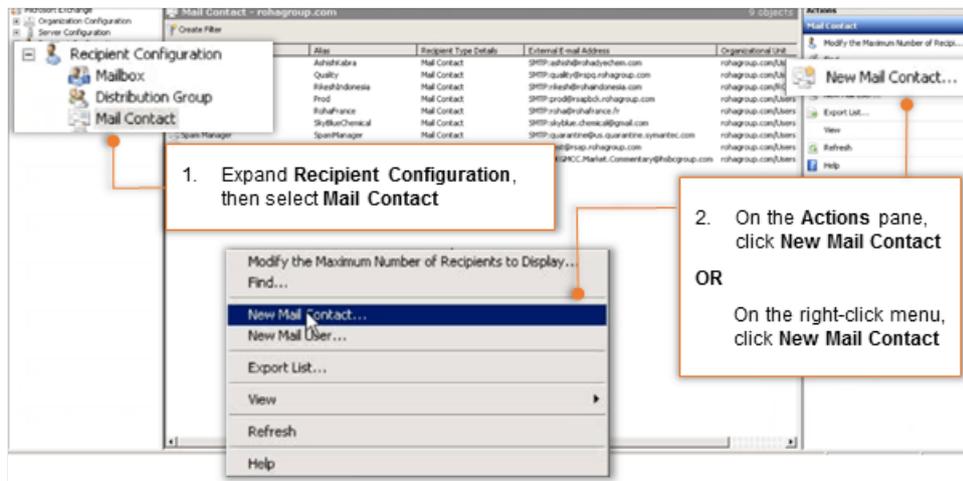


# Step 2: Create a Mail Contact in Exchange 2007

1. On the **Microsoft Exchange Console**, expand **Recipient Configuration**, then select **Mail Contact**.
2. On the **Actions** pane, click **New Mail Contact**

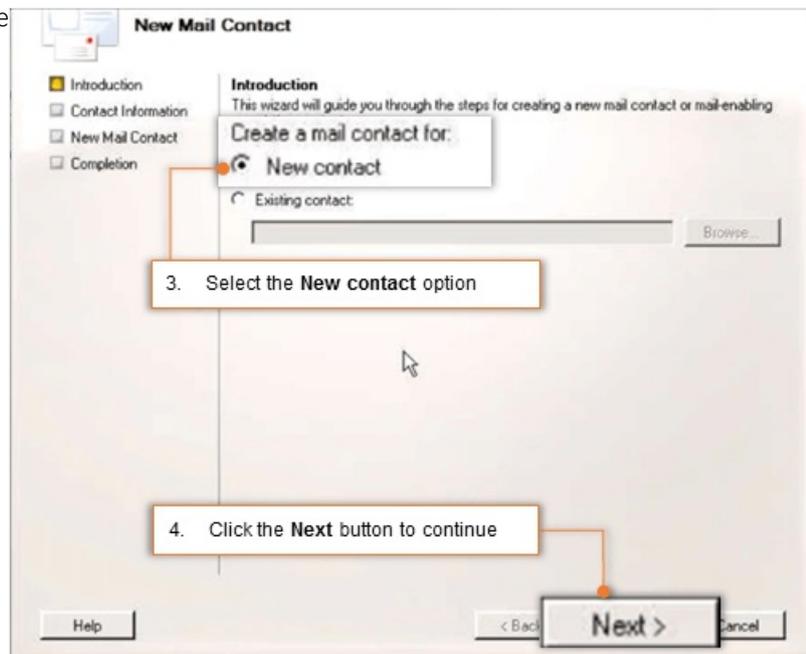
OR

On the right-click menu, click **New Mail Contact**



3. Select the **New contact** option
- 4.

Click the Next button to continue



5. Provide **Contact Information**

- Select your **Organizational unit**
- Give a **Name** to the contact as journal
- Set **Alias** to the contact as journal
- Set **External e-mail address**

Click the **Edit** button to set email address.

The screenshot shows the 'New Mail Contact' wizard. The 'Contact Information' step is active, with a callout box containing the following text:

5. Provide **Contact Information**

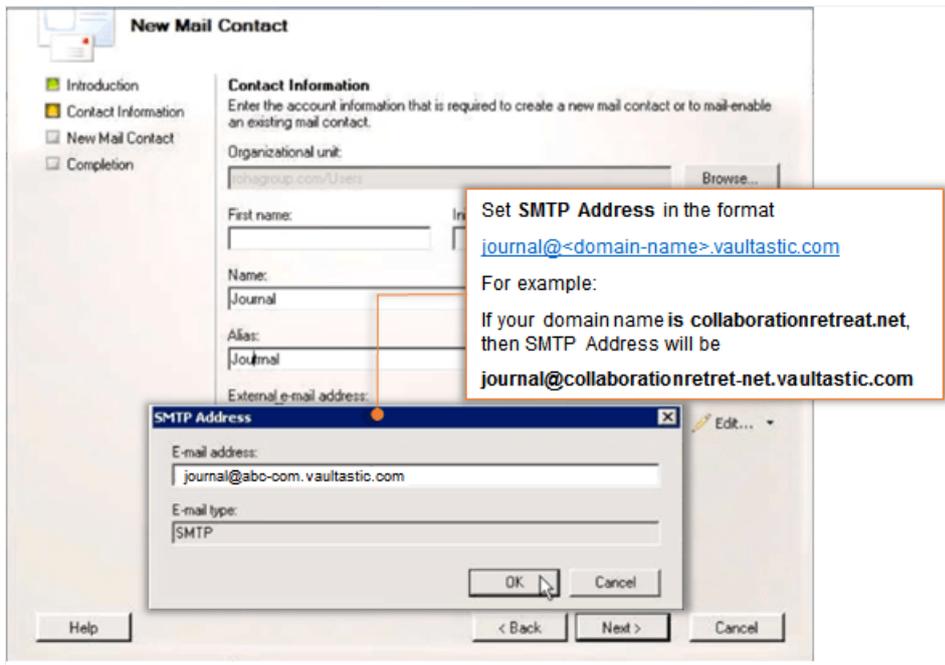
- Select your **Organizational unit**
- Give a **Name** to the contact
- Set **Alias** to the contact
- Set **External e-mail address**

