



# HOSTING CONTROLLER

## HC EXCHANGE MODULE SERVER CONFIGURATION

*User Manual*

# Contents

Proprietary Notice .....	4
Document Conventions .....	4
Target Audience .....	4
Introduction.....	5
About HC .....	5
HC Installation.....	5
HC Pre-requisites and Working.....	5
About Exchange 2007 .....	6
Key Features .....	7
Exchange 2007 Server Roles.....	7
HC Supported Server Roles.....	7
How It Works .....	7
HC Supported Modules .....	8
Post Installation Steps .....	10
Steps to Follow .....	10
Enable Exchange 2007 Server.....	10
Add Exchange 2007 Server.....	13
Managing Exchange 2007 Server.....	16
1) Mailboxes .....	18
a) Add Mailbox.....	18
b) Edit Mailbox .....	19
General Properties .....	20
Advance Properties .....	20
Email Addresses.....	21
Membership.....	22
Send On Behalf.....	22
Change Password .....	23
c) Mailbox Settings.....	23
Forwarding .....	23
Permissions.....	23
Accepted Senders.....	24
Rejected Senders .....	24
d) User Statistics .....	25
e) Disable .....	25
f) Delete.....	25
2) Distribution Lists.....	26
a) Add Distribution List .....	26
b) Edit Members .....	26
c) Edit Advance Properties .....	27
d) Edit Email Addresses.....	27

e) Accepted Senders.....	28
f) Rejected Senders.....	28
g) Delete.....	28
3) Public Folders.....	29
a) Add Public Folder.....	29
b) Edit General Properties.....	29
c) Edit Advance Properties.....	30
d) Edit Email Addresses.....	30
e) Set Permissions.....	31
f) Accepted Senders.....	31
g) Rejected Senders.....	32
h) Mail Disable.....	32
i) Delete.....	33
4) Outlook Anywhere.....	33
5) Delete.....	33
Contact Us.....	33



## Proprietary Notice

© 2009 Hosting Controller. All Rights Reserved.

This document is the property of, and contains proprietary information of Hosting Controller. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying or recording, for any purpose other than consideration of the technical contents without the written acquiescence of a duly authorized representative of Hosting Controller.

## Document Conventions

TERMS/ SYMBOLS	WHAT THEY MEAN?
<b>BOLD</b>	The 'Bold & UPPERCASE' text is used to highlight vital terms in the document.
	This symbol is used as a sign for NOTE. It reminds about certain noteworthy steps or takes your attention towards the significant tasks to be done or gives additional information for your ease.
	This symbol is used as a sign for WARNING. It highlights some steps that cannot be skipped or should be followed as stated to avoid errors and confusion.

## Target Audience

This document is intended for **HOST ADMINISTRATORS/RESELLERS/WEB ADMINISTRATORS** who need to install, configure and manage Exchange 2007 Server with **HC**. It explains all the technicalities and functionalities of server configuration in detail. In addition to that, it also states the required steps to ensure flawless working of Exchange 2007 Server with **HC**.



It is assumed that you have successfully installed **HC** and performed all the prerequisites to configure an Exchange 2007 Server.

## Introduction

### About HC

It enables web hosting companies to manage all their servers both Windows & Linux through centralized interface. You can add multiple mail servers within a cluster and offer MS-Exchange & SharePoint hosting. You can expand your business with **HC**, from one server to cluster of servers. It allows you to add new clusters as per your requirements.

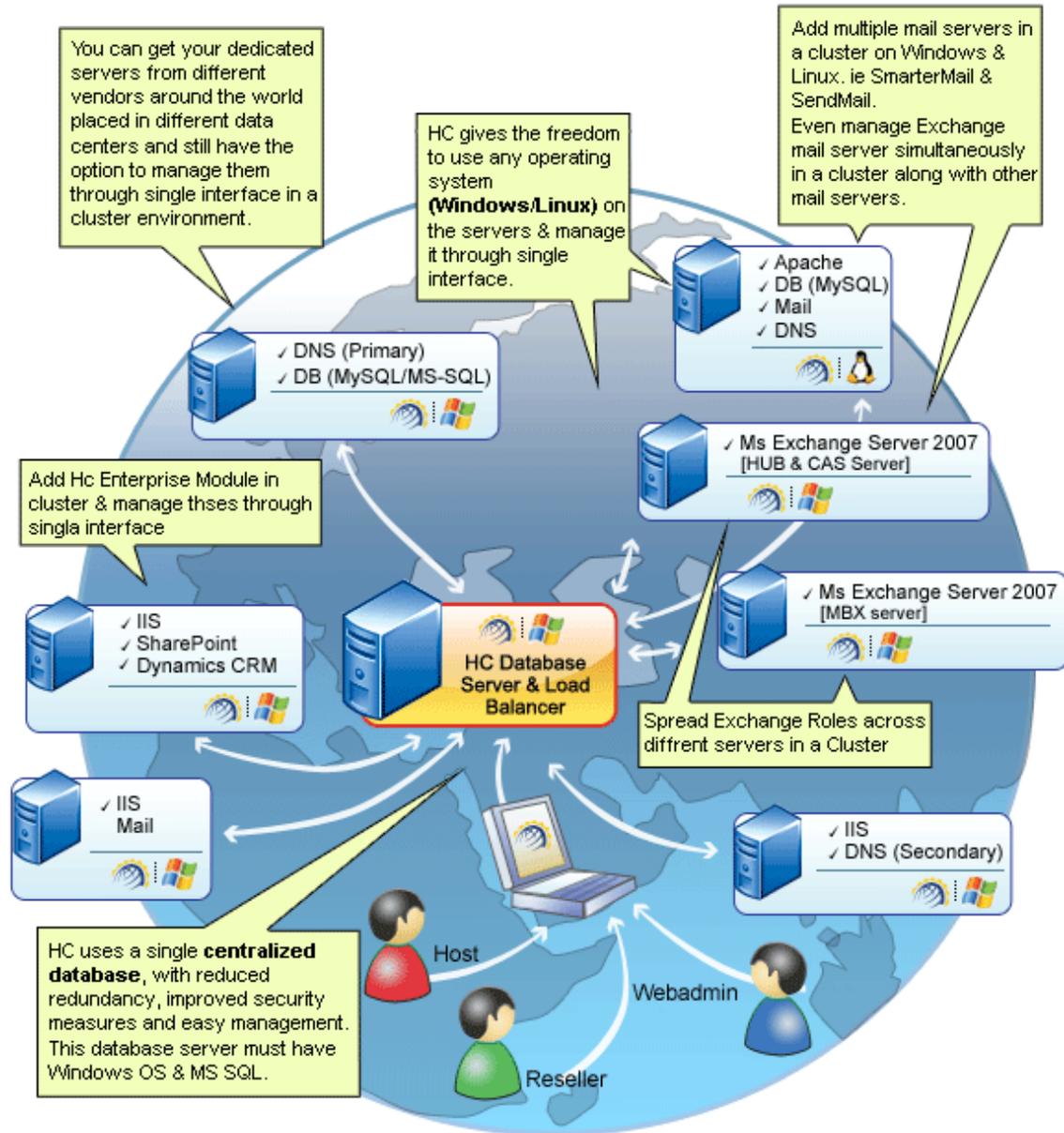
### HC Installation

You have to first install it on database server having windows operating system. It can be a standalone server and can have other roles such as Web, Mail and DNS as per your requirements. For further assistance, refer to [HC Installation Guide](#).

### HC Pre-requisites and Working

Before Installation, you should know the pre-requisites of **HC**. You have to install **Microsoft SQL Server**. Instead of this, if you want, you can also download **HC** installer, in which **MSDE** is bundled free, depending on your requirements. You have to install Mail Server such as **Mail Enable** or any other. For websites, you have to install **IIS** and **DNS**.

Following figure illustrates working of **HC** in a cluster environment:



## About Exchange 2007

Most of the businesses in recent era are heavily dependant on e-mails for their communication within and outside the organization. It introduces an immense need for employees to have a reliable, fast and secure collaboration system for them.

MS Exchange 2007 has been designed with a view point to meet all these challenges in an efficient and organized way. It is a competent messaging system that assures any

## HC Exchange Module Server Configuration – User Manual

---

where e-mails access to all. It provides built-in protective technologies to keep your business moving to the highest level. Moreover, it reduces spam/viruses, enable confidential communications, and thus help your company to be compliant. It can reside on a single server as well as cluster of servers.

