Hands-On Lab 049

Lab Manual

Outlook 2003 and Outlook Web Access Remote Connectivity to Exchange Server 2003

Please do not remove this manual from the lab
The lab manual will be available from CommNet

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These lab materials and virtual machines are developed by Wadeware LLC. The Wadeware team that produced the following set of Microsoft Exchange Server 2003 hands-on lab materials are real-world consultants who work closely with Microsoft to develop real-world labs. Please send questions or comments to info@wadeware.net

HOL049 Lab 1: Configuring Microsoft Windows Server 2003 RPC Proxy

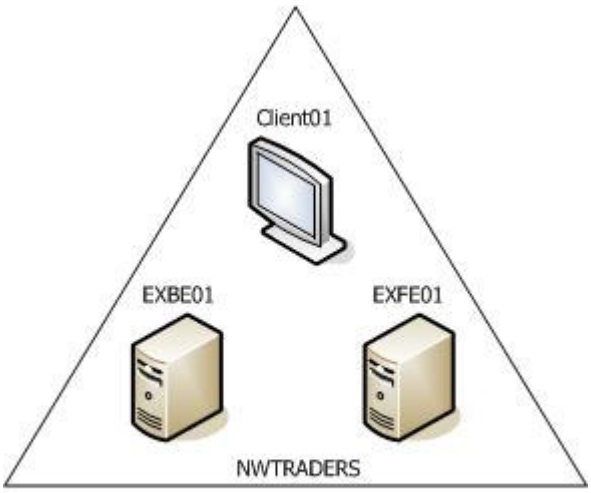
Objectives

After completing this lab, you will be able to:

- Install remote procedure call (RPC) over Hypertext Transfer Protocol (HTTP) on Microsoft® Windows® Server 2003and then configure it to proxy requests from an Exchange front-end server to an Exchange back-end server.
- Test Microsoft Outlook® over a secure Hypertext Transfer Protocol (HTTP) connection.

Note Because this lab focuses on concepts, it may not comply with Microsoft security recommendations.

Scenario



Logical VPCs

Estimated time to complete this lab: 30 minutes

HOL049 Lab Overview

The HOL049 labs demonstrate the new Outlook 2003 features that are available when you deploy Windows Server 2003, Exchange Server 2003 and Office 2003. In this lab you perform the server based tasks to enable some of the exciting new feature available with Microsoft's latest release of its server and desktop products. In addition the labs walk you through some of the new client based features available in Outlook 2003.

Unlike the deployment and admin labs, that use two computers to support multiple virtual machines to simulate a multi-server environment, the client labs use only use two virtual machines – one server and one client. This means that if you are partnered with someone using one set of two computers, each student can use one computer to do the client labs independently.

The client labs are as follows.

- A lab that demonstrates Outlook 2003 and Windows Server 2003 support of RPC over HTTP. This new feature allows the Outlook 2003 client to connect to Exchange front-end server over an HTTPS connection which will proxy RPC requests to an Exchange back-end server – allowing Internet users to connect to their Exchange Server 2003 server over the Internet
- A lab that demonstrates some of the new features of Outlook 2003
- A lab that demonstrates some of the new features of Outlook Web Access

HOL049 Lab 1 Overview

In Lab1 you configure Windows Server 2003 to support HTTP proxy for Remote Procedure Calls (RPC). This feature allows you to have a remote Outlook client access the Exchange server across the internet without any special firewall configuration other than what is necessary for HTTP or HTTPS (SSL). This feature coupled with Outlook 2003's ability to work over slow links allows you to work effectively with the native Outlook client anywhere there is an Internet connection.

Exercise 1
Starting the Virtual Machines

In this exercise, start the virtual machines on your computer

↙ Start the virtual machines

1. Click Start, Point to All Programs, and then click Microsoft Virtual PC.
2. In the Virtual PC window click **HOL049-EXBE01** and then click **Start.**
3. In the Virtual PC window click **HOL049-EXFE01** and then click **Start**.
4. In the Virtual PC window click **HOL049-Client01** and then click **Start**.
5. Verify that all VPCs start with no error messages. If error messages appear, consult a lab proctor.
6. To log on to a VPC, press RIGHT-ALT+DELETE.

