

## Forwarding mail from user mailbox to DL

First login to [redacted]

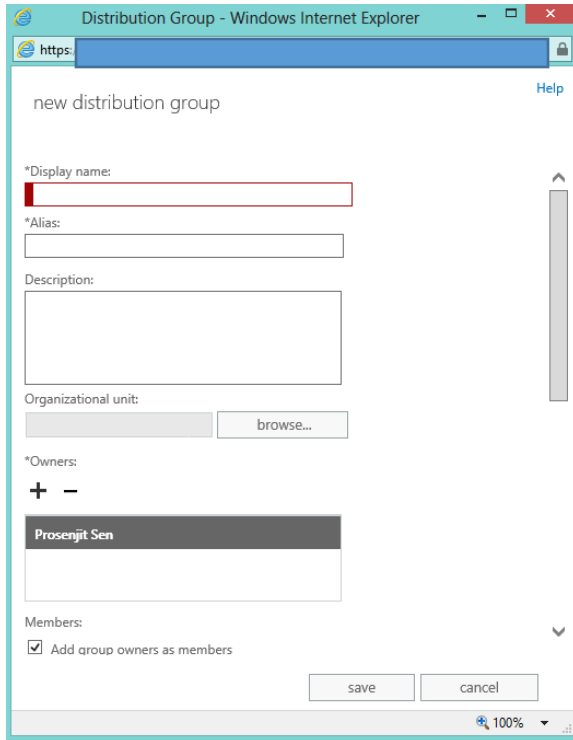
Go to Groups under Recipients, Click on +

The screenshot shows the Exchange Admin Center interface. The browser address bar indicates the URL is 'groups - Microsoft Exchange'. The left-hand navigation pane is open to 'recipients', with 'groups' highlighted. The main content area shows a table of distribution groups. A red circle highlights a plus sign icon in the top left of the table area, indicating where to click to add a new group. The table has three columns: 'DISPLAY NAME', 'GROUP TYPE', and 'EMAIL ADDRESS'. The first row shows 'All Users' as a 'Distribution group' with email address 'all@facs.pl'. The second row shows a redacted 'DISPLAY NAME' and 'EMAIL ADDRESS' for another 'Distribution group'.

DISPLAY NAME	GROUP TYPE	EMAIL ADDRESS
All Users	Distribution group	all@facs.pl
[redacted]	Distribution group	[redacted]

Below window will open. Fill the Display Name and Alias. Select the owner, who will be able to add / remove users from this group.

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Distribution Group - Windows Internet Explorer

https://

new distribution group Help

\*Display name:

\*Alias:

Description:

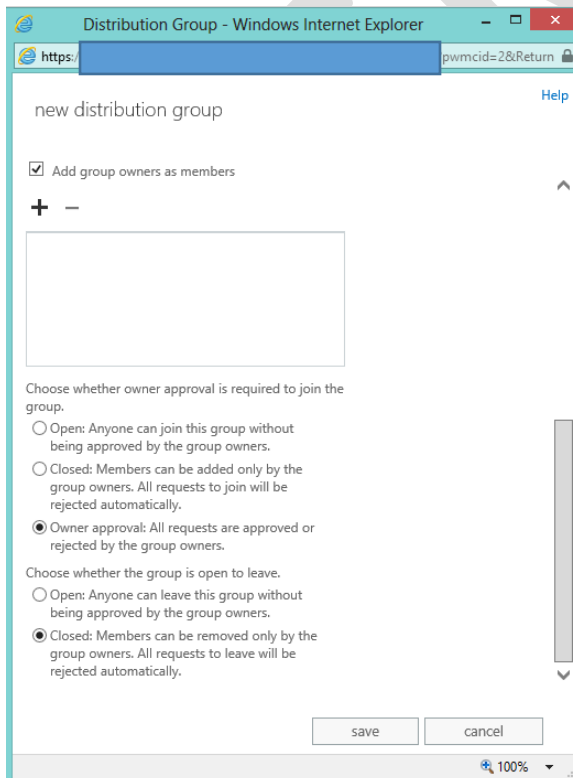
Organizational unit:

\*Owners:   
+ -   
Prosenjit Sen

Members:   
 Add group owners as members

100%

Scroll Down and add uses to the group. Make Sure that, remaining settings are same as shown in the below snap. Then Click Save.



