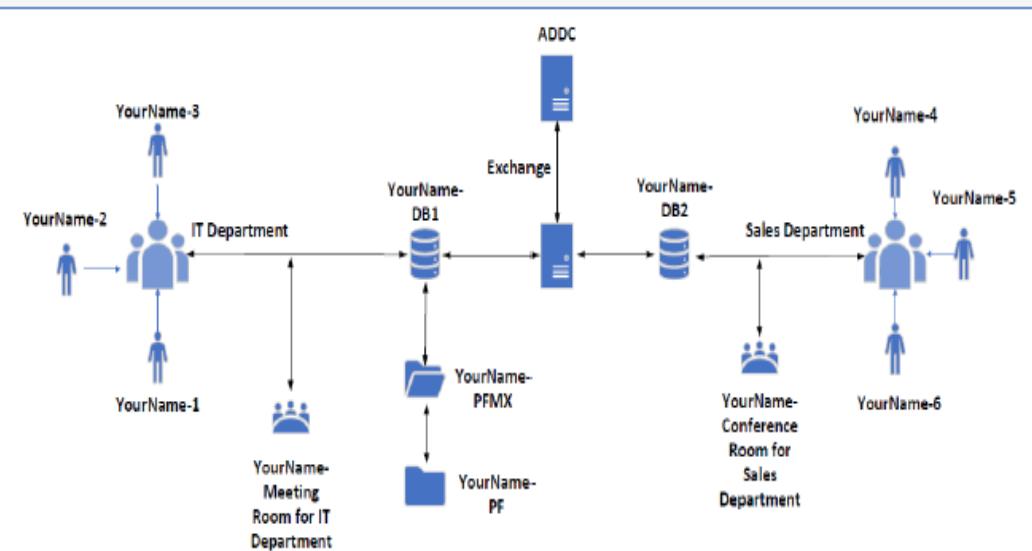




Exchange

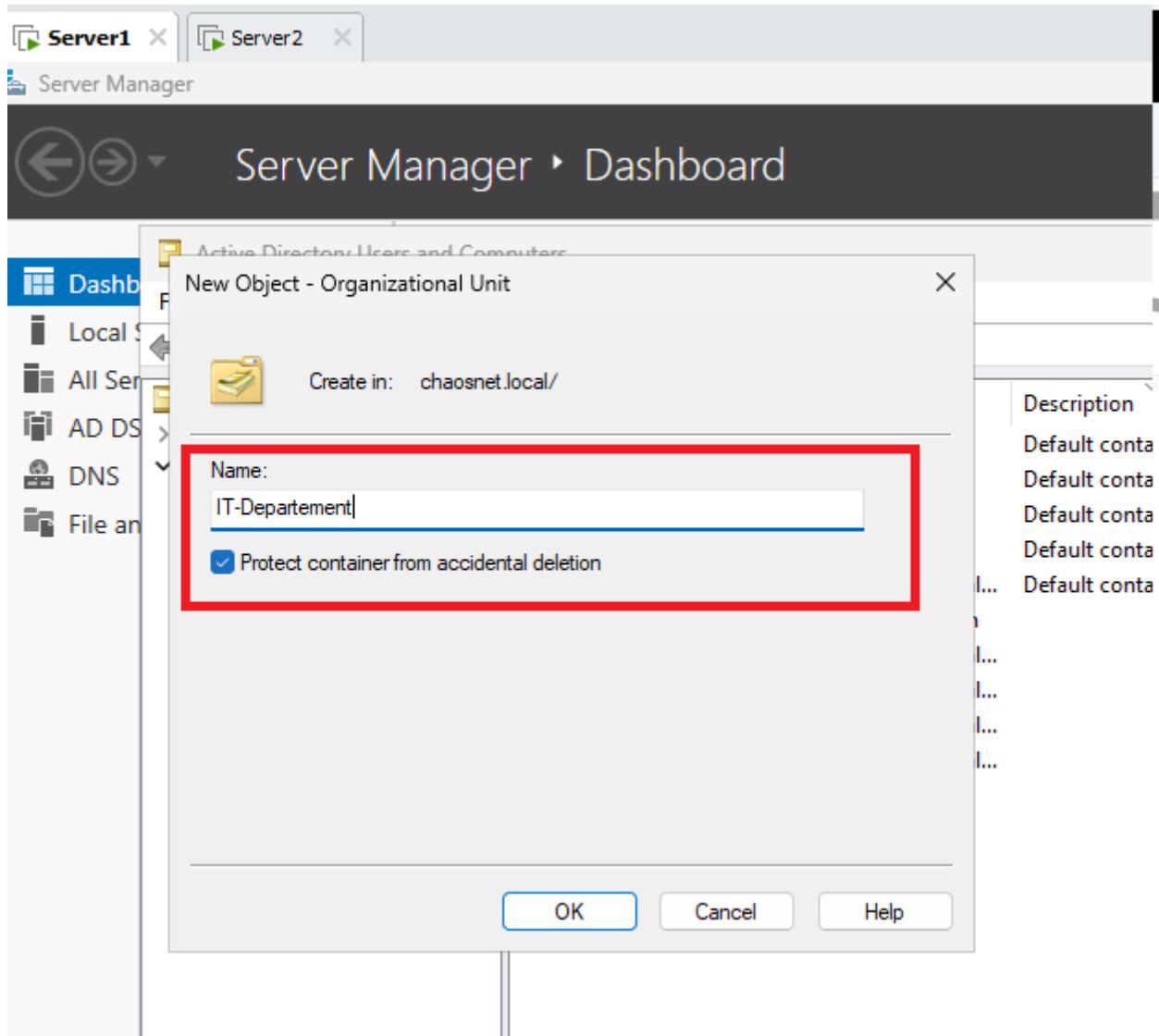
AMETH FALL

ExchangeServer_Create_OU_Members_Mailboxes_DB_PublicFolder_MeetingRooms

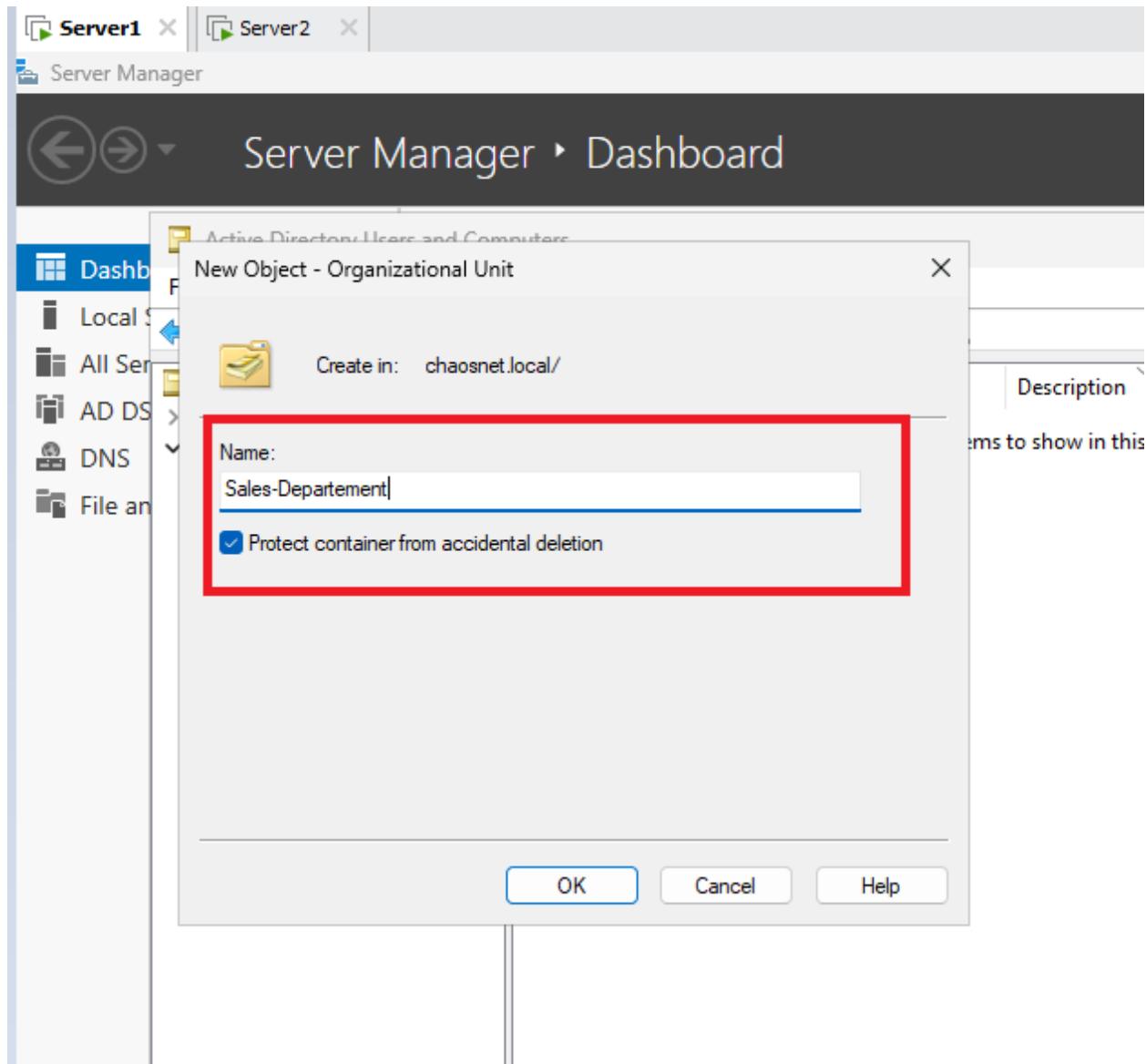


Activity 1: Creating an organization unit (IT and Sales).

