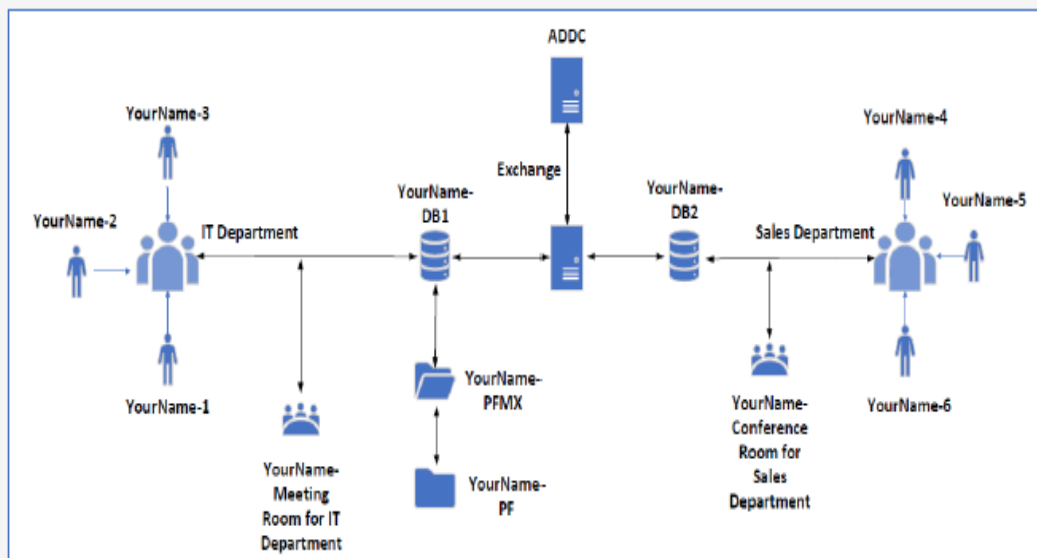




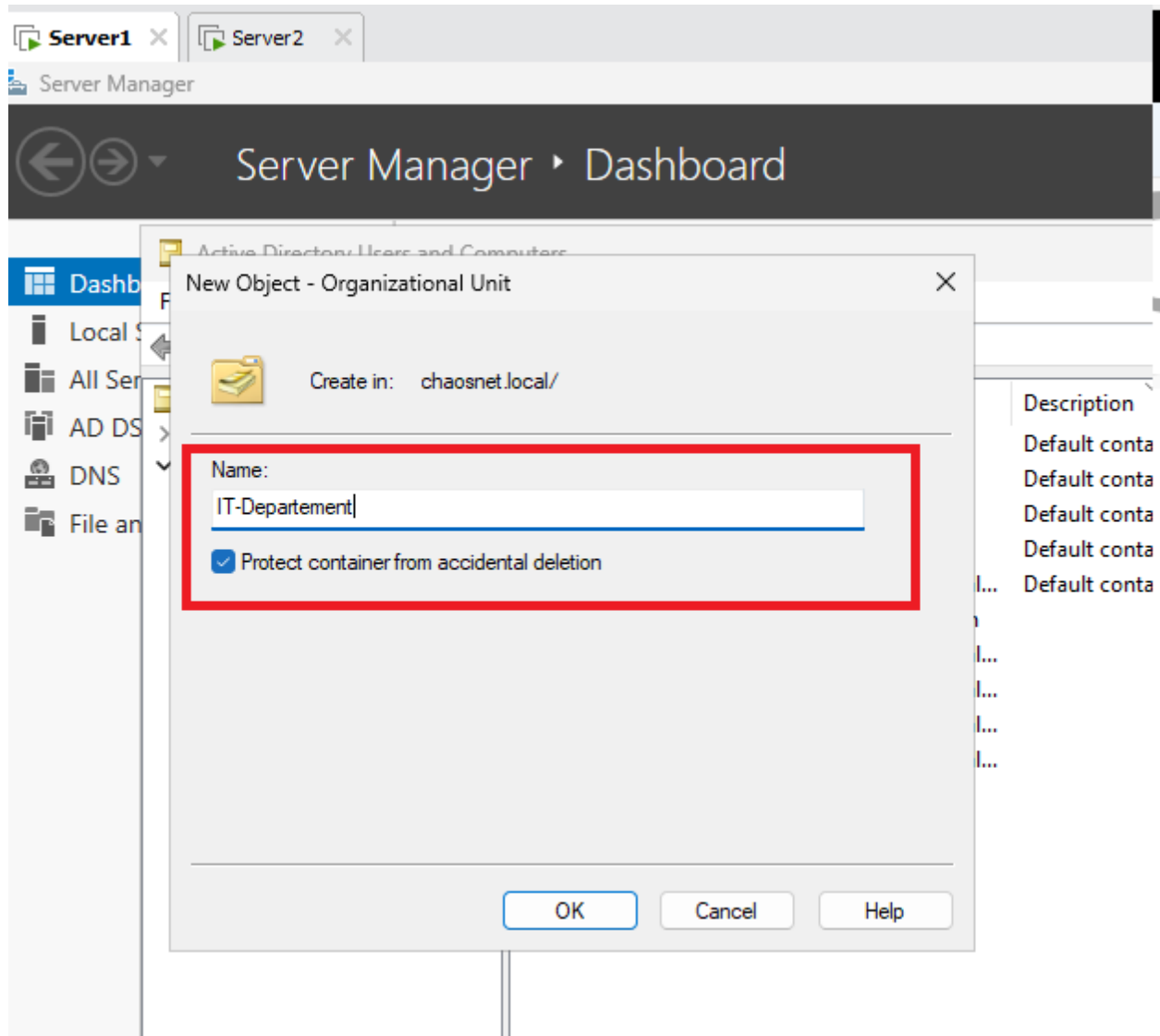
AMETH FALL

ExchangeServer_Create_OU_Members_Mailboxes_DB_PublicFolder_MeetingRooms

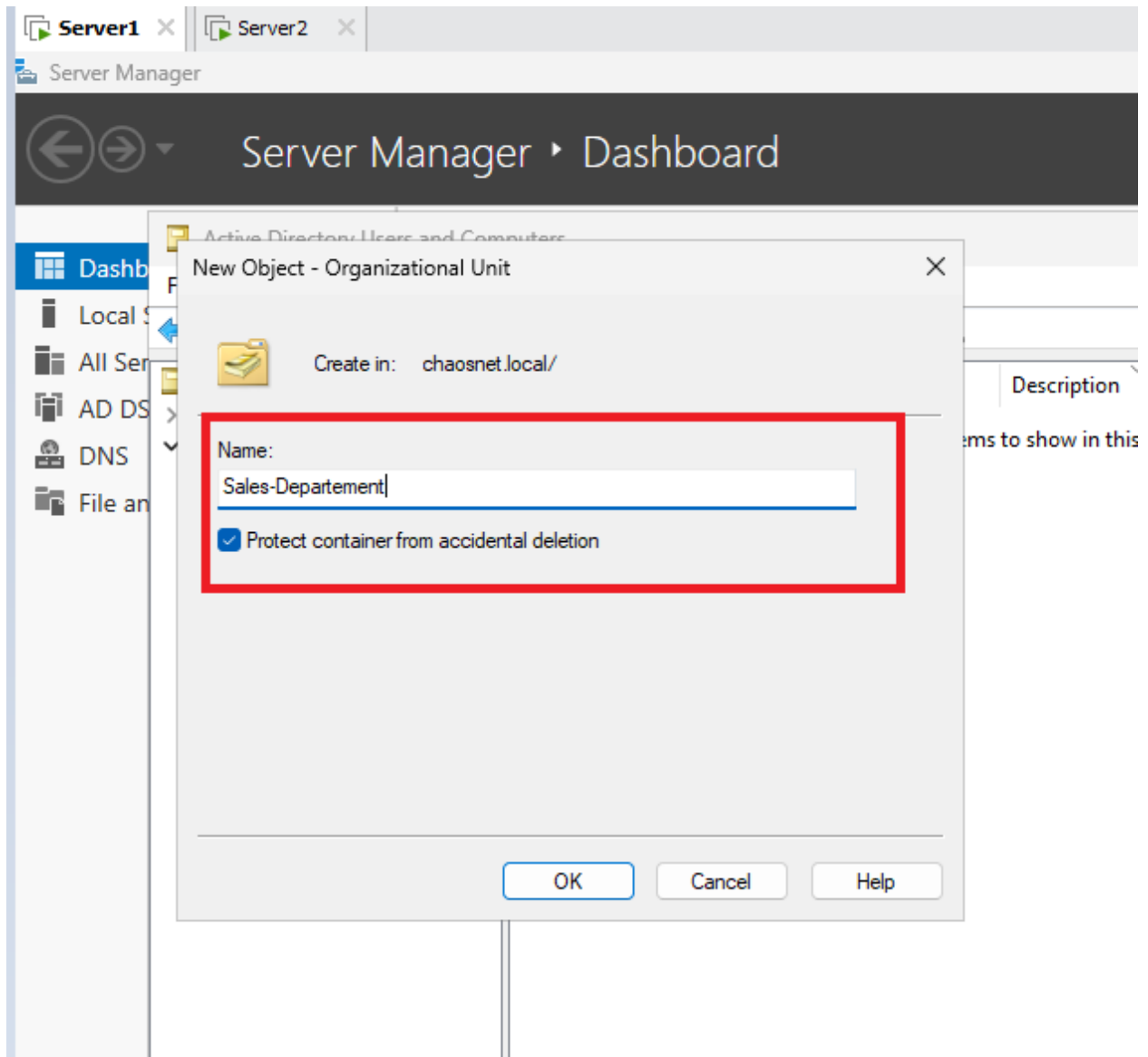


Activity 1: Creating an organization unit (IT and Sales).

IT-Departement:



Sales-Departement:



Activity 2: Creating three members for each department and one mailbox for each member.