Exercise 2
Configuring RPC over HTTP Proxy

In this exercise, you will configure a Windows Server 2003 RPC proxy on EXFE01.

↙ Add RPC Proxy as a networking service

1. On EXFE01, log on as **Administrator** with a password of **MSEvent.123**
2. Click **Start**, point to **Settings,** click **Control Panel**, and then double-click **Add or Remove Programs**.
3. In the **Add or Remove Programs** dialog box, click **Add/Remove Windows Components**.
4. In the **Windows Components Wizard** dialog box, click **Networking Services**, and then click **Details**.
5. In the **Networking Services** dialog box, select the **RPC over HTTP Proxy** check box, and ensure that no other networking services are selected, and then click **OK**.
6. In the **Windows Components Wizard** dialog box, click **Next** to install the RPC over HTTP proxy.
7. When prompted for a file location, type **c:\InstallationCD\i386** and then click **OK**.
8. Click **Finish**.
9. Close the **Add or Remove Programs** dialog box.
10. Close **Control Panel**.

↙ Configure the RPC-HTTP front-end server

1. On EXFE01, click **Start**, point to **Programs**, point to **Microsoft Exchange**, and then click **System Manager**.
2. Expand **Servers**, right-click **EXFE01**, and then click **Properties**.
3. On the **RPC-HTTP** tab, click **RPC-HTTP front-end server**, and then click **OK**.
4. Click **OK** to acknowledge the SSL connection warning.

↙ Configure the RPC-HTTP back-end server

1. In the left-hand pane, right-click **EXBE01**, and then click **Properties**.
2. On the **RPC-HTTP** tab, click **RPC-HTTP back-end server**, and then click **OK**.
1. Click **OK** to automatically configure the ports needed for RPC-HTTP services.
2. Click **OK** to acknowledge the reboot warning.
3. Switch to EXBE01. Log on as **Administrator** with a password of **MSEvent.123**
4. Click **Start**, click **Run**, type **net stop msexchangesa**, and then click **OK**.

5. Type **Y**, and then press ENTER to confirm the stopping of the services.
6. Restart EXBE01.
7. After EXBE01 restarts, switch to EXFE01.
8. In Exchange System Manager, click **Servers**.
9. In the right-hand pane in the RPC-HTTP column, verify that EXBE01 is configured as an RPC-HTTP back-end server and that EXFE01 is configured as an RPC-HTTP front-end server.
10. Close Exchange System Manager.

↙ Configure the RPC virtual directory

1. On EXFE01, click **Start**, point to **Programs**, point to **Administrative Tools**, and then click **Internet Information Services (IIS) Manager**.
2. Expand **EXFE01 (local computer)**, expand **Web Sites**, expand **Default Web Site**, right-click **RPC** and then click **Properties**.
3. On the **Directory Security** tab, in the **Authentication and access control box**, click **Edit**.
4. Verify that **Enable anonymous access** is not selected.
5. In the **Authenticated access** box, clear **Integrated Windows authentication**, and verify that **Basic authentication (password is sent in clear text)** is selected.
6. Click **OK** to close the **Authentication Methods** dialog box.
7. In the **Secure communications** box, click **Edit**.
8. Verify that **Require secure channel (SSL)** is selected.
9. Click **OK** to close the **Secure Communications** dialog box.
10. Click **Apply**, and then click **OK**.
11. Close Internet Information Services (IIS) Manager.
12. Click **Start**, point to **Programs**, point to **Administrative Tools**, and then click **Services**.
13. Restart the **IIS Admin Service**. Click **Yes** to restart the other services.
14. Close the **Services** dialog box.

Exercise 3
Testing RPC over HTTP Connectivity

In this exercise, you will test HTTP connectivity by using the RPC proxy.

