

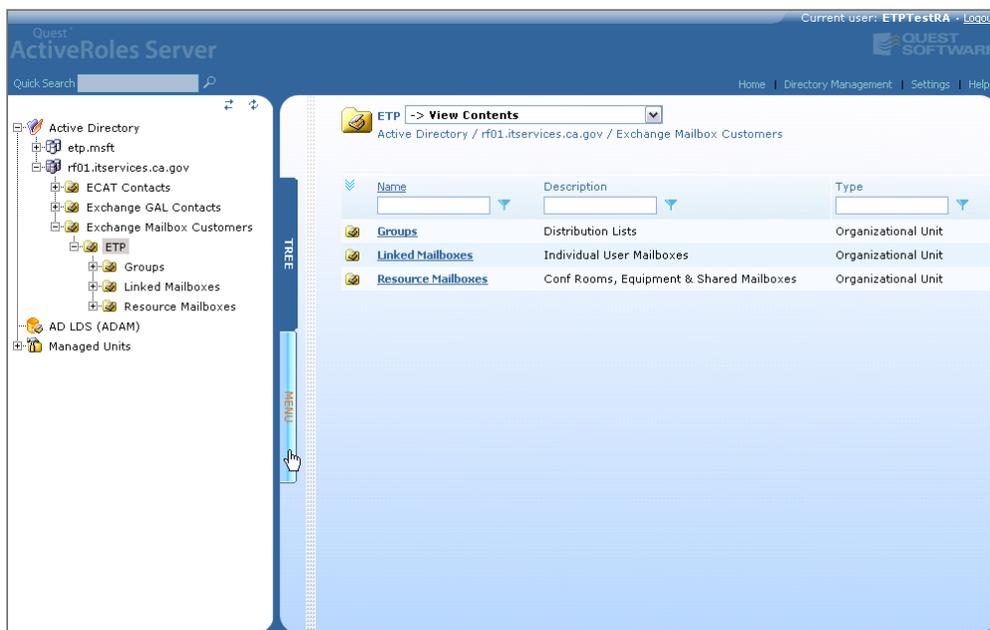
Exchange Customer Administration Tool (ECAT)

Quick Reference Guide

Major differences (ECAT 6.0.4 to ECAT 6.7)

In ECAT 6.0.4, each county has all mailboxes, distribution lists and resource mailboxes (rooms, phone numbers, shared mailboxes etc.) all mixed together in the same county Organizational Unit (OU). In ECAT 6.7, (the new ECAT), these are separated out for each county so each county will have its own folders for Groups, Linked Mailboxes and Resource Mailboxes (see example below).

For counties in the Tree view, you would expand Active Directory/rf01.itsservices.ca.gov/Exchange Mailbox Customers/CWSCMS, then expand your county to see the three new groups.



Stricter Enforcement of Naming Standard

The naming standard is now strictly enforced by ECAT 6.7. Display names for user mailboxes must be lastname, firstname@CWS-CMS and resource mailboxes will start with CWS-CMS and use the first name only for the rest of the resource name. New creation of a mailbox will automatically default to these standards. We will be doing a clean-up on all existing entries to enable them to comply also.

Logon to ECAT 6.7

To log on to ECAT 6.7, you do not use the previous url (ars.mail.ca.gov). To log into the new ECAT, in the address field, type <https://ECAT.mail.ca.gov/Admin>. You would continue to use the same ECAT ID and password that you have been using (see page 21 in the ECAT Version 6.7 training manual).

User Mailbox Creation

User Mailboxes are no longer created by first selecting the domain name (CWSDOM\username) and then creating a mailbox to add to it. Instead, “Linked Mailboxes” under your county name is selected. You then create the mailbox and link it to the domain name (See step-by-step instructions on page 23 in the ECAT Version 6.7 training manual for “Create a New User Mailbox”).

Resource Mailboxes

ECAT 6.7 has a new feature that allows non-user mailboxes to be created as resource mailboxes, allowing a configuration for these mailboxes that would be tailored to their purpose.

Shared Mailbox

Shared mailboxes allow multiple people to monitor and send email from one mailbox. To add a Shared Mailbox, “Resource Mailbox” is selected under your county, then in the Menu tab New Shared Mailbox is selected (See step-by-step instructions on page 47 in the ECAT Version 6.7 training manual for “Create a New Shared Mailbox Account”). It will have a “Mailbox Sharing” step which allows you to enter users who need to share this mailbox. After it is created, you can add or remove users by going to “Exchange Properties”, and then select the new “Mailbox Sharing” tab.

Room Mailbox

Room mailboxes are resource mailboxes that allow you to provide capacity information (how many people the room holds), and you can select resources the room provides from a convenient drop-down selection tab which contains items such as VCR, whiteboard, telephone, etc. (see step-by-step instructions on page 61 in the ECAT Version 6.7 training manual for “Create a New Room or Equipment Mailbox”). After it is created, you can add or remove equipment from the room definition by going to “Exchange Properties”, and then select the new “Resource Information” tab and make your changes.

Equipment Mailbox

Equipment mailboxes are identical to Room Mailboxes, except that when adding resources it provides, such as air conditioning for a car, you need to manually enter them; there is no drop-down selection (see step-by-step instructions on page 61 in the ECAT Version 6.7 training manual for “Create a New Room or Equipment Mailbox”). After it is created, you can add or remove equipment from the room definition by going to “Exchange Properties”, and then select the new “Resource Information” tab and make your changes.

Distribution List Creation

Under your county folder click on “Groups” then create as before (see step-by-step instructions on page 71 in the ECAT Version 6.7 training manual for “Create a New Group (Distribution List)”). Distribution Lists now default to being created as Universal Security groups.

Contact Creation

All Contacts for all counties and departments are now kept in one central location. Under rf01.itservices.ca.gov you select the OU called “ECAT Contacts” then create the contact as before (see step-by-step instructions on page 78 in the ECAT Version 6.7 training manual for “Create a New Contact Item”).

Undo Deprovision

Reversing a Deprovisioned mailbox has been simplified. When viewing a mailbox, select “Undo Deprovision” on the left, and it will put everything back, no need to manually add back to groups any more (see step-by-step instructions on page 108 in the ECAT Version 6.7 training manual for “Undo Deprovisioning of a Mailbox”). Similarly, you can now Deprovision and undo the deprovision of a group now (see step-by-step instructions on page 113 in the ECAT Version 6.7 training manual for “Deprovisioning a Group (Distribution List) and page 117 for “Undo the Deprovision of a Group (Distribution List)”).

New Buttons in the Left Pane

Managed Resources

In addition to the “General Properties” and “Exchange Properties” in the left pane, ECAT 6.7 introduces a new selection “Managed Resources”. When viewing a mailbox in ECAT, the “Managed Resources” button on the left will display all distribution groups that user or resource manages (as specified in the distribution group’s “Managed By” tab).

Change History

ECAT 6.7 will now keep track of changes made to mailboxes and distribution groups and display them using the “Change History” button.

New Buttons in the Right Pane

Mailbox Features

Available for all mailboxes. Displays information such as whether the mailbox is OWA and ActiveSync enabled.

Mailbox Sharing

Available for Shared Mailboxes only. This lets you view, add, or remove users that have full access to this shared mailbox.

Master Account

Available for Linked Mailboxes only. This tab displays the domain account that is the linked Associated External Account for that mailbox.