Using Exchange Import Utility

Summary

This article provides information for using Exchange Import Utility for importing Exchange organizations in MachPanel.

Applies To

Applies to MachPanel v4.8.18 & above.

Prerequisites

1. You have purchased license from the sales team.
2. At least one Exchange service plan is present in MachPanel.
3. Customer account has been created.
4. Exchange Mailbox Server on which the users exist has been added in MachPanel.
5. AD Structure is as per MachPanel requirements and all Objects of organization are under the same OU:

   MachPanel has following OU structure. In case of multiple services enabled through MachPanel (Exchange, Lync, SharePoint etc.), each service will be enabled for the same AD user under the same OU structure and you will NOT have separate OU for each service in your AD. If we give you an example, normally what we do is create an OU called "Hosting" and each organization is created with its own new OU (matching company's OU name) and then inside that there will be all the objects such as users, contacts, security groups etc. It is mandatory to place all items under single OU (usually named after the organization name).
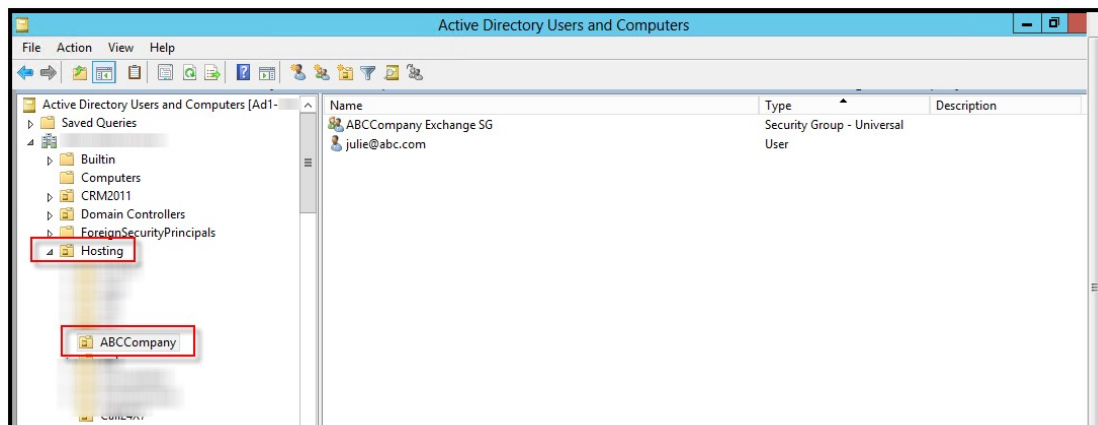
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This is not the end, if you want to maintain different customers under different OUs (keep shared users under default "hosting" OU and a specific customer under its dedicated OU, then you have the option to create multiple server groups and associate your service plan with those server groups. That way, who-ever purchases the service plan will have their organization under the LDAP Path specified in server group.

So, all sorts of options are there but as far as OU structure is concerned, one organization must have all its objects (users, contacts, security groups etc.) under the same OU, which is created automatically by MachPanel under the predefined LDAP Path and same structure is required while importing organizations into MachPanel.

Procedure

* It is strongly recommended that to import a test organization first as a Proof of Concept.

Please follow the below mentioned steps to bulk import Exchange organizations:

- Open MachPanel Control Panel, log in as Provider and navigate to **Home** >> **Import Utilities** >> **Exchange** . In step-1 provide the Import Settings as shown in the snapshot below:

1. Select Owner.
2. Select Exchange Mailbox Database Server.
3. Click on **Next** button.

<u>Note:</u> If you get following error, it means that your migration license has not been activated.

Please contact sales department for license purchase/activation. If license has been activated, you will be able to continue.

<u>Select Organizations</u>

1. On Step-2, you need to select the organization you wish to import and associate them with the customer and service plan. You may select all organizations or import one-by-one.
2. Click on **Next** button.

<u>Billing Information</u>

- Select the billing preference for each hosted organization.

- Click on **Finish** once you are done.

MachPanel Knowledgebase

https://kb.machsol.com/Knowledgebase/50365/-Using-Exchange-Import-Utility