### Key Features

Exchange 2007 is flexible, familiar and fits your business and offers following key features:

- Built in Protection
- Anywhere Access
- Operational Efficiency
- The Outlook Experience

### Exchange 2007 Server Roles

MS Exchange 2007 offers five server roles that you can install and configure on your machine. List of these server roles is stated below:

- Client Access Server Role (CAS)
- Edge Transport Server Role
- Hub Transport Server Role (HUB)
- Mailbox Server Role (MBX)
- Unified Messaging Server Role

### HC Supported Server Roles

You can install **HC** and Exchange 2007 on a single server, depending on your business needs and if the server meets the hardware & software requirements for both. **HC** deals with three Exchange Server roles out of five, namely as:

- Client Access Server (CAS)
- Hub Transport Server (HUB)
- Mailbox Server (MBX)

### How It Works

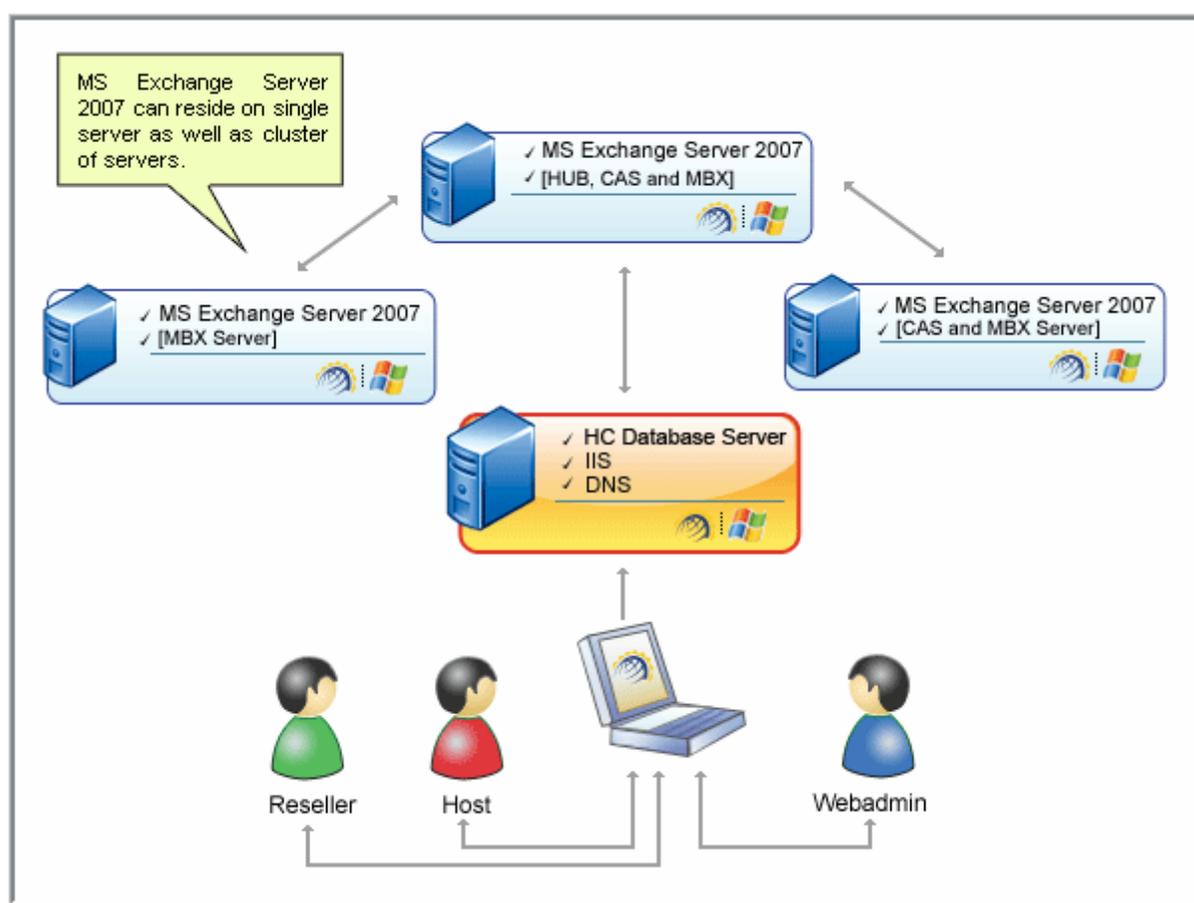
All what you need is to install **HC** on MS Exchange Server 2007 machine containing the role of HUB Transport Server and **HC** manages the rest itself. It monitors and handles all the MS Exchange 2007 roles for you in an efficient and organized manner. There is not any long list of steps to install **HC** with MS Exchange 2007, all you need to do is:

- Install **HC** on Database Server.

## HC Exchange Module Server Configuration – User Manual

- Install Exchange Server 2007 either on the same or another machine. HC facilitates you to install **HC** and MS Exchange on a single server as well as cluster of servers. If HC is installed on a server other than Database Server then do install HC on it.
- After login as Host Admin, in “Global Settings” select Exchange 2007 as Mail Server and add the server (where Exchange 2007 is installed) as a mail server to **HC** cluster.

During this process all Mailbox Servers, Client Access Servers (CASs) and Domain Controllers (DCs) are shown to you. Here you just have to select one CAS Server for Outlook Web Access if you have multiple CASs and one Domain Controller, the DC which is attached with Exchange Server 2007. That is it! Now you can run Exchange 2007 with **HC**. Following figure depicts MS Exchange working in **HC**:



## HC Supported Modules

The entire list of **HC** supported modules and features are as follows:

- Mailboxes
  - Create New Mailboxes
  - Enable/Disable Mailbox

## HC Exchange Module Server Configuration – User Manual

---

- Define Forwarding Account
- Change Mailbox Password
- List Membership Management of Mailboxes
- General and Advanced Level Properties for Mailboxes
- Manage Mailbox Permissions (like SendAs, FullAccess, DeleteItem)
- Enable/Disable Protocols (POP3, IMAP, OWA, MAPI)
- Manage Mailbox Email Addresses
  - Select Primary Email Address
  - Add/Remove Additional Email Addresses
  
- Distribution Lists
  - Create/Remove Distribution Lists
  - Change General Distribution List Settings
    - Add/Remove List Members
  - Change Advanced Distribution List Settings
    - Display Name
    - Hide Distribution List From Exchange Address Lists
    - Send Out-Of-Office Message to Originator
    - Specify Message Size Limit
    - Specify Message Delivery Report
      - Send Delivery Report to Manager
      - Send Delivery Report to Originator
      - Don't Send Delivery Report
    - Manage Distribution List Email Addresses
      - Add/Remove List Email Addresses
      - Select Primary Email Address (UPN)
    - Manage Distribution List Mail Flow Settings
      - Accepted Senders
      - Rejected Senders
  
- Public Folder
  - Create/Remove Public Folders
  - Automated Creation of Organization Folder
  - Concealment of Root Public Folder of one Organization from Users of other Organization
  - Mail Enable/Disable Public Folders
  - Change Mail Properties for Mail Enabled Public Folders
    - Display Name
    - Hide Public Folder from Exchange Address Lists
    - Specify Incoming/Outgoing Message Size Limit
  - Change Advanced Properties
    - Storage Quota

- Deleted Items Retention
- Age Limits
- Manage Public Folder Email Addresses
  - Add/Remove Public Folder Email Addresses
  - Select Primary Email Address (UPN)
- Manage Public Folder Mail Flow Settings
  - Accepted Senders
  - Rejected Senders

## Post Installation Steps

Once you have installed **HC** and Exchange 2007 Server, you need to configure the entire setup. You have to follow these steps as stated, to omit faults & errors during Exchange 2007 configuration.

### Steps to Follow

Configuration of Exchange 2007 Server comprises of mainly two steps i.e. **Enable Exchange 2007 Server** and **Add Exchange 2007 Server**. Later sections of this document describe each of them in detail.

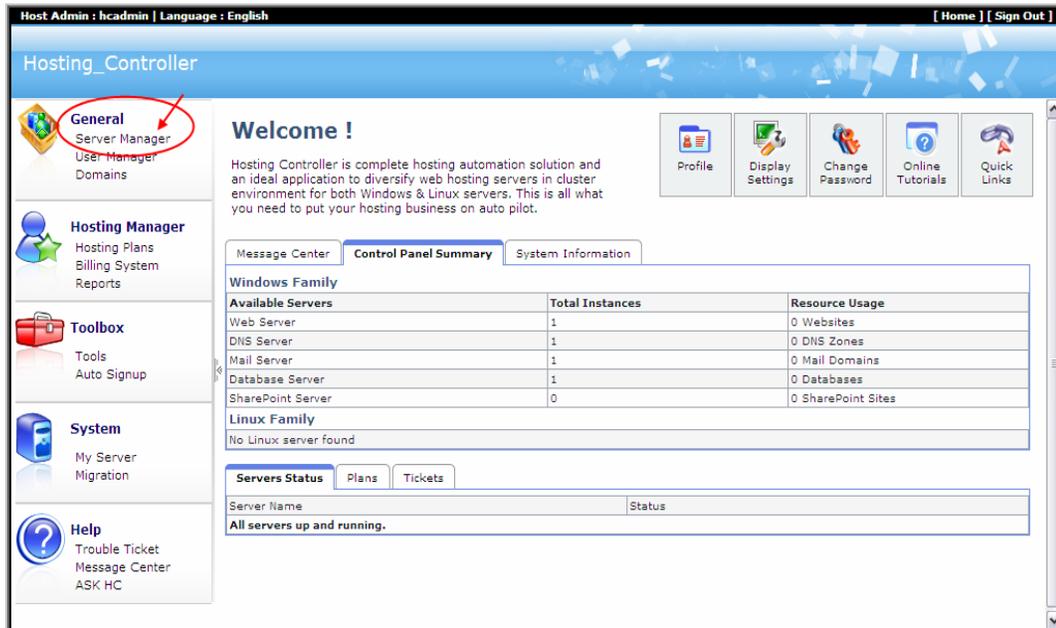
#### Enable Exchange 2007 Server

Follow these steps to enable Exchange 2007 Server for your cluster.