IT-Departement:

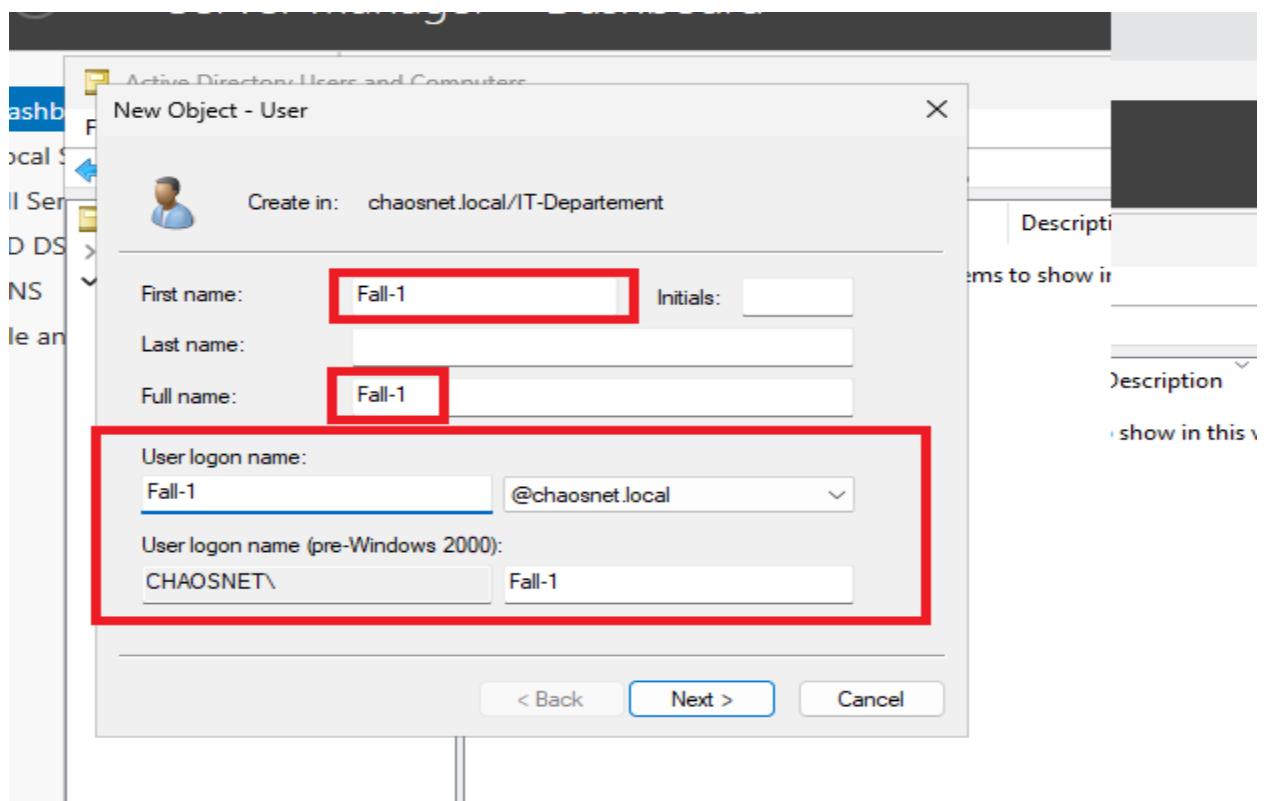


Sales-Departement:



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

Members for IT-Departement:



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

New Object - User

Create in: chaosnet.local/IT-Departement

First name: Fall-2

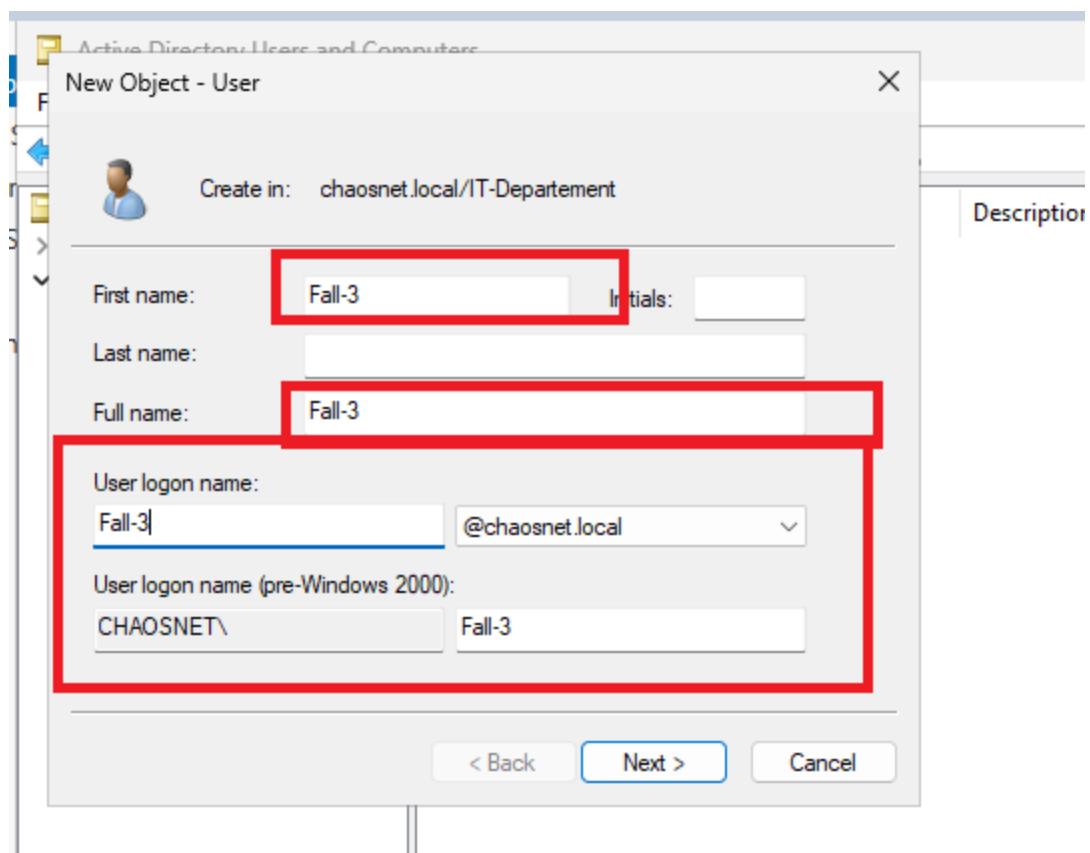
Last name:

Full name: Fall-2

User logon name:
Fall-2 @chaosnet.local

User logon name (pre-Windows 2000):
CHAOSNET\ Fall-2

< Back Next > Cancel



Active Directory Users and Computers

File Action View Help

Active Directory Users and Computers

Saved Queries

chaosnet.local

- Builtin
- Computers
- Domain Controllers
- ForeignSecurityPrincipal
- IT
- Managed Service Account
- Microsoft Exchange Security
- Research
- Sales
- Users

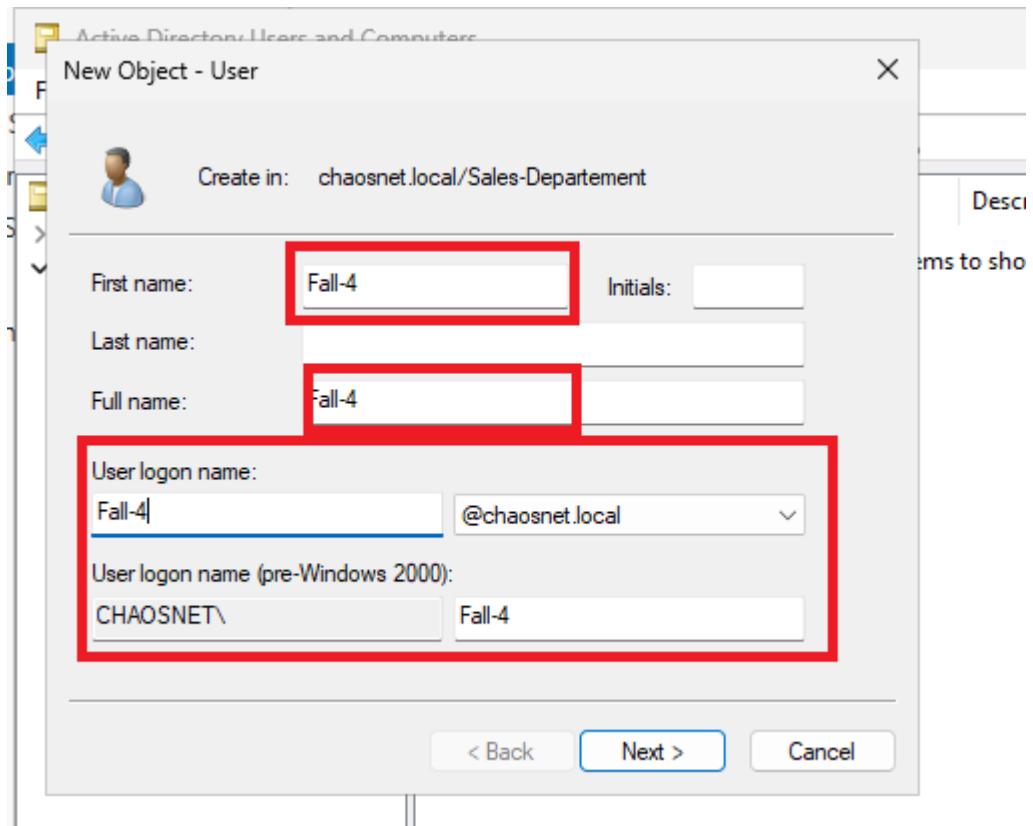
IT-Departement

Sales-Departement

Name	Type	Description
Fall-1	User	
Fall-2	User	
Fall-3	User	

The screenshot shows the Active Directory Users and Computers console. The left pane displays the organizational structure under 'chaosnet.local'. The 'IT-Departement' folder is selected. The right pane lists three users: Fall-1, Fall-2, and Fall-3, which are all highlighted with a red box.

Members for Sales-Departement:



The screenshot shows the 'Active Directory Users and Computers' interface. The left navigation pane shows the tree structure: Active Directory Users and Computers, chaosnet.local, and Sales-Departement. The 'Sales-Departement' folder is selected and highlighted with a red box. The main pane displays a table of users in the 'Sales-Departement' container. The table has columns for Name, Type, and Description. Three users are listed: Fall-4, Fall-5, and Fall-6, all categorized as 'User'. A red box highlights this list of users.

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

Activity 3:

Creating two databases (DB1 and DB2).