↙ Create a new Outlook profile for secure HTTP connectivity

1. Switch to Client01. Log on as **ariac** with a password of **MSEvent.123**
2. Click **Start**, right-click **E-Mail**, and then click **Properties**.
3. Click **Add**.
4. In the New Profile window, type **Aria Cruz** and then click **OK.**
5. In the E-mail accounts window, verify **Add a new e-mail account** is selected and click **Next**.
6. In the E-mail accounts, Server type windows, select **Microsoft Exchange Server** and click **Next**.
7. In the E-mail accounts, Exchange Server settings window, in the Microsoft Exchange Server field, type **EXBE01**.
8. Verify the **Use Cached Exchange Mode** box is checked.
9. In the User Name field, type **ariac**.
10. Click **More Settings**.
11. Click the **Connection** tab.
12. Click **Connect to my Exchange mailbox using HTTP**.
13. Click the **Exchange Proxy Settings** button.
14. In the **https://** box, type **EXFE01.nwtraders.msft**
15. In the **Connections settings** box, select the **Connect using SSL only** check box.
16. Click **Mutually authenticate the session when connecting with SSL**.
17. In the **Principal name for proxy server** box, type **msstd:EXFE01.nwtraders.msft**
18. In the **Connections settings** box, select the **On fast networks, connect using HTTP first, then connect using TCP/IP** check box and select **On slow networks, connect using HTTP first, then connect using TCP/IP** check box.
19. For **Proxy Authentication** settings, select **Basic Authentication**, and then click **OK**.
20. Click **OK** to close the **More Settings** dialog box and then click **Next**.
21. If prompted, in the Connect to EXBE01.nwtraders.msft windows type **nwtraders\ariac** for the user name and **MSEvent.123** for the password.
22. Click **Finish**.
23. Click **OK** to close the **Mail** dialog box.
24. Click **Start**, and then click **E-Mail**.
25. When prompted, type a user name of **NWTraders\ariac** and a password of **MSEvent.123**

26. After Outlook 2003 starts, hold the CTRL key down, right-click the Outlook icon in the Application tray in the lower right corner of the screen, and then click **Connection Status**.
27. Verify that the connection is set to **HTTPS**.
28. Click **Close** to close the **Exchange Server Connection Status** dialog box.

HOL049 Lab 2: Client Access Using Microsoft Outlook 2003

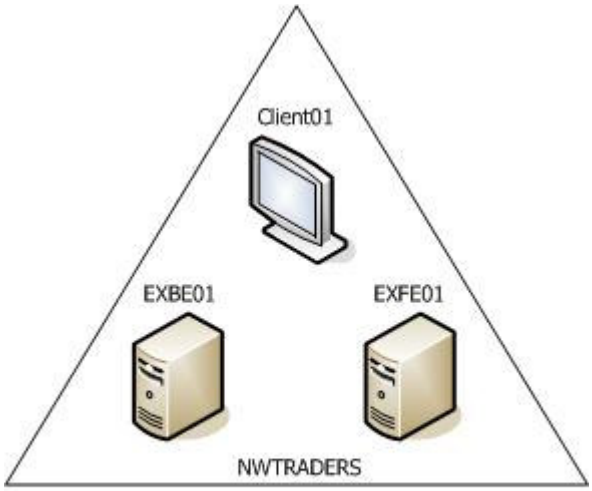
Objectives

After completing this lab, you will be able to:

- Explore the new features of Microsoft® Outlook® 2003 when used with Microsoft Exchange Server 2003.
- Explore the performance enhancements of Outlook 2003 when used with Exchange Server 2003 using a local copy of mailbox.

Note Because this lab focuses on concepts, it may not comply with Microsoft security recommendations.

Scenario



Logical VPCs

Estimated time to complete this lab: 30 minutes

HOL049 Lab 2 Overview

Lab 2 steps you through some of the new features found in Outlook 2003. These features include new flag settings for messages, creating search folders, expanding distribution lists; reading messages in plain text, blocking external content and opening shared calendars side-by-side.

Another powerful feature of Outlook 2003 is the ability to use a local copy of your mailbox dynamically based on the availability of your connection to the server. This can be useful for users on the Internet, over slow connections, or when Exchange becomes unavailable. This lab demonstrates how Outlook 2003 can download headers and retrieve messages or attachments in the background or when specifically requested, depending on your connection speed.

Exercise 1
Using Outlook with Exchange Server 2003

In this exercise, you will explore the new features of Outlook 2003 when used with Exchange Server 2003. .