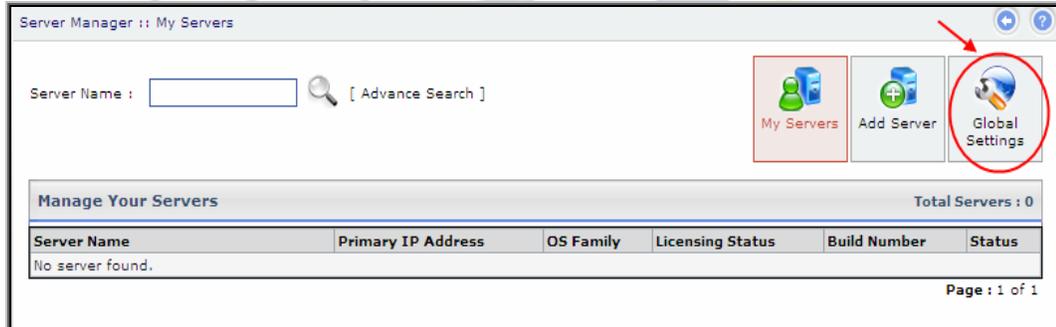
1. Login as Host Administrator to Control Panel



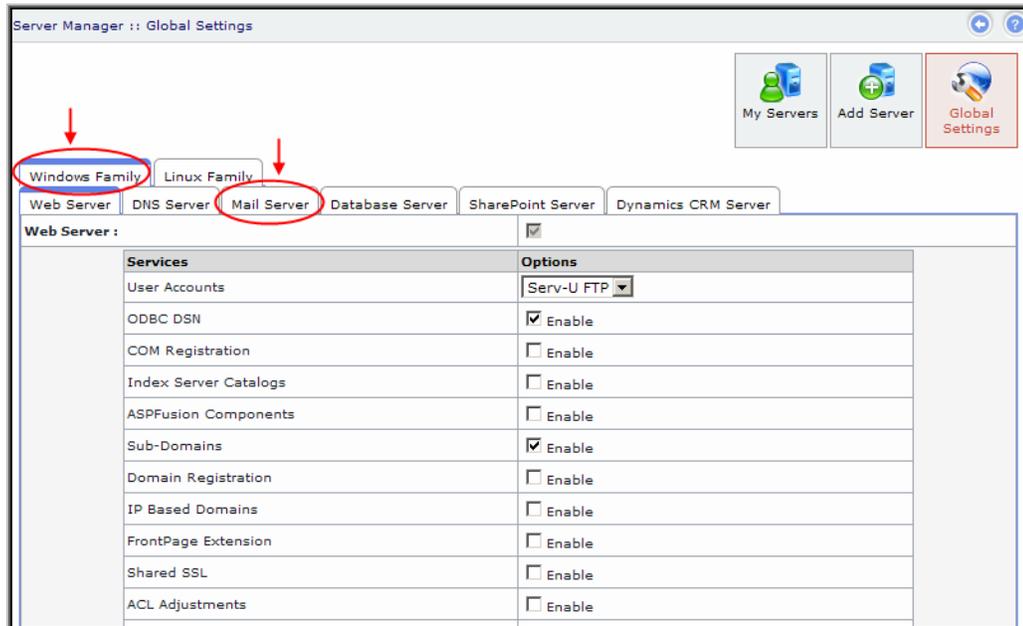
2. After successful login, following screen is displayed:



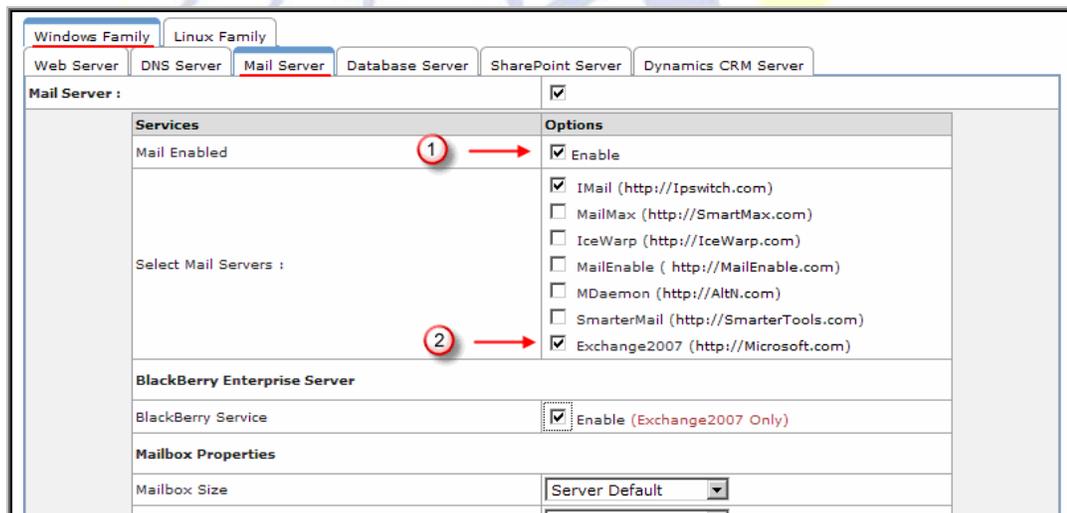
- Go to “General >> Server Manager” as highlighted in the previous screenshot. It opens following screen:



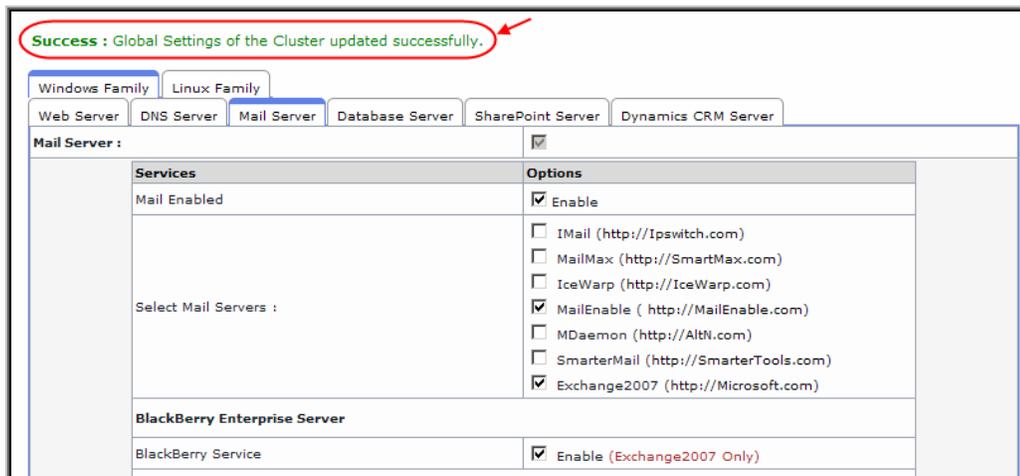
- Go to “Global Settings”. It opens following screen:



5. Select “Windows Family >> Mail Server”. It opens following screen:



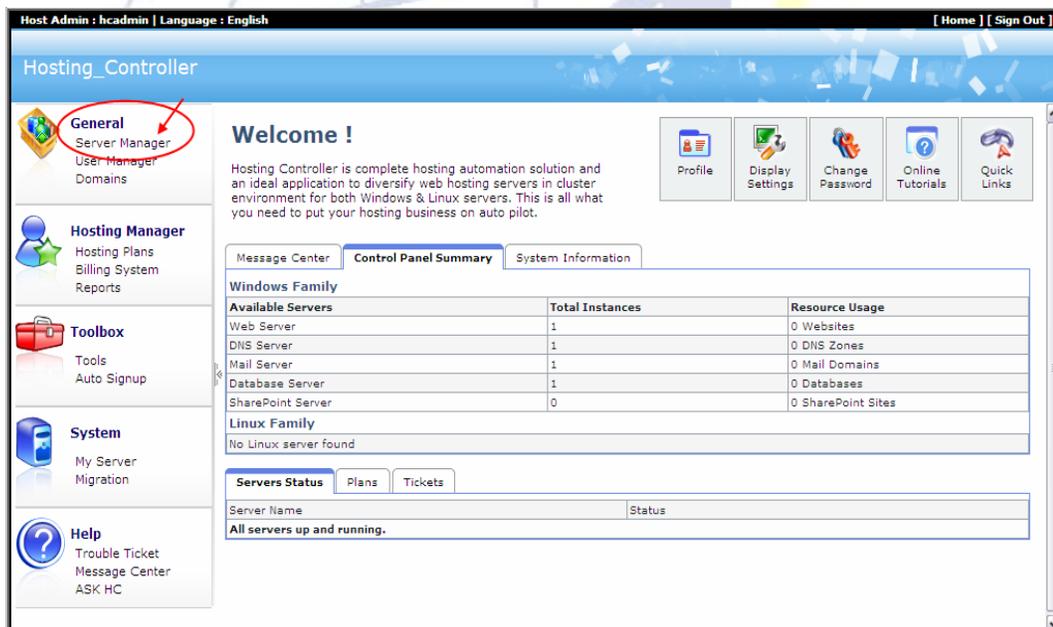
First of all enable Mail Service then select Mail Server. Select the mail server as **Exchange 2007**. Select your required options from the list for other services as well and select “Save Settings”. It updates the changes and enables Exchange 2007 Server for your cluster as shown below:



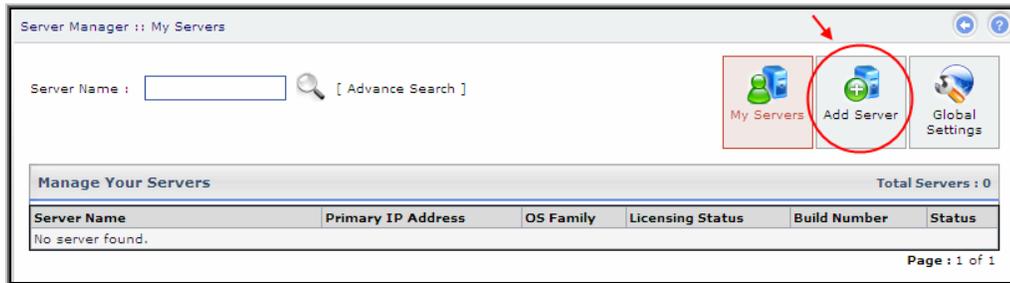
## Add Exchange 2007 Server

To make your server an Exchange Server, you have to add a server and assign it a role such as Exchange 2007 Server. Follow these steps to make your server an Exchange 2007 Server.

