

Microsoft Exchange Server 5.5 Series-Concepts and Administration

Course Outline

Day 1

Chapter 1: Microsoft Exchange Server Overview

Topics:

Introduction to Exchange Server
Exchange Server messaging infrastructure
Exchange Server 5.5 features

Skills:

After completing this chapter, students will be able to:

- Describe the characteristics of shared-file messaging systems and client/server messaging systems.
- Name and describe the Exchange Server core and additional components, and the Windows NT security features leveraged by Exchange Server.
- Identify the clients supported by Exchange Server.
- Describe some of the new features of Exchange Server 5.5.

Chapter 2: Introduction to Microsoft Exchange Server Administration

Topics:

Exchange Server Administrator program
Permission contexts and permission flow
Windows NT Server administration tools

Lab:

Installing the Exchange Server Administrator program

Skills:

After completing this chapter, students will be able to:

- Name the containers that make up an Exchange Server organization, describe their contents, and explain the difference between hierarchy containers and hierarchy objects.
- Set permissions on the objects in the hierarchy.
- Describe the three permission contexts of the hierarchy and the flow of permissions through the tree.
- Identify the Windows NT Server tools used to administer Exchange Server and use the "User Manager for Domains" tool to create and delete mailboxes.

Chapter 3: Creating and Managing Recipients

Topics:

Types of recipient objects
Creating mailboxes
Configuring recipient object properties
Creating and configuring custom recipients
Creating and configuring distribution lists
Importing and exporting data from the directory
Managing recipient objects
Creating and configuring Address Book views

Labs:

Creating recipients
Directory import and export
Creating Address Book views

Skills:

After completing this chapter, students will be able to:

- List the Exchange Server recipient types.
- Create and configure mailboxes.
- Configure the common configuration tabs for each recipient type.
- Create and configure custom recipients.
- Create and configure distribution lists.
- Perform a directory import and export.
- Manage each recipient type.
- Configure Address Book views.

Chapter 4: Microsoft Exchange Server Architecture

Topics:

Exchange Server components
Component communication
Single-server and multiple-server message flow

Skills:

After completing this chapter, students will be able to:

- Recognize the Exchange Server core and additional components within the user interface, and describe the function of each component.
- Describe the communication paths between the core Exchange Server components.
- Recognize the flow of a message through Exchange Server in both a single-server environment and a multiple-server environment.

Day 2

Chapter 5: Managing Site Configuration

Topics:

Introduction to the Site Configuration container
Configuring site containers
Configuring site objects
Introduction to Message Journaling

Labs:

Managing an Exchange Server site
Managing Address Book views by using permissions

Skills:

After completing this chapter, students will be able to:

- Describe the purpose of each container and object in the Site Configuration container.
- List the contents of each container within the Site Configuration container.
- Explain which site properties can be configured through the objects in the Site Configuration container.

Chapter 6: Managing Server Configuration

Topics:

Introduction to the Server Configuration objects
Configuring the Server container

Labs:

Recovering deleted items
Managing directory replication

Skills:

After completing this chapter, students will be able to:

- Name, describe, and configure the objects that appear in the Server container.
- Configure the properties and component options for a server in a site.

Chapter 7: Creating and Managing Public Folders

Topics:

Introduction to public folders
Developing a public-folder strategy
Setting permissions on public folders
Access to public folders
Configuring Site and Server object properties
Collaboration features

Labs:

Managing public folders
Configuring public-folder affinity and replication

Skills:

After completing this chapter, students will be able to:

- Distinguish between public-folder hierarchy and public-folder contents.
- Appraise the advantages of using a single copy of a public folder or using one or more public-folder replicas in a public-folder strategy.
- View and assign public-folder permissions using either an Exchange client or the Exchange Administrator program, and propagate folder permission changes.
- Configure access to public folders.
- Configure Site and Server object properties.
- Describe the collaboration features of Exchange Server.

