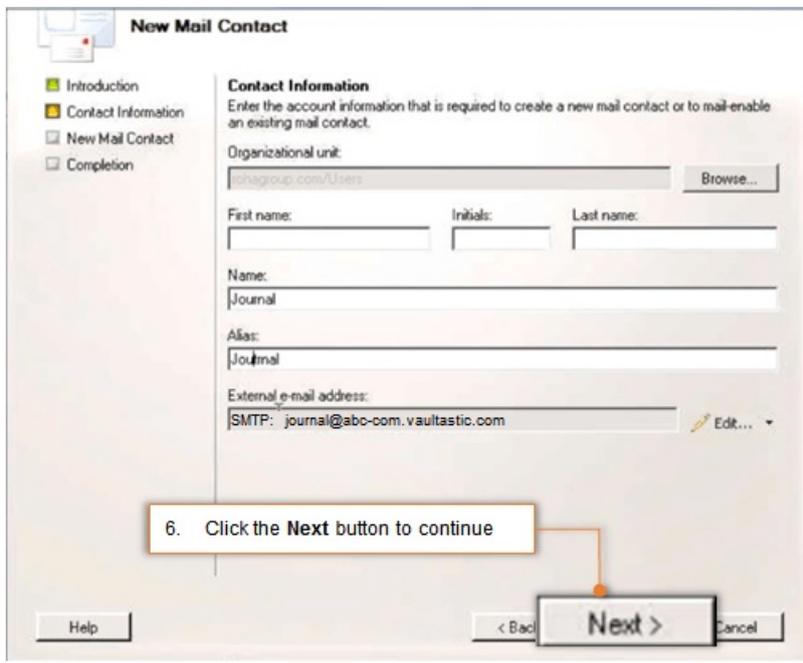
Set SMTP Address in the format **journal@{domain-name}.vaultastic.com**

Example:

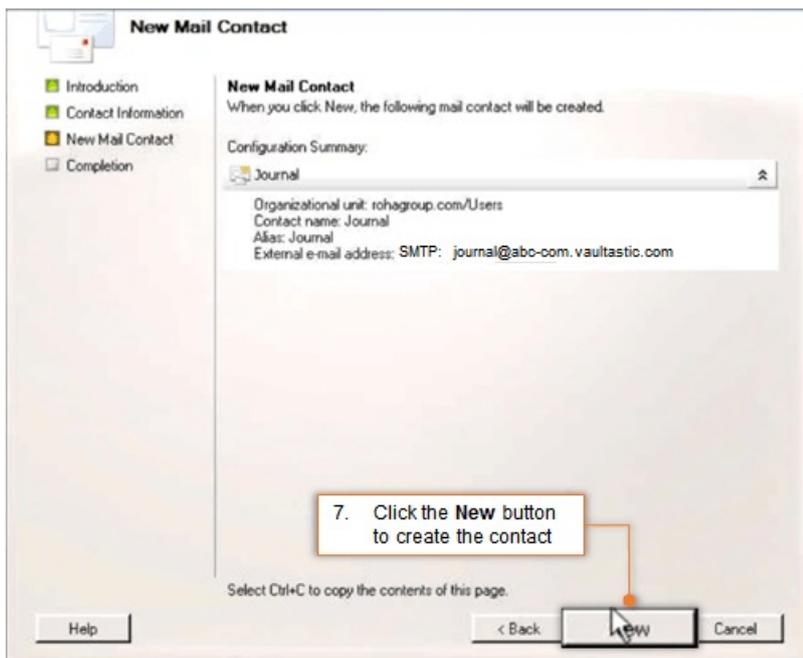
If your domain name is **collaborationretreat.net**, then SMTP Address will be **journal@collaborationretreat-net.vaultastic.com**



6. Click the **Next** button to continue.



7. Click the **New** button to create the contact.



8. Click the **Finish** button to exit the wizard.

