Connect and Configure the Exchange Management Console

1. Start the Exchange Management Console
   Start > All Programs > Microsoft Exchange Server 2010 > Exchange Management Console

   Or, double-click the Desktop shortcut.

   Note:
   - Be sure to not open the Exchange Management Shell.
   - The Exchange Management Console opens to the last location used in the previous session. All of the mailbox creation and management happens in the Recipient Configuration section.

2. Click on the Recipient Configuration node.

   The Recipient Configuration opens to the last Organizational Unit (OU) that was accessed (In this screenshot, the UMICH/Exchange OU). You must set a Recipient Configuration Scope. Then the Recipient Configuration node shows you every Exchange object including mailboxes and contacts in that OU and below. The object type is listed in the Recipient Type Details column. Exchange mailboxes are called User Mailboxes. Contacts are called Mail Contacts. You can sort by column or set a filter to see more or less information.

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