↙ View a new e-mail notification

1. Switch to Client01.
2. If Outlook 2003 is not started, click **Start** and then click **E-Mail,** and connect as **nwtraders\ariac** with a password of **MSEvent.123**
3. To open Outlook Web Access (OWA), start Microsoft Internet Explorer. In the **Address** box, type **https://exfe01.nwtraders.msft/exchange/johns**
4. In the **Security Alert** box, click **OK**.
5. Log on to the johns mailbox as **nwtraders\johns** and a password of **MSEvent.123**
6. In the johns mailbox, send a message to ariac.
7. Wait for the new Outlook 2003 e-mail notification to appear on the virtual computer, and then click the message notification to view the new message.

Note The new message notification may take a moment to appear.

Note If Outlook is not updating the mailbox, minimize the Outlook window and verify that a credentials window is not open behind it.

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8. Close the message.

↙ Quick flag a new message

1. In Outlook, right-click a message from johns, point to **Follow Up**, and then click **Red Flag**.
2. Repeat this procedure for several messages by using a different color for each recipient.
3. In the left pane, in the **All Mail Folders** box, expand **Search Folders**, and then click **For Follow Up**.

4. Review the messages that you marked for follow up.

↙ Create and save a new search folder

1. In Outlook, click **File**, point to **New**, and then click **Search Folder**.
2. In the **Mail from People and Lists** section of the **Select a Search Folder** box, click **Mail from and to specific people**.
3. In the **Show mail sent to and received from** box, click **Choose**.
4. Double-click **John Steel**, click **OK**, and then click **OK** again.
5. In the left pane, expand **Search Folders**, and then click **John Steel** and review the message(s) from John Steel.

↙ Create and save a custom search folder

1. In Outlook, click **File**, point to **New**, and then **Search Folder**.
2. In the **Custom** section of the **Select a Search Folder** box, click **Create a Custom Search Folder**.
3. In the **Customize Search Folder: To specify criteria, click Choose** box, and click **Choose**.
4. In the **Name** box, type **Red Flag from John Steel** and then click **Criteria**.
5. In the **Search Folder Criteria** box, on the **Messages** tab, click **From.**
6. In the **Select Names** box, click **John Steel**, and then click **OK**.
7. On the **Advanced** tab, click **Field**, point to **All Mail Fields**, and then click **Flag Color**.
8. In the **Value** box, click **Red Flag**, then click **Add to List** and then click **OK**.
9. In the **Mail from these folders will be included in this Search Folder** box, click **Browse**.
10. Click **Inbox**, and then click **OK**.
11. Click **OK** to create a custom search, and then click **OK** again.
12. In the left pane, expand **Search Folders**, and then click **Red-Flags from John Steel**. Notice that the red flag message(s) are in the message window.

↙ Expand personal distribution lists

1. In Outlook, in the left pane, click **Contacts**.
2. Click **File**, point to **New**, and then click **Distribution List**.
3. In the **Name** box, type **ariac Distribution List** and then click **Select Members**.
4. In the global address list, select all names, and then click **Members**.
5. Click **OK**, and then click **Save and Close**.
6. In the left pane, click **Mail**, and then create a new e-mail message.
7. In the **To** box, type **ariac Distribution List**
8. On the toolbar, click **Check Names**.
9. After the distribution list is resolved, click the PLUS SIGN (**+**).
10. Click **OK** to expand the distribution list.

11. Type a subject and a brief message and then click **Send**.

↙ Read messages in plain text

1. In Outlook, click **Tools**, and then click **Options**.
2. On the **Preferences** tab, click **E-Mail Options**.
3. In the **Message Handling** box, click **Read all standard mail in plain text**, and then click **OK**.
4. Click **OK** to close the **Options** box.
5. Open and review your message.
6. Notice that the message was converted to plain text and then close the message.

↙ Block external content (Web beacons)

1. In Outlook, click **Tools**, and then click **Options**.
2. On the **Security** tab, in the **Download Pictures** box, click **Change Automatic Download Settings…**
3. In the **Automatic Picture Download Settings** box, read the information, verify that the **Don't download pictures or other content automatically in HTML e-mail** check box is selected, and then click **OK**.
4. Click **OK** to close the **Options** box.
5. Close Outlook and log off.

