Exercise 1 – Exploring Exchange Administration Center (EAC)

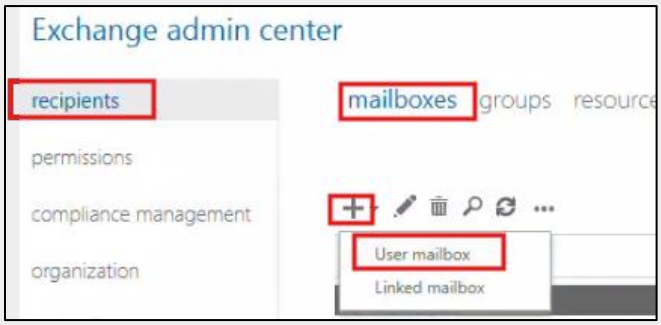
Objective:

- Explore the **Exchange Admin Center (EAC)** console.

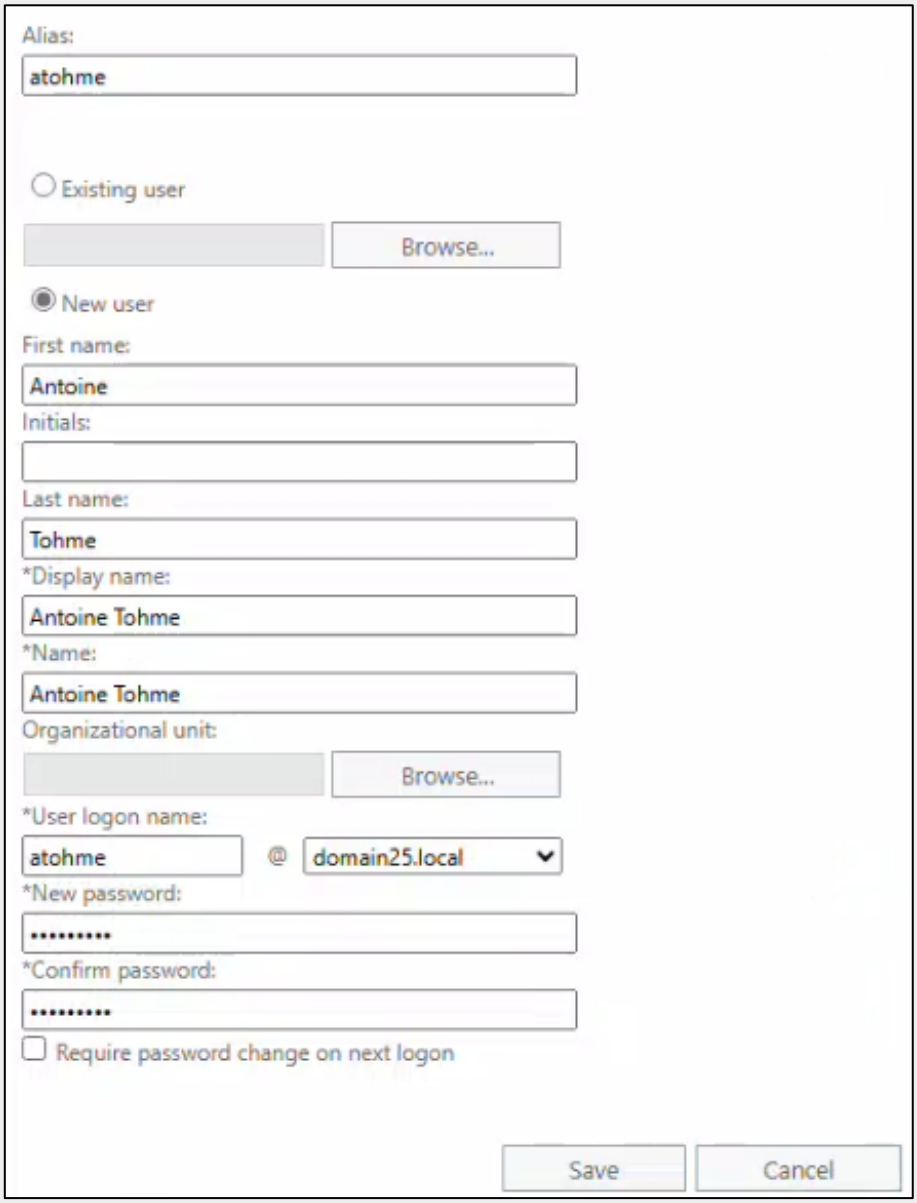
Tasks:

