



Video 11

Configuring Address Lists

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Where we're going



- How server-side Address Lists work
- Creating a custom address list
- How the Global Address Book works
- Brief bit on Offline Address Books
- Dynamic Distribution Groups
- Best Practices for using this stuff

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Address Lists



- What are address lists?
 - Address lists are built to make lookups more usable than the basic Global Address Book
 - The "pre-canned" address books will suffice for small-midsized businesses
 - Custom address lists are just alternate filters applied to data in the Active Directory
 - Demo

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Global Address Book



• What's the Global Address Book?

- A list from the AD with all mail-enabled containers in it
- By default it is provided to every user within Outlook and OWA
- Additional GALs can be created for hosting environments that need isolation

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Offline Address Books



• Pre-coverage for Offline Address Books

- Allow users to get AD info while offline
- Is essentially an offline copy of the GAL
- Are the address-book counterpart of offline mail data
- Are made available to both internal and external users
- Are distributed via web-site and via Public Folder

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Dynamic Distribution Groups



• Working with dynamic groups

- Groups can be built based on AD properties like Department, State or Company
- Especially useful for location-specific communications
- Can't be used as security groups
- Create them in the Groups sub-node of the Recipient node
- Non-wizard filtering criteria can be used if you use the New-DynamicDistributionGroup cmdlet.

• Example:

- New-DynamicDistributionGroup -Name "CashCowCapital Company"
- -Alias "3CG_Company" -IncludedRecipients "MailboxUsers,MailContacts"
- -OrganizationalUnit "3CG.local/Users" -ConditionalCompany "3CG"

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Best Practices



- **Recommendations**

- Address Lists:
 - Don't create any unless you really need them, then keep it simple.
 - Make list names clearly descriptive of contents
- Global Address Books:
 - Stick with the default one if at all possible
 - Create new ones only for client-base isolation
- Dynamic Distribution Lists:
 - Don't forget about the value of non-wizarded dynamic lists

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Wrap-up



- **Where we've been**

- Creating a Custom Address List
- Global Address Book
- Offline Address Book
- Dynamic Distribution Groups
- Best Practices

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