Exercise 2
Sharing Calendars with Outlook 2003

In this exercise, you will share the Johns calendar with Ariac.

↙ Log on to johns and create an Outlook profile

1. Log on to Client01 as **johns** with a password of **MSEvent.123**
2. Click **Start**, and then click **E-Mail** to start Outlook.
3. After Outlook 2003 opens, click **Calendar**.

   This opens the My Calendars window in the left pane.
4. In the My Calendars window, click **Share My Calendar.**
5. On the **Permissions** tab, in the Calendar Properties window, click **Add**.
6. In the **Name** box, double-click **Aria Cruz**, and then click **OK**.
7. Set the **Permission Level** for Aria Cruz to **Publishing Author**, and then click **OK**.
8. Close Outlook 2003.
9. Log off johns.

↙ View two users' calendars side-by-side

1. Log on to Client01 as **ariac** with a password of **MSEvent.123**
2. Start Outlook 2003. If prompted for authentication, enter the password **MSEvent.123**
3. Click **Calendar** in the left pane.
4. In the My Calendars window, click **Open a Shared Calendar**.
5. In the **Name** box, type **johns** and then click **OK**.
6. Browse the two calendars side-by-side.

Exercise 3
Using the Outlook Local Copy of Mailbox

In this exercise, you will explore the performance enhancements of Outlook 2003 when used with Exchange Server 2003 and a local copy of your mailbox.

↙ Prepare to work offline by deleting all ost files

1. Close all windows on Client01.
2. Open a Command Prompt.
3. At the command prompt type **del /s *.ost** and press return.
4. Close the Command Prompt.

↙ Configure Outlook to work offline

1. Start Outlook. If prompted for authentication, enter the password **MSEvent.123**
2. Notice the Offline storage creation in the lower right hand corner of Outlook 2003.
3. Click **File**, and then click **Work Offline**.
4. Start Internet Explorer, and then go to **https://exfe01.nwtraders.msft/exchange/johns**
5. In the **Security Alert** box, click **OK**.
6. Log on to the johns mailbox as **nwtraders\johns** and a password of **MSEvent.123**
7. Click **New** to send a new message.
8. In the **To** box, type **ariac**.
9. In the **Subject** box, type a subject, and then type a message in the text body section.
10. Click the **Add Attachment** icon, and then click **Browse**.
11. In the **File name:** box type **C:\Windows\Setuplog.txt**, and then click **Open**.
12. Click **Attach,** then click **Close,** and then click **Send**.
13. Repeat steps 7 through 12 to send another message with the same attachment to ariac.
14. Switch to Outlook 2003 on Client01.
15. In the left pane, click **Mail**.
16. Click **Tools**, point to **Send/Receive** and then click **Download Headers in This Folder**.
17. Right-click a message with an attachment, and then click **Mark to Download Message(s)**.

    Notice the download icon on the marked message.
18. Click **Tools**, point to **Send/Receive** and then click **Process Marked Headers in This Folder**.
19. Verify that the marked message and attachment has downloaded and that the unmarked message and attachment have not downloaded.

↙ Configure Outlook to work online (slow connection)

1. In Outlook, click **File**, and then click **Work Offline** to turn **Work Offline** off.
2. Click **File**, point to **Cached Exchange Mode**, and then click **Download Headers**.
3. Close Outlook.
4. Switch to the Johns mailbox in OWA.
5. Send a message with an attachment to ariac.
6. Start Outlook.
7. As Outlook opens and prompts for credentials, enter the password **MSEvent.123**.
8. Find the message header sent by Johns.

Note Message headers with bodies and attachments that have not been downloaded display a bent paper icon.

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9. Double-click the new message that Johns sent.
10. Close the download message.

Note When the body or attachment is downloaded, the attachment is displayed as a paper clip.

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11. Minimize all windows.
12. Switch to EXBE01. Log on as **Administrator** with a password of **MSEvent.123**
13. Click **Start**, point to **Settings**, and then click **Network Connections**.
14. Right-click **Local Area Connection**, and then click **Disable**.
15. Switch to Outlook on Client01.
16. Open an e-mail message with an attachment, and then open the attachment.

Note You are now working offline from the local copy of mailbox.

