

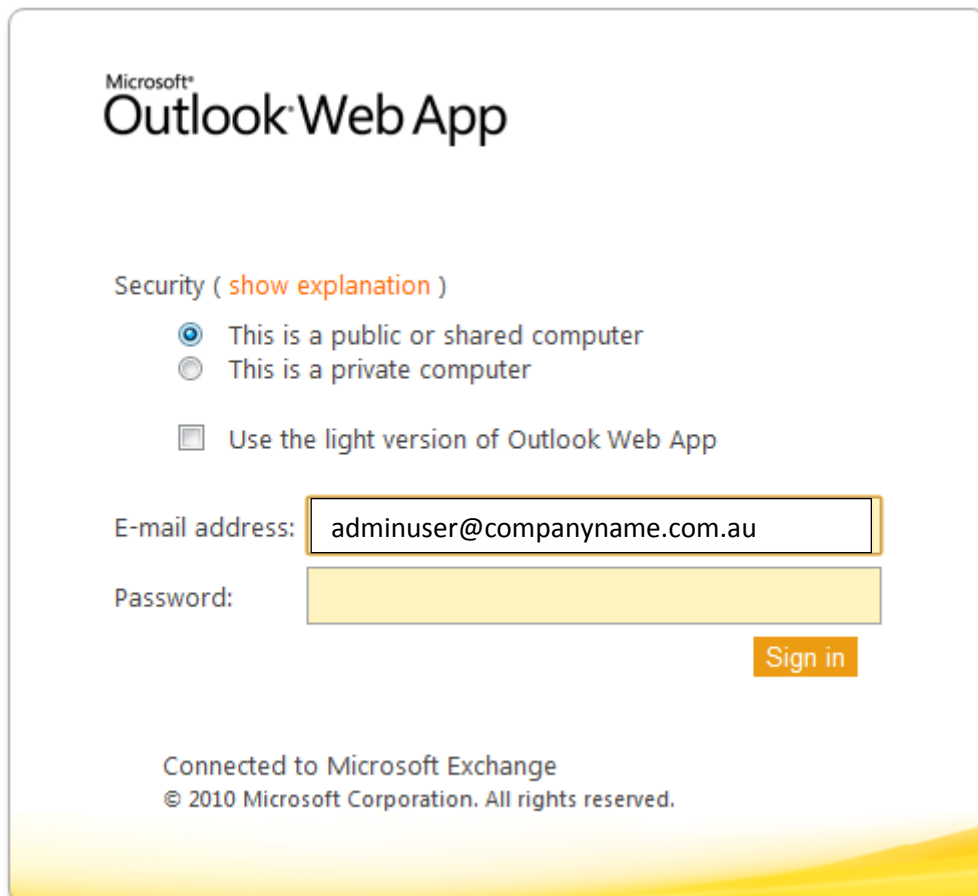
How to access your Exchange Control Panel

Microsoft Exchange Panel is the administration tool for Outlook Web App. It is accessed in much the same way as Outlook Web App, but allows you to perform such actions as:

- Resetting passwords
- Create new accounts
- Create distribution groups
- Manage your own and other accounts

To log into your Exchange Control Panel:

1. Navigate your way to mail.companyname.com.au
2. Log in to your Exchange Control Panel using the administrator email account and password – if you do not have these details, and you have the correct level of clearance – please contact Techquity staff.



Microsoft®
Outlook® Web App

Security ([show explanation](#))

This is a public or shared computer
 This is a private computer

Use the light version of Outlook Web App

E-mail address:

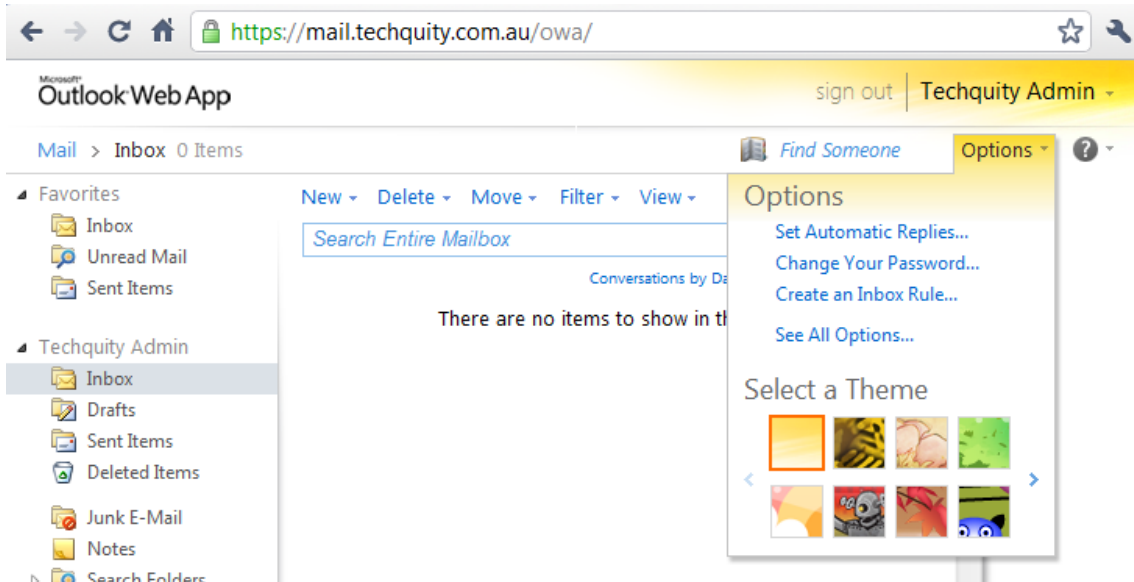
Password:

[Sign in](#)

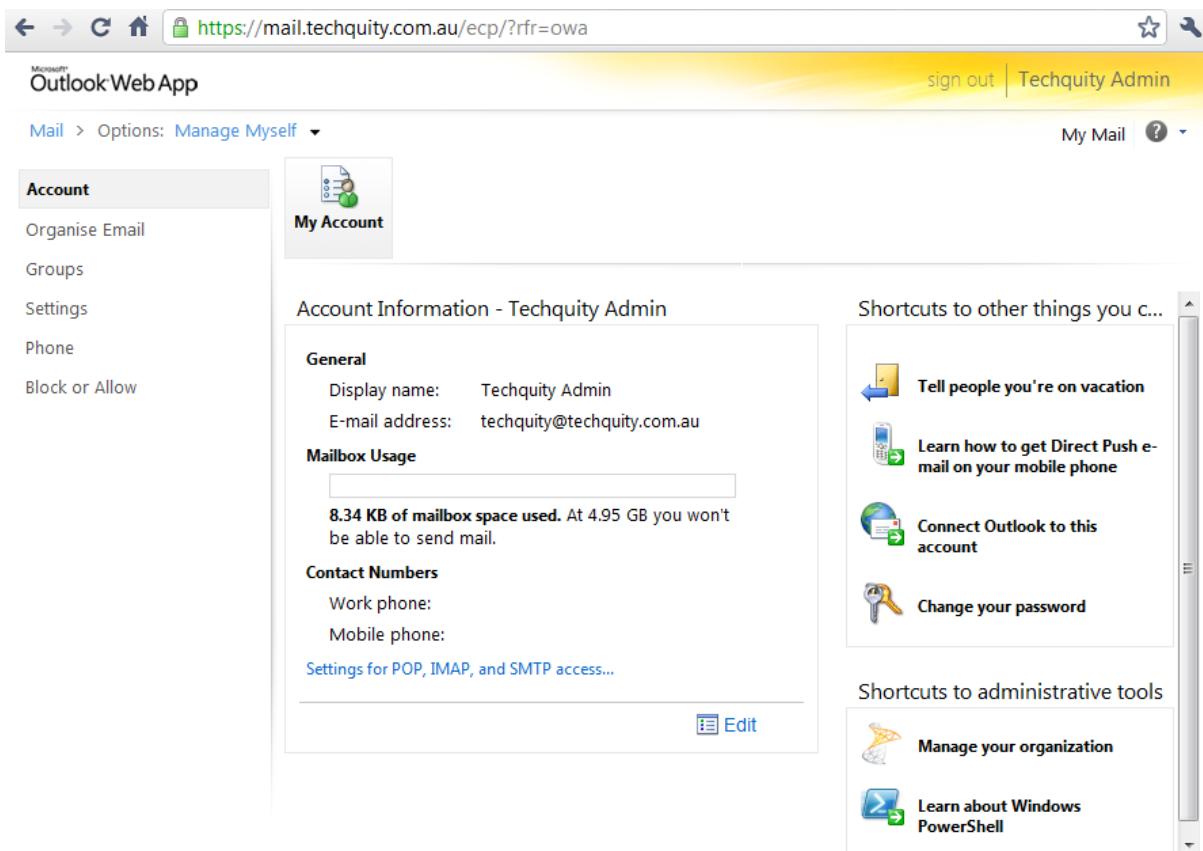
Connected to Microsoft Exchange
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3. Once you are logged into your Exchange Panel you will notice that it is very similar to a user profile Outlook Web App. This is because the Exchange Panel is also the mail account for the “admin” user.

To begin using the administrator panel, click “Options” and then “See All Options...”