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

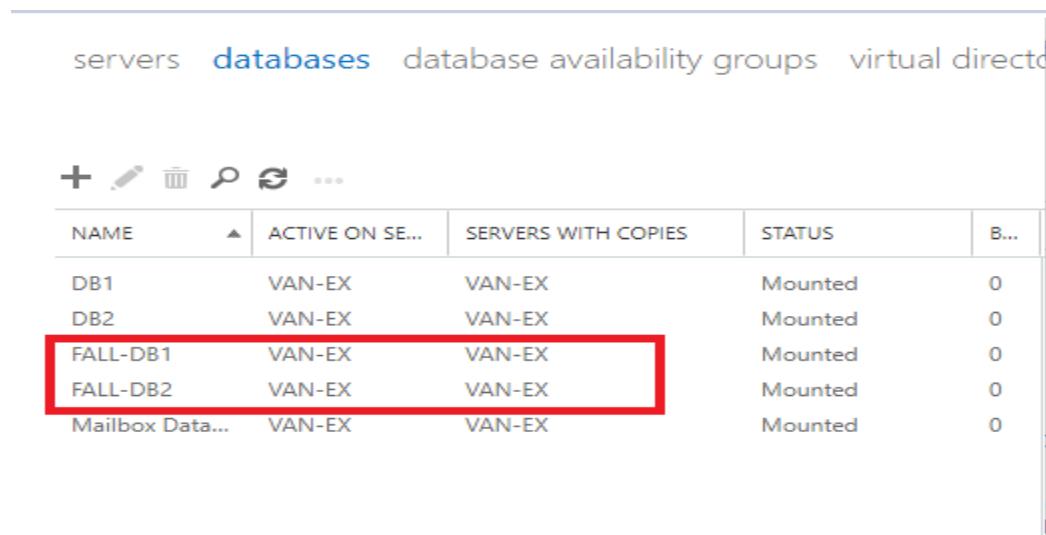
Each database will be configured to:

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>
```

User Mailbox - Profile 1 - Microsoft Edge

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

new user mailbox

Alias:

Existing user

New user

First name:

Initials:

Last name:

*Display name:

*Name:

Organizational unit:

new user mailbox

*User logon name:

*New password:

*Confirm password:

Require password change on next logon

Mailbox database:

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

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 IT-Departement****

User Mailbox - Profile 1 - Microsoft Edge

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

new user mailbox

Existing user: Fall-4

New user

First name:

Initials:

Last name:

*Display name:

*Name:

Organizational unit:

*User logon name: @ chaosnet.local

*New password:

Save Cancel

The screenshot shows the 'New Mailbox' configuration page in Microsoft Edge. The page is titled 'User Mailbox - Profile 1 - Microsoft Edge' and the URL is 'https://van-ex/ecp/UsersGroups/NewMailboxOnPremises.a...'. The main title is 'new user mailbox'. There are two radio button options: 'Existing user' (selected) with input field 'Fall-4' and 'Browse...' button, and 'New user' with radio button. Below these are fields for 'First name', 'Initials', 'Last name', 'Display name', 'Name', 'Organizational unit' (with 'Browse...' button), 'User logon name' (with '@ dropdown set to 'chaosnet.local'), and 'New password'. At the bottom are 'Save' and 'Cancel' buttons.

new user mailbox

*User logon name:
 @

*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-Departement

mailboxes groups resources contacts shared migration

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&ReturnObj...>

new public folder mailbox

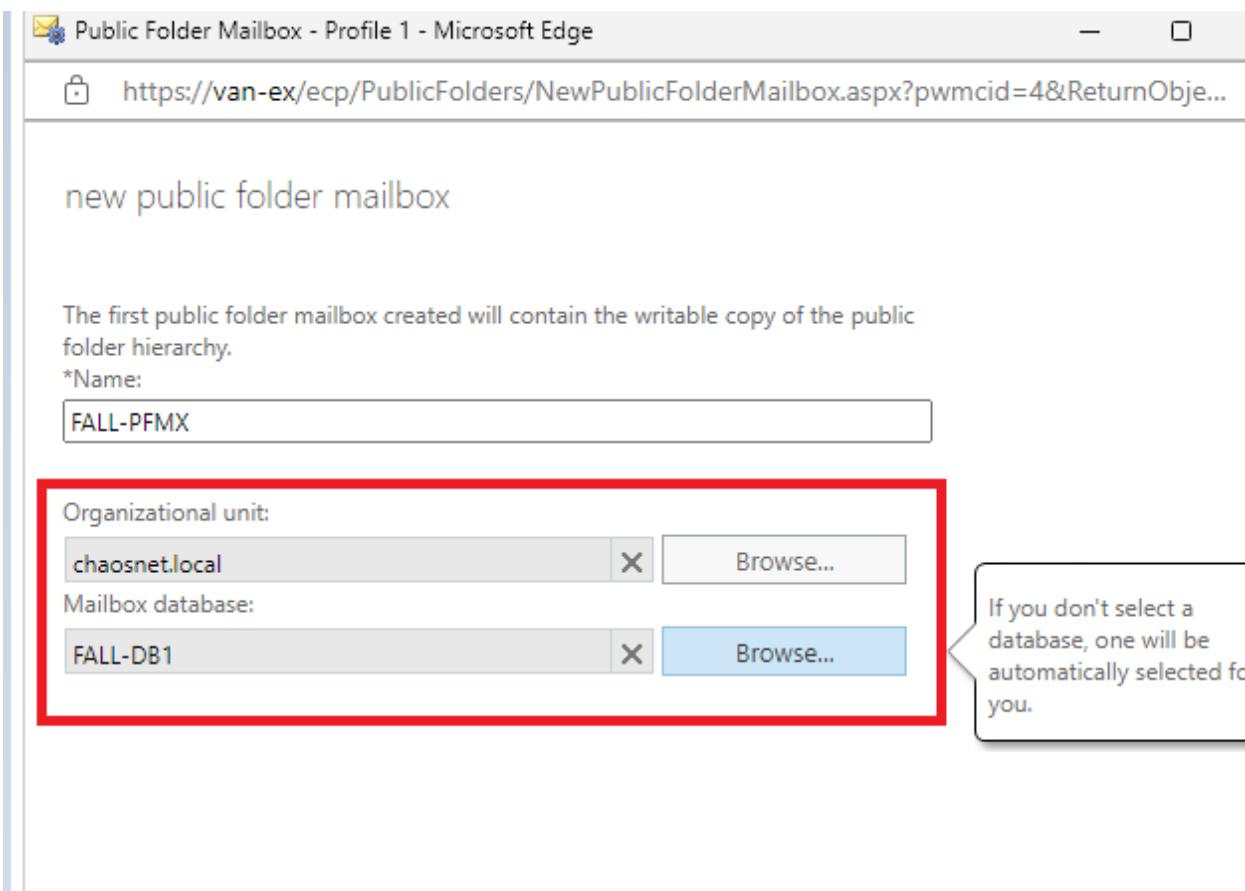
The first public folder mailbox created will contain the writable copy of the public folder hierarchy.

*Name:

Organizational unit:

Mailbox database:

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



Enterprise Office 365 Administrator ? +

Exchange admin center

recipients public folders public folder mailboxes

permissions

compliance management

organization

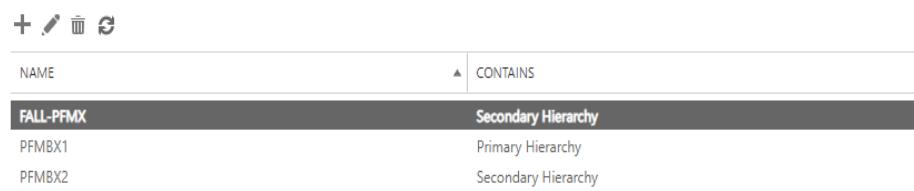
protection

mail flow

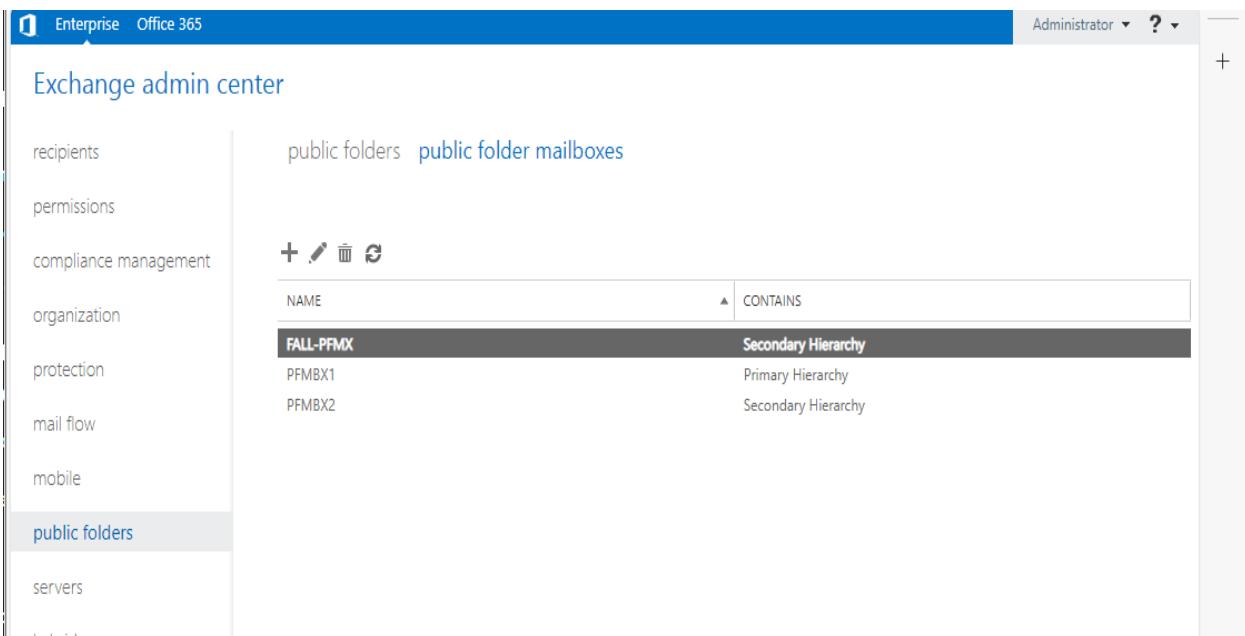
mobile

public folders

servers



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>

public folders public folder mailboxes

The screenshot shows the Exchange Management Shell interface. A command has been run to create a new public folder named 'FALL-PF'. The output shows the folder was created under the root path '\'. The 'Name' column contains 'FALL-PF' and the 'Parent Path' column shows '\'. The 'Mailbox' column shows 'FALL-PFMX'.

Ajout des Root Permissions pour les users dans Fall-PF

The screenshot shows a Microsoft Edge browser window titled 'Public Folder Permissions - Profile 1 - Microsoft Edge'. The URL is [https://van-ex/ecp/PublicFolders/PublicFolderPermissions.aspx?id=\>](https://van-ex/ecp/PublicFolders/PublicFolderPermissions.aspx?id=\). The page displays a message: 'Saving completed successfully.' and 'You've completed the operation.' There is a 'Close' button at the bottom right of the message box.

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](#)

Machine: VAN-EX.ch

[Preview recipients the address list includes](#)

[View preview](#)

Test chez Fall-1 :

