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

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Create Filter					Mail Contact
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3. Select the New contact option

4.

Click the Next button to continue	New Ma	il Contact
	Introduction Contact Information New Mail Contact Completion 3.	Introduction This wizad will guide you through the steps for creating a new mail contact or mail-enabling Create a mail contact for: New contact Existing contact Browse. Select the New contact option
	4. Help	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.

Contact Information New Mail Contact	Enter the account information that is required to co an existing mail contact. Organizational unit:	eate a new mail contact or to mail-enable
	First name: Initials: Name: Journal Alias: Journal External_e-mail address:	 5. Provide Contact Information Select your Organizational unit Give a Name to the contact Set Alias to the contact Set External e-mail address
		/ Edt

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**

Introduction Contact Information New Mail Contact Completion	Contact Information Enter the account information that is re- an existing mail contact. Organizational unit:	quired to create a new mail contact or to mail-enable
	First name:	Set SMTP Address in the format
		journal@ <domain-name>.vaultastic.com</domain-name>
	Name:	For example:
	Alias:	If your domain name is collaborationretreat.net, then SMTP_Address will be
	Journal External e-mail address:	journal@collaborationretret-net.vaultastic.com
SMTP A	ddress 🧶	🗶 🥖 Edt 👻
E-mail	address:	
jou	mal@abc-com.vaultastic.com	
E-mail	type:	
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		OK Cancel

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

Introduction Contact Information New Mail Contact Completion	Contact Information Enter the account infor an existing mail contact Organizational unit:	mation that is required to cre t.	vate a new mail contac	ct or to mail-enable
Competition	rohagroup.com/Users			Browse
	First name:	Initials:	Last name:	
	Name:			
	Journal			
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	Journal			
	External e-mail address:	6		
	SMTP: journal@abc	-com.vaultastic.com		🥖 Edit
6	Click the Next but	ton to continue	_	
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7. Click the **New** button to create the contact.

Contra ration Summany
Journal 2
Organizational unit: rohagroup.com/Users Contact name: Journal Alias: Journal External e-mail address; SMTP: journal@abc-com.vaultastic.com
7. Click the New button to create the contact

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