Distribution Group - Windows Internet Explorer

https:// pwwmclid=2&Return

new distribution group Help

Add group owners as members

+ -

Choose whether owner approval is required to join the group.

Open: Anyone can join this group without being approved by the group owners.

Closed: Members can be added only by the group owners. All requests to join will be rejected automatically.

Owner approval: All requests are approved or rejected by the group owners.

Choose whether the group is open to leave.

Open: Anyone can leave this group without being approved by the group owners.

Closed: Members can be removed only by the group owners. All requests to leave will be rejected automatically.

100%

Prepared by - **Prosenjit Sen**

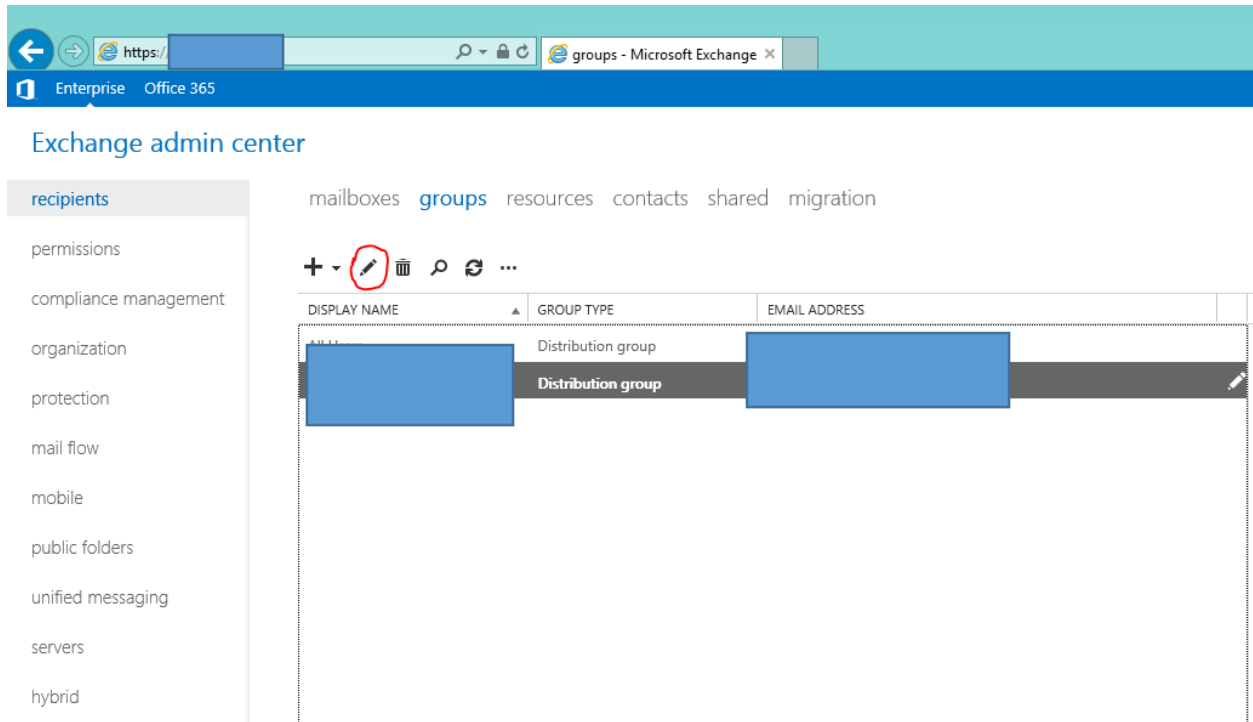
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Once you click on Save, it will go back to the below screen. Select the newly created Group and Select the Edit button as shown in the below snap.