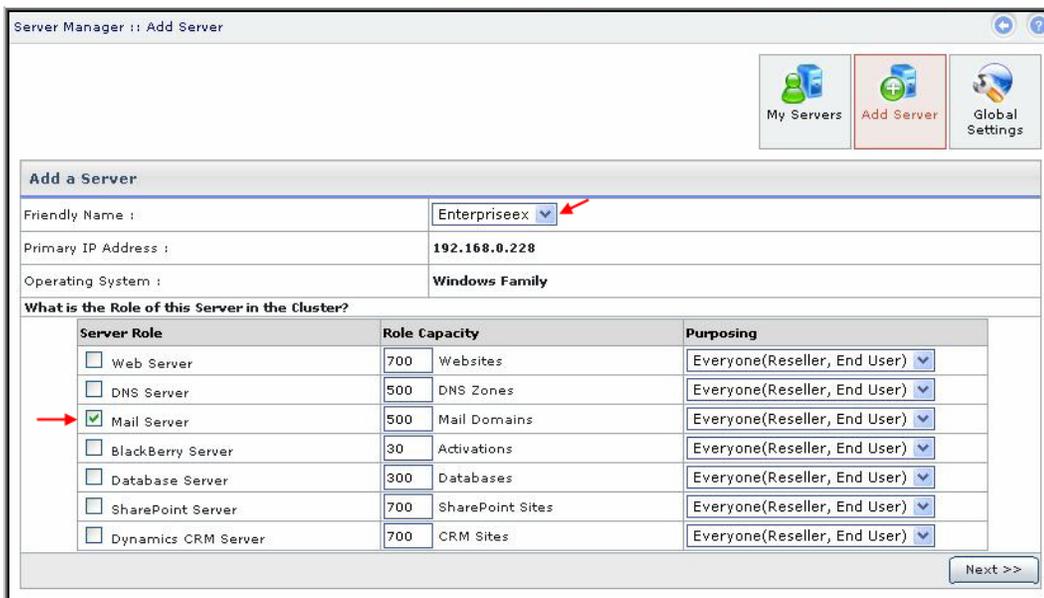
1. Go to “General >> Server Manager”



It opens following screen:



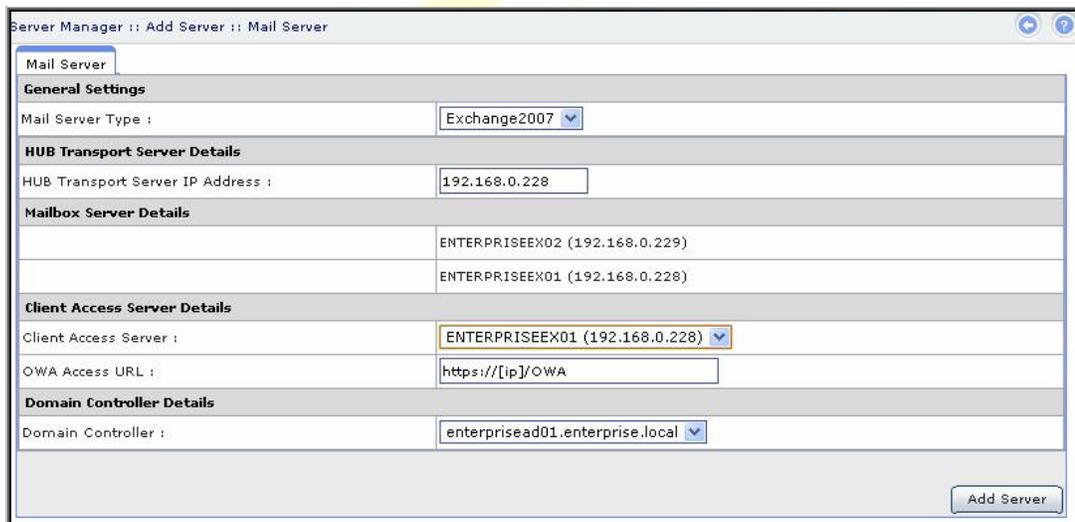
2. Go to “Add Server”, it opens following screen:



- **Friendly Name:**  
It is the list of available servers; you can select one as per your requirements.
- **Primary IP Address:**  
It is the unique IP Address of the selected Server.
- **Operating System:**  
It shows the supported operating system.
- **Server Role:**  
It allows you to select role for the server, you are going to add.

- **Role Capacity:**  
It shows the maximum limit of supported domains/DNS/mail domains/databases/Activations on Web/DNS/Mail/Database/BlackBerry Server respectively.
- **Purposing:**  
It allows you to specify end user for the selected server. You can dedicate your server to only resellers as well as to everyone according to your requirements.

3. Select “Next” to proceed, it opens following screen:



- **Mail Server Type:**  
It shows the type of your added Mail Server.
- **HUB Transport Server IP Address:**  
It is the unique IP Address of the added server.
- **Mailbox Server Details:**  
It shows details of the added server.
- **Client Access Server Details:**  
Exchange Server accepts connections from client server roles. These clients can be software or hardware like Microsoft Outlook Express, IMAP4 or any mobile device respectively.

**i. Client Access Server:**

Select the Client Access Server from the list as required.

**ii. OWA Access URL:**

Specify the Outlook Web Access (OWA) URL in this field.

**▪ Domain Controller:**

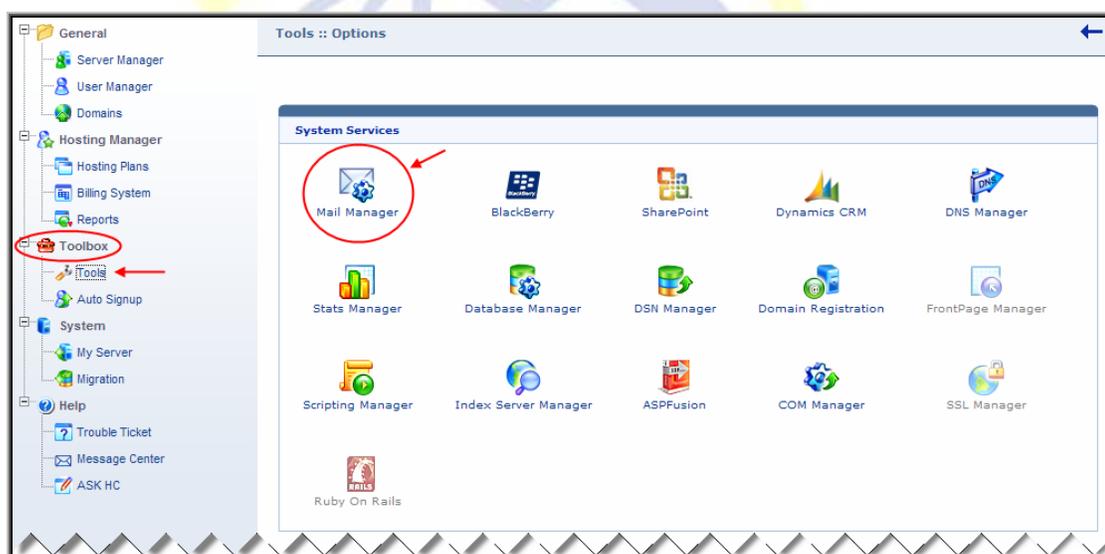
Select domain controller that is attached with Exchange Server 2007, from the list as required.

Select "Next" to proceed. It adds the server and displays appropriate message.

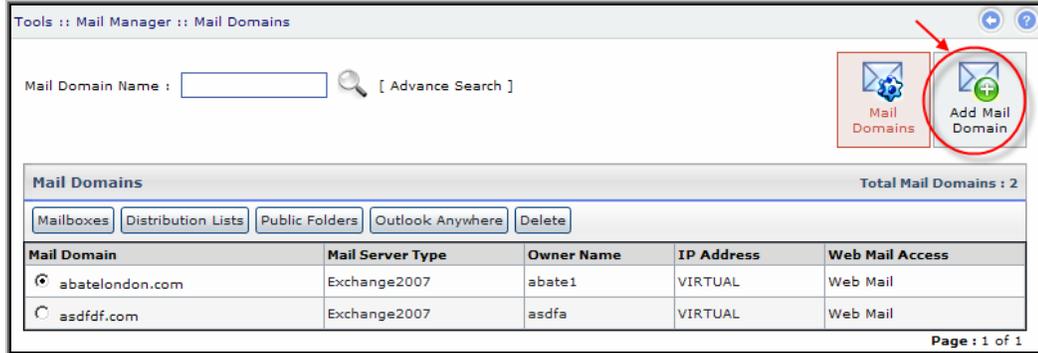
## Managing Exchange 2007 Server

In order to manage Exchange 2007 domains, mailboxes, lists and public folders, logon as a Reseller/Web Admin and follow these steps as stated:

1. Go to "Toolbox >> Tools" section as shown below:



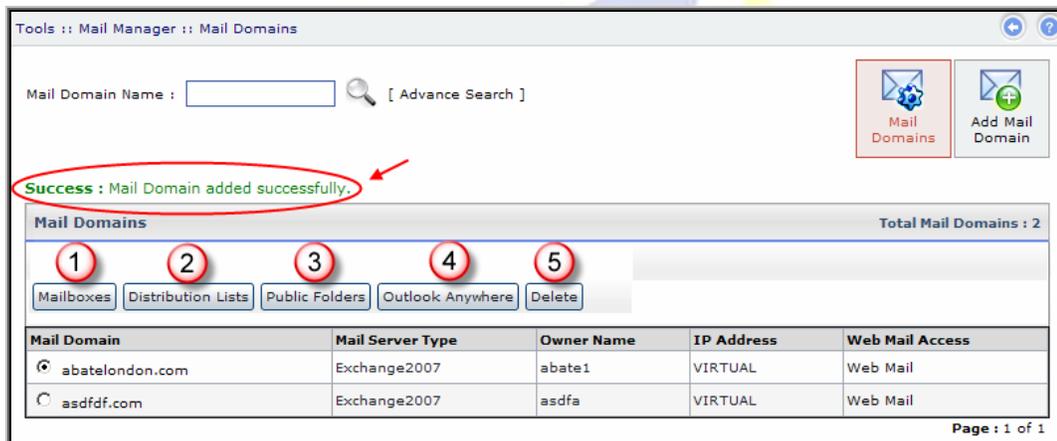
2. Select "Mail Manager", it opens following screen:



3. Select "Add Mail Domain". It opens following screen:

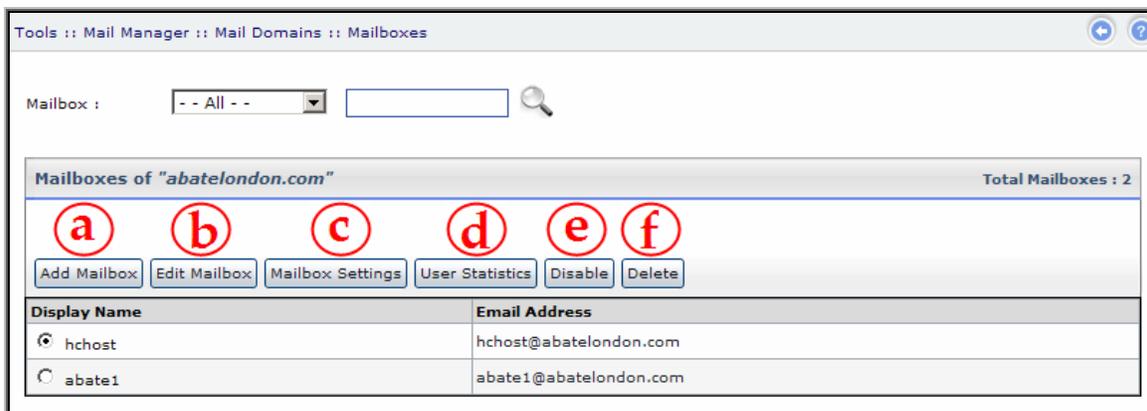


4. Select your required mail domain from the list and select "Add Mail Domain". It opens following screen:



## 1) Mailboxes

Selecting "Mailboxes" opens following screen:



### a) Add Mailbox

It allows you to add mailboxes. Selecting "Add Mailbox" opens following screen:

Tools :: Mail Manager :: Mail Domains :: Mailboxes :: Add Mailbox

**Add Mailbox in "abatelondon.com"**

Mailbox Name :  @abatelondon.com \*

Password :  \*

Confirm Password :  \*

**Advance Options**

General Profile :

First Name :  Initials :

Last Name :

Display Name :

Office Location :

Address :

City :

Country :

State :

Zip Code :

Job Title :

Company :

Department :

Business Phone :

Fax :

Home Phone :

Mobile Phone :

Web Page :

Notes :

Advance Settings :

Advance Features :  Hide From Address Book  Disable Mailbox

Protocol Settings :  IMAP  POP  OWA/HTTP  MAPI

Mailbox Size :  MB

Outgoing Message Size Limit :  MB

Incoming Message Size Limit :  MB

Specify required information in the fields and select "Add Mailbox". It adds a mailbox with the specified information.

## b) Edit Mailbox

It allows you to modify various properties of the mailbox. Selecting "Edit Mailbox" opens following screen:

Tools :: Mail Manager :: Mail Domains :: Mailboxes :: Edit General Properties

General Properties | Advance Properties | Email Addresses | Membership | Send On Behalf | Change Password

Display Name : abate1  
Email Address : abate1@abatelondon.com

**General Profile**

First Name : abate1 Initials :  
Last Name :  
Display Name : abate1  
Office Location :  
Address :  
City :  
Country : United States  
State : Alabama  
Zip Code :  
Job Title :  
Company :  
Department :  
Business Phone :  
Fax :  
Home Phone :  
Mobile Phone :  
Web Page :  
Notes :  
Update Mailbox

## General Properties

It allows you to modify general properties. Specify information as required and select "Update Mailbox". It applies the changes on the mailbox as specified.

## Advance Properties

It allows you to modify advance properties. Selecting "Advance Properties" opens following screen:

Tools :: Mail Manager :: Mail Domains :: Mailboxes :: Edit Advance Properties

General Properties | **Advance Properties** | Email Addresses | Membership | Send On Behalf | Change Password

Display Name : abate1  
 Email Address : abate1@abatelondon.com

**Advance Options**

Advance Features :  Hide from Exchange Address List  Disable Mailbox

Protocol Settings :  IMAP  POP  OWA/HTTP  MAPI

Outgoing Message Size Limit : 10 MB  
 Incoming Message Size Limit : 10 MB

**Storage Quota Settings :**

Use database quota defaults :

Storage Quotas :  
 Issue warning at : Unlimited MB  Unlimited  
 Prohibit send at : Unlimited MB  Unlimited  
 Mailbox size : 50 MB

**Deleted Item Retention Settings :**

Use database retention defaults :

Deleted Item Retention : Retain deleted items for 14 Days  
 Don't permanently delete the items until DB backup

[ Update Mailbox ]

Modify information as required and select "Update Mailbox" to save the changes.

## Email Addresses

It allows you to add/remove email address or change Primary Email Address. Selecting "Email Addresses" opens following screen:

Tools :: Mail Manager :: Mail Domains :: Mailboxes :: Edit Email Addresses

General Properties | Advance Properties | **Email Addresses** | Membership | Send On Behalf | Change Password

Display Name : abate1  
 Email Address : abate1@abatelondon.com

**Email Address**      **Action**

abate1@abatelondon.com	Primary
------------------------	---------

[ Add Email Address ]

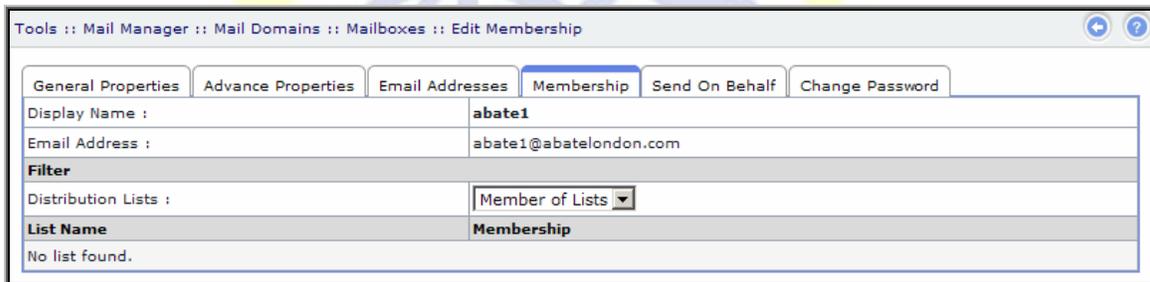
To add an email address, select "Add Email Address". It opens following screen:



Specify email address to be added and select your required domain from the list. Select "Add Email Address" to apply the changes as specified.

### Membership

It allows you to modify list membership of the user. You can add/remove this user to/from any list in the domain. Selecting "Membership" opens following screen:



Specify list members as required and then select "Save Settings". It updates the membership information as specified.

### Send On Behalf

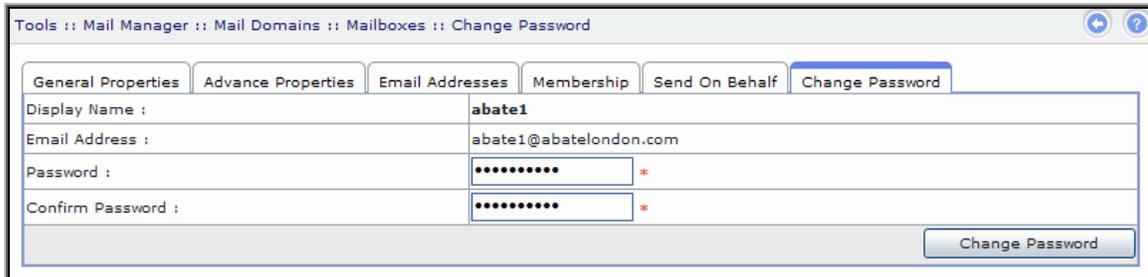
It allows you to select mailbox to send email on your behalf. Selecting "Send On Behalf" opens following screen:



Select "Update Mailbox" to save the changes.

## Change Password

It allows you to modify password for your mailbox. Selecting “Change Password” opens following screen:



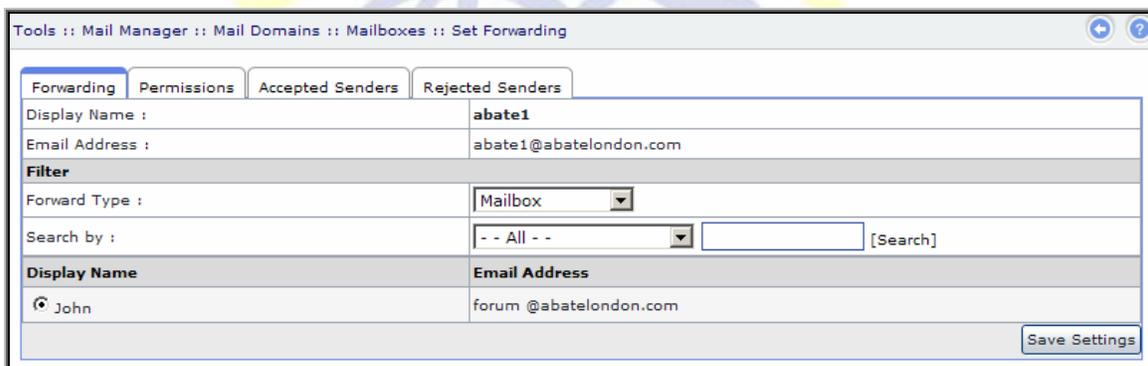
The screenshot shows the 'Change Password' screen in the Mail Manager interface. The title bar reads 'Tools :: Mail Manager :: Mail Domains :: Mailboxes :: Change Password'. The interface has several tabs: 'General Properties', 'Advance Properties', 'Email Addresses', 'Membership', 'Send On Behalf', and 'Change Password'. The 'Change Password' tab is active. The form contains the following fields:

Display Name :	abate1
Email Address :	abate1@abatelondon.com
Password :	***** *
Confirm Password :	***** *

A 'Change Password' button is located at the bottom right of the form.

