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| **Topic:** | Use of the exchange rule manager script |

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# Using the Exchange Rule Manager Script

The Exchange Rule Manager script is a PowerShell tool designed to manage email rules for users in Microsoft Exchange. This guide will walk you through how to use the script and its underlying components.

## Prerequisites

Before using the script, ensure that your system meets the following requirements:

### Setting Execution Policy

To run the script, you need to set the execution policy to unrestricted. This allows PowerShell to execute scripts without prompting for confirmation.

1. Open PowerShell with administrative privileges.

2. Run the following command: `Set-ExecutionPolicy Unrestricted`

3. Confirm by typing `Y` and pressing Enter.

Note: This will enable running scripts on your system, but it is not recommended for production environments. Ensure that you understand the implications of changing execution policy settings before doing so.

### Installing Exchange Online Module

To use the script, you also need to install the Exchange Online module:

1. Open PowerShell with administrative privileges.

2. Run the following command: `Install-Module -Name ExchangeOnline`

3. Confirm by typing `Y` and pressing Enter.

Note: You may be prompted to import the required modules and restart your shell session before continuing.

## Downloading the Script

To use the script, you need to download it from a secure location:

https://svn.gjames.com.au:8443/svn/sysadmin/Scripts/Mathew/Mathew/Tools/exchange/InboxRules/exchangeRuleManager.ps1

### Running the Script

With these prerequisites complete, you can now proceed with running the script:

1. Open with PowerShell.

2. Navigate to the directory containing the script (`exchangeRuleManager.ps1`).

3. Execute the script by typing `.\exchangeRuleManager.ps1` and pressing Enter.

The script will connect to Exchange Online and display a welcome message with menu options.

Menu Options

You will be presented with three menu options:

1. View Rules: Select this option to view all inbox rules for a specific mailbox.

2. Remove Rules: Choose this option to remove a specific rule from the list of rules for a mailbox.

3. Exit: Select this option to exit the script and disconnect from Exchange Online.

## Using the Script

Here's how to use each menu option:

### Viewing Inbox Rules

1. Enter `1` to view all inbox rules for a specific mailbox.

2. You will be prompted to enter the user's email address.

3. The script will display all rules associated with the mailbox.

### Removing Inbox Rules

1. Enter `2` to remove a specific rule from a mailbox.

2. Enter the user's email address.

3. The script will list all rules, and you can select the rule number to remove.

4. Confirm the removal when prompted.

## How it Works

The Exchange Rule Manager script uses several PowerShell functions to manage email rules for users in Microsoft Exchange:

### getUser Function

* Prompts the user to enter an email address and verifies if the mailbox exists.
* Uses `get-mailbox` to check if the mailbox exists. If found, returns the email address.

### get-rules Function

* Retrieves and lists all inbox rules for a specified mailbox.
* Initializes an empty list to store rule details.
* Uses `get-inboxrule` to fetch all rules for the specified mailbox.
* Iterates through each rule and creates a custom object with detailed properties.
* Adds each custom object to the rule list.
* Returns the list of rules.

### remove-rule Function

* Allows the user to select and remove a specific rule from the list of rules for a mailbox.
* Continuously presents the list of rules to the user until a valid rule is selected for removal.
* Prompts the user to select the number of the rule they want to remove or type "exit" to exit.
* Uses `remove-inboxrule` to remove the selected rule from the mailbox.

## Troubleshooting

If you encounter any issues while running the script, refer to the troubleshooting guide below:

* Make sure you have set the execution policy to unrestricted and installed the Exchange Online module.
* Check if the script is correctly downloaded and saved in the specified directory.
* Verify that the user's email address is correct.