



How to Administer Hosted Exchange accounts

1 – Open the DC Two website at www.dctwo.com.au and click on the ‘Webmail Login’ as shown below, or go to <https://mail.dctwo.com.au/owa> in your web browser directly;

The screenshot shows the DC Two website navigation bar with the following items: Products & Services, Learn About, Data Centres, IT Partners, Buy Now, Support, and About Us. Below the navigation bar is a 'Cloud Storage' service card. The card features a list of bullet points and an illustration of a person interacting with various devices connected to a central cloud storage hub.

Cloud Storage

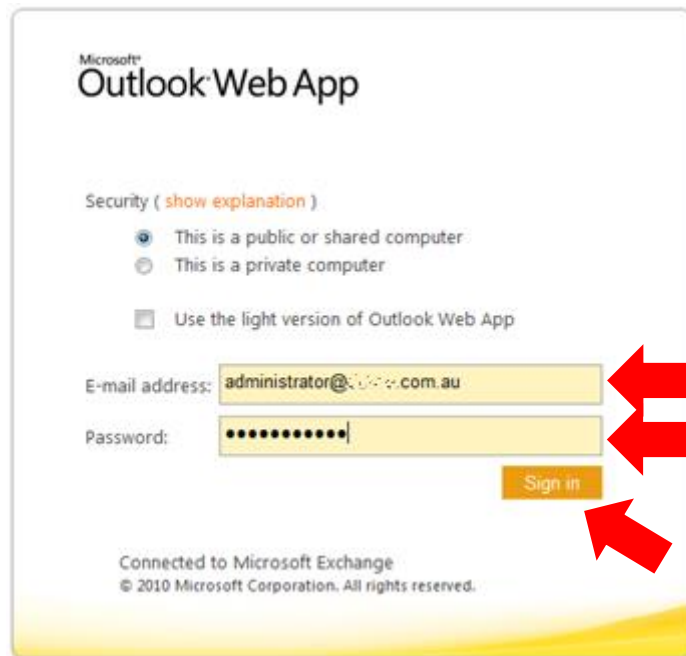
- Dual or Triple copy hosted
- Multi-protocol support including; iSCSI, CIFS, FTP, SFTP, HTTP, HTTPs
- Internet, WAIX or Direct connect
- Pricing from 9c per GB
- Available everywhere (work, home, mobile)

The illustration shows a central figure standing on a blue hexagonal platform, surrounded by a desktop monitor, a laptop, a tablet, and a smartphone. Blue arrows indicate data flow between the central figure and each device, and between the devices themselves, all connected to a central cloud storage icon.

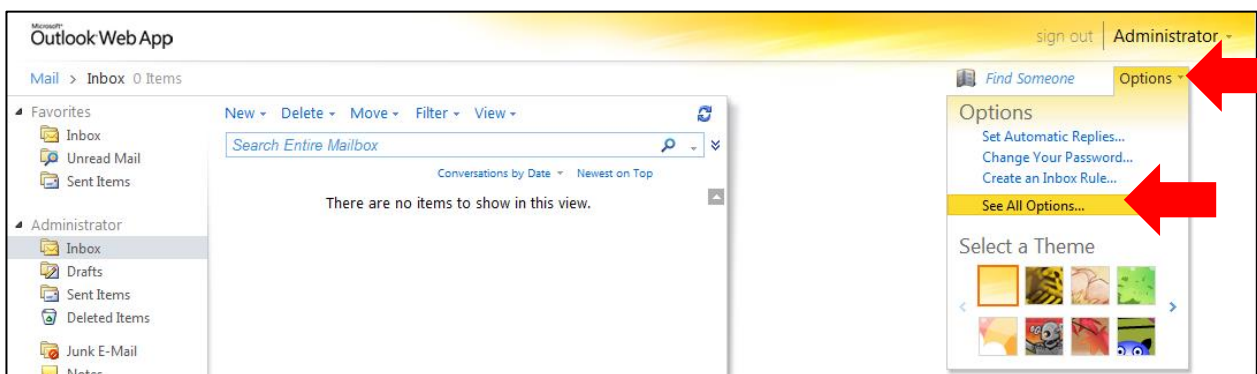
2 – The Hosted Exchange Outlook Web App login portal will then open in another window or tab. Enter your administrator username and password and click ‘Sign in’ as below.