1. Log in to the **adXX** server.
2. Open a web browser and access the **Exchange Administration Center (EAC).**
3. Answer the following questions based on your observations in the EAC:
    a. How many mailboxes are currently configured on your Exchange server?
    b. What is the email address associated with the Administrator account?
    c. Is the Administrator a member of any distribution groups or email groups?
    d. Does the Administrator account have any associated contacts?
    e. How many role assignments does the Administrator have?
        - Which role grants permission to export or copy mailbox databases?
        - Which role authorizes configuration of compliance and auditing features?
    f. What are the contents of the retention policy currently applied on your Exchange server?
    g. Does your Exchange organization share information with other Exchange organizations (e.g., via federation)?
    h. What is the antimalware policy behavior when malware is detected in an incoming or outgoing message?
    i. Are there any mobile devices currently registered and synchronized via ActiveSync?
    j. Are there any existing public folders configured in your organization?
    k. What is the name of the active mailbox database used by your server?
    l. How many digital certificates are installed on the server?
        - For each certificate, indicate which Exchange services (e.g., SMTP, IIS, POP, IMAP) it is bound to.

4. Using the "**recipients**" menu, create a new user with a new mailbox.



5. Create a **new user mailbox** using ***Your_Name***, example:



6. Click **Save**.

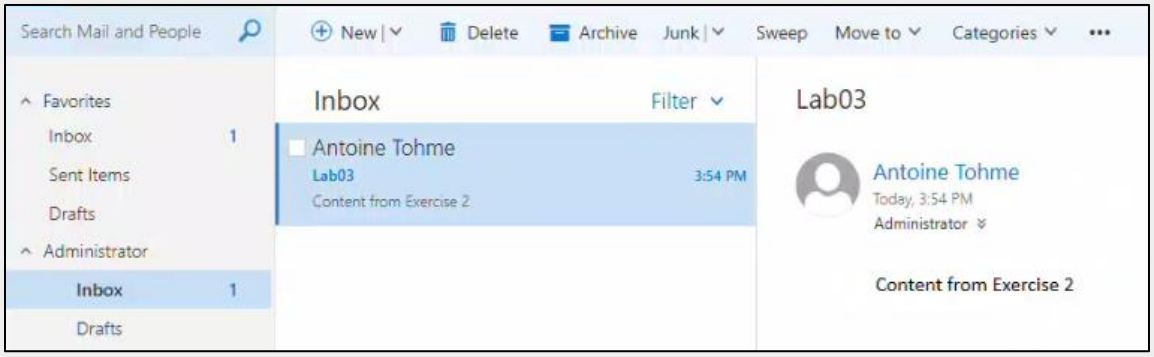
Exercise 2 – Exploring Outlook on the Web (OWA)

Objective:

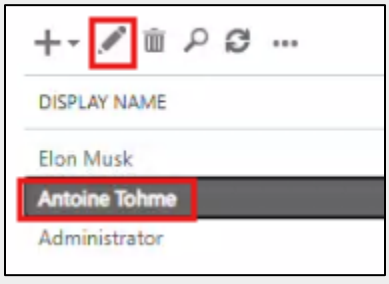
- Explore the **Outlook Console on the Web (OWA)**

Tasks:

1. Open the **Outlook Web App (OWA**) using the new user account created during the previous exercise.
2. Compose a new email:
   - Recipient: **Administrator**
   - Subject: **Lab03**
   - Message Body: **Content from Exercise 2**
3. Send the email.
4. **Sign out** from OWA.
5. Log back in using the **Administrator** account.
6. Check that the Administrator account has successfully received the email sent by the new user.

