

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:

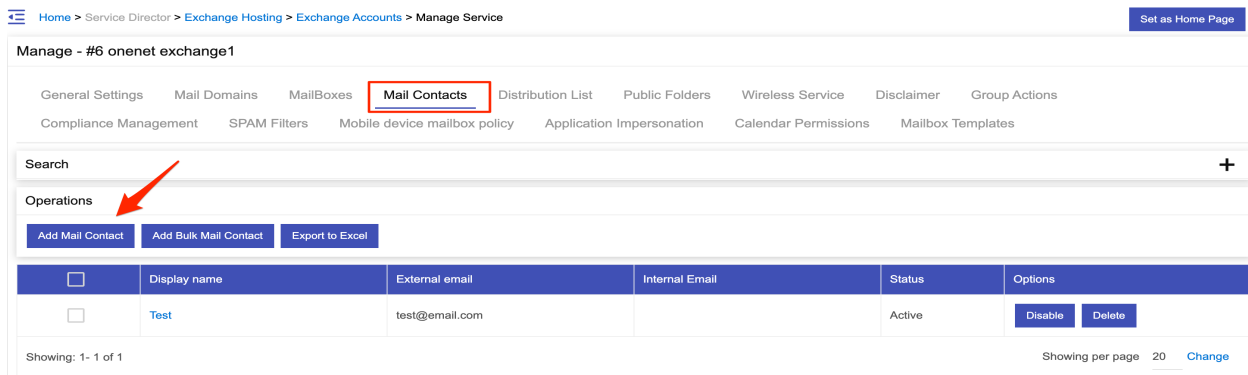
<http://kb.machsol.com/Knowledgebase/Article/50264>

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.



The screenshot shows the MachPanel interface for managing Exchange accounts. The breadcrumb path is: Home > Service Director > Exchange Hosting > Exchange Accounts > Manage Service. The 'Mail Contacts' tab is selected and highlighted with a red box. Below the tabs, there is a search bar and an 'Operations' section with three buttons: 'Add Mail Contact', 'Add Bulk Mail Contact', and 'Export to Excel'. A red arrow points to the 'Add Mail Contact' button. Below the buttons is a table with one contact listed:

<input type="checkbox"/>	Display name	External email	Internal Email	Status	Options
<input type="checkbox"/>	Test	test@email.com		Active	Disable Delete

At the bottom, it shows 'Showing: 1- 1 of 1' and 'Showing per page 20 Change'.

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

The screenshot shows the 'Add Mail Contact' form. It includes fields for: *Display name, *External email (with a note: 'This could be same as your primary SMTP Email, All mail sent to this contact will be delivered to this Email Address.'), SIP Address, Phone number, Hide from Exchange Address Lists (checkbox), and Managed by (dropdown). There is a checkbox for 'Set as Primary Email Address' which is checked. Below the form is an 'Optional Fields' section with a plus sign. At the bottom are 'Add Mail Contact' and 'Cancel' buttons.

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:

The screenshot shows the 'General Settings' tab for 'Exchange Server Groups'. The 'General Settings' tab is highlighted with a red box. Below it, the 'Show "Set as Primary Email" option in Contact Add/Edit:' checkbox is also highlighted with a red box and is checked. Other settings include 'Hide Custom Mailbox size option from Add/Edit Mailbox and Group Actions' (checked), 'Booking Requests default setting for new mailbox' (radio buttons for 'Use customized setting' and 'Accept or decline booking requests automatically'), and 'No of days to keep Mail Flow logs' (30). A 'Save' button is at the bottom.

Add Bulk Contacts:

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

The screenshot shows the 'Add Bulk Mail Contact' form. It includes a navigation bar with tabs: General Settings, Mail Domains, MailBoxes, Mail Contacts (selected), Distribution List, Public Folders, Wireless Service, Disclaimer, Group Actions, Compliance Management, SPAM Filters, Mobile device mailbox policy, Application Impersonation, Calendar Permissions, Mailbox Templates. The form includes a 'Go Back to Listing' button, a description: '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.', and a 'CSV file to import:' section with 'Select file' and 'Sample CSV file' buttons. At the bottom are 'Add Bulk Mail Contact' and 'Cancel' buttons.

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MachPanel Knowledgebase

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