



## COMPUTER TRAINING

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# EXCHANGE

Course No. 1026

4 Days

### Target Audience:

This introductory course in the Microsoft Exchange Server 5.5 Series provides Exchange Server administrators with the skills required to perform day-to-day management of an established Exchange Server organization. It is intended for Exchange Server system administrators who administer, monitor, and maintain established Exchange Server organizations.

### Pre-requisites:

Before attending this course, students must have the following pre-requisites:

- Attend Course 803, Administering Microsoft Windows NT 4.0, or possess equivalent skills and knowledge.

### Purpose:

At the end of the course, students will be able to configure Exchange Server; develop an infrastructure for Exchange Server; choose a client installation and integration strategy; develop long-term administration strategies; develop security strategies; configure message recipients; import directory data from other mail systems; install and configure Exchange Server clients; configure address lists and accounts by using the Administrator program; configure message tracking; configure server locations; configure security; manage site security; manage users; manage distribution lists; manage the directory; manage public and private information stores; back up and restore Exchange Server; configure a link monitor and server monitor.

# Microsoft Exchange Server 5.5 Series - Concepts and Administration

At the end of the course the delegate will be able to complete the following:

## Microsoft Exchange Server Overview

- Introduction to Exchange Server
- Exchange Server messaging infrastructure
- Exchange Server 5.5 features

### Skills:

- Describe the characteristics of shared-file messaging systems and client/server messaging systems.
- Name and describe the Exchange Server core and additional components, and the Windows NT security features leveraged by Exchange Server.
- Identify the clients supported by Exchange Server.
- Describe some of the new features of Exchange Server 5.5.

## Introduction to Microsoft Exchange Server Administration

- Exchange Server Administrator program
- Permission contexts and permission flow
- Windows NT Server administration tools

### Skills:

- Name the containers that make up an Exchange Server organization, describe their contents, and explain the difference between hierarchy containers and hierarchy objects.
- Set permissions on the objects in the hierarchy.
- Describe the three permission contexts of the hierarchy and the flow of permissions through the tree.
- Identify the Windows NT Server tools used to administer Exchange Server and use the "User Manager for Domains" tool to create and delete mailboxes.

## Creating and Managing Recipients

- Types of recipient objects
- Creating mailboxes
- Configuring recipient object properties
- Creating and configuring custom recipients
- Creating and configuring distribution lists
- Importing and exporting data from the directory
- Managing recipient objects
- Creating and configuring Address Book views

### Skills:

- List the Exchange Server recipient types.
- Create and configure mailboxes.
- Configure the common configuration tabs for each recipient type.
- Create and configure custom recipients.
- Create and configure distribution lists.
- Perform a directory import and export.
- Manage each recipient type.
- Configure Address Book views.

## Microsoft Exchange Server Architecture

- Exchange Server components
- Component communication
- Single-server and multiple-server message flow

### Skills:

- Recognize the Exchange Server core and additional components within the user interface, and describe the function of each component.
- Describe the communication paths between the core Exchange Server components.
- Recognize the flow of a message through Exchange Server in both a single-server environment and a multiple-server environment.

## Managing Site Configuration

- Introduction to the Site Configuration container
- Configuring site containers
- Configuring site objects
- Introduction to Message Journaling

### Skills:

- Describe the purpose of each container and object in the Site Configuration container.
- List the contents of each container within the Site Configuration container.
- Explain which site properties can be configured through the objects in the Site Configuration container.

## Managing Server Configuration

- Introduction to the Server Configuration objects
- Configuring the Server container

### Skills:

- Name, describe, and configure the objects that appear in the Server container.
- Configure the properties and component options for a server in a site.

## Creating and Managing Public Folders

- Introduction to public folders
- Developing a public-folder strategy
- Setting permissions on public folders
- Access to public folders
- Configuring Site and Server object properties
- Collaboration features



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#### Skills:

- Distinguish between public-folder hierarchy and public-folder contents.
- Appraise the advantages of using a single copy of a public folder or using one or more public-folder replicas in a public-folder strategy.
- View and assign public-folder permissions using either an Exchange client or the Exchange Administrator program, and propagate folder permission changes.
- Configure access to public folders.
- Configure Site and Server object properties.
- Describe the collaboration features of Exchange Server.