Members for IT-Departement:

Active Directory Users and Computers

New Object - User

Create in: chaosnet.local/IT-Departement

First name: Fall-1 Initials:

Last name:

Full name: Fall-1

User logon name: Fall-1 @chaosnet.local

User logon name (pre-Windows 2000): CHAOSNET\Fall-1

< Back Next > Cancel

New Object - User

Create in: chaosnet.local/IT-Departement

Password:

Confirm password:

☐ User must change password at next logon

☒ User cannot change password

☐ Password never expires

☐ Account is disabled

< Back Next > Cancel

Active Directory Users and Computers

New Object - User

Create in: chaosnet.local/IT-Departement

First name: Initials:

Last name:

Full name:

User logon name: @chaosnet.local

User logon name (pre-Windows 2000): CHAOSNET\

< Back Next > Cancel

Active Directory Users and Computers

New Object - User

Create in: chaosnet.local/IT-Departement

First name: Initials:

Last name:

Full name:

User logon name:

User logon name (pre-Windows 2000):

< Back Next > Cancel

Active Directory Users and Computers

File Action View Help

	Name	Type	Description
Active Directory Users and Com			
> Saved Queries			
> chaosnet.local			
> Built-in			
> Computers			
> Domain Controllers			
> ForeignSecurityPrincipal			
> IT			
> Managed Service Account			
> Microsoft Exchange Secu			
> Research			
> Sales			
> Users			
> IT-Departement	Fall-1	User	
> Sales-Departement	Fall-2	User	
	Fall-3	User	

Members for Sales-Departement:

Active Directory Users and Computers

New Object - User

Create in: chaosnet.local/Sales-Departement

First name: Fall-4 Initials:

Last name:

Full name: Fall-4

User logon name: Fall-4 @chaosnet.local

User logon name (pre-Windows 2000): CHAOSNET\Fall-4

< Back Next > Cancel

Active Directory Users and Computers

File Action View Help

Name	Type	Description
Fall-4	User	
Fall-5	User	
Fall-6	User	

Active Directory Users and Com

- Saved Queries
- chaosnet.local
 - Builtin
 - Computers
 - Domain Controllers
 - ForeignSecurityPrincipal
 - IT
 - Managed Service Account
 - Microsoft Exchange Security
 - Research
 - Sales
 - Users
 - IT-Departement
 - Sales-Departement

Activity 3:

Creating two databases (DB1 and DB2).

Configure mailboxes of OU (IT) on DB1 and mailboxes of OU (Sales) on DB2.

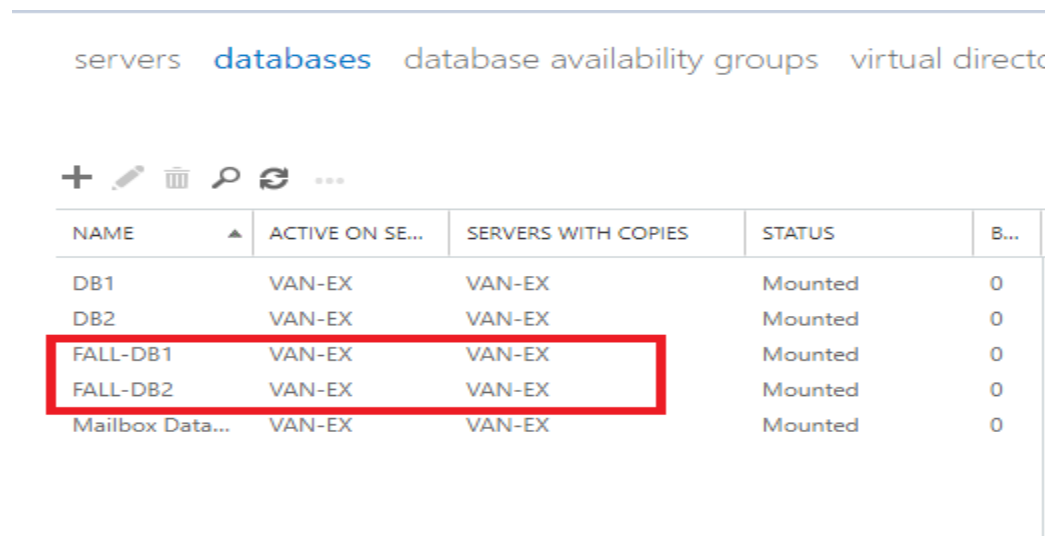
Each database will be configured to:

Issue a warning when the mailbox reaches 5 GB capacity.

Restrict users from sending emails when their mailbox reaches 3 GB capacity.

Restrict users from sending and receiving emails when their mailbox reaches 3 GB capacity.

Retain deleted items in the mailbox for only 10 days.



NAME	ACTIVE ON SE...	SERVERS WITH COPIES	STATUS	B...
DB1	VAN-EX	VAN-EX	Mounted	0
DB2	VAN-EX	VAN-EX	Mounted	0
FALL-DB1	VAN-EX	VAN-EX	Mounted	0
FALL-DB2	VAN-EX	VAN-EX	Mounted	0
Mailbox Data...	VAN-EX	VAN-EX	Mounted	0

Création de FALL-DB1 et FALL-DB2 :

Nous allons mettre le Warning a 2.5GB

```
[PS] C:\WINDOWS\system32>Set-MailboxDatabase "FALL-DB1" `
>> -IssueWarningQuota 2.5GB `
>> -ProhibitSendQuota 3GB `
>> -ProhibitSendReceiveQuota 3GB `
>> -DeletedItemRetention 10.00:00:00
[PS] C:\WINDOWS\system32>Set-MailboxDatabase "FALL-DB2" `
>> -IssueWarningQuota 2.5GB `
>> -ProhibitSendQuota 3GB `
>> -ProhibitSendReceiveQuota 3GB `
>> -DeletedItemRetention 10.00:00:00
[PS] C:\WINDOWS\system32>
```


new user mailbox

Alias:

☒ Existing user

Fall-2

Browse...

