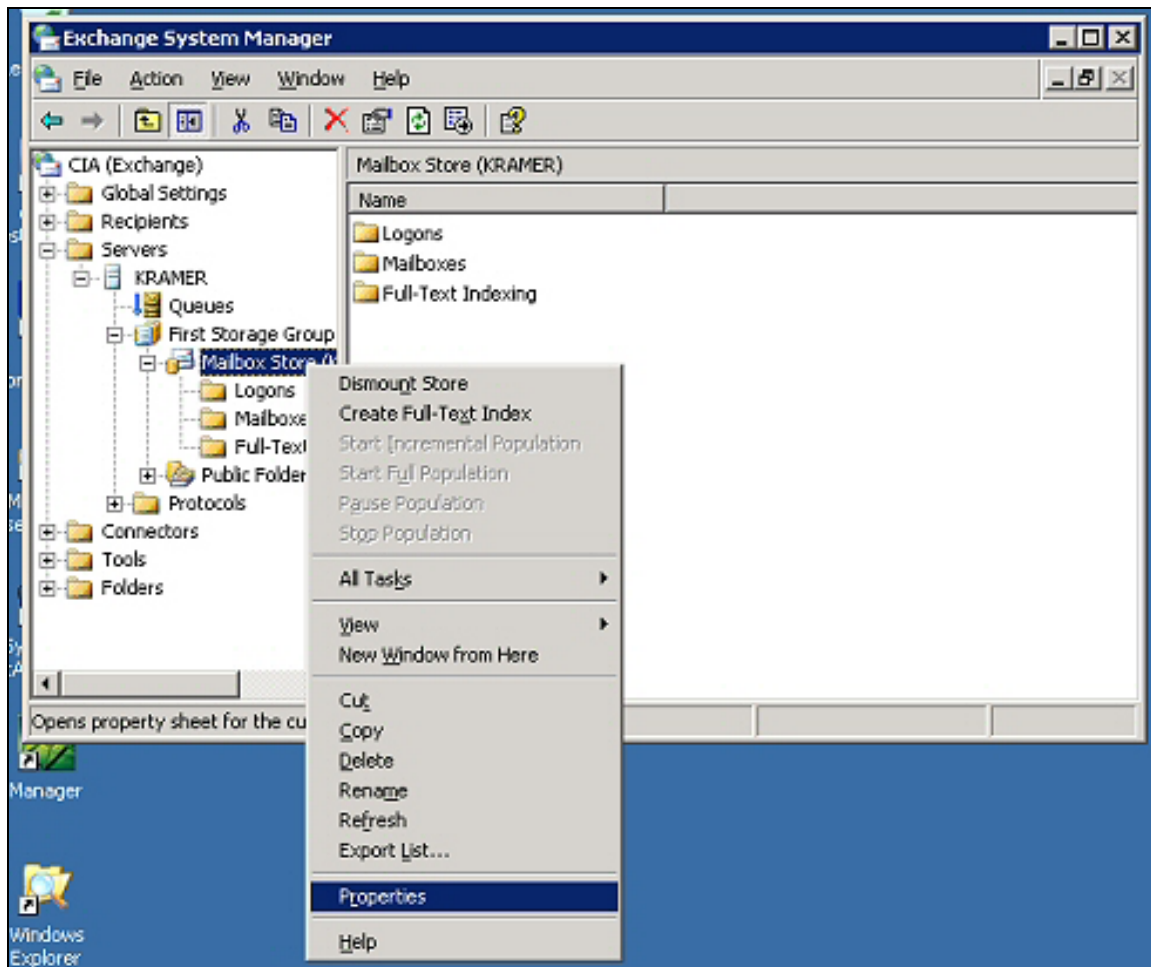


Setting Administrator Exchange Mail Store Privledges Version 1.00

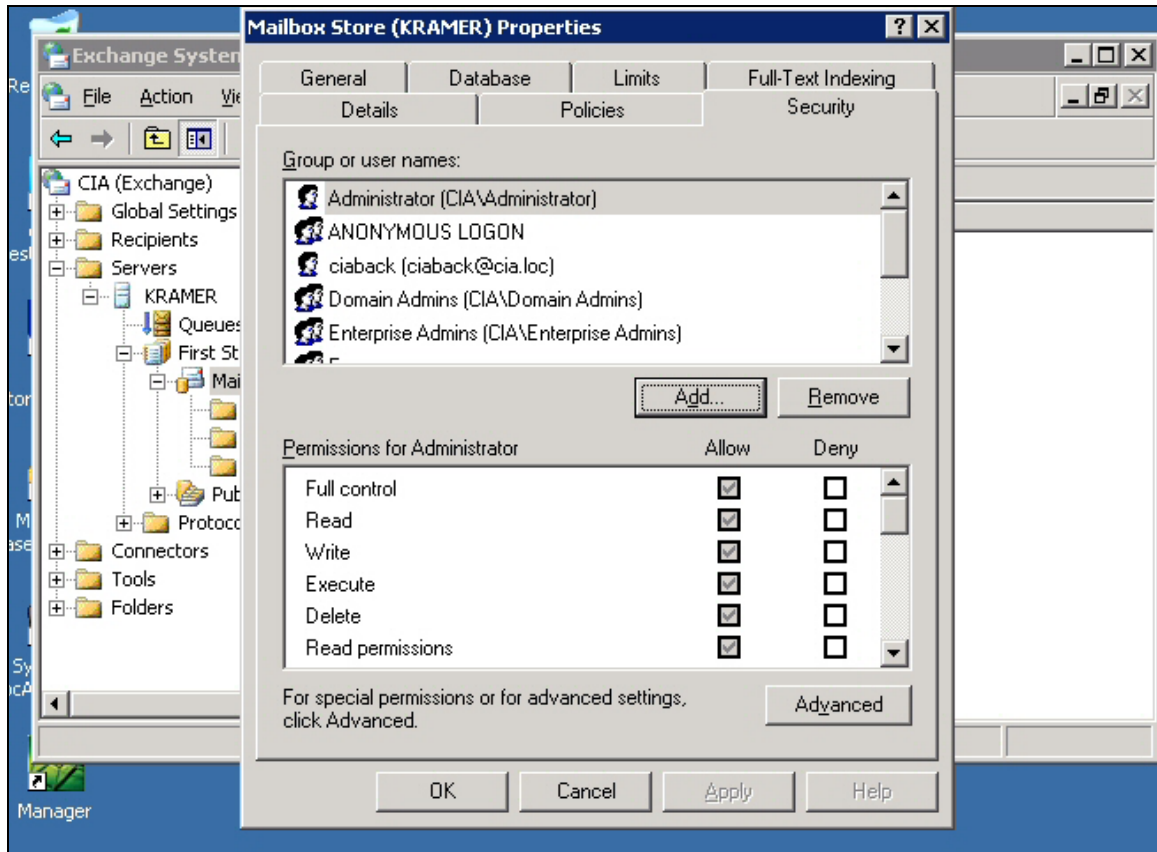
By default Exchange 2000 and 2003 does not allow administrator access to users mailboxes. You need to specifically add this right when working with things such as exmerge and Exchange Recovery.

This document will show you the steps that you need to take to give a user complete access to Exchange information store.

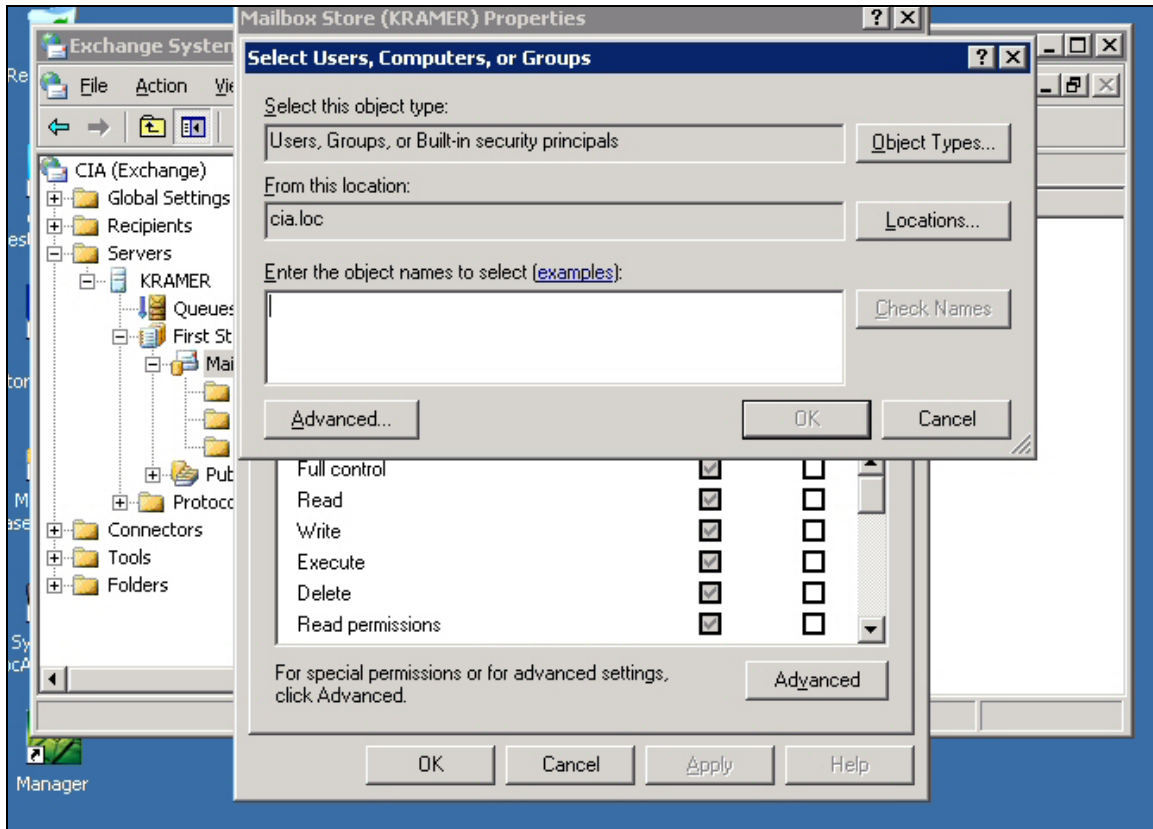
1. Logon onto the server as administrator. Then select Start | All Programs | Microsoft Exchange | System Manager.
2. Navigate down the Exchange tree to Servers | <servername> | First Storage Group, under which should appear Mailbox Store (servername). Right mouse click and select properties.