The screenshot shows the Microsoft 365 People interface. On the left, there's a navigation pane with options like 'Your contacts', 'Directory' (which is expanded), and 'All Departements'. The 'All Departements' option under 'Directory' is currently selected and highlighted in blue. The main area displays a list of recipients for the 'All Departements' distribution list, which is named 'All Departements' and ordered by display name. The list includes:

- ConferenceRoom-2 (highlighted in blue)
- Fall-1
- Fall-2
- Fall-3
- Fall-4
- Fall-5
- Fall-6
- FALL-MEETINGROOM

To the right of the list, there's a detailed view for 'ConferenceRoom-2' showing contact information and a 'Send email' button. The contact details are: Name: ConferenceRoom-2, Email: 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... A³

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

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:

 XBrowse...

Location:

Phone:

Capacity:

Mailbox database:

 XBrowse...

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.

SaveCancel



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:

Screenshot of Microsoft Outlook Mail interface showing the inbox and a meeting creation screen.

Inbox View:

- Left sidebar: Favorites (Inbox, Sent Items, Drafts), Drafts (Fall-1 folder expanded, showing Inbox, Drafts, Sent Items, Deleted Items, Junk Email, Notes).
- Center: Inbox folder, Filter dropdown, trophy icon, message: "You're all caught up."
- Top right: Mail ribbon bar with icons for New, Undo, etc.

Meeting Creation View:

- Top ribbon: Send, Discard, Attach, Charm, Categorize.
- Details Section:** Title: "MeetingIT", Location: "FALL-MEETINGROOM", Start: "Sun 11/30/2025 6:30 AM", End: "Sun 11/30/2025 7:30 AM".
- Attendees Section:** "People" button, "Scheduling assistant" button, "Add people" button, "Fall-1" contact added.
- Save Section:** Save to calendar dropdown set to "Calendar".
- Reminder Section:** Reminder: "15 minutes", Show as: "Busy".
- Bottom Bar:** Rich text editor toolbar, address bar ("FALL-DR1"), browse button ("Browse..."), and a note about mailbox location.

Mail

Search Mail and People 

+ New | Mark all as read  

Inbox Filter 

FALL-MEETINGROOM
MeetingIT
Your request was accepted.  6:18 AM

Favorites

- Inbox 1
- Sent Items
- Drafts

Fall-1

- Inbox** 1
- Drafts
- Sent Items
- Deleted Items
- Junk Email
- Notes

15 minutes Busy

Add an email reminder

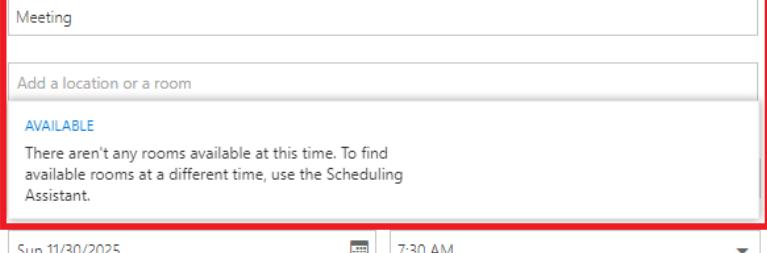


Choose a message to read it.

12p

Save Discard Attach Charm Categorize 

Details 

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.

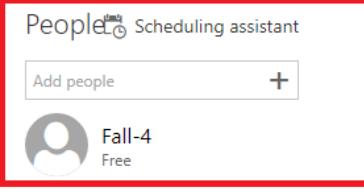
Sun 11/30/2025  7:30 AM 

All day Private

Repeat  Save to calendar 

Never 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

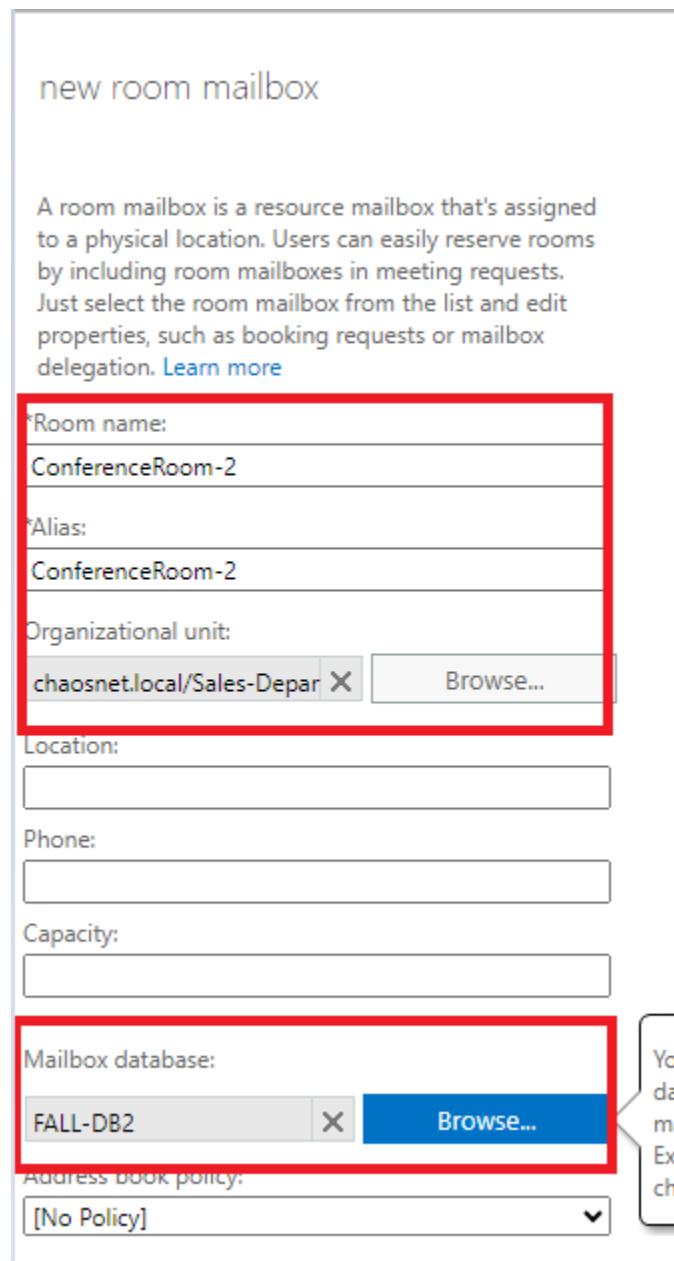
Location:

Phone:

Capacity:

Mailbox database:
FALL-DB2

Address book policy:
[No Policy]



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

admin center

mailboxes groups resources contacts shared migration

management

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

Exchange admin center

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

Edit Room Mailbox - Profile 1 - Microsoft Edge
https://van-ex/ecp/UsersGroups/EditRoomMailbox.aspx?pwmcid=4&ReturnObjectType=1&id=8e...

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:

[+] [-]

On the properties page for 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

