



Video 9

Working with Recipients

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Where we're going



- **Configuring mailboxes**
- **Working with contacts**
- **Creating and using distribution groups**
- **Working with rooms and equipment mailboxes**
- **Using recipient filtering**

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Scenario



- **Management requests:**
 - Set storage quota of 1gb for all users
 - Configure Clive with send-as for Henry
 - Reject mail to Dot from Lance
 - Disable OWA for Sui and Terra
 - Create mail-enabled contacts for two contractors
 - Create four security/distribution groups
 - Set something up for conference room & portable projector reservations

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Configuring Mailboxes



- **Working in Recipient Properties**

- Tasks:

- Set storage quota of 1gb for all users
 - Configure Clive with send-as for Henry
 - Reject mail to Dot from Lance
 - Disable OWA for Sui and Terra

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Mail Contacts



- **Creating Mail-enabled Contacts**

- Create mail-enabled contacts for two contractors

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Distribution Groups



- **Task:**

- Create three security/distribution groups

- **Security groups are extended distribution groups**

- **There's no great reason not to use security groups for everything**

- **By default, mail-enabled groups not available from internet**

- **To change this:**

- Set-distributiongroup Brokers -RequireSenderAuthenticationEnabled \$False

- Or to change it on all security groups:

- Get-distributiongroup | set-distributiongroup -RequireSenderAuthenticationEnabled \$False

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Rooms and Equipment



- **Working with Room and Equipment mailboxes**

- Set something up for conference room & portable projector reservations

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Wrap-up



- **Where we've been:**

- Configuring mailbox properties
- Setting mailbox properties in bulk
- Creating contacts
- Working with distribution groups
- Creating room and equipment mailboxes
- Creating filtered recipient views

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