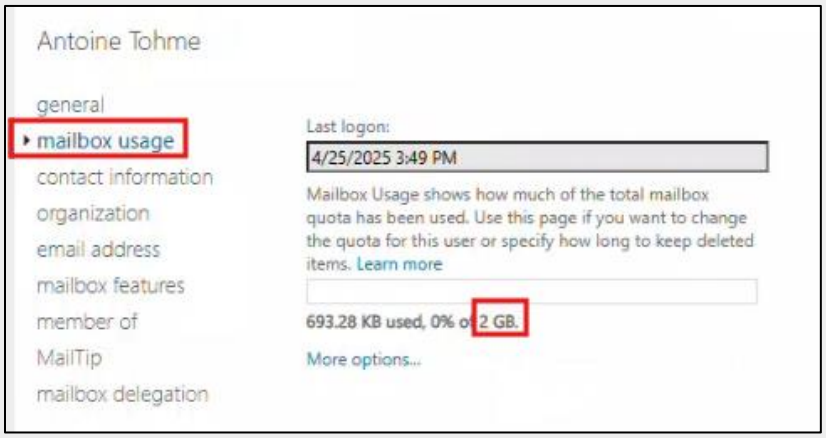


7. Using the **administrator** account, open the **Exchange Administration Center (EAC).**
8. Click on **recipients** then ***Your_Name*** then click on the **pencil** in the menu to edit.
9. In the **EAC**, click on **Recipients**.
10. Locate and select your newly created user ***(Your_Name).***
11. Click the **pencil icon** to edit the **mailbox settings.**

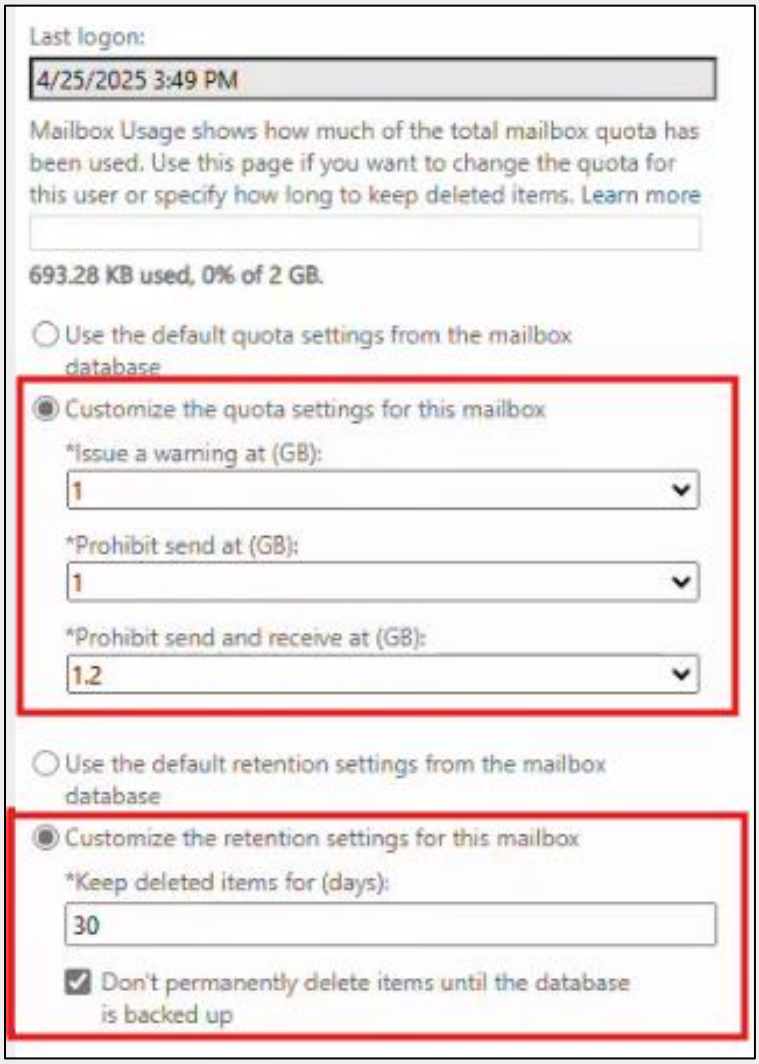


12. In the mailbox **properties**, click on **Mailbox Usage.**

13. Review the **current mailbox quota**, which should be set to **2 GB** by default.



14. Click on More options modify the **quota** with the following settings:



15. Click **Save** to apply the new mailbox quota settings.

Exercise 3 – Exploring Exchange Management Shell (EMS)