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 or 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 or override existing reservations.

How to

ervers

hybrid

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:

The screenshot shows the Microsoft Outlook calendar interface. A new meeting request is being created for "MeetingSales". The location is set to "ConferenceRoom-2". The start time is Sunday, November 30, 2025, at 7:00 AM, and the end time is at 8:00 AM. The "Attendees" section shows "Fall-4" as the attendee. In the message body, there is a French message: "Hello,
Merci de préparer le rapport sur les ventes.
Cdt.".

The screenshot shows the Microsoft Outlook inbox. An email from "ConferenceRoom-2" to "MeetingSales" is listed, indicating that the request was received and is pending approval. The email body contains the message: "Hello,
Merci de préparer le rapport sur les ventes.
Cdt.". The status bar at the bottom of the email indicates: "When: Sun 11/30/2025 7:00a - 8:00a Where: ConferenceRoom-2".

Approbation par Fall-1 du département IT :

The screenshot shows the Microsoft Outlook inbox interface. On the left, the navigation pane is visible with sections like Favorites, Fall-1, and Inbox. The main area displays two items in the inbox:

- A message from "MeetingSales" titled "Fall-4" with the subject "Meeting resource request was forwarded to you for...".
- A message from "FALL-MEETINGROOM" titled "MeetingIT" with the subject "Your request was accepted."

The message from MeetingSales is highlighted with a red box. On the right, the details of the "Fall-4" message are shown, including the recipient "Fall-1", the date "Today, 6:44 AM", and the location "ConferenceRoom-2". Below the message, there are several buttons: "Accept" (highlighted with a red box), "Tentative", "Decline", and "Propose new time". A note at the bottom says "To see conflicts, first open the calendar for ConferenceRoom-2." A status bar at the bottom indicates "Received for ConferenceRoom-2".

The screenshot shows the Microsoft Outlook inbox interface. The navigation pane highlights the "Fall-1" section. The inbox contains one item from "FALL-MEETINGROOM":

- A message from "MeetingIT" with the subject "Your request was accepted."

The message is highlighted with a red box. On the right, the details of the message are shown, including the recipient "Fall-1", the date "Today, 6:18 AM", and the location "FALL-MEETINGROOM". A green checkmark icon followed by the text "FALL-MEETINGROOM has accepted this event" is displayed. Below it, a bold blue message "Your request was accepted." is shown. A status bar at the bottom indicates "Received for ConferenceRoom-2".

Vérification sur la boîte mail de Fall-4 :

The screenshot shows the Microsoft Outlook inbox interface. In the top navigation bar, there are buttons for New, Delete, Archive, Junk, Sweep, Move to, Categories, and Undo. The main area is titled "Inbox" and shows one unread message from "ConferenceRoom-2". The message subject is "Fall-4" and it was received "Today, 6:52 AM". The message body contains event details: "When: Sun 11/30/2025 7:00a - 8:00a" and "Where: ConferenceRoom-2". A status message indicates "Fall-1 has accepted this event". The message is highlighted with a red border.

Inbox

Filter ▾

ConferenceRoom-2

Fall-4

(No message text)

6:52 AM

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