Note: DO NOT SELECT ‘Use the light version of Outlook Web App’ as you will not be able to access the administrative functions.

NOTE: We have also noticed that Opera and some plug-ins for Firefox force the browser to ONLY use the ‘light version’. We have had the most success with IE and Chrome.



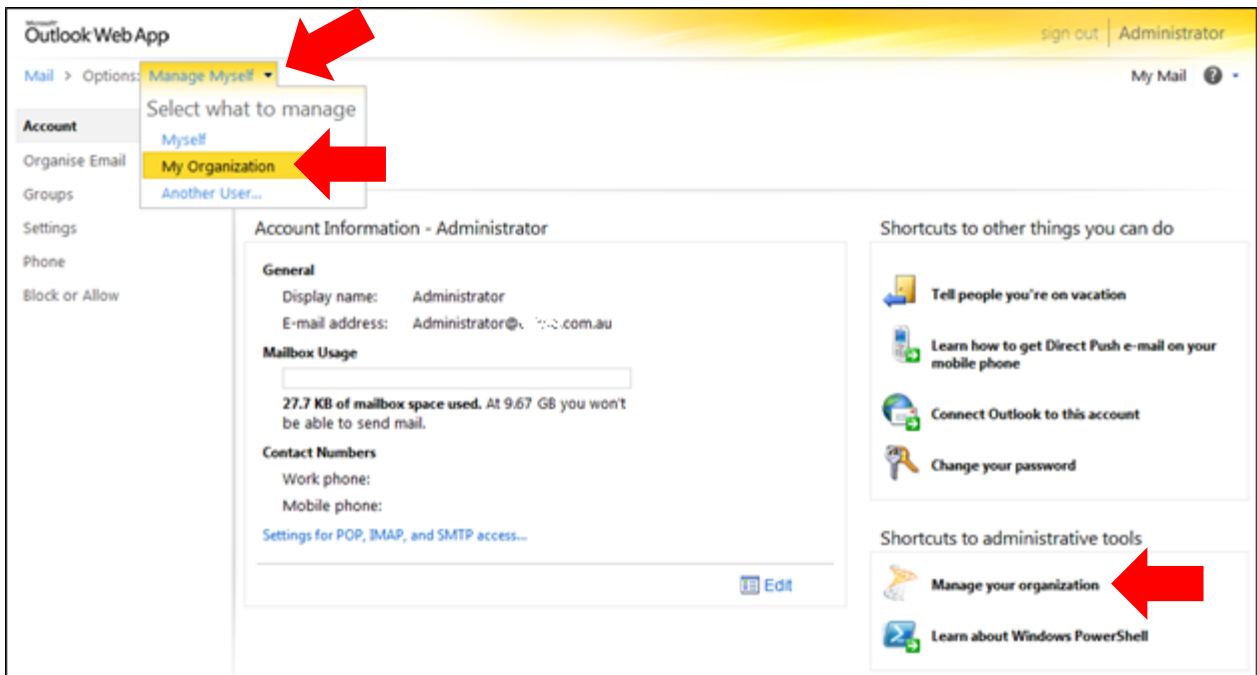
3 – When you first login, you will be presented with the administrators mailbox view. Click on the Options drop down box and then click on ‘See All Options...’ to enter the management view.



