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

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Server Configuration	P Create Filter					Mail Contact
E S Recipient Cor Mailbox Distributi	nfiguration on Group act	Alasi AdhishKabra Qualky Rikeshihdonesia Prod Buhahrance SindhurChemical Sonthervore	Respirent Type Details Mail Contact Mail Contact Mail Contact Mail Contact Mail Contact Mail Contact Mail Contact	External E-mail Address 90%-authr/dis-backyndrem.com 90%-authr/dis-backyndrem.com 90%-prodit-sackd-ruhandunesia.com 90%-prodit-sackd-ruhandunesia.com 90%-prodit-sackd-ruhandunesia.com 90%-prodit-sackd-ruhandunesia.com 90%-prodit-sackd-ruhandungen.com 90%-prodit-sackd-ru	Organizational Unit rohagroup.com/Uni rohagroup.com/Unit rohagroup.com/Units rohagroup.com/Units rohagroup.com/Units	Hodry the Maximum Number of Paci New Mail Contact. Exporture Yeev
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3. Select the New contact option

4.

Introduction Contact Information New Mail Contact Completion	Introduction This wizard will guide you through the steps for creating a new mail contact or mail-enabling Create a mail contact for: New contact Existing contact Browse
3.	Select the New contact option
4.	Click the Next button to continue
Help	

- 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.

Contact Information New Mail Contact Completion	Enter the account information that is required to create a new mail contact or to mail-enable an existing mail contact. Organizational unit:		
	First name: Initials: Name: Journal Alias: Journal External_e-mail address:	 5. Provide Contact Information Select your Organizational unit Give a Name to the contact Set Alias to the contact Set External e-mail address 	
		Edk,	

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@collaborationretreatnet.vaultastic.com

Introduction Contact Information New Mail Contact Completion	Contact Information Enter the account information that is re- an existing mail contact. Organizational unit:	quired to create a new mail contact or to mail-enable
	First name:	Set SMTP Address in the format
		journal@ <domain-name>.vaultastic.com</domain-name>
	Name:	For example:
	Alias:	If your domain name is collaborationretreat.net, then SMTP_Address will be
	Journal External e-mail address:	journal@collaborationretret-net.vaultastic.com
SMTP A	ddress 🧶	🗶 🥖 Edt 👻
E-mail	address:	
jou	mal@abc-com.vaultastic.com	
E-mail	type:	
SMT	p	
		OK Cancel

6. Click the Next button to continue.

Introduction Contact Information New Mail Contact Contact	Contact Information Enter the account information that is required to create a new mail contact an existing mail contact. Organizational unit:			ct or to mail-enable
Completion	schagroup.com/Users			Browse
	First name:	Initials:	Last name:	
	Name:			
	Journal			
	Alar			
	Journal			
	External e-mail address:			
	SMTP: journal@abc	-com.vaultastic.com		/ Edt
_				
	Click the Next butt	on to continue		
6.				

7. Click the New button to create the contact.

Contact Information	New Mail Contact When you click New, the following mail contact will be created.
Completion	Configuration Summary:
	Organizational unit: rohagroup.com/Users Contact name: Journal Alias: Journal External e-mail address: SMTP: journal@abc-com.vaultastic.com
	7. Click the New button
	to create the contact

8. Click the Finish button to exit the wizard.

