Minutes Exchange Administrators meeting 04/22/2005 – 9:00 am – 144 Durham Center:

1. Organization-level admins responsibilities to the campus-wide Exchange solution

Create new Administrative Groups, create a !AG Exchange Admins group and populate

Create Recipient Policy for new AG – Recipient Policy defines address assignment on mailbox creation. Recipient policies need to be mutually exclusive to the other recipient policies.

Create initial Exchange Address List for new AG. Address lists are subsets of the Global Address List.

Recipient policies and address lists will be setup correctly and consistently

Ensure consistency in settings across Exchange organization, including AG’s. This does not mean the Org-level admins will change any settings at the AG level.

Once setup, the Exchange Org Admins will not change any recipient policy or address list without discussion and approval of the AG Admin. Very rare.

2. Administrative Group-level admins responsibilities to the campus-wide Exchange solution

Setup Exchange server with entire campus solution in mind.

Each AG will route its mail via routing connectors

  types of routing connectors that concern us are Exchange routing connector and SMTP connector (mailhub)

Setup Exchange routing group connectors to all existing AG’s. A mesh of routing group connectors. Setup once and do not change.

Setup Exchange SMTP connector to mailhub. The scope on this connector must be set to Routing Group, not Organization. Setup and do not change.

Always keep in mind – Every choice you make during to the new AG installation or post-setup settings can affect every other Exchange server sending and receiving mail in the organization.

If changes are needed to connectors, please involve the Org Admins. We are here to help and ensure email delivery across every AG is not interrupted.

Naming consistency. When you mailbox-enable exception users and groups (remember all groups you create in Active Directory are exception groups). Follow the patterns listed in the GAL when deciding on a Display Name. Please include the deptcode in [] at the end of the display name.

Forwarding issue:

Some admins are forwarding email via contacts. Question whether contact email address prefix could conflict with similar user email address prefix. Testing before next meeting, report at next meeting.
Darin Dugan - Extension

Darin requests all admins fill in their contact information in the Details tab of your Administrative Group properties.

Next Meeting is May 27th.