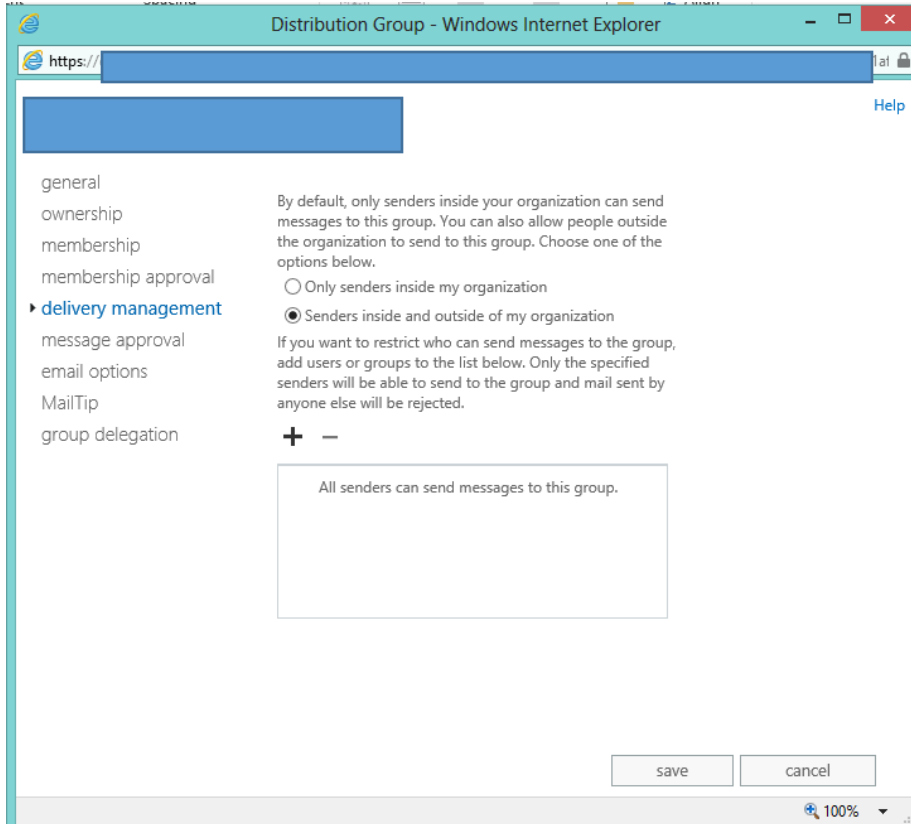


The screenshot shows the Exchange Admin Center interface. The browser address bar indicates the URL is <https://groups - Microsoft Exchange>. The page title is "Exchange admin center". The left navigation pane includes "recipients", "permissions", "compliance management", "organization", "protection", "mail flow", "mobile", "public folders", "unified messaging", "servers", and "hybrid". The main content area shows the "groups" section with a toolbar containing a plus sign, a minus sign, a pencil icon (circled in red), a trash icon, a magnifying glass, a refresh icon, and a more options icon. Below the toolbar is a table with the following columns: "DISPLAY NAME", "GROUP TYPE", and "EMAIL ADDRESS". The table contains two rows, both labeled "Distribution group".

DISPLAY NAME	GROUP TYPE	EMAIL ADDRESS
[Redacted]	Distribution group	[Redacted]
[Redacted]	Distribution group	[Redacted]

Now go to Delivery Management and Select Senders inside and outside of my organization option

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Now login to [redacted] via RDP and open Exchange Management Shell and run the below command

```
Machine: SRV-EXCH01.facs.pl
Only Exchange cmdlets: Get-ExCommand
Cmdlets that match a specific string: Help *<string>*
Get general help: Help
Get help for a cmdlet: Help <cmdlet name> or <cmdlet name> -?
Show quick reference guide: QuickRef
Exchange team blog: Get-ExBlog
Show full output for a command: <command> ! Format-List

Tip of the day #81:
Did you know that you can share your calendar and contacts folders with other federated Exchange 2013 organizations by first creating a federation trust with the Microsoft Federation Gateway with a valid digital certificate? Just use the New-FederationTrust cmdlet and the certificate thumbprint to get started. Type:
New-FederationTrust -Name "Microsoft Federation Gateway" -Thumbprint <certificate thumbprint>
Finish by setting up an organization relationship with another federated Exchange organization to share limited calendar free/busy information. Type:
Get-FederationInformation -DomainName <other domain name> ! New-OrganizationRelationship -Name "<name of relationship>" -FreeBusyAccessEnabled $true -FreeBusyAccessLevel -LimitedDetails

VERBOSE: Connecting to [redacted]
VERBOSE: Connected to [redacted]
[PS] C:\Windows\system32>
```

```
set-mailbox <mailbox Name> -DeliverToMailboxAndForward $true -ForwardingAddress <Group's Email Address>
```