☐ New user

First name:

Initials:

Last name:

*Display name:

*Name:

Organizational unit:

Browse...

Save

Cancel

new user mailbox

Browse...

*User login name:

@

chaosnet.local



*New password:

*Confirm password:

☐ Require password change on next login

Mailbox database:

FALL-DB1



Browse...

Archive

Use the archive to store old email.

☐ Create an on-premises archive mailbox for this user

Browse...

Address book policy:

[No Policy]



Save

Cancel

You can choose the mailbox database to store the primary mailbox in. If you don't, Exchange will automatically choose one for you.

****La même procédure pour les autres user de IT-Département****

itio

User Mailbox - Profile 1 - Microsoft Edge

https://van-ex/ecp/UsersGroups/NewMailboxOnPremises.a...

new user mailbox

☒ Existing user

Fall-4 X Browse...

☐ New user

First name:
[text input]

Initials:
[text input]

Last name:
[text input]

*Display name:
[text input]

*Name:
[text input]

Organizational unit:
[text input] Browse...

*User logon name:
[text input] @ chaosnet.local ▼

*New password:
[password input]

Save Cancel

new user mailbox

*User logon name:

 @ chaosnet.local ▼

*New password:

*Confirm password:

☐ Require password change on next logon

Mailbox database:

 ✕

Archive

Use the archive to store old email.

☐ Create an on-premises archive mailbox for this user

Address book policy:

 ▼

****La même procédure pour les autres user de Sales-Département****

DISPLAY NAME	MAILBOX TYPE	EMAIL ADDRESS
Administrator	User	Administrator@chaosnet.local
Aidan Delaney	User	AidanDelaney@chaosnet.local
Anil Elson	User	AnilElson@chaosnet.local
Nate Sun	User	NateSun@chaosnet.local
Amr Zaki	User	AmrZaki@chaosnet.local
Alie Anderson	User	AlieAnderson@chaosnet.local
John Smith	User	JohnSmith@chaosnet.local
Arlene Huff	User	ArleneHuff@chaosnet.local
Alice Ciccu	User	Alice@chaosnet.local
Fall-2	User	Fall-2@chaosnet.local
Fall-3	User	Fall-3@chaosnet.local
Fall-4	User	Fall-4@chaosnet.local
Fall-5	User	Fall-5@chaosnet.local
Fall-6	User	Fall-6@chaosnet.local
Fall-1	User	Fall-1@chaosnet.local

Activity 4:

To facilitate data and resource sharing for better departmental management, all departments will access the same public folder YourName-PF, stored in the public folder mailbox YourName-PFMX, which is associated with YourName-DB1.

Mise en place:

- Tous les départements doivent accéder au **même public folder** :
➤ **FALL-PF**
- Ce public folder doit se trouver dans la **public folder mailbox** :
➤ **FALL-PFMX**
- Cette mailbox doit être **hébergée dans ta base de données** :
➤ **FALL-DB1**

Création de PFMX :

Public Folder Mailbox - Profile 1 - Microsoft Edge

https://van-ex/ecp/PublicFolders/NewPublicFolderMailbox.aspx?pwmcid=4&ReturnObje...

new public folder mailbox

The first public folder mailbox created will contain the writable copy of the public folder hierarchy.

*Name:

FALL-PFMX

Organizational unit:

chaosnet.local X Browse...

Mailbox database:

FALL-DB1 X Browse...

If you don't select a database, one will be automatically selected for you.

Enterprise Office 365 Administrator ?

Exchange admin center

recipients permissions compliance management organization protection mail flow mobile public folders servers

public folders public folder mailboxes

+ ✎ 🗑️ ↺

NAME	CONTAINS
FALL-PFMX	Secondary Hierarchy
PFMBX1	Primary Hierarchy
PFMBX2	Secondary Hierarchy

Création de FALL-PF :

