TRAINING MANUAL FOR ACTIVE DIRECTORY, OUTLOOK 2013, EXCHANGE SERVER 2010/13/16

For new IT Support Officer

cultural infusion building harmony

Network Admin

Document Control

Version	Description of Change	Author	Date
1	Adding	Dexter	24/10/17
2	Adding and minor changes	Dexter	30/11/17
3	Minor Changes	Dexter	30/11/17
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Contents

1.0 Introduction	3
2.0 Create a User Account in Active Directory users	4
3.0 Create a User Account in Microsoft Exchange 2010 users	10
4.0 Setup Microsoft Outlook 2013 associate to Exchange 2010 servers	15
4.0 Printer server for Cultural Infusion	16
5.0 Appendix	17
6.0 Reference	21

1.0 Introduction

Welcome to Cultural Infusion for IT Support. Congratulations for secure the role as IT Support. Before getting started this document will help to review (brush up) your IT skills before getting started in real life work events. The IT director will provide you a user name and password for connecting to Exchange server 2013 (IP address for Exchange server; See Appendix for IT infrastructure) in remote area (Highly confidential). The document template that you need to fill it out is located at I:\05-Documentation\Desktop as New user (user and password) template.dotx after creating the username for new employees.

Before that have a look at DHCP scoops address that represent the type of IP address that connect to in **Figure 1.2**.



Figure 1.2 show the list of the name of the type of IP address that belong to.

Here when you go to DNS Manager you can able to see the list of the computers on the PAN.local section as this is where the clients workstation has been joined domain to the server of PAN.local (**192.168.0.1 Exchange**)



2.0 Create a User Account in Active Directory users¹

1. Frist go to Active Directory Users and Computers. Select Intern Volunteer Staff folder. (This will be adding new users in the future when upcoming new employee)

Active Directory Users and Computers			
File Action View Help			
(= =) 2 💼 🤾 🗉 🗙 🖬 🍳 📑 📍	s 🐮 🍸 🖉 🖉		
Active Directory Users and Computers [media-server.PAN.loca	Name 🔺	Туре	Descri 🔺
🖅 🧰 Saved Queries	💄 Maisam Bakhshi	User	
E 🚔 PAN.local	🙎 Mark Sadka	User	
E 🖬 Active Computers	Mary Arhondonis	User	
Accounting	👗 Michael De Bruin	User	
General System	📕 🚨 Mohsen Kazemi	User	
	📕 🚨 Muhammad Abdullah	User	
Della Media	📕 🚨 Nadifo Mohamed	User	
	Nagaveni Vani	User	
🔲 Upstairs	Natasha Erle	User	
	Nav Kumaresen	User	
	Naveen Kumarsan	User	
	Nehrin Hossain	User	
E B Disabled Lisers	Norman Challal	User	
Distribution Groups	Reat Changin	User	
South Section 4 (1995) South Section 4	Reatrick Matvevich	User	
	NIL IO NIL	User	
🕒 🖃 CI Groups	Ramanpreet Singh	User	
	Rhys Sellars	liser	
🛨 💼 Generic Usernames	Roberto Ferrer	liser	
💼 Intern Volunteer staff		liser	
💼 Melbourne Users	Ryan Stubbings	liser	
🛨 💼 Domain Controllers		licer	
🕀 🧮 ForeignSecurityPrincipals		User	
🗄 🛅 Managed Service Accounts		licer	
🕀 🧾 Microsoft Exchange Security Groups		User	
🕀 🧾 PAN International		User	
		User	
Services Users		User	
Shared Mailboxes		User	
🛨 📴 Terminal Servers		User	
🗄 🔜 Users		User	
		User	
	a 24	User	
	 ▲		▶.

¹ (Create a User Account in Active Directory Users and Computers 2009)

