

Creating a Resource Mailbox or Public Folder

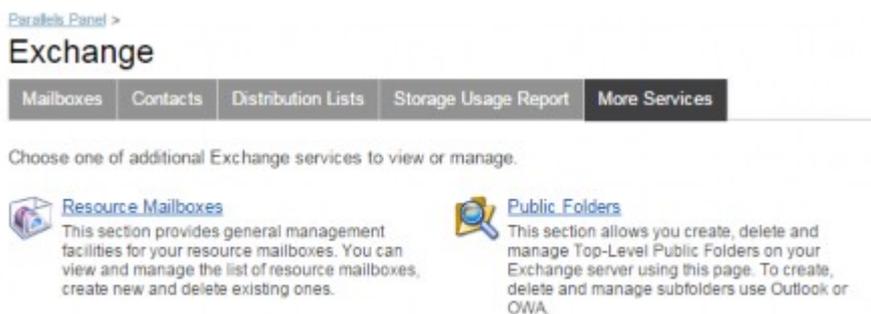
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Public Folders and Resource Mailboxes

Resource Mailbox

Resource mailboxes are used for bookable rooms and equipment. You need to have the resource purchased prior to setting one up. Please refer to the 'Order Additional Resources' if you haven't yet purchased this already.

1. Click **Exchange > More Services**, then **Resource Mailboxes**.



2. This will show you a list of your resource mailboxes. If you do not have any it will look like this:

Resource Mailboxes

List of resource mailboxes. Resource mailboxes are mailboxes that represent conference rooms or shared equipment.

[Add New Resource Mailbox](#) [Delete](#)

No items

3. To create the resource mailbox click **Add New Resource Mailbox**.
4. You will then be asked to enter all the details for the resource mailbox and select the type of resource mailbox. This can be for a room or a particular piece of equipment.

Add New Resource Mailbox

Resource mailboxes are mailboxes that represent conference rooms or shared equipment. Resource mailboxes can be included as resources in meeting requests, providing a simple and efficient way to utilize resources for an organization. There are two types of resource mailboxes in Microsoft Exchange Server 2007: room and equipment. Room mailboxes are assigned to a meeting location, such as a conference room, auditorium, or training room. Equipment mailboxes are assigned to a resource that is not location specific, such as a portable computer projector, microphone, or company car. Please provide details for a new Resource mailbox you are going to create.

General

Alias

Display name

E-mail Address @

Size limit MB

Available mail storage size: 51,200 MB; Maximum allowed mailbox size: 51,200 MB

Resource Mailbox Settings

Resource type

Resource location

Resource capacity

Note: The Resource Capacity is used to confirm the maximum amount of user's that can be invited to an appointment.

5. Click **Submit**.
6. Once the Resource Mailbox has been created, there are further settings that can be changed. Click on the Resource Mailbox

Mailbox creation is not completed yet.

Resource mailbox details.

General

Alias	test
Display name	test
E-mail Address	test@
Show in Address Book	<input checked="" type="checkbox"/> Yes
Status	Creating

Resource Mailbox Settings

Resource type	Room
Resource location	
Resource capacity	30
Process meeting request	Automatic All in policy meeting requests processed automatically.
Process external appointment requests	<input type="radio"/> Disabled

Edit

You can change settings so that meeting requests need to be processed manually from this screen or change it so that external users can book meetings as well.

The 'Resource Scheduling' tab provides the settings below which can be changed if required.

Resource mailbox scheduling details.

Resource Mailbox Policy Settings

Maximum number of days to book in advance	180
Maximum duration in minutes	1440
Allow recurring meetings	<input checked="" type="checkbox"/> Enabled
Enable response details	<input checked="" type="checkbox"/> Enabled

Resource Mailbox Privacy Settings

Delete subject	<input checked="" type="checkbox"/> Enabled
Add organizer to subject	<input checked="" type="checkbox"/> Enabled
Delete attachments	<input checked="" type="checkbox"/> Enabled
Delete comments	<input checked="" type="checkbox"/> Enabled
Delete non-calendar items	<input checked="" type="checkbox"/> Enabled

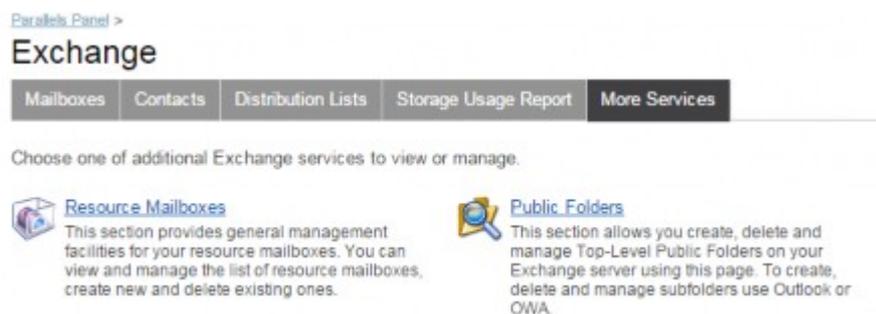
Edit

Public Folder

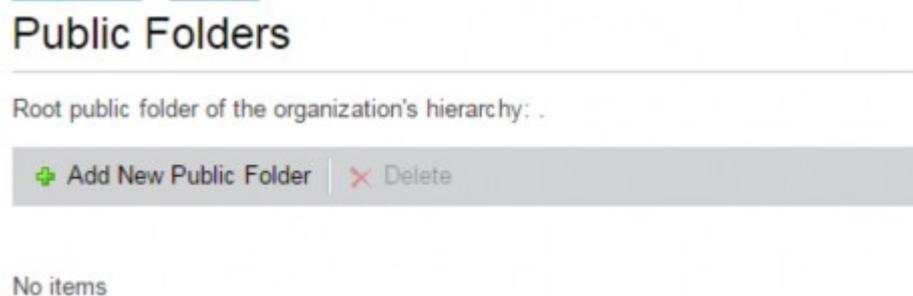
Public folders are used for sharing multiple items amongst all users on the same exchange server

1. mail folders, calendars, contacts and tasks.

1. Click **More Services**, then **Public Folders**.



2. This will show you a list of your public folders. If you do not have any it will look like this:



3. To create the public folder click **Add New Public Folder**.

Add New Public Folder

Fill properties of the public folder being created. Please note that it will not be possible to rename the folder or change its items type later.

General

Public Folder Name

Items Type

Size Limit MB
Available mail storage size: 1,382,800 MB; Maximum allowed public folder size: 2,048 MB

Default Role
Select a role that all mailbox users in your organization will be granted on this public folder. The role will be granted to 'All Exchange users' system distribution list, so you can change it later or overwrite it for individual mailbox at Permissions tab in the public folder details.

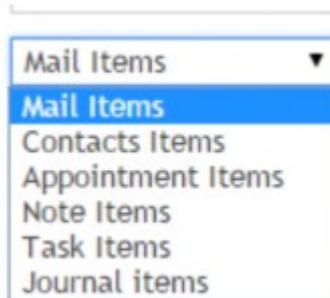
Mail-Enabled

Mail-Enabled

Finish

Cancel

4. Then you will be asked to enter all the details for the public folder, and then select the type of public folder. This can be any of the ones below. You can also make it Mail- Enabled, which will mean you can send emails to it.



5. Click **Finish**.
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