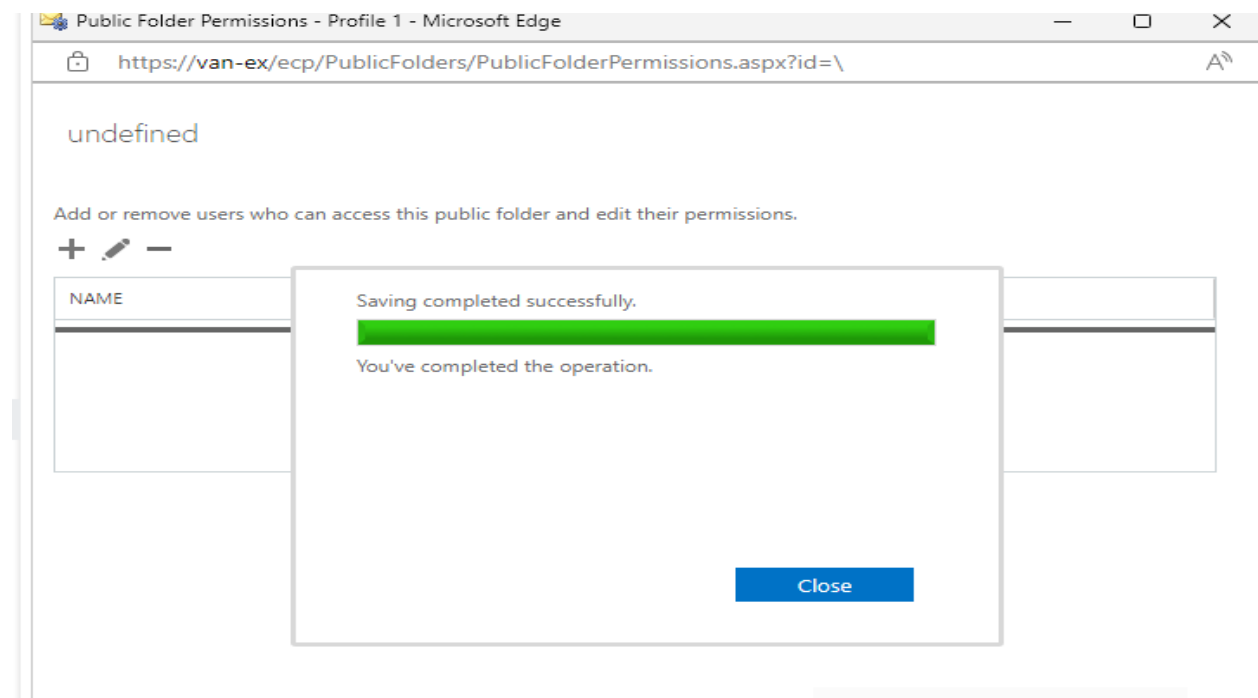
```
[PS] C:\WINDOWS\system32>New-PublicFolder -Name "FALL-PF" -Mailbox "FALL-PFMX"

Name      Parent Path
----      -
FALL-PF   \

[PS] C:\WINDOWS\system32>
```



Ajout des Root Permissions pour les users dans Fall-PF



Création d'une list d'Adresse All Departement :

new address list

An address list is a subset of a global address list. [Learn more...](#)

*Name:

All Departement

Address list path:

\

Browse...

*Types of recipients to include:

☐ All recipient types

☒ Only the following recipient types:

☒ Users with Exchange mailboxes

☐ Mail users with external email addresses

☐ Resource mailboxes

☐ Mail contacts with external email addresses

☐ Mail-enabled groups

Create rules to further define the recipients that this email address policy applies to.

add a rule

[Preview recipients the address list includes](#)

Machine: VAN-EX.ch

Test chez Fall-1 :

The screenshot shows the Microsoft 365 'People' application interface. The top navigation bar includes the 'People' title, a search icon, and buttons for 'New' and 'Lists'. The left sidebar contains a 'Directory' section with various filters, including 'All Departements' which is currently selected. The main content area displays a list of contacts under the heading 'All Departements By display name'. The list includes 'ConferenceRoom-2' (highlighted), 'Fall-1' through 'Fall-6', and 'FALL-MEETINGROOM'. On the right, a detailed view of 'ConferenceRoom-2' is shown, featuring its icon, name, and a 'Send email' button with the email address 'ConferenceRoom-2@chaosnet.local'.

Activity 5:

The IT department will typically utilize the YourName-MeetingRoom, stored in YourName-DB1, for small group gatherings and quick meetings.

- **Création de la conferoom FALL-MEETINGROOM :**

New Room Mailbox - Profile 1 - Microsoft Edge

https://van-ex/ecp/UsersGroups/NewRoomMailbox.aspx?pwmcid...

new room mailbox

A room mailbox is a resource mailbox that's assigned to a physical location. Users can easily reserve rooms by including room mailboxes in meeting requests. Just select the room mailbox from the list and edit properties, such as booking requests or mailbox delegation. [Learn more](#)

*Room name:
FALL-MEETINGROOM

*Alias:
FALL-MEETINGROOM

Organizational unit:
chaosnet.local/IT-Departement X Browse...

Location:
London

Phone:

Capacity:

[More options...](#)

new room mailbox

A room mailbox is a resource mailbox that's assigned to a physical location. Users can easily reserve rooms by including room mailboxes in meeting requests. Just select the room mailbox from the list and edit properties, such as booking requests or mailbox delegation. [Learn more](#)

*Room name:

*Alias:

Organizational unit:



Location:

Phone:

Capacity:

Mailbox database:



Address book policy:

You can choose the mailbox database to store the room mailbox in. If you don't, Exchange will automatically choose one for you.