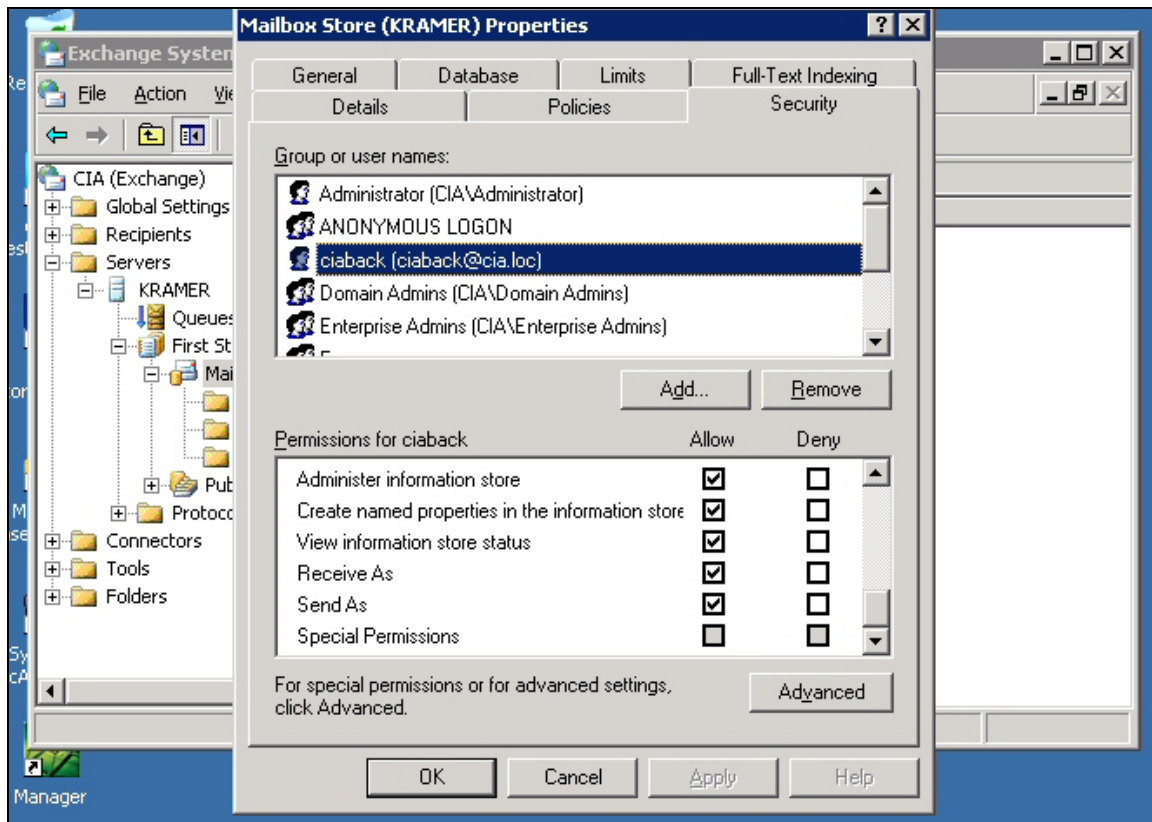
3. Now select the security tab



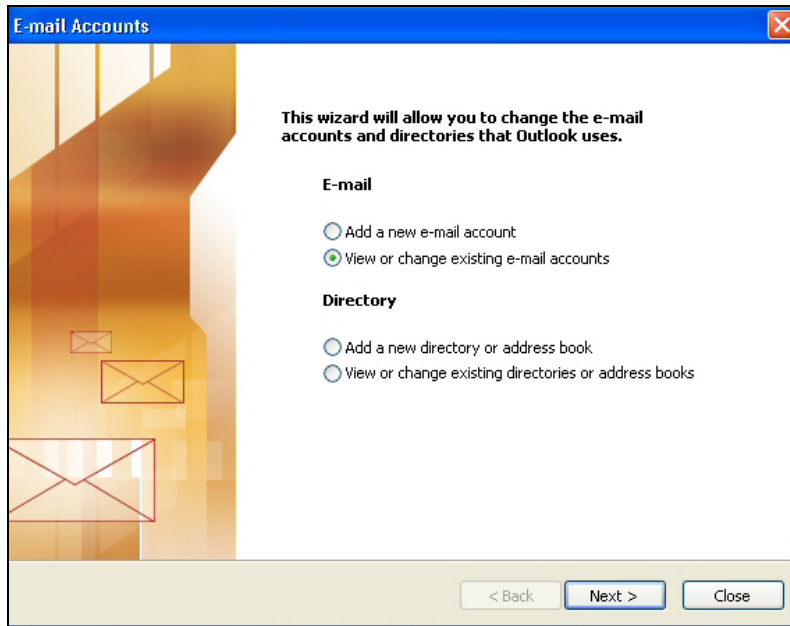
4. You will now see a list of users and groups that have rights to the mail store. If you select the administrator user in the top window and then scroll down in the lower window you will see at the very bottom that the administrator user by default does not have the right to *“Send as”* or *“Receive as”*.
5. To add a user with these rights simply select the Add button in the middle of the screen and enter the details for the domain user you want to have rights.



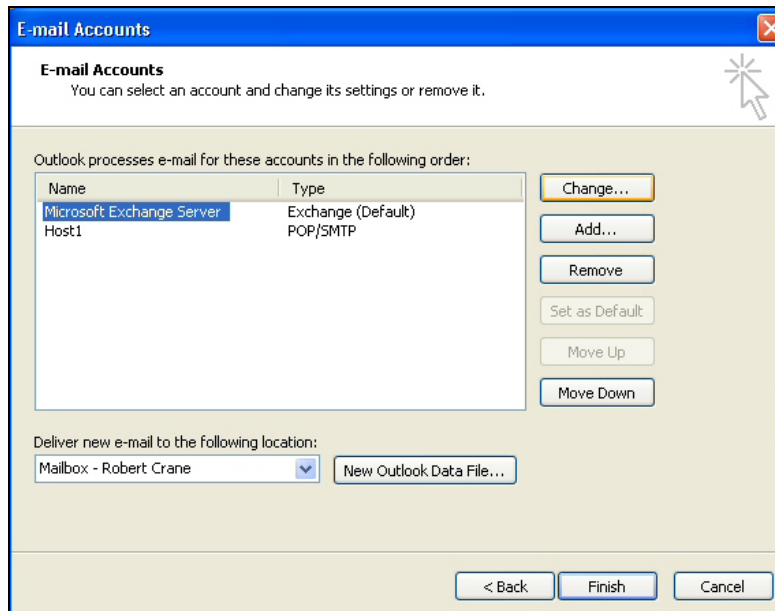
6. The new user will now appear in the *Group or user names* window at the top. Click on this user and scroll down again in the *Permissions* window at the bottom and ensure that the user you added has the “Send as” and “Receive as” permission.