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17. Close the attachment.

Note Working with the offline copy is difficult in the Virtual Machine environment. You may want to skip this exercise or select to work offline to demonstrate the functionality.

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18. Reply to the e-mail message from johns.

Note It will take a few moments for the connection to the Exchange 2003 server to time out.

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19. In the left pane, in the **All Mail Folders** box, verify that one e-mail message exists in the Outbox.
20. Switch to EXBE01.

21. Click **Start**, click **Settings**, click **Network Connections**, right-click **Local Area Connection**, and then click **Enable**.
22. After the local area connection is enabled on EXBE01, switch to Outlook on Client01.
23. Click **Tools**, click **Send/Receive**, and then click **Send All** to send the message.
24. In OWA, switch to the johns mailbox, and then confirm that the message that you sent was received.
25. Close OWA.
26. Switch to Outlook, click **File**, point to **Cached Exchange Mode**, and then click **Download Full Items**.
27. Close Outlook.

Exercise 4
Configuring the Outlook Client to Use Kerberos Authentication

In this exercise, you will configure the Outlook client to use Kerberos authentication.

↙ Clear the security event log

1. Switch to EXBE01.
2. On the desktop, right-click **My Computer**, and then click **Manage**.
3. In the **Computer Management** dialog box, in the left pane, expand **System Tools**, and then expand **Event Viewer**.
4. Right-click **Security**, and then click **Clear all Events**.
5. When prompted to save, click **No**.

↙ Turn the HTTP connection off

1. Switch to Client01.
2. Click **Start**, right-click **E-Mail**, and then click **Properties**.
3. Click **Show Profiles**, click **Aria Cruz**, and then click **Properties**.
4. Click **E-mail Accounts**, verify that **View or change existing e-mail accounts** is selected, and then click **Next**. If prompted for credentials, enter **nwtraders\ariac** for user name and **MSEvent.123** for password.
5. In the **E-mail Accounts** box, click **Change**.
6. In the **Exchange Server Settings** box, click **More Settings**.
7. In the Microsoft Exchange Server window, click **Connection** and clear the **Connect to my Exchange mailbox using HTTP** check box.
8. Click **OK** to close Microsoft Exchange Server window.
9. Click **Next**, and then click **Finish**.
10. Click **Close** to close the **Mail Setup – Aria Cruz** box.
11. Click **OK** to close the **Mail** window.

↙ Configure NTLM on Outlook

1. On Client01, click **Start**, right-click **E-Mail**, and then click **Properties**.
2. Click **Show Profiles**, click **Aria Cruz**, and then click **Properties**.
3. Click **E-mail Accounts**, verify that **View or change existing e-mail accounts** is selected, and then click **Next**. If prompted for credentials, enter **nwtraders\ariac** for user name and **MSEvent.123** for password.
4. In the **E-mail Accounts** box, click **Change**.
5. In the **Exchange Server Setting** box, click **More Settings**.
6. On the **Security** tab, click the **Logon network security** box, click **Password Authentication (NTLM)**, and then click **OK**.
7. Click **Next**, and then click **Finish**.
8. Click **Close** to close the **Mail Setup – Aria Cruz** box.
9. Click **OK** to close the **Mail** window.

↙ View an Outlook session

1. On the Client01 computer, start Outlook.
2. Press CTRL, and then in the lower right corner of the desktop, on the Program Tray, right-click the **Outlook** icon. Then click **Connection Status**.
3. Verify that the connection to EXBE01 was successful, and then click **Close.**
4. Close Outlook.

↙ Review the security event log

1. Switch to EXBE01.
2. On the desktop, right-click **My Computer**, and then click **Manage**.
3. In the **Computer Management** dialog box, in the left pane, expand **System Tools**, and then expand **Event Viewer**.
4. Click **Security**, and then press F5.
5. In the right pane, in the **Event** column, locate event 540 that lists **ariac** in the **User** column, and then double-click that event.
6. In the Event Properties window, in the **Description** box, verify that the authentication package is **NTLM**.
7. Close the **Event Properties** box.
8. In the **Computer Management** box, right-click **Security**, and then click **Clear all Events**.
9. When prompted to save, click **No**.