Exchange admin center

recipients

permissions

compliance management

organization

protection

mail flow

mobile

public folders

mailboxes groups **resources** contacts shared migration

DISPLAY NAME	MAILB...	EMAIL ADDRESS
FALL-MEETINGROOM	Room	FALL-MEETINGROOM@chaosnet.local

Configuration des options de Booking :

Edit Room Mailbox - Profile 1 - Microsoft Edge

<https://van-ex/ecp/UsersGroups/EditRoomMailbox.aspx?pwmcid=4&ReturnObjectType=1&id=ae...>

FALL-MEETINGROOM

general

booking delegates

► **booking options**

contact information

email address

MailTip

mailbox delegation

Specify when this room can be scheduled.

☒ Allow repeating meetings☐ Allow scheduling only during working hours☒ Always decline if the end date is beyond this limit

Maximum booking lead time (days):

Maximum duration (hours):

If you want the meeting organizer to receive a reply,
enter the text below.

Test de la réservation avec **Fall-1@chaosnet.local** de l'équipe IT:

The screenshot displays the Microsoft Outlook interface. The left sidebar shows the 'Fall-1' folder selected under 'Favorites'. The main pane shows an empty 'Inbox' with a trophy icon and the text 'You're all caught up.' Below this, a toolbar contains 'Send', 'Discard', 'Attach', 'Charm', 'Categorize', and a calendar icon. The 'Details' pane on the right shows the meeting information:

- Subject:** MeetingIT
- Location:** FALL-MEETINGROOM (with a link to 'Add location details')
- Start:** Sun 11/30/2025, 6:30 AM
- End:** Sun 11/30/2025, 7:30 AM
- Options:** ☐ All day, ☐ Private
- Repeat:** Never
- Reminder:** 15 minutes
- Show as:** Busy
- Attendees:** FALL-MEETINGROOM (with a close icon)

The bottom of the screen shows a taskbar with a 'Fall-1-DR1' window and a 'Browse...' button.

Mail

Search Mail and People | New | Mark all as read

Left Navigation Panel:

- ^ Favorites
 - Inbox 1
 - Sent Items
 - Drafts
- ^ Fall-1
 - Inbox 1**
 - Drafts
 - Sent Items
 - Deleted Items
 - Junk Email
 - Notes

Message Preview:

☐ **Inbox** Filter

FALL-MEETINGROOM 6:18 AM

MeetingIT

Your request was accepted. _____

Right Panel:

Choose a message to read it.

12p

Details Feedback

Meeting

Add a location or a room

AVAILABLE

There aren't any rooms available at this time. To find available rooms at a different time, use the Scheduling Assistant.

Sun 11/30/2025 7:30 AM

☐ All day ☐ Private

Repeat: **Never** Save to calendar: **Calendar**

Reminder: _____ Show as: _____

People & Scheduling assistant

Add people +

Fall-4
Free

Ici on voit que FALL-MEETINGROOM n'est pas disponible pour FALL-4 qui est un user de Sales-Departement.

Activity 6:

The Sales department will generally opt for the Conference Room, stored in YourName-DB2, as they comprise numerous members and often engage in longer meetings involving presentations. YourName-1 will be delegated to accept or decline invitations for the Conference Room, while invitations for the Meeting Room will be automatically accepted.

- **Création de Conferoom-2 pour Sales-Departement :**

new room mailbox

A room mailbox is a resource mailbox that's assigned to a physical location. Users can easily reserve rooms by including room mailboxes in meeting requests. Just select the room mailbox from the list and edit properties, such as booking requests or mailbox delegation. [Learn more](#)

*Room name:
ConferenceRoom-2

*Alias:
ConferenceRoom-2

Organizational unit:
chaosnet.local/Sales-Depar × Browse...

Location:

Phone:

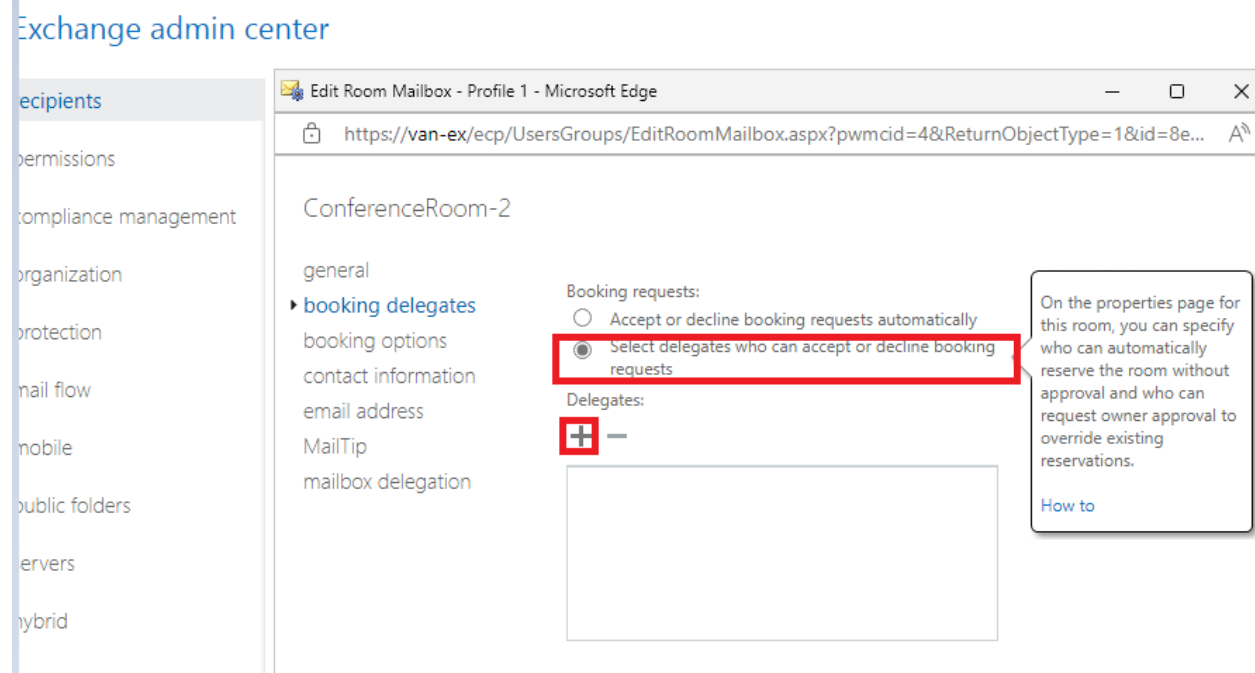
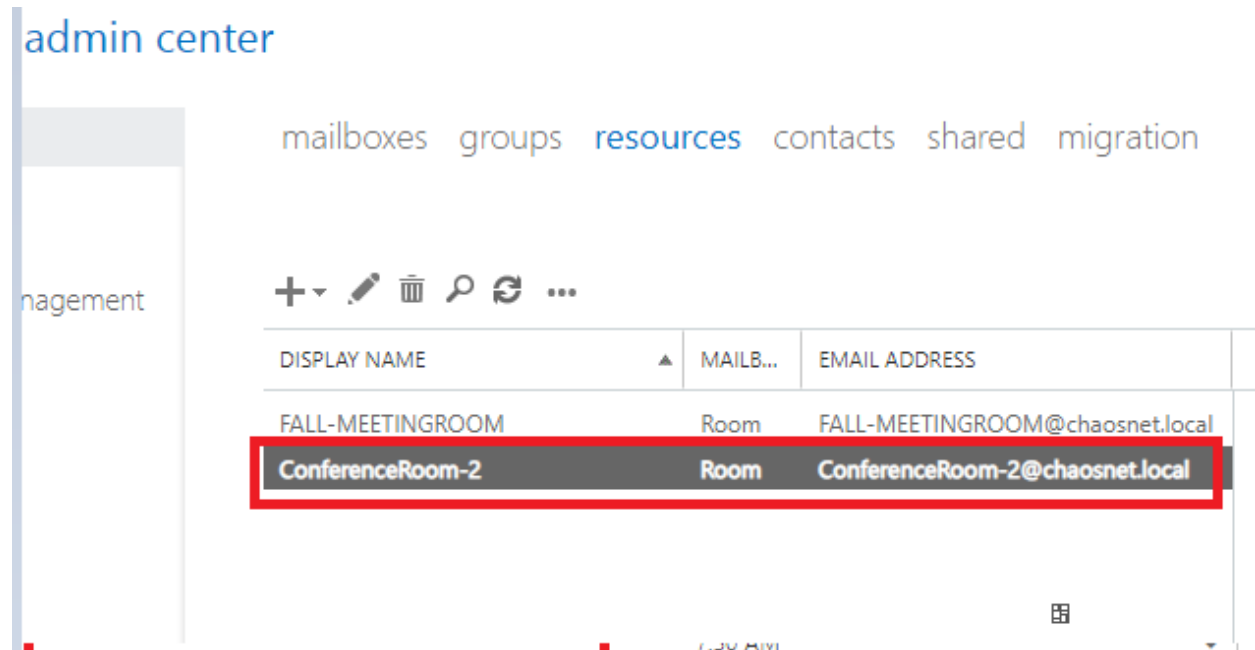
Capacity:

Mailbox database:
FALL-DB2 × Browse...

Address book policy:
[No Policy] ▼

Your mailbox is not in the Exchange organization.

Configuration des options de délégation pour l'utilisateur Fall-1 du département IT pour qu'il accepte ou non les demandes de réservation :



ConferenceRoom-2

general

► **booking delegates**

booking options

contact information

email address

MailTip

mailbox delegation

Booking requests:

- ☐ Accept or decline booking requests automatically
- ☒ Select delegates who can accept or decline booking requests

Delegates:

+ -

Fall-1

On the properties page this room, you can specify who can automatically reserve the room without approval and who can request owner approval to override existing reservations.

[How to](#)

On the properties page this room, you can specify who can automatically reserve the room without approval and who can request owner approval to override existing reservations.

[How to](#)

turnObjectType=1&id=8e

ervers

ybrid

mailboxes groups **resources** contacts shared migration

+ - ✎ 🗑️ 🔍 ↺ ...

