How to add contacts in Exchange accounts?

Summary

This article provides a summary on how to add new contacts for Exchange accounts in MachPanel.

Applies To

This article applies to MachPanel all versions.

Pre-Requisites:

Before you can manage services of Exchange you need to Integrate Exchange With MachPanel Control Panel. Please review the below KB article:
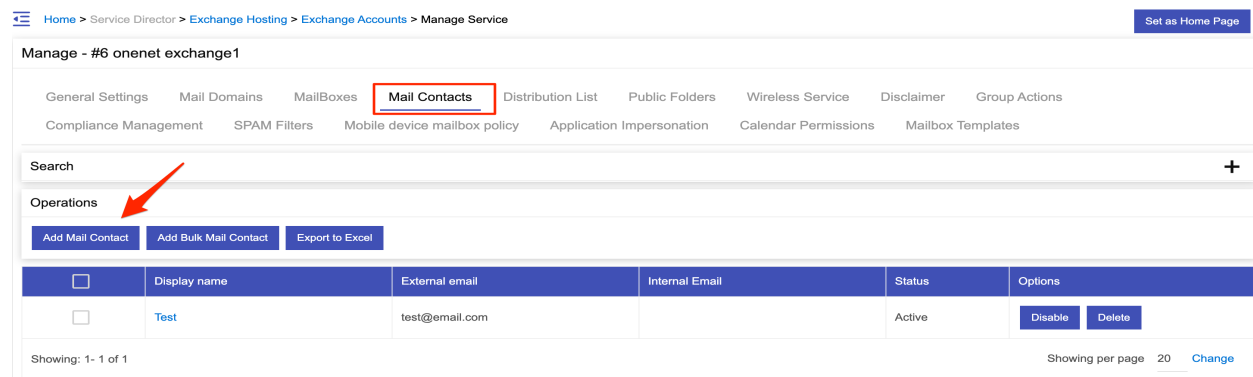
http://kb.machsol.com/Knowledgebase/Article/50264

Adding Contacts:

Mail contacts are listed in exchange Global Address List (GAL) and visible in OWA. Click on the mail contact name to manage advanced properties. When a mail contact is disabled it no longer shows in GAL.

You can manage hosting services for Exchange by clicking on the Service Management link from the following path: **Home >> Service Director >> Exchange Hosting >> Exchange Accounts.**

Select **Mail Contacts** tab and click on **Add Mail Contact** button to add a contact.

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You can also add/delete/enable/disable bulk mail contacts. See the snapshot below:

To hide/show "Set as Primary Email Address" option navigate to path: **Home >> Service Director >> Exchange Hosting >> Server Groups.**

Select **General Settings** tab as shown below:

Add Bulk Contacts:

To add bulk contact click **Add Bulk Mail Contact** button and provide CSV as shown below:

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MachPanel Knowledgebase

https://kb.machsol.com/Knowledgebase/55686/How-to-add-contacts-in-Exchange-...