## c) Mailbox Settings

It allows you to configure various settings for the selected mailbox. Selecting “Mailbox Settings” opens following screen:



The screenshot shows the 'Set Forwarding' screen in the Mail Manager interface. The title bar reads 'Tools :: Mail Manager :: Mail Domains :: Mailboxes :: Set Forwarding'. The interface has several tabs: 'Forwarding', 'Permissions', 'Accepted Senders', and 'Rejected Senders'. The 'Forwarding' tab is active. The form contains the following fields:

Display Name :	abate1
Email Address :	abate1@abatelondon.com
<b>Filter</b>	
Forward Type :	Mailbox
Search by :	-- All -- [Search]
<b>Display Name</b>	<b>Email Address</b>
John	forum @abatelondon.com

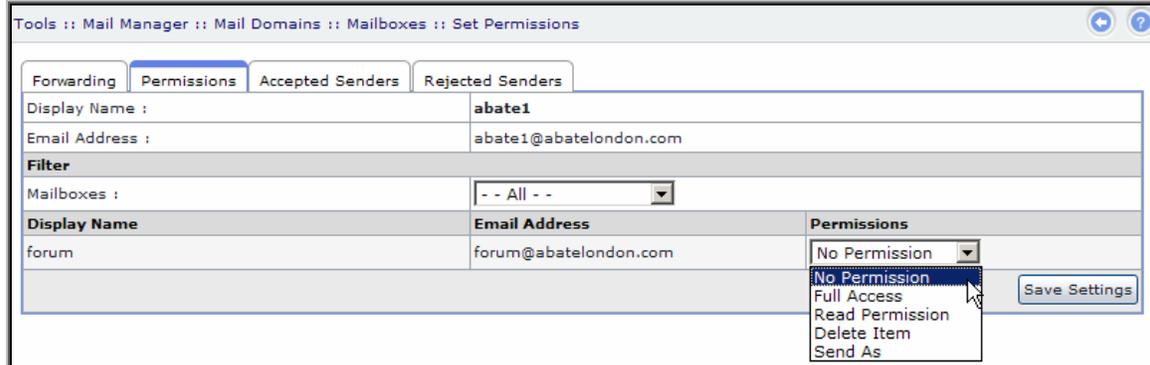
A 'Save Settings' button is located at the bottom right of the form.

## Forwarding

It allows you to select mailbox to forward your emails. Select required information and then select “Save Settings” to apply the changes.

## Permissions

It allows you to specify permissions for the selected mailbox. Selecting "Permissions" opens following screen:



Select permission from the given list as required and then "Save Settings" to apply the changes.

### Accepted Senders

It allows you to select senders of your choice from whom you want to receive/accept messages. Selecting "Accepted Senders" opens following screen:



Select senders as required and then select "Update Senders" to apply the changes.

### Rejected Senders

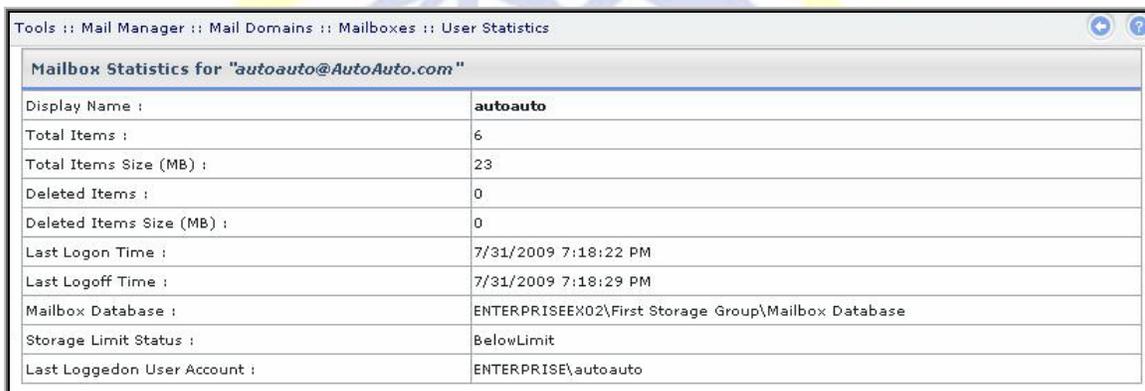
It allows you to select senders of your choice from whom you don't want to receive/accept messages. Selecting "Rejected Senders" opens following screen:



Select senders as required and then select “Update Senders” to apply the changes.

#### d) User Statistics

It shows you complete information of the mailbox usage for your selected user.



#### e) Disable

It allows you to disable the selected mailbox. The mailbox is then disconnected from the Active Directory User. You can enable it later.

#### f) Delete

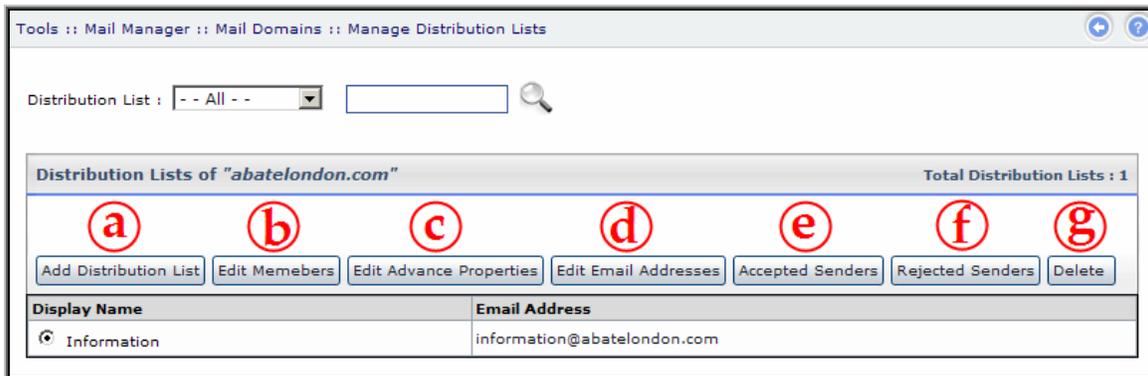
It allows you to delete the selected mailbox. Selecting "Delete" removes the specified mailbox and displays message as appropriate.

When you delete a mail domain, its mailboxes are not deleted immediately. Instead the mailbox data that is stored in the Exchange Mailbox Database is marked for deletion and the associated user account is deleted from Active Directory. They are just soft deleted,

which means their associated users are deleted from Active Directory and mailboxes exist in Exchange Mailbox Database as disconnected mailboxes. Disconnected mailboxes are deleted automatically by Exchange after some specific time period. By default, Exchange retains a disconnected mailbox for 30 days.

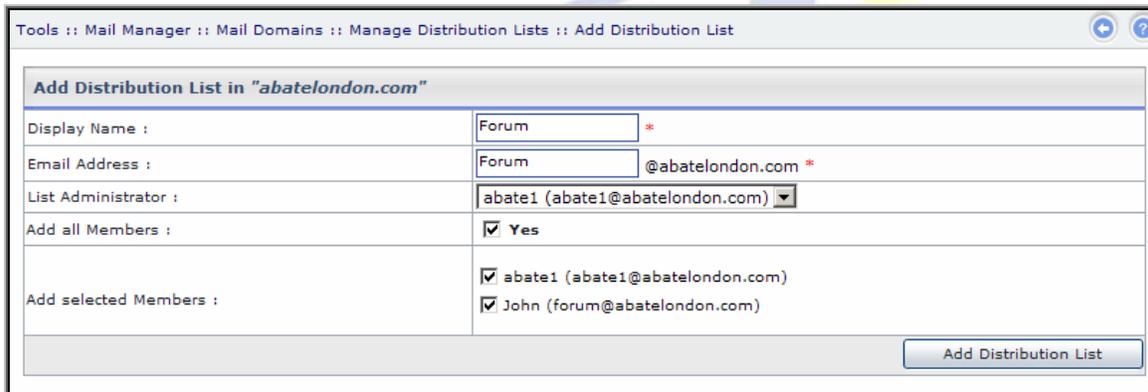
## 2) Distribution Lists

Selecting "Lists" opens following screen:



### a) Add Distribution List

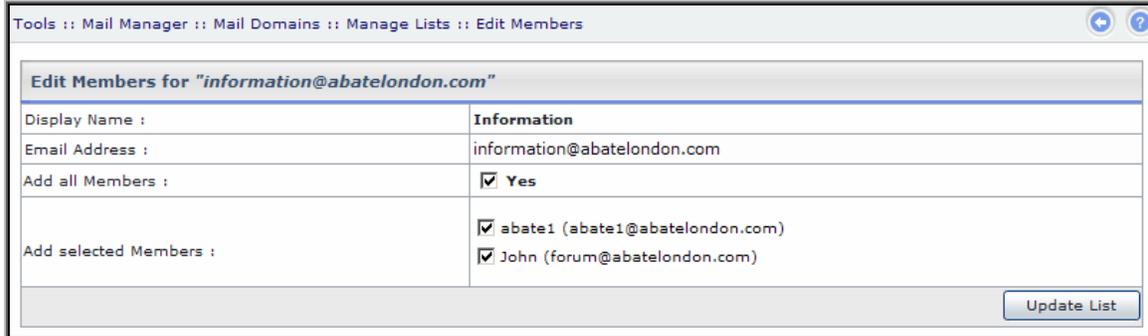
It allows you to add list(s) as required. Selecting "Add List" opens following screen:



Specify and select required information in the fields and then select "Add Distribution List" to proceed. It adds the specified email address to the list and display message as appropriate.