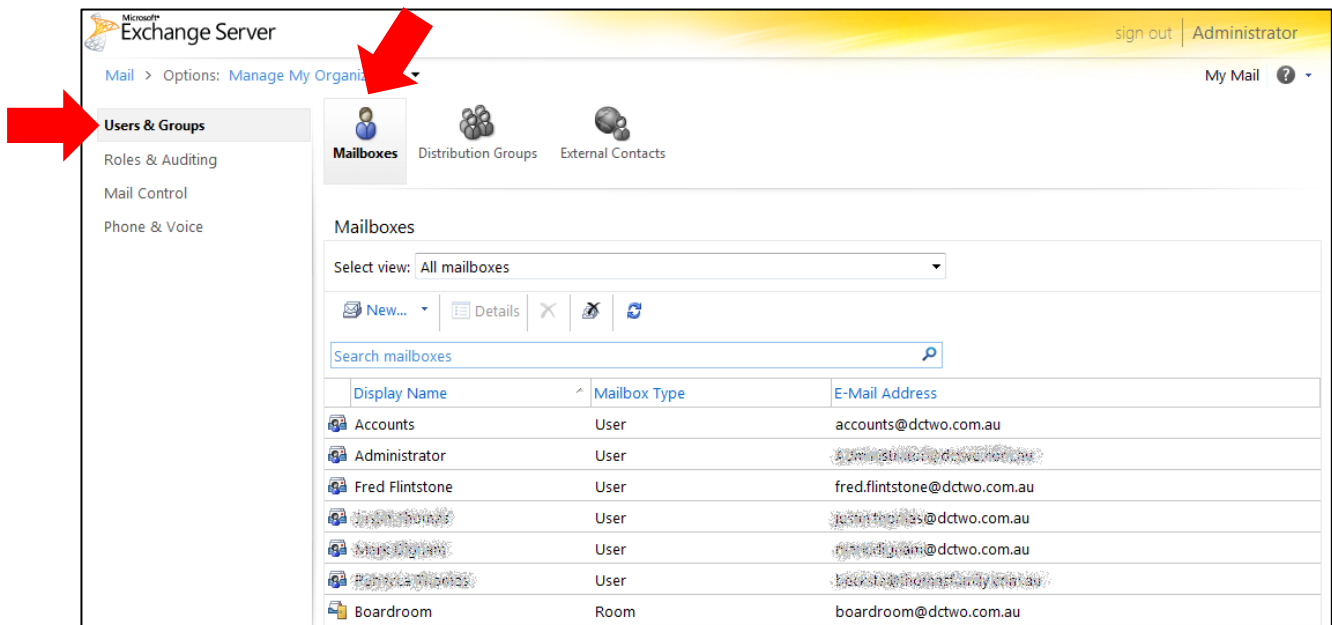
4 – The default view is set to ‘Manage Myself’ which enables you manage the administrator account.

You will need to change the view to manage your organisation as shown below by;

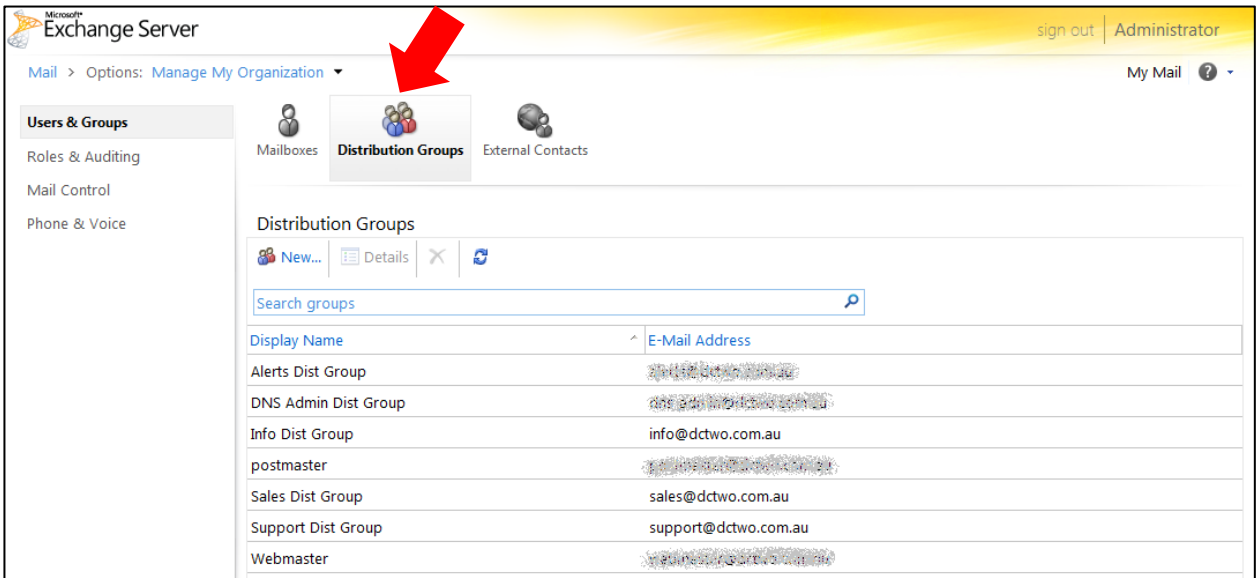
- a – Select ‘Manage your organisation’ in the shortcuts section; or
- b – Click on the ‘Manage Myself’ drop down box and select ‘My Organisation’