2. Right click and point to New, and then click User.

Active Directory Users and Computers						
File Action View Help						
(+ =) 2 m / □ × = 0 ≥ 2 m 3 2 2 3 7 2 2						
Active Directory Users and Computers [media-server.PAN	loca Name 🔺	Туре	Descri 🔺			
표 🧰 Saved Queries	👗 Maisam Bakhshi	User				
😑 🏥 PAN.local	📕 👗 Mark Sadka	User				
Active Computers	📕 👗 Mary Arhondonis	User				
Counting Counting	👃 Michael De Bruin	User				
General System	📕 Mohsen Kazemi	User				
	📕 🚨 Muhammad Abdullah	User				
Media	📕 🤱 Nadifo Mohamed	User				
Details	📕 🤱 Nagaveni Vani	User				
E Suito	👃 👗 Natasha Erle	User				
	📕 👢 Nav Kumaresen	User				
E Cultural Infusion	📕 👢 Naveen Kumarsan	User				
	📕 🥾 Nehrin Hossain	User				
	📕 🤱 Norman Challal	User				
🗉 🖬 Distribution Groups	📕 🚨 Pat Chanpin	User				
🖃 💼 Non-Admin Users	📕 Patrick Matyevich	User				
🛨 🗾 Ancestry Atlas Test users	👢 QI JIN	User				
🕀 💼 CI Groups	👗 Ramanpreet Singh	User				
🕀 🖬 former Employees	👗 Rhys Sellars	User				
🕀 🧰 Generic Usernames	👗 Roberto Ferrer	User				
Intern Volunteer staff	🛛 👗 Ronnie Hibma	User				
Melbourne Use Delegate Control	Ryan Stubbings	User	_			
	SAID MOHAMED MAHAMOUD	User				
Find	Sarangaa Kulathayendran	User				
Managed Service Acco	Computer	User				
Imicrosort Exchange Se Imicrosoft All Tasks	Contact	User				
	Group	User				
El Services Users View	InetOroPerson	User				
E Shared Mailboxes Out	msDS-GroupManagedServiceAccoupt	User				
Shared Hallockey Cag	msExchDynamicDistributionList	User				
T Users Rename	msImaging-PSPs	User				
Refresh	MSMO Oueue Alias	User				
Export list	Organizational Unit	User	-			
<	Printer					
Properties	User					
Help	Shared Folder		j			
	-					

3. It should display the adding new user.

New Object - User	×
🤱 Create in: ral Infus	ion/Non-Admin Users/Intern Volunteer staff
First name:	Initials:
Last name:	
Full name:	
User logon name:	
1	@PAN.local
User logon name (pre-Windows	2000):
PAN\	
	< Back Next > Cancel

4. Fill it out the attributes according. An example will be given you. This will use it as rule in the future for upcoming employee. The user logon name will be Frist name and last name is in short form. Click next to continue.

New Object - User	×
Create in: ral Infusion/	'Non-Admin Users/Intern Volunteer staff
First name: Caleb	Initials:
Last name: Chayna	
Full name: Caleb Chayn	a
User logon name:	
Caleb.C	@PAN.local
User logon name (pre-Windows 200	10):
PAN\	Caleb.C
	< Back Next > Cancel
	11

5. Next fill it out the password form. The password will based on the RULE so is Password456! Untick the User must change password at next logon and click next.

User
New Object - User 🛛 🔀
Create in: PAN.local/Cultural Infusion/Non-Admin Users/Inter
Password:
Confirm password:
 User must change password at next logon User cannot change password Password never expires Account is disabled
<pre></pre>
11

6. Click finish and the user is successfully being added in active directory folder.

Active Directory Users and Computers			
File Action View Help			
(= =) 2 🖬 🔏 🖬 🛠 🖻 🤉 🖬 🕯	S & 🛅 🔻 🖸 🖗		
Active Directory Users and Computers [media-server.PAN.loca	Name 🔺	Туре	Descri 🔺
🛛 🕀 🧰 Saved Queries	<u></u>	User	
User		User	
New Object Here	С З	User	
New Object - User	8_⊂4	User	
	<u></u>	User	
Contraint DAM And US Annual Color March Administration Values	👃 Caleb Chayna	User	
Create In: PAN. local/cultural infusion/Non-Admin Users/Intern Volunt	👃 Cassie Xu	User	
	🕹 Charlotte Gorman	User	
And the second of the Philip data of the state of the second of	🕹 Corey Taylor	User	
when you click Finish, the following object will be created:	🕹 D 1	User	
Full name: test	🕹 D 2	User	
	🕹 D 3	User	
User logon name: test@PAN.local	5 D 4	User	
	🏅 Dang Khoa Le	User	
	🕹 Daniel Phill	User	
	🕹 Daniel Tarr	User	
	🏅 Dion Mertzanidis	User	
	5 E 1	User	
	<u></u> E 2	User	
	5 E 3	User	
_	5 E 4	User	
,	E5	User	
	🕹 Emilie Robert	User	
	🕹 Ethan Bowe	User	
< Back Finish Cancel	👗 Himesh Ravi	User	
	🏅 Ho Han Xiang	User	
🖽 😐 pervilles"users	🕹 Hunter Booth	User	
🗉 🖬 Shared Mailboxes	🛛 🏅 Ibrahim Tumenci	User	
🕀 🖃 Terminal Servers	🥈 ipsita behera	User	
🕀 🚞 Users	James Sampson	User	
	Jaris Rener	User	
	👗 Jasmine Ji	User	-
	•		