↙ Configure Kerberos on Outlook

1. Switch to Client01.
2. Click **Start**, right-click **E-Mail**, and then click **Properties**.
3. Click **Show Profiles**, click **Aria Cruz**, and then click **Properties**.
4. Click **E-mail Accounts**, verify that **View or change existing e-mail accounts** is selected, and then click **Next**.
5. In the **E-mail Accounts** box, click **Change**.
6. In the **Exchange Server Setting** box, click **More Settings**.
7. On the **Security** tab, click the **Logon network security** box, click **Kerberos Password Authentication**, and then click **OK**.
8. Click **Next**, and then click **Finish**.
9. Click **Close** to close the **Mail Setup – Aria Cruz** box.
10. Click **OK** to close the **Mail** window.

↙ View an Outlook session

1. On the Client01 computer, start Outlook.
2. Press CTRL, and then in the lower right corner of the desktop, on the Program Tray, right-click the **Outlook** icon. Then click **Connection Status**.
3. Verify that the connection to EXBE01 was successful and then click **Close**.

4. Close Outlook.

↙ Review the security event log

1. Switch to EXBE01.
2. Click **Start**, right-click **My Computer**, and then click **Manage**.
3. In the **Computer Management** dialog box, in the left pane, expand **System Tools**, and then expand **Event Viewer**.
4. Click **Security**, and then press F5.
5. In the right pane, in the **Event** column, locate event 540 that lists **ariac** in the **User** column, and then double-click that event.
6. In the **Event Properties** dialog box, in the **Description** box, verify that the authentication package is **Kerberos**.
7. Close the **Event Properties** dialog box.
8. Close Computer Management.

HOL049 Lab 3: Providing Client Access Using Microsoft Outlook Web Access

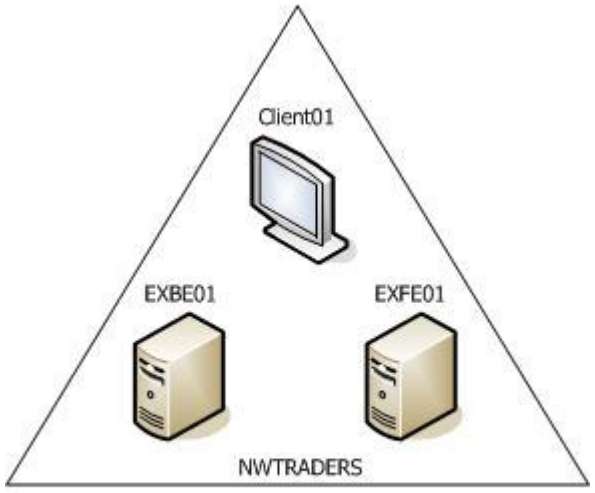
Objectives

After completing this lab, you will be able to:

- Use the new and enhanced features in Microsoft® Outlook® Web Access (OWA).
- Configure attachment blocking and test it.
- Configure a customized expiration period and then test it.

Note Because this lab focuses on concepts, it may not comply with Microsoft security recommendations.

Scenario



Logical VPCs

Estimated time to complete this lab: 30 minutes

HOL049 Lab 3 Overview

In Lab 3 you experience some of the new features of Outlook Web Access (OWA). This version of OWA has a new look and feel similar to the Outlook 2003 client. In this lab, you configure and test the new spell check options, signature, public folders views, rules, and query your contacts folder for specific contacts. You also create a contact from an incoming message, block attachments, and configure forms based authentication.

Forms based authentication changes the way OWA is presented to the end user. This is useful for organizations that have users who access OWA from kiosks or other public computers. A timeout period is configured in the lab that prompts the user to login again when OWA is left unattended.

Exercise 1
Using OWA

In this exercise, you will use the new features in OWA.

↙ Open mailboxes by using OWA

1. Switch to Client01, and start Microsoft Internet Explorer.
2. To start OWA, in the **Address** box, type **https://exfe01.nwtraders.msft/exchange/ariac**.
3. When prompted, click **OK** to acknowledge warning message.

Note The untrusted domain message is received because Microsoft Internet Information Services (IIS) uses a private certificate to provide Secure Socket Layer (SSL) services to a client that is not part of the domain.

