Modify Recipient Scope Using the Recipient Configuration

Overview
You can change the **Recipient Scope** to see more or less information. For example, rather than seeing objects from all of the Exchange OU, you may only want to see objects from: *Exchange > Administration > your department OU.*

1. Right-click **Recipient Configuration**.
2. Select **Modify Recipient Scope**.
3. Select **View all recipients in specified organizational unit**.
4. Click **Browse**.

![Recipient Scope](image_url)
5. Select an adsroot.itcs.umich.edu/UMICH OU and click OK.

![Select Organizational Unit](image)

6. Verify the OU and then click OK.

![Recipient Scope](image)

**Note:** If you set the Recipient Scope to a particular OU, you only see users at that OU and below and you are only able to create mailboxes at that OU level and below. Also you only are able to search from that OU and below. You may find yourself frequently changing the Recipient Scope.

Return to the [Table of Contents](#)