Day 3

Chapter 8: Maintaining a Microsoft Exchange Server Organization

Topics:

Introduction to database operation and maintenance
Database characteristics and types
Database files
Exchange Performance Optimizer
Database maintenance
Backing up Exchange Server
Troubleshooting tools and tasks

Labs:

Tracking a message
Running the Exchange Server maintenance utilities

Skills:

After completing this chapter, students will be able to:

- Name the five types of database files, and describe the function of each type.
- Describe the backup processes.
- Use the Exchange Server Performance Optimizer to optimize an Exchange Server installation.

- Back up an Exchange Server computer.
- Describe troubleshooting tools that are used for maintaining Exchange Server.

Chapter 9: Monitoring Microsoft Exchange Server

Topics:

Using tools to monitor an organization
Introduction to server monitors
Introduction to link monitors
Post-configuration issues
Viewing messaging queues
Windows NT Performance Monitor
Simple network management protocol (SNMP) monitoring

Lab:

Monitoring Exchange Server

Skills:

After completing this chapter, students will be able to:

- Configure server monitors.
- Configure link monitors.
- Start and stop monitors.
- Check message queues.
- Use Windows NT Performance Monitor to monitor Exchange Server activities.
- Use the SNMP monitoring tool.

Chapter 10: Microsoft Exchange Server Form Administration

Topics:

Introduction to collaboration applications
Introduction to forms
Introduction to form management

Lab:

Installing an Outlook form

Skills:

After completing this chapter, students will be able to:

- Describe the various types of collaboration applications and the tools used to create them.
- Explain which types of forms are available through the Microsoft Outlook messaging and collaboration client.
- Describe the primary tasks involved with form administration.

Chapter 11: Migrating to Microsoft Exchange Server

Topics:

Planning a migration strategy
Migration process
Introduction to Migration Wizard
Introduction of the migration files
Troubleshooting migration

Lab:

Migrating from Microsoft Mail

Skills:

After completing this chapter, students will be able to:

- Plan a migration to Exchange Server.
- Describe the migration process.
- Use Migration Wizard to complete a migration.
- Name and describe the files used by Migration Wizard during migration.
- Troubleshoot migration problems.

Day 4

Chapter 12: Selecting and Deploying Microsoft Exchange Server Clients

Topics:

Standards and protocols

Introduction to Exchange Server clients

Installing the client

Introduction to profile creation

Lab:

Creating messaging profiles automatically

Skills:

After completing this chapter, students will be able to:

- List the standards and protocols supported by Exchange Server and Outlook 98.
- List the different electronic-mail clients and their features.
- Discuss the important issues in selecting a client.
- Compare the installation requirements for the Microsoft-based e-mail and collaboration clients.
- Create a user profile.

Chapter 13: Configuring Microsoft Outlook

Topics:

Location of configuration information for Outlook

Introduction to configuration of Outlook

Introduction to Windows NT system policies

Configuring the transport

Additional configuration options

Lab:

Configuring Outlook 98 using system policies

Skills:

After completing this chapter, students will be able to:

- Describe the configuration options in Outlook.
- Describe how to use Windows NT system policies to manage an Outlook configuration.
- Recognize the order in which protocols are used by remote procedure calls (RPCs) to attempt a connection from a client to an Exchange Server computer.
- Configure additional options, such as folders and remote mail, importing and exporting information, creating personal folder stores, and support for roving users.

Chapter 14: Microsoft Outlook 98 Deployment Kit

Topics:

Introduction to the Outlook 98 Deployment Kit

Installing and preparing to run the wizard

Running the wizard

Customizing your Outlook 98 package

Using the setup command-line options

Additional references

Lab:

Installing and configuring the Outlook 98 Deployment Kit

Skills:

After completing this chapter, students will be able to:

- Describe the function of the Outlook 98 Deployment Kit.
- Install and run Deployment Wizard.
- Perform additional customization of your Outlook 98 package and prepare it for distribution.
- Use the setup command-line options to create a customized Outlook 98 package.
- Find additional information about Outlook 98 and other Microsoft products.