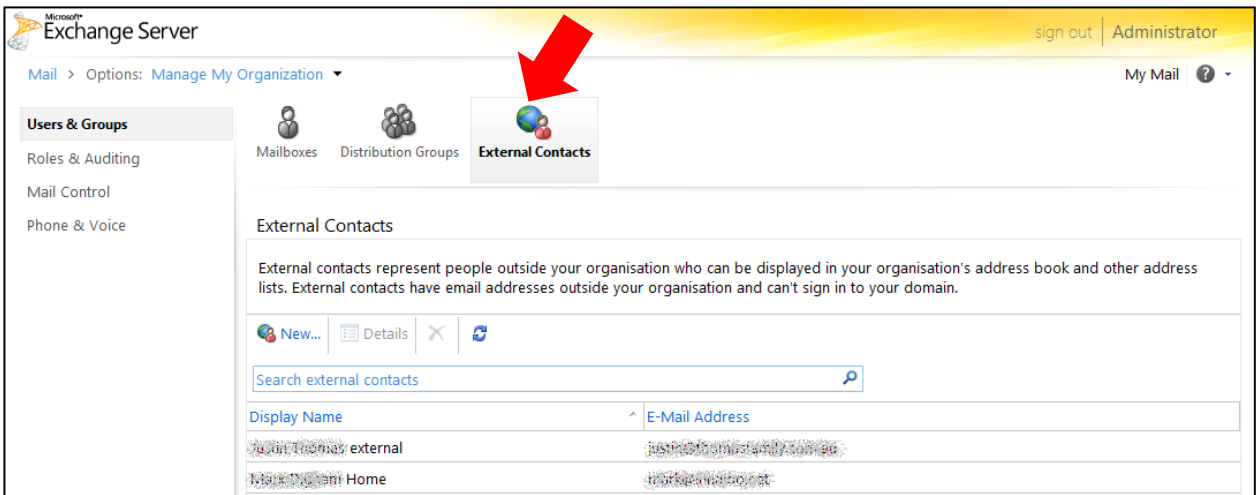
5 – The 'Manage My Organisation' view defaults to 'Users and Groups' where you can add, edit or delete user and room mailboxes and accounts



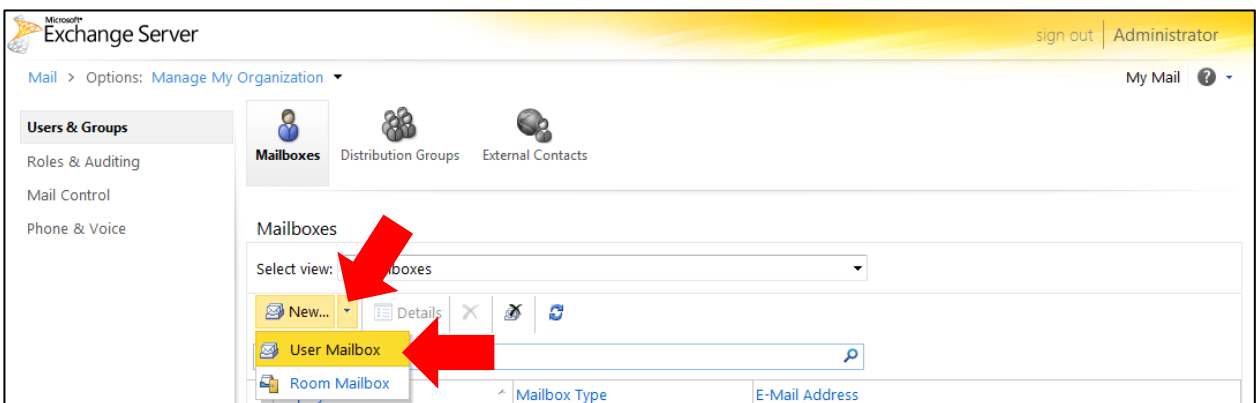
Click on the 'Distribution Groups' icon to manage Distribution and email Groups



Click on the 'External Contacts' icon to manage external contact email addresses.



6 – Add New User – Go to the 'Users and Groups' view under 'Manage My Organisation' as shown below, click on the 'New...' drop down box and select 'User Mailbox', or 'Room Mailbox' as required.