7. Right click the user that you previously adding and click properties.

Active Directory Users and Computers				
File Action View Help				
(= =) 🖉 🖬 🤾 🖬 🗶 🖬 🖸 🖬 🐧	L 🐮 🛅 🏹	7 🗾 🔽		
Active Directory Users and Computers [media-server.PAN.loca	Name 🔺		Туре	Descri 🔺
🛨 🚞 Saved Queries	Saved Queries			
🖃 🙀 PAN.local	🧏 C 2		User	
Active Computers	🧏 с з		User	
C Accounting	<u></u> €C4		User	
General System	C 6		User	
HR HR	📕 Caleb (Copy	User	
i Media	📕 Cassie	Add to a group	User	
School	🧏 Charlot	Dicable Account	User	
Upstairs	🧸 Corey	Disable Account Decet Deceword	User	
	🕺 D 1	Move	User	
Computers	LD2	Open Home Dage	User	
	🕺 D 3	Sond Mail	User	
Disabled Lisers	🕺 D 4 📃	Jenu Mali	User	
Distribution Groups	🕺 Dang K	All Tasks 🔹 🕨	User	
Non-Admin Users	🕺 Daniel I	<u></u>	User	
Ancestry Atlas Test users	🕺 Daniel	Cut	User	
	🕺 Dion Mi	Delete	User	
	1 F 1 -	Rename	liser	
🕀 💼 Generic Usernames	ΣE2	Properties	liser	
📓 Intern Volunteer staff	Ĩ F3		liser	
Melbourne Users		Help	liser	
표 💼 Domain Controllers	1 F 5		licer	
🖅 🧮 ForeignSecurityPrincipals	🖉 Emilie Pob	ort	licer	
🕀 🧰 Managed Service Accounts	Ethan Boy		licer	
🕀 🛅 Microsoft Exchange Security Groups	Himach D:	wa	User	
🕀 🖬 PAN International	🔹 Ha Han Vi	200	User	
Servers	Uurster Pa	any	User	
Services Users	🔹 Hunter bu	umonsi	User	
Shared Mailboxes			User	
Ierminal Servers	Ipsica Den		User	
🗄 🔜 Users	James Sal	mpson	User	
	aris Rene	er	User	
	a Jasmine J	I	User	
Opens the properties dialog box for the current selection.				

8. Go to members tab and click add. It will then popup the select group

Caleb Chayna Properties ? 🗙		
Dial-in Environment Sessions Berrote control Berrote Desiton Services Profile	Select Groups	
Personal Virtual Desktop COM+ UNIX Attributes General Address Account Profile Telephones Organization Member Of	Select this object type:	
Member of:	Groups or Built-in security principals	Object T
Name Active Directory Domain Services Folder	From this location:	
Cl-Interns PAN.local/Cultural Infusion/Non-Admin Users/Cl	PAN.local	Locatio
U-I eam PAN.local/Lutural Infusion/Non-Admin Users/Cl Domain Users PAN.local/Users Pan-Cl PAN local/PAN International/Distribution Groups	, Enter the object names to select (<u>examples</u>):	
SI & Joko's Team PAN.local/Cultural Infusion/Non-Admin Users/Cl	SI & Joko's Team; Pan-Cl	Check I
	Advanced OK	Ca
Add Remove		
Primary group: Domain Users		
There is no need to change Primary group unless		
Set Primary Group you have Macintosh clients or POSIX-compliant		
applications.		
OK Cancel Apply Help		

9. Each user should be belong to specific group for example the Caleb Chayna is belong to **Pan-CL and CL-team and SI & Joko's Team (This will be using as future references).** After this click ok to finish it.