DISPLAY NAME ▲	MAILB...	EMAIL ADDRESS
FALL-MEETINGROOM	Room	FALL-MEETINGROOM@chaosnet.local
ConferenceRoom-2	Room	ConferenceRoom-2@chaosnet.local

ConferenceRoom-2

Room mailbox

Location:

Phone:

Capacity:

Booking delegates:

Fall-1 (Fall-1@chaosnet.local)

Teston l'approbation des réservations de ConferenceRoom-2 :

Booking par Fall-4 du département Sales:

ch Send Discard Attach Charm Categorize

Details Feedback

MeetingSales

ConferenceRoom-2 Add location details

Start
Sun 11/30/2025 7:00 AM

End
Sun 11/30/2025 8:00 AM

☐ All day ☐ Private

Repeat
Never Calendar

Reminder
15 minutes

Show as
Busy

Add an email reminder

People Scheduling assistant


Add people +

Fall-4

Attendees

Sort by

ConferenceRoom



Hello,
Merci de preparer le rapport sur les ventes.
Cdlt.

Search New Delete Archive Junk Sweep Move to Categories Undo

☒ Inbox Filter

☐ ConferenceRoom-2
MeetingSales 6:44 AM
Your request was received and is pending approval.

MeetingSales

ConferenceRoom-2
Today, 6:44 AM
Fall-4

When: Sun 11/30/2025 7:00a - 8:00a
Where: ConferenceRoom-2

? ConferenceRoom-2 has tentatively accepted this event

Your request was received and is pending approval.

Sent by Microsoft Exchange Server

Fall-4
Hello, Merci de preparer le rapport sur l... Today, 6:44 AM

Approbation par Fall-1 du département IT :

The screenshot shows the Outlook Mail interface. The left sidebar lists folders: Favorites (Inbox with 2 items, Sent Items, Drafts) and Fall-1 (Inbox with 2 items, Drafts, Sent Items, Deleted Items, Junk Email, Notes). The main pane shows the 'Inbox' with two emails. The first email, from 'MeetingSales' to 'Fall-4', is highlighted with a red box. Its subject is 'This in-policy resource request was forwarded to you for...'. The second email is from 'FALL-MEETINGROOM' to 'MeetingIT', with the subject 'Your request was accepted...'. The right pane shows the details of the selected email from 'MeetingSales'. It includes a 'Reply all' button, the sender's name 'Fall-4', the time 'Today, 6:44 AM', and the recipient 'Fall-1'. Below this, it says 'Required: Fall-4; ConferenceRoom-2'. The meeting details are: 'When: Sun 11/30/2025 7:00a - 8:00a' and 'Where: ConferenceRoom-2'. At the bottom, there are buttons for 'Accept' (highlighted with a red box), 'Tentative', 'Decline', and 'Propose new time'. A link 'To see conflicts, first open the calendar for ConferenceRoom-2.' is also present.

The screenshot shows the Outlook Mail interface after clicking the 'Accept' button. The left sidebar is the same, but the 'Fall-1' folder is now highlighted with a red box. The main pane shows the 'Inbox' with two emails. The first email, from 'FALL-MEETINGROOM' to 'MeetingIT', is highlighted. Its subject is 'Your request was accepted...'. The right pane shows the details of the selected email. It includes a 'Reply all' button, the sender's name 'FALL-MEETINGROOM', the time 'Today, 6:18 AM', and the recipient 'Fall-1'. Below this, it says 'When: Sun 11/30/2025 6:30a - 7:30a' and 'Where: FALL-MEETINGROOM'. A green checkmark icon is followed by the text 'FALL-MEETINGROOM has accepted this event'. Below this, a bold message states 'Your request was accepted.' followed by a horizontal line. At the bottom, it says 'Sent by Microsoft Exchange Server' and 'To see conflicts, first open the calendar for ConferenceRoom-2.'.

Vérification sur la boîte mail de Fall-4 :

The screenshot shows an Outlook interface with a top navigation bar containing 'New', 'Delete', 'Archive', 'Junk', 'Sweep', 'Move to', 'Categories', and 'Undo'. The left sidebar displays the 'Inbox' with a 'Filter' dropdown. A folder named 'ConferenceRoom-2' is expanded, showing a sub-folder 'Fall-4' with '(2)' items and a timestamp of '6:52 AM'. The main pane displays an email titled 'Fall-4' from 'Fall-1 on behalf of ConferenceRoom-2', received 'Today, 6:52 AM'. The email content includes event details: 'When: Sun 11/30/2025 7:00a - 8:00a' and 'Where: ConferenceRoom-2'. A green checkmark indicates 'Fall-1 has accepted this event'. A 'Reply all' button is visible. The email footer shows 'ConferenceRoom-2' and 'Sent by Microsoft Exchange Server'.

New | Delete | Archive | Junk | Sweep | Move to | Categories | Undo

Inbox Filter

ConferenceRoom-2

Fall-4 (2) 6:52 AM

(No message text)

Fall-4

Fall-1 on behalf of ConferenceRoom-2

Today, 6:52 AM

Fall-4

When: Sun 11/30/2025 7:00a - 8:00a

Where: ConferenceRoom-2

✓ Fall-1 has accepted this event

Reply all

ConferenceRoom-2

Sent by Microsoft Exchange Server