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	s Mail C	Mail Contacts		Distribution List	
Group Actions	SPAM Filters	Calendar Pe	missions				
Search							
Operations							
User mailbox	Add Bulk MailBox	Add Bulk Linked MailBox		Group	Actions	Remove & Ex	
Linked mailbox							
Shared mailbox	ame	• A	scending	•	Go		
Room mailbox			De	etails			
Equipment mailbox			St	atus:	Active		
O365 mailbox	ıi t		Ту	pe:	O365 Mailbo	x	
			U	sage:	0 MB of 1 GB		

Remote user Mailbox Feature for 0365 Hybrid Integration

3. Further flow is just like <u>adding/managing a new mailbox</u>

MachPanel Knowledgebase

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