ical tive Computers	b :	10	User	
ple Names Found		۷	X Use	
e than one object matched	the name "CI". Select one or mor	re names from	Laleb Lhayna Properties	<u> </u>
list, or, reenter the name.			Select Groups	<u> </u>
Matching names:			Select this object type:	Object Torres
Name (RDN)	Description	In Folder		ubject Types
Section 2018		PAN.local/Users	PAN.local	Locations
Second Cl-Interns		PAN.local/Cultural Infusion/No PAN.local/Cultural Infusion/No		
			Enter the object names to select (examples):	Charle Manage
				Lineck inames
			Advanced	OK Cancel
		0K Cancel		
arosore Exertango Socartey	uroups	Cancel 4	Add Remove	
arozora Exchango zocana;	oroop:	OK Cancel	Add Remove	
 	aroops I 🗶 n	OK. Cancel	Add Remove	
Caleb Chayna I	Properties	OK. Cancel	Add Remove	
Caleb Chayna I Select Groups	Properties	OK Cancel	Add Remove	
Caleb Chayna I Select Groups Select this obi	Properties	OK Cancel	Add Remove	
Caleb Chayna I Select Groups Select this obj	Properties ect type: It in security principals	OK Cancel	Add Remove	
Caleb Chayna I Select Groups Select this obj Groups or Bui	Properties ect type: It-in security principals	OK Cancel	Add Remove	
Caleb Chayna I Select Groups Select this obj Groups or Bui From this locat	Properties ect type: t-in security principals ion:	OK Cancel	Add Remove	
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Caleb Chayna I Select Groups Select this obj Groups or Bui From this locat PAN.local Enter the obje	Properties ect type: It-in security principals ion: ext names to select (<u>exa</u>	OK Cancel	Add Remove	
Caleb Chayna I Select Groups Select this obj Groups or Bui From this locat PAN.local Enter the obje CI-Team; Par	Properties Properties thin security principals ion: thames to select (exa	OK Cancel .4 .4	Add Remove	
Caleb Chayna I Select Groups Select this obj Groups or Bui From this locat PAN.local Enter the object CI-Team: Par	Properties ect type: It-in security principals ion: et names to select (<u>exa</u> -CI]	OK Cancel .4 .4	Add Remove Add Remove	
Caleb Chayna I Select Groups Select this obj Groups or Bui From this locat PAN.local Enter the object CI-Team: Par	Properties ect type: It-in security principals ion: et names to select (exa -CI)	OK Cancel .4 .4	Add Remove Add Remove	
Caleb Chayna I Select Groups Select this obj Groups or Bui From this locat PAN.local Enter the object CI-Team: Par	Properties ect type: It-in security principals ion: et names to select (<u>exa</u> -CI)	.4 .4 	Add Remove	
Caleb Chayna I Select Groups Select this obj Groups or Bui From this locat PAN.local Enter the object CI-Team: Par Advanced.	Properties	OK Cancel 4	Add Remove Add Remove	

11					
Caleb Chayna Proper	ties			? ×	
Dial-in) E	nvironment) Sess	ions	
Remote contro	Remote control Remote Desktop Services Profile				
Personal Virtual Desktop 🕴 COM+ 👘 UNIX Attribu			tributes 🌔		
General Address /	General Address Account Profile Telephones Organization Mem				
Member of:					
Name	Active Dire	ctory Domain Servic	es Folder		
CI-Interns	PAN.local/	Cultural Infusion/No	n-Admin Users/	/CI	
CI-Team	PAN.local/	Cultural Infusion/No	n-Admin Users/	/CI	
Domain Users	PAN.local/	Users			
Pan-Cl	PAN.local/	PAN International/D	istribution Grou	ips 🔰	
SI & Joko's Team	PAN.local/	Cultural Infusion/No	n-Admin Users/	/CI	
-					
Add	Remove				
Primary group: I	Jomain Users				
	1 There is	no need to change	Primary group	unless	
Set Primary Group	you hav	e Macintosh clients	or POSIX-com	pliant	
	applicat	ions.			
	пк І	Cancel	Applir .	Help	

3.0 Create a User Account in Microsoft Exchange 2010 users²

10. Frist go to the Microsoft Exchange 2010 console

🔀 Exchange Management Console			
File Action View Help			
(= -) 2 🗊 🛛 🗊			
Incrosoft Exchange	🐉 Mailbox - Entire Forest	463 objects	Actions
King and the second text and the second text and the second text and t	🌱 Create Filter		Mailbox
Server Configuration Server Configuration Server Configuration	Display Name A	Alias	Modiry the Maximum Number of Recipi
Mailbox 8 Distribution Group	al0	a10	New Mailbox
I Mail Contact	a11	a11 a12	🗟 Export List
Move Request a Toolbox	🚜 a13 🖓 a14	a13 a14	View
	💑 a15 🛺 a2	a15 a2	Refresh Help
	8 a3	a3	
	3 a5	a5	Enable Archive
	a7	að a7	O Disable
	ida8 ia9	a8 a9	Remove
	Counting Department	Accounting-Department Accounting-Team1	New Local Move Request
	Accounting Team2	Accounting-Team2	New Remote Move Request
	Accounts2	Accounts2	Manage Send As Permission
	Madele Yeoman	adele.n	Manage Full Access Permission
J			Send Mail