Objective:

- Explore the **Exchange Management Shell (EMS)** console**.**

Tasks:

1. Launch **Windows PowerShell**
2. Load the Exchange Management Environment.
3. Display all Exchange-specific cmdlets available.
4. Using the **New-Mailbox** cmdlet, create a new mailbox for the user "**Elon Musk**".
5. Verify that the mailbox has been created.
6. Using the **Set-Mailbox** cmdlet, configure the mailbox quotas for Elon Musk as follows:
   - Issue a warning when reaching **1 GB.**
   - Prohibit sending when reaching **1 GB.**
   - Prohibit sending and receiving when reaching **2 GB.**
   - Ensure database quota defaults are disabled
     *(Use the parameter: **-UseDatabaseQuotaDefaults** $false at the end of the command.)*
7. Verify that the quota settings have been correctly modified.
8. Log in as the **Administrator** to the **Exchange Administration Center (EAC).**
9. Verify in EAC that the new user and mailbox have been created.
10. Confirm that the configured quotas match the settings applied in **Step 6.**

Exercise 4 – Exploring Permissions in the Exchange Administration Center (EAC)

Objective:

- Understand the structure and purpose of **Admin Roles** and **User Roles** in Exchange Server 2019, and how to view and interpret role assignments.

Taaks:

1. Log in to the **EAC** using an Administrator account.
2. In the left-hand menu, click on **Permissions**.
3. Notice that you have two main sections:
    - **Admin Roles**
    - **User Roles**
4. Under **Admin Roles**, review the list of existing **Role Groups.**
5. Select 3 Role Groups and answer the following:
    - What is the name of the role group?
    - What roles are assigned to this group?
    - Which users or groups are members of this role group?

Example to analyze: **Organization Management, Recipient Management, Compliance Management.**

6. Select the **Organization Management role group**.
7. Click on the **pencil icon** ( ) to edit it.
8. Explore the following:
    - What roles are assigned to this group?
    - Are you able to add or remove roles from this group?
    - What scope (Organizational Units, servers, databases) does this group apply to?
9. Switch to the **User Roles tab** (under **Permissions**).
10. Review the list of existing **Role Assignment Policies.**
11. Answer:
    - What is the **default role assignment policy**?
    - What **roles** are included in the Default Role Assignment Policy?

12. Click on the **Default Role Assignment Policy.**

13. Review:

- Which user rights are granted (e.g., change password, manage contacts, configure voicemail settings)?
- Are users allowed to manage distribution groups from Outlook or Outlook Web App (OWA)?

Exercise 5 – Exploring Permissions in the Exchange Administration Center (EAC)

Objective:

Understand how auditing is implemented in Exchange Server 2019, including:

- Administrative Audit Logging (actions performed by administrators),
- Mailbox Audit Logging (access to user mailboxes).

Taaks:

Part 1 — Exploring Administrative Audit Logging

1. Open **Exchange Management Shell (EMS)**.
2. Verify if **Administrative Audit Logging** is **enabled** and identify the current configuration settings.
3. Review the contents of the **Administrative Audit Log** by searching for recent administrative actions.
4. Perform a basic administrative action (e.g., modify a mailbox setting).
5. Search the **Administrative Audit Log** again and verify that your action has been recorded.

Part 2 — Exploring Mailbox Audit Logging

6. Check if **Mailbox Audit Logging** is enabled for a specific user mailbox.
7. If auditing is not enabled, enable **Mailbox Audit Logging** for the user.
8. Simulate mailbox activity by logging into the user's mailbox and performing an action (e.g., sending or reading an email).
9. Search the **Mailbox Audit Log** to find and review the mailbox activities performed.

Lab Deliverables

You should submit a **lab report** including the **answers** to the questions, and **screenshots** of the any **GUI configuration**, **PowerShell commands** used and its **results**.