### b) Edit Members

It allows you to modify list members as required. Selecting "Edit Members" opens following screen:



Tools :: Mail Manager :: Mail Domains :: Manage Lists :: Edit Members

**Edit Members for "information@abatelondon.com"**

Display Name :	Information
Email Address :	information@abatelondon.com
Add all Members :	<input checked="" type="checkbox"/> Yes
Add selected Members :	<input checked="" type="checkbox"/> abate1 (abate1@abatelondon.com) <input checked="" type="checkbox"/> John (forum@abatelondon.com)

Once you modify the required information, select "Update List" to proceed. It updates the specified list and display message as appropriate.

### c) Edit Advance Properties

It allows you to modify advance properties of the list. Selecting "Edit Advance Properties" opens following screen:



Tools :: Mail Manager :: Mail Domains :: Manage Lists :: Edit Advance Properties

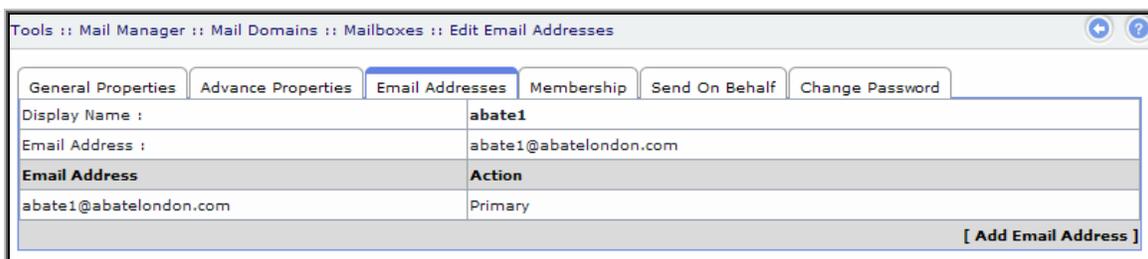
**Edit Advance Properties for "information@abatelondon.com"**

Display Name :	Information
Advance Features :	<input type="checkbox"/> Hide from Exchange Address List <input type="checkbox"/> Send out-of-office Message to Originator
Incoming Message Size Limit :	Server Default MB
Delivery Report :	<input type="radio"/> Report to Manager <input checked="" type="radio"/> Report to Originator <input type="radio"/> No Delivery Report

Once you modify the required information, select "Update List" to proceed. It updates the specified list and display message as appropriate.

### d) Edit Email Addresses

It allows you to add/remove email address or change Primary Email Address. Select "Edit Email Addresses" opens following screen:



Tools :: Mail Manager :: Mail Domains :: Mailboxes :: Edit Email Addresses

General Properties | Advance Properties | **Email Addresses** | Membership | Send On Behalf | Change Password

Display Name :	abate1
Email Address :	abate1@abatelondon.com
<b>Email Address</b>	<b>Action</b>
abate1@abatelondon.com	Primary

## HC Exchange Module Server Configuration – User Manual

Once you specify the Email address, select "Add Email Address" to proceed. It adds the specified email address to the list and display message as appropriate.

### e) Accepted Senders

It allows you to modify list of people who are authenticated to send Emails. Selecting "Accepted Senders" opens following screen:



The screenshot shows a web browser window titled "Tools :: Mail Manager :: Mail Domains :: Manage Lists :: Accepted Senders". The main content area is titled "Edit Accepted Senders for 'information@abatelondon.com'". It contains a form with the following fields:

Display Name :	Information
Accept Messages from :	<input checked="" type="radio"/> All Senders <input type="radio"/> Only Senders in the following list
Add all Senders :	<input type="checkbox"/> Yes
Add selected Senders :	<input type="checkbox"/> abate1 (abate1@abatelondon.com) <input type="checkbox"/> John (forum@abatelondon.com)

An "Update Senders" button is located at the bottom right of the form.

Once you modify the required information, select "Update Senders" to proceed. It updates the specified list and display message as appropriate.

### f) Rejected Senders

It allows you to modify list of people who are not authenticated to send Emails. Selecting "Rejected Senders" opens following screen:



The screenshot shows a web browser window titled "Tools :: Mail Manager :: Mail Domains :: Manage Lists :: Rejected Senders". The main content area is titled "Edit Rejected Senders for 'information@abatelondon.com'". It contains a form with the following fields:

Display Name :	Information
Reject Messages from :	<input checked="" type="radio"/> No Senders <input type="radio"/> Senders in the following list
Add all Senders :	<input type="checkbox"/> Yes
Add selected Senders :	<input type="checkbox"/> abate1 (abate1@abatelondon.com) <input type="checkbox"/> John (forum@abatelondon.com)

An "Update Senders" button is located at the bottom right of the form.

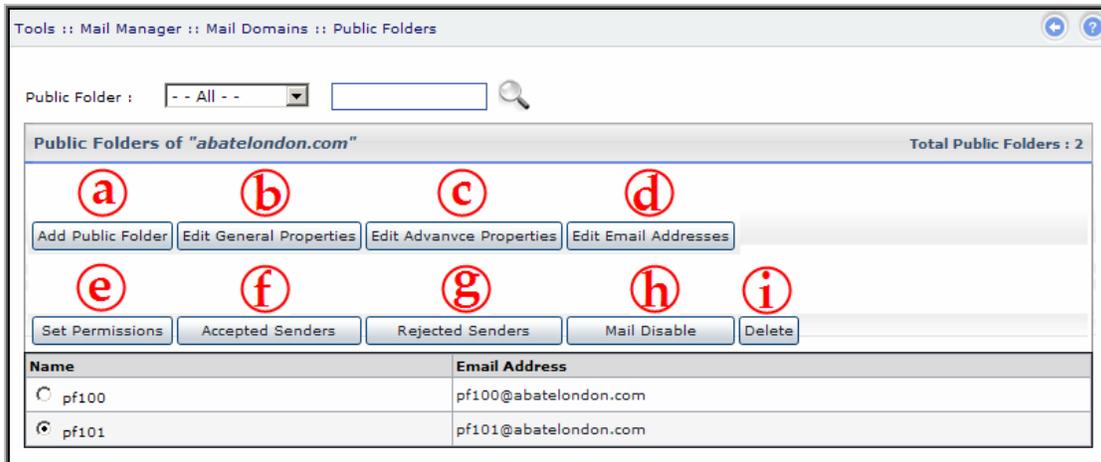
Once you modify the required information, select "Update Senders" to proceed. It updates the specified list and display message as appropriate.

### g) Delete

It allows you to delete the selected list. Selecting "Delete" removes the specified list and displays message as appropriate.

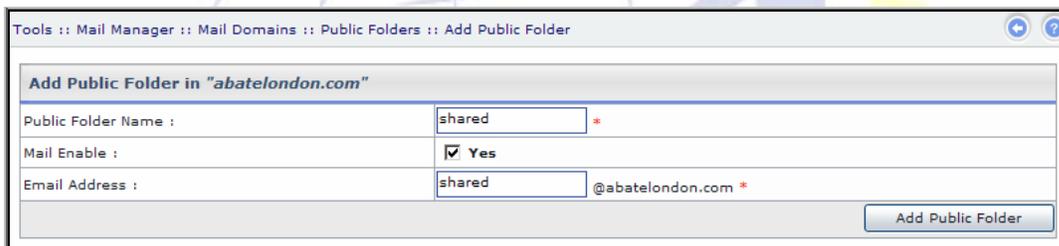
### 3) Public Folders

Selecting "Public Folders" opens following screen:



#### a) Add Public Folder

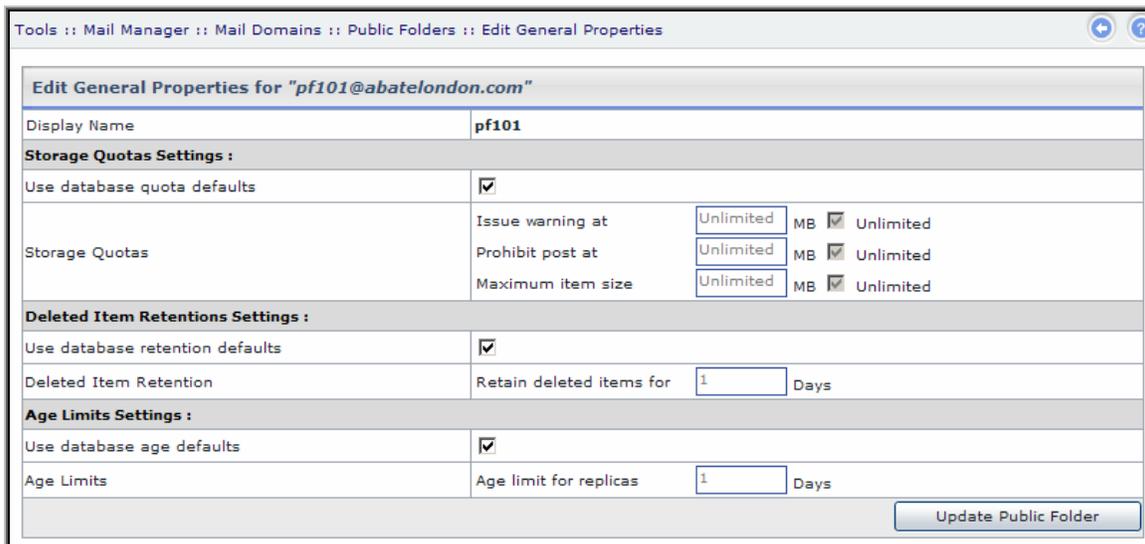
It allows you to add Public Folder(s) as required. These are shared folders that you can create for sharing data or any other information/knowledge etc. Selecting "Add Public Folder" opens following screen:



Specify required information and select "Add Public Folder" to proceed. It adds the public folder and displays message as appropriate.