11. Right click Mailbox and click New Mailbox.

🔀 Exchange Management Console			
File Action View Help			
(=			
A first set of the set of th	Mailbox - Entire Forest Create Filter Display Name isplay	O objects	Actions Mailbox Modify the Maximum Number of Recipient Find Image: Second Sec
Contains commands for customizing this window.			,

² (How do I set up Microsoft Outlook to connect to Exchange? | Academic Computing and Communications Center 2017)

12. It should display new mailbox wizard. Click next to continue as default User Mailbox

 Introduction User Type New Mailbox Completion 	 Introduction This wizard helps you create a new mailbox, resource mailbox, or linked mailbox. You can also use this wizard to mail-enable an existing user. Choose mailbox type. User Mailbox This mailbox is owned by a user to send and receive messages. This mailbox cannot be used for resource scheduling. Room Mailbox The room mailbox is for room scheduling and is not owned by a user. The user account associated with resource mailbox will be disabled. Equipment Mailbox The equipment mailbox is for equipment scheduling and is not owned by a user. The user account associated with the resource mailbox will be disabled. Linked Mailbox Linked Mailbox Linked mailbox is the name for a mailbox that is accessed by a security principal (user) is a separate, trusted forest.
--	--

13. Click existing user and click add user. It should display search for list of user.

	Ilser Tune
Introduction	You can create a new user or select existing users for whom you want to create new mailboxes.
New Mailbox	Create mailboxes for:
Completion	New user Existing users:
	🐣 Add 🗙

14. Search the existing users that previous adding in **Active Directory.** I search as Guest as an example. The real one adding user is **Caleb.C.**

View Scope n: dmin8 dsync EUser hris.D Aday Simonologyo	Find Now Clear Organizational Unit pan.local/PAN Internationa pan.local/Users pan.local/Users pan.local/PAN Internationa		
n: [a dmin8 dsync EUser hris.D Aday Simonology	Find Now Clear Organizational Unit pan.local/PAN Internationa pan.local/Users pan.local/Users pan.local/Users pan.local/PAN Internationa		
e • (dmin8 dsync EUser hris.D John Simopoloup	Organizational Unit pan.local/PAN Internationa pan.local/Users pan.local/Users pan.local/PAN Internationa		
dmin8 dsync EUser hris.D Aday Simonology	pan.local/PAN Internationa pan.local/Users pan.local/Users pan.local/PAN Internationa		
dsync EUser hris.D	pan.local/Users pan.local/Users pan.local/PAN.Internationa		
EUser hris.D LAley Simopolous	pan.local/Users pan.local/PAN.Internationa		
hris.D LAley Simopolous	nan local/PAN Internationa		
Aley Simonolous	partitionali i i i i i i i i i i i i i i i i i i		
Alex Simopolous	pan.local/Cultural Infusion/		
l Tours	pan.local/Cultural Infusion/		
-admin25	pan.local/Cultural Infusion/		
l-Admin4	pan.local/Cultural Infusion/		
-Admin8	pan.local/Cultural Infusion/		
(-Multimedia1	pan.local/Cultural Infusion/		
íizabeth Rabita	pan.local/PAN Internationa		
uest	pan.local/Users		
L-AK-DFCDC41B6DA9	pan.local/Users		
(PxeUser36064716B25	pan.local/Users		
ScSvcB8E754BF62A3E	pan.local/Users		
rbtgt	pan.local/Users		
btgt_14271	pan.local/Users		
ersal Nasser	pan.local/Cultural Infusion/		
	i-oduis i-admin25 I-Admin25 I-Multimedia1 Iizabeth Rabita uest L-AK-DFCDC4186DA9 IPxeUser36064716825 IScSvc8827548F62A3E rbtgt rbtgt_14271 iersal Nasser	i-admin25 pan.local/Cultural Infusion/ i-admin25 pan.local/Cultural Infusion/ i-Admin4 pan.local/Cultural Infusion/ i-Admin8 pan.local/Cultural Infusion/ i-Admin8 pan.local/Cultural Infusion/ i-Admin8 pan.local/Cultural Infusion/ i-Admin8 pan.local/Cultural Infusion/ izabeth Rabita pan.local/PAN Internationa uest pan.local/Users L-AK-DFCDC41B6DA9 pan.local/Users IPxeUser36064716B25 pan.local/Users IScSvcB8E754BF62A3E pan.local/Users rbtgt pan.local/Users	i-admin25 pan.local/Cultural Infusion/ i-Admin4 pan.local/Cultural Infusion/ i-Admin4 pan.local/Cultural Infusion/ i-Admin8 pan.local/Cultural Infusion/ i-Admin8 pan.local/Cultural Infusion/ i-Admin8 pan.local/Cultural Infusion/ i-Admin8 pan.local/Cultural Infusion/ i-Multimedia1 pan.local/Cultural Infusion/ izabeth Rabita pan.local/PAN Internationa uest pan.local/Users L-AK-DFCDC41B6DA9 pan.local/Users IPxeUser36064716B25 pan.local/Users IScSvcB8E754BF62A3E pan.local/Users rbtgt pan.local/Users rbtgt pan.local/Users resal Nasser pan.local/Cultural Infusion/

