

# Remote user Mailbox Feature for O365 Hybrid Integration

## Summary

This article provides a summary on How to add/Manage O365 (Remote) Mailbox.

## Prerequisites

Please follow the steps given below in sequence

1. On premises Exchange Hybrid is configured
2. Customer has exchange and office 365 subscription active in MachPanel on same (local AD) organization.

## Step to create

1. Navigate to manage exchange subscription (i.e. Home > Service Director > Exchange Hosting > Exchange Accounts > Manage Service)
2. Go to **Tab: Mailboxes**, click to add mailbox, drop down list now contains another option **O365 mailbox**

General Settings   Mail Domains   MailBoxes   Mail Contacts   Distribution List

Group Actions   SPAM Filters   Calendar Permissions

Search

Operations

User mailbox   Add Bulk MailBox   Add Bulk Linked MailBox   Group Actions   Remove & E

Linked mailbox

Shared mailbox

Room mailbox

Equipment mailbox

**O365 mailbox**

Name   Ascending   Go

Details	
Status:	Active
Type:	O365 Mailbox
Usage:	0 MB of 1 GB

## Remote user Mailbox Feature for 0365 Hybrid Integration

3. Further flow is just like [adding/managing a new mailbox](#)

MachPanel Knowledgebase

<https://kb.machsol.com/Knowledgebase/55661/Remote-user-Mailbox-Feature-for-...>