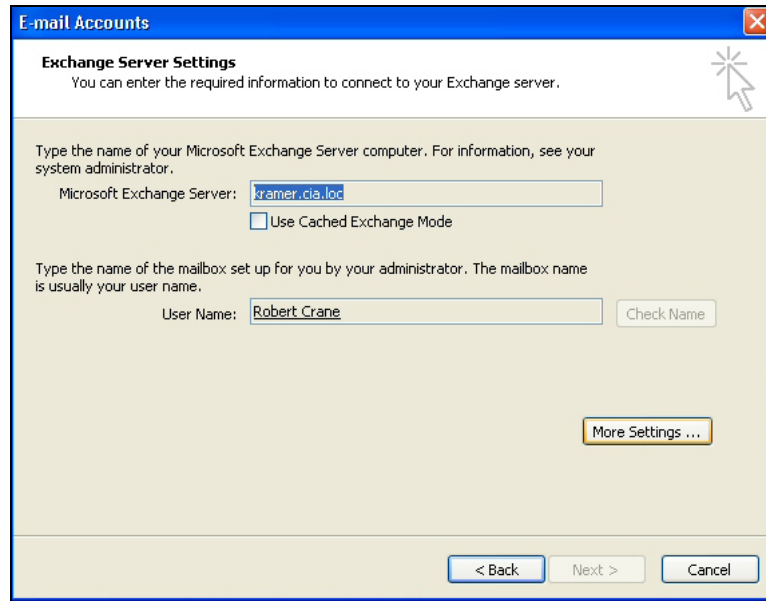
7. If you now wish to use tools such as exmerge or Exchange Recovery store you will need to login as the user you just added to perform these tasks. If you don't you will see access permission errors while attempting to migrate data between Exchange mailboxes
8. Any user that has been given full rights to the Exchange Mail Store is also able to open any other users email box via Outlook. To do this open Outlook and select Tools | Email Accounts.



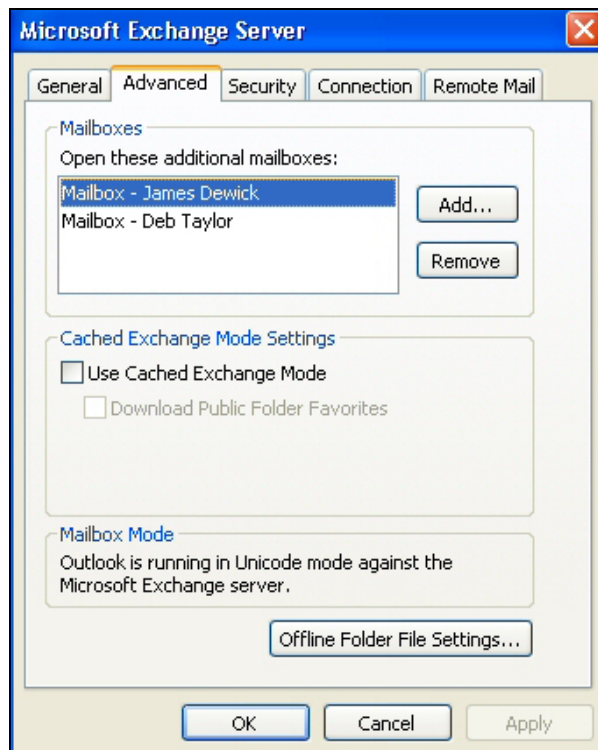
9. From here select *View or change existing accounts*



10. Select *Microsoft Exchange Server* and then the *Change* button.



11. Select the *More Settings* button in the lower left of the screen and then the *Advanced* tab.



12. Select the *Add* button and type the full name of the user whose mailbox you wish to open and press *OK*.

13. If correct you should see and entry in the Advanced tab that reads “*Mailbox – Firstname Lastname*”. Select OK to save this setting and the *Next* and *Finish*, to complete the changes to the email accounts.
14. Once you return to the main Outlook screen you should see the users mailbox that you just added in the tree.