#### b) Edit General Properties

It allows you to modify general properties. Select "Edit General Properties" opens following screen:

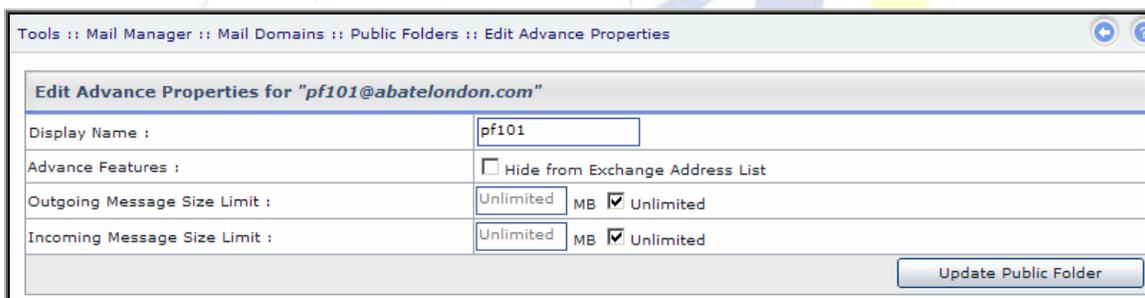


<b>Edit General Properties for "pf101@abatelondon.com"</b>	
Display Name	pf101
<b>Storage Quotas Settings :</b>	
Use database quota defaults	<input checked="" type="checkbox"/>
Storage Quotas	Issue warning at <input type="text" value="Unlimited"/> MB <input checked="" type="checkbox"/> Unlimited
	Prohibit post at <input type="text" value="Unlimited"/> MB <input checked="" type="checkbox"/> Unlimited
	Maximum item size <input type="text" value="Unlimited"/> MB <input checked="" type="checkbox"/> Unlimited
<b>Deleted Item Retentions Settings :</b>	
Use database retention defaults	<input checked="" type="checkbox"/>
Deleted Item Retention	Retain deleted items for <input type="text" value="1"/> Days
<b>Age Limits Settings :</b>	
Use database age defaults	<input checked="" type="checkbox"/>
Age Limits	Age limit for replicas <input type="text" value="1"/> Days
<input type="button" value="Update Public Folder"/>	

Modify the information as required and select "Update Public Folder" to save and apply changes. It modifies the specified information and displays message as appropriate.

### c) Edit Advance Properties

It allows you to modify advance properties. Select "Edit Advance Properties" opens following screen:



<b>Edit Advance Properties for "pf101@abatelondon.com"</b>	
Display Name :	<input type="text" value="pf101"/>
Advance Features :	<input type="checkbox"/> Hide from Exchange Address List
Outgoing Message Size Limit :	<input type="text" value="Unlimited"/> MB <input checked="" type="checkbox"/> Unlimited
Incoming Message Size Limit :	<input type="text" value="Unlimited"/> MB <input checked="" type="checkbox"/> Unlimited
<input type="button" value="Update Public Folder"/>	

Modify required information and select "Update Public Folder" to save and apply changes. It modifies the specified information and displays message as appropriate.

### d) Edit Email Addresses

It allows you to add/remove email address or change Primary Email Address. Select "Edit Email Addresses" opens following screen:

Tools :: Mail Manager :: Mail Domains :: Public Folders :: Edit Email Addresses

**Edit Email Addresses for "pf101@abatelondon.com"**

Email Address	Action
pf101@abatelondon.com	Set As Primary   Remove
pf101@exchange.hostingcontrollerdemo.com	Primary

[ Add Email Address ]

Email Address :  @  [v]

Add Email Address

Select "Set As Primary" to modify status of email address as required. To add an email address, select "Add Email Address". It adds the specified email address and displays message as appropriate.

### e) Set Permissions

It allows you to specify permissions for the selected Public Folder. Selecting "Set Permissions" opens following screen:

Tools :: Mail Manager :: Mail Domains :: Public Folders :: Set Permissions

**Set Permissions of "pf100@abatelondon.com"**

Display Name : pf101

Display Name	Email Address	Permissions
<input type="radio"/> John	forum@abatelondon.com	Author [v]
<input type="radio"/> abate1	abate1@abatelondon.com	Author [v]
<input checked="" type="radio"/> Set this permission		Author [v] for all users.

None  
 Owner  
 PublishingEditor  
 Editor  
 PublishingAuthor  
 Author  
 NonEditingAuthor  
 Reviewer  
 Contributor

Select permission from the given list as required and then "Update Permissions" to apply the changes.

### f) Accepted Senders

It allows you to modify list of people who are authenticated to send Emails. Selecting "Accepted Senders" opens following screen:



The screenshot shows a web-based configuration interface for 'Accepted Senders'. The title bar reads 'Tools :: Mail Manager :: Mail Domains :: Public Folders :: Accepted Senders'. The main window title is 'Edit Accepted Senders for "pf101@abatelondon.com"'. The form contains the following fields:

Display Name :	pf101
Accept Messages from :	<input checked="" type="radio"/> All Senders <input type="radio"/> Only Senders in the following list
Add all Senders :	<input type="checkbox"/> Yes
Add selected Senders :	<input type="checkbox"/> abate1 (abate1@abatelondon.com) <input type="checkbox"/> John (forum@abatelondon.com)

An 'Update Senders' button is located at the bottom right of the form.

Once you modify the required information, select "Update Senders" to proceed. It updates the specified list and display message as appropriate.

### g) Rejected Senders

It allows you to modify list of people who are not authenticated to send Emails. Selecting "Rejected Senders" opens following screen:



The screenshot shows a web-based configuration interface for 'Rejected Senders'. The title bar reads 'Tools :: Mail Manager :: Mail Domains :: Public Folders :: Rejected Senders'. The main window title is 'Edit Rejected Senders for "pf101@abatelondon.com"'. The form contains the following fields:

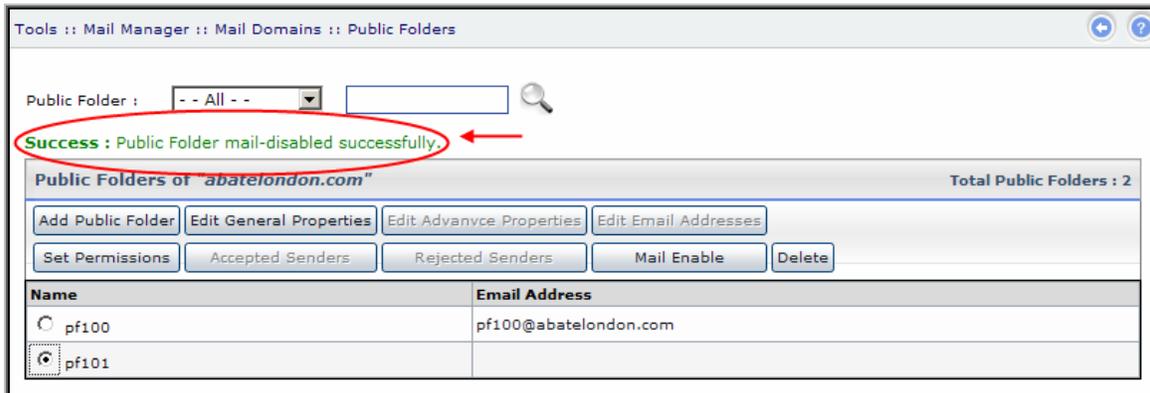
Display Name :	pf101
Reject Messages from :	<input checked="" type="radio"/> No Senders <input type="radio"/> Senders in the following list
Add all Senders :	<input type="checkbox"/> Yes
Add selected Senders :	<input type="checkbox"/> abate1 (abate1@abatelondon.com) <input type="checkbox"/> John (forum@abatelondon.com)

An 'Update Senders' button is located at the bottom right of the form.

Once you modify the required information, select "Update Senders" to proceed. It updates the specified list and display message as appropriate.

### h) Mail Disable

It allows you to disable mail for the selected Public Folder. Selecting "Mail Disable" opens following screen:

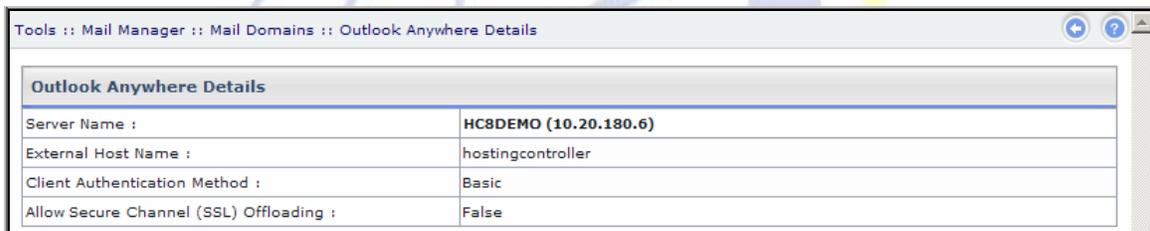


### i) Delete

It allows you to delete the selected Public Folder. Selecting "Delete" removes the specified folder and displays message as appropriate.

## 4) Outlook Anywhere

Selecting "Outlook Anywhere" displays the Outlook Anywhere Settings for the selected Client Access Server as:



### 5) Delete

Selecting "Delete" removes the selected mail domain and displays message as appropriate.

## Contact Us

In case of any ambiguity/query regarding HC and Exchange Server 2007 configurations, please feel free to contact us at [support@hostingcontroller.com](mailto:support@hostingcontroller.com)