### Maintaining a Microsoft Exchange Server Organization

- Introduction to database operation and maintenance
- Database characteristics and types
- Database files
- Exchange Performance Optimizer
- Database maintenance
- Backing up Exchange Server
- Troubleshooting tools and tasks

#### Skills:

- Name the five types of database files, and describe the function of each type.
- Describe the backup processes.
- Use the Exchange Server Performance Optimizer to optimize an Exchange Server installation.
- Back up an Exchange Server computer.
- Describe troubleshooting tools that are used for maintaining Exchange Server.

### Monitoring Microsoft Exchange Server

- Using tools to monitor an organization
- Introduction to server monitors
- Introduction to link monitors
- Post-configuration issues
- Viewing messaging queues
- Windows NT Performance Monitor
- Simple network management protocol (SNMP) monitoring

#### Skills:

- Configure server monitors.
- Configure link monitors.
- Start and stop monitors.
- Check message queues.
- Use Windows NT Performance Monitor to monitor Exchange Server activities.
- Use the SNMP monitoring tool.

### Microsoft Exchange Server Form Administration

- Introduction to collaboration applications
- Introduction to forms
- Introduction to form management

#### Skills:

- Describe the various types of collaboration applications and the tools used to create them.
- Explain which types of forms are available through the Microsoft Outlook messaging and collaboration client.
- Describe the primary tasks involved with form administration.

### Migrating to Microsoft Exchange Server

- Planning a migration strategy
- Migration process
- Introduction to Migration Wizard
- Introduction of the migration files
- Troubleshooting migration

#### Skills:

- Plan a migration to Exchange Server.
- Describe the migration process.
- Use Migration Wizard to complete a migration.
- Name and describe the files used by Migration Wizard during migration.
- Troubleshoot migration problems.

### Selecting and Deploying Microsoft Exchange Server Clients

- Standards and protocols
- Introduction to Exchange Server clients
- Installing the client
- Introduction to profile creation

#### Skills:

- List the standards and protocols supported by Exchange Server and Outlook 98.
- List the different electronic-mail clients and their features.
- Discuss the important issues in selecting a client.
- Compare the installation requirements for the Microsoft-based e-mail and collaboration clients.
- Create a user profile.

### Configuring Microsoft Outlook

- Location of configuration information for Outlook
- Introduction to configuration of Outlook
- Introduction to Windows NT system policies
- Configuring the transport
- Additional configuration options

#### Skills:

- Describe the configuration options in Outlook.
- Describe how to use Windows NT system policies to manage an Outlook configuration.
- Recognize the order in which protocols are used by remote procedure calls (RPCs) to attempt a connection from a client to an Exchange Server computer.
- Configure additional options, such as folders and remote mail, importing and exporting information, creating personal folder stores, and support for roving users.

### Microsoft Outlook 98 Deployment Kit

- Introduction to the Outlook 98 Deployment Kit
- Installing and preparing to run the wizard
- Running the wizard
- Customizing your Outlook 98 package
- Using the setup command-line options
- Additional references

#### Skills:

- Describe the function of the Outlook 98 Deployment Kit.
- Install and run Deployment Wizard.
- Perform additional customization of your Outlook 98 package and prepare it for distribution.
- Use the setup command-line options to create a customized Outlook 98 package.
- Find additional information about Outlook 98 and other Microsoft products.



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### F1 COMPUTING SYSTEMS LTD

3 Kelso Place  
Upper Bristol Road  
BATH BA1 3AU

Fax: 01225 444728

[training@f1comp.co.uk](mailto:training@f1comp.co.uk)

[www.f1comp.co.uk](http://www.f1comp.co.uk)

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## PARTICULARS

#### Cost:

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#### Numbers:

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