Fill in the New Mailbox details, either User or Room and click Save

New Mailbox - Windows Internet Explorer

https://mail.dctwo.com.au/ecp/UsersGroups/NewMailbox.aspx?pwmcid=3

New Mailbox

***Required fields**

First name:
Fred

Initial:
[]

Last name:
Flintstone

* Display name:
Fred Flintstone

* User logon name:
fred.flintstone @ dctwo.com.au

* Password:
[]

* Confirm password:
[]

Mailbox plan:
DefaultMailboxPlan

Save Cancel

Internet | Protected Mode: Off

New Room - Windows Internet Explorer

https://mail.dctwo.com.au/ecp/UsersGroups/NewRoomMailbox.aspx?pw

New Room

***Required fields**

* Room name:
Boardroom

* E-mail address:
boardroom @ dctwo.com.au

Location:
Boardroom in Head Office

Phone:
Phone number in boardroom

Capacity:
12

Booking requests:
 Automatically accept or decline booking requests
 Select delegates to accept or decline booking requests

Delegates:
 Add... Remove

Save Cancel

Internet | Protected Mode: Off

7 – Edit User – Go to the ‘Users and Groups’ view under ‘Manage My Organisation’, click on the user name you need to edit so the row become highlighted, then click on the ‘Details’ to enable editing of the user.

Exchange Server

sign out | Administrator

Mail > Options: Manage My Organization

My Mail

Users & Groups

Roles & Auditing

Mail Control

Phone & Voice

Mailboxes Distribution Groups External Contacts

Mailboxes

Select view: All mailboxes

New... Details Reset password... X [] []

Search mailboxes

Display Name	Mailbox Type	E-Mail Address
Accounts	User	accounts@dctwo.com.au
Administrator	User	Administrator@dctwo.com.au
Fred Flintstone	User	fred.flintstone@dctwo.com.au
Marketing	User	Marketing@dctwo.com.au
Support	User	Support@dctwo.com.au
Boardroom	Room	Boardroom@dctwo.com.au

General – For the user’s name and system logon name

The screenshot shows a user profile configuration page for 'Fred Flintstone'. At the top, the name 'Fred Flintstone' is displayed. Below it, a section titled '*Required fields' contains a 'General' tab. The 'General' tab is expanded, showing several input fields: 'First name:' with the value 'Fred', 'Initial:' (empty), 'Last name:' with the value 'Flintstone', '* Display name:' with the value 'Fred Flintstone', and 'User logon name:' with the value 'fred.flintstone@...com.au'.

Mailbox Usage – Displays the allocation and amount of mailbox space used.

The screenshot shows a 'Mailbox Usage' configuration page. It features a 'Mailbox usage:' label above an empty input field. Below the input field, the text '6.98 KB of mailbox space used.' is displayed. Further down, three lines of text specify mailbox limits: 'Issue warning at: 9 GB', 'Prohibit send at: 9.67 GB', and 'Prohibit send receive at: 10 GB'.

Contact Information – To enter and store the user’s contact information

Contact Information

Street:

City:

State/Province:

Postcode:

Country/Region:

Office:

Work phone:

Fax:

Home phone:

Mobile phone:

Notes:

Organisation – To enter and store the user’s organisation details

Organization

Title:

Department:

Company:

Manager:
 [Browse...](#)

Direct reports:

E-Mail Options – To add/edit any secondary email addresses the user may use

E-Mail Options

Primary e-mail address: fred.flintstone@clinton.com.au

Other e-mail addresses:

[+ Add...](#) [Edit](#) [Remove](#)

Mailbox Settings – To change the user’s Mailbox plan and Role assignment policy

Mailbox Settings ⌵

Mailbox plan:

Role assignment policy:

Mailtips

MailTip ⌵

You can create a MailTip to be displayed when people send e-mail to this mailbox.

Please allow up to 2 business days for a response.

Mailbox Features – Enable or Disable the Archive and Litigation Hold Exchange features

Mailbox Features ⌵

Enable, disable and configure features for this user.

Feature	Status
Archive	Disabled
Litigation Hold	Disabled

Phone and Voice Features – Enable or Disable Exchange ActiveSync for mobile devices

Phone & Voice Features ⌵

Enable, disable and configure phone and voice options for this user.

Feature	Status
Exchange ActiveSync	Enabled

If you have any problems, issues or additional requirements while administering domains and mailboxes, please do not hesitate to contact DC Two support via email support@dctwo.com.au or on 08 6141 1011.