

Microsoft 365 Exchange PowerShell Command Cheat Sheet

Connect to Exchange Server
Connect to Exchange Online
Import-Module ExchangeOnlineManagement
Connect-ExchangeOnline -UserPrincipalName <admin email address>
Verify the connection
Get-ConnectionInformation
Disconnect at the End of Session
Disconnect-ExchangeOnline
Get Mailbox Permissions
Get permissions for a specific mailbox
Get-MailboxPermission -Identity "user@domain.com"
Get permissions for all mailboxes
Get-Mailbox Get-MailboxPermission
Get permissions on a shared mailbox
Get-MailboxPermission -Identity "shared_mailbox@domain.com"
Add Mailbox Permissions
Add full access permissions to a mailbox
Add-MailboxPermission -Identity "user@domain.com" -User "manager@domain.com"
Add send on behalf permissions to mailbox
Set-Mailbox -Identity "user@domain.com" -GrantSendOnBehalfTo "delegate@domain.com"
Remove Mailbox Permissions
Remove full access permissions from a mailbox
Remove-MailboxPermission -Identity "user@domain.com" -User "manager@domain.com"
Remove send on behalf permissions from a mailbox
Set-Mailbox -Identity "user@domain.com" -GrantSendOnBehalfTo \$null
Configure Mail Forwarding
Set-Mailbox -Identity "Jane Smith" -DeliverToMailboxAndForward \$true -ForwardingSMTPAddress "test@example.com"
Configure Maximum Send Size for Emails
Set-Mailbox -Identity "Jane Smith" -MaxSendSize 5MB
Set receive quota warnings when they reach 20GB (for all users)
Get-User Set-Mailbox -IssueWarningQuota 20GB
Set mailbox quota limits
Set-Mailbox -Identity "users@domain.com" -IssueWarningQuota 2GB -ProhibitSendQuota 2.5GB -ProhibitSendReceiveQuota 3GB

Manage Shared Mailboxes
Create a new shared mailbox
New-Mailbox -Shared -UserPrincipalName shared_mailbox@domain.com -Alias "shared_mailbox" -Name "Shared Mailbox"
Convert an existing mailbox to a shared mailbox
Set-Mailbox -Identity "user@domain.com" -Type Shared
Add members to a shared mailbox
Add-MailboxPermission -Identity "shared_mailbox@domain.com" -User "user1@domain.com" -AccessRights FullAccess
Add-MailboxPermission -Identity "shared_mailbox@domain.com" -User "user2@domain.com" -AccessRights SendOnBehalf
Get Calendar Information
Get calendar information for a specific user
Get-MailboxCalendarConfiguration -Identity "user@domain.com"
Get calendar permissions for a user's calendar
Get-MailboxFolderPermission -Identity "user@domain.com:\Calendar"
Manage Calendar Permissions
Add read-only permissions to a user's calendar
Add-MailboxFolderPermission -Identity "user@domain.com:\Calendar" -User "manager@domain.com" -AccessRights Reviewer
Add Editor permissions to a user's calendar
Add-MailboxFolderPermission -Identity "user@domain.com:\Calendar" -User "manager@domain.com" -AccessRights Reviewer
This example adds Laura as a calendar delegate to Ayla's mailbox without access to private items
Add-MailboxFolderPermission -Identity ayla@contoso.com:\Calendar -User julia@contoso.com -AccessRights Editor -SharingPermissionFlags Delegate
This example adds Laura as a calendar delegate to Ayla's mailbox with access to private items.
Add-MailboxFolderPermission -Identity ayla@contoso.com:\Calendar -User laura@contoso.com -AccessRights Editor -SharingPermissionFlags Delegate,CanViewPrivateItems
To change Permissions
Use Set-MailboxFolderPermission
Set-MailboxFolderPermission <Identity>:\contacts -User default -AccessRights Editor
Remove calendar permissions for a user
Remove-MailboxFolderPermission -Identity "user@domain.com:\Calendar" -User "manager@domain.com"