Search for an Exchange User Within the Exchange Management Console

There are two ways to search within the Exchange management console.

**Search example A:**

Set the Recipient Scope to the OU you want to search or a higher OU level.

1. For a single search, right-click Recipient Configuration and select Find.

   ![Recipient Configuration screenshot]

   **Note:** You can search the OU level and below.

2. In the Search box, type the mailbox name. For example, user's uniqname.

3. Click Find Now.

   ![Search result screenshot]

   **Note:** From this window, you can change the Recipient Configuration by clicking **Scope**.

**Search example B:**

1. Click Create Filter.

   ![Create Filter screenshot]

   **Note:** With this search, you can define attributes to search.

2. From the ActiveSync Mailbox Policy list, select an attribute on which to search. For example, you can choose Alias, which is a user’s uniqname or 10 digit phone number.

   ![ActiveSync Mailbox Policy screenshot]
3. From the Operand list, select the search criteria. The default is Equals.

<table>
<thead>
<tr>
<th>Alias</th>
<th>Equals</th>
<th>remove</th>
<th>Applicant Name</th>
<th>Display Name</th>
<th>Alias</th>
<th>Organizational Unit</th>
<th>Recipient Type Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Alias</td>
<td>7346150301</td>
<td>Alias</td>
<td>adsroot.itcs.umich.edu/...</td>
<td>User Mailbox</td>
</tr>
</tbody>
</table>

4. In the Value box, enter the user’s uniqname or 10 digit phone number.

5. Click Apply Filter.

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