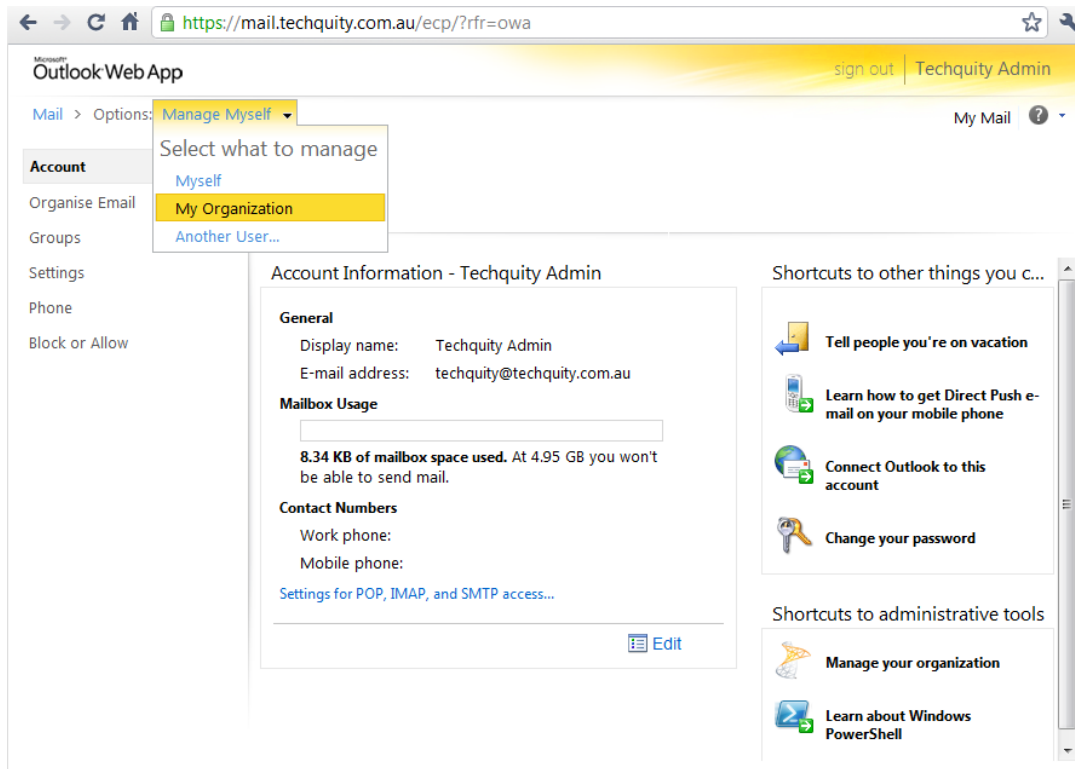


4. This will then display this window:

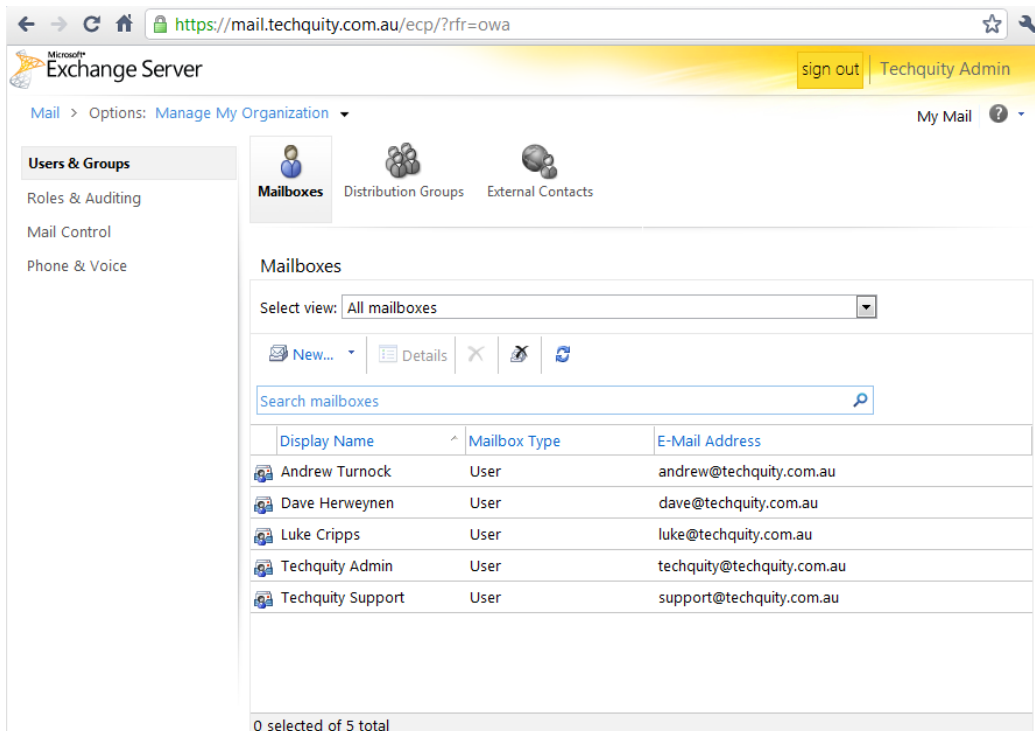


This is the same as other Outlook Web Access account, and allows you to change your own account settings (passwords, groups, signatures, etc)

- To see the administration options for the entire organisation, click “Manage Myself” and then “My Organization”



This will open a different display as below:



This is where you can begin to administer your organisation; we will go through these processes in more detail in further tutorials.