#### 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.

Home > Service Director > Exchange Hosting > Exchange Accounts > Manage Service							
Manage - #6 onenet exchange1							
General Settings Mail Domains MailBoxes Mail Contacts Distribution List Public Folders Wireless Service Disclaimer Group Actions Compliance Management SPAM Filters Mobile device mailbox policy Application Impersonation Calendar Permissions Mailbox Templates							
Search +							
Operations							
Add Mail Contact Add Bulk Mail Contact Export to Excel							
	Display name	External email	Internal Email	Status	Options		
	Test	test@email.com		Active	Disable Delete		
Showing: 1-1 of 1					Showing per page 20 Change		

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

Add Mail Contact		Go Back to Listing
*Display name:		
*External email:		This could be same as your primary SMTP Email, All mail sent to this contact will be delivered to this Email Address.
	Set as Primary Email Address	
SIP Address:		
Phone number:		
Hide from Exchange Address Lists:		
Managed by:	Not Set 👻	
Optional Fields		+
Add Mail Contact Cancel		

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:

Search in menu	E Home > Service Director > Exchange Hosting > Exchange Server Groups				
🖾 Exchange Hosting 🛛 🗕					
Server Groups	Server Groups Email Clients General Settings				
Accounts					
Products	Hide Custom Mailbox size option from Add/Edit Mailbox and Group Actions:	$\checkmark$			
Usage Report					
Group Actions	Show "Set as Primary Email" option in Contact Add/Edit:				
Exchange Databases	Booking Requests default setting for new mailbox:	Use customized setting to accept or decline booking requests			
Public Folder Mailbox		<ul> <li>Accept or decline booking requests automatically</li> </ul>			
Mailbox Templates					
Mailbox Manager	No of days to keep Mail Flow logs:	30			
Mailbox Migration	Save				
SPAM Filters					

#### Add Bulk Contacts:

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

General Settings M Mobile device mailbox j	Aail Domains MailBoxes policy Application Imper	Mail Contacts	Distribution List ar Permissions	Public Folders Mailbox Templates	Wireless Service	Disclaimer	Group Actions	Compliance Management	SPAM Filters
Add Bulk Mail Contact									Go Back to Listing
Use this interface to create multiple exchange mail contacts. Provide a comma separated list (.csv) of mail contacts that you wish to setup for the selected organization. Fields upto HideFromAddressLists are mandatory rest optional.									
CSV file to import:	Select file								
	Sample CSV file								
Add Bulk Mail Contact	Cancel								

How to add contacts in Exchange accounts?

MachPanel Knowledgebase

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