The form fields are: Organizational unit (with a 'Browse...' button), First name, Initials, Name (containing 'Journal'), Alias (containing 'Journal'), and External e-mail address (with an 'Edit...' button). Navigation buttons at the bottom include '< Back', 'Next >', and 'Cancel'.

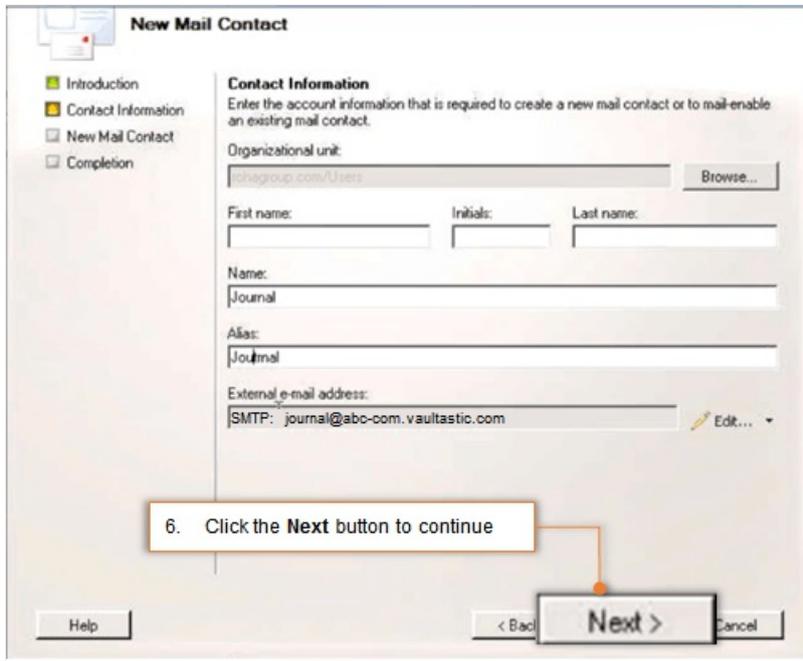
Set **SMTP Address** in the format **journal@{domain-name}.vaultastic.com**

Example:

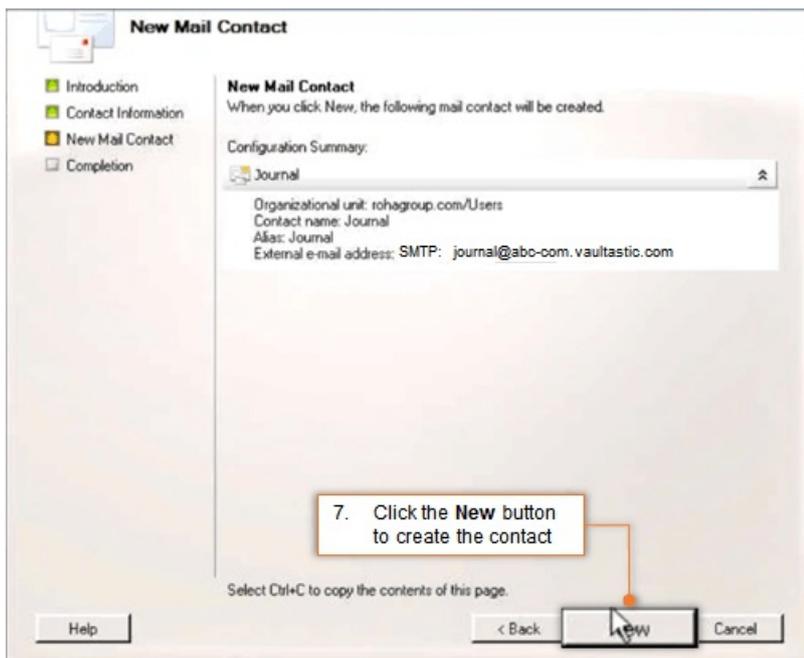
If your domain name is **collaborationretreat.net**, then SMTP Address will be **journal@collaborationretreat-net.vaultastic.com**



6. Click the **Next** button to continue.



7. Click the **New** button to create the contact.



8. Click the **Finish** button to exit the wizard.