15. Click next to continue after adding the existing user.

	New Ma	ailbox
1	 Introduction User Type Mailbox Settings New Mailbox Completion 	User Type You can create a new user or select existing users for whom you want to create new mailboxes. Create mailboxes for: New user Image: Existing users: Image: Add Image
	Help	< Back Next > Cancel

16. Click next to continue.

 Introduction User Type Mailbox Settings 	Mailbox Settings Enter the alias for the mailbox user, and then select the mailbox locat Alias:	ion and policy setting
New Mailbox		
Completion	Specify the mailbox database rather than using a database autor	Browse
	Retention policy:	
		Browse
	Exchange ActiveSync mailbox policy:	
		Browse
	Address book policy:	
		Browse
	Personal Tags are a premium feature. Mailboxes with policies tha require an Exchange Enterprise Client Access License (CAL).	t contain these tags

17. Click new to continue adding the new user into mailbox database.

New M	ailbox
 Introduction User Type Mailbox Settings 	New Mailbox Click New to create the following mailboxes. Configuration Summary:
 New Mailbox Completion 	Alias: Guest
Help	To copy the contents of this page, press CTRL+C.

18. It should be successfully adding new user mail and click Finish. Your username for the mailbox has been successfully added.

-	
New Mai	ilbox
Introduction	Completion
🛄 User Type	The wizard completed successfully. Llick Finish to close this wizard. Elapsed time: 00:00:00
Mailbox Settings	Summary: 1 item(s). 1 succeeded, 0 failed.
🛄 New Mailbox	Guest Completed
Completion	Exchange Management Shell command completed: Enable-Mailbox -Identity 'PAN.local/Users/Guest' -Alias 'Guest'
	Elapsed Time: 00:00:00
	To copy the contents of this page, press CTRL+C.
Help	< Back. Finish Cancel

4.0 Setup Microsoft Outlook 2013 associate to Exchange 2010 servers³

- 19. A video will show you how to setup the Outlook 2013. It is very straight forward as it will then syncs the new user account without setup manually.

³ (ITCents 2015)

4.0 Printer server for Cultural Infusion.

TOSHIBA 3555 BW on EXCHANGE.PAN.Local will be compulsory for all user able to print their document. Making sure that the cultural infusion printer is able to work.



5.0 Appendix

IT Infrastructures for Cultural Infusion

Files located I:\05-Documentation\Server and Network\

- CI-Network diagram-160921.pdf
- Floor Layout-160928.pdf
- Server room-Rack layout.pdf

Network Diagram



Floor plan



Server rack

Rack 1



Rack 2



6.0 Reference

Create a User Account in Active Directory Users and Computers 2009, viewed 25 October 2017, https://technet.microsoft.com/en-us/library/dd894463 (v=ws.10).aspx>.

How do I set up Microsoft Outlook to connect to Exchange? | Academic Computing and Communications Center 2017, viewed 25 October 2017, http://accc.uic.edu/answer/how-do-i-set-microsoft-outlook-connect-exchange.

ITCents 2015, *10-Configuring Outlook 2016 and Outlook 2013 for Exchange Server 2016*, viewed 25 October 2017, https://www.youtube.com/watch?v=t6f34Qklom8>.