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4. Type a user name of **nwtraders\ariac** and a password of **MSEvent.123**
5. Send an e-mail message from ariac to johns.

↙ Configure spelling options

1. In the left pane, click **Options**. In the **Spelling Options** box, select **English (United States)**, and then click **Save and Close**.
2. Click **New**, and then type a message to johns that contains a spelling error.
3. Click the **Spelling and Grammar** icon.

4. Correct the spelling in your message, and then click **Send** to send the message.

↙ Configure a signature

1. In the left pane, click **Options**, and then under **Messaging Options** click **Edit Signature**.
2. Type a personal signature, and then click **Save and Close**.

3. Clear the **Automatically include my signature in outgoing messages** text box.
4. Click **Save and Close** to close the Options window.
5. Click **New**, type a new message to johns, and then click the **Signature** icon.

6. Review the signature, and then click **Send** to send the message.

Change the appearance of OWA

1. In the **left pane**, click **Options**, and then under **Appearance**, select a color.
2. Click **Save and Close** to close the Options window.

View reading pane options

1. Click **Check for New Messages**.
2. Click the **Show/Hide Reading Pane** icon, and view the reading pane options.

View public folder options

1. In the left pane, click **Public Folders**.

Note Public folders now open in a new window.

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2. In the Public Folders window, in the left pane, click the top level Public Folders, right click NWTraders, and then click **New Folder**.
3. In the **Create New Folder** box, type **Marketing** and then click **OK**.
4. Right-click **Marketing** and then click **New Folder**.
5. In the **Create New Folder** box, type **Contacts** and then in the **Folder Contains** box, select **Contact Items** and then click **OK**.
6. Post a new message in the Marketing folder.

Note If you receive an authorization error, close public folders and then open them again.

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7. Open the message that you posted, and then post a reply in the Marketing folder.
8. To the right of the folder name, Marketing, at the top of the screen, click **By Subject**.
9. Expand the subject to view your message thread.
10. In the Contacts folder, create a new contact, add the address, phone number, and company name, and then click **Save and Close**.
11. To the right of the folder name, at the top of the screen, click **Phone List**.
12. To the right of the folder name, at the top of the screen, click **By Company**.

13. When you are done exploring public folders, close the Public Folder window.

↙ Configure a rule

1. In the left pane, click **Rules**, and then click **New**.
2. In the **From field contains** box, type **johns**
3. In the **Subject contains** box, type **Move Me**
4. Click **Move it to the specified folder**, and then click **specified**.
5. Click **New**, and then click the Aria Cruz mailbox (root).
6. Type **Johns** for the new folder name, and then click **OK**.
7. In the **Move/copy item** box, click the Johns folder, and then click **OK**.
8. In the **Edit Rule** box, click **Save and Close**.
9. In the **Rules** box, click **Save and Close**.

↙ Test a rule

1. On Client01, open another instance of Internet Explorer and then go to **https://exfe01.nwtraders.msft/exchange/johns**
2. In the **Security Alert** box, click **OK**.
3. Log on to the johns mailbox as **nwtraders\johns** and a password of **MSEvent.123**
4. Send a message to Ariac with a subject of **Move Me**.
5. Switch to the Ariac mailbox, and then click **Check for new messages**.
6. Press F5 to refresh.
7. In the left pane, confirm that the message was moved to the Johns folder.

↙ Create a contact from the address book

1. On the toolbar, click **Address Book**.
2. In the **Find Names** box, ensure that **Global Address List** is selected and then in the **First name** box, type **Fran**.
3. Click **Find**.
4. Double-click **Fran Wilson**, and then review the Fran Wilson directory data.
5. Click **Add to Contacts**.
6. If prompted, type the credentials for ariac.
7. In the **Job Title** box, type **Manager**.
8. Click **Save and Close**, and then click **Close**.
9. Close the **Find Names** box.
10. In the left pane, click **Contacts**, and then confirm that a contact has been added for Fran Wilson.
11. Click **Address Book**.

12. In the **Find names in** box, click **Contacts**.
13. In the **Title** box, type **Manager** and then click **Find**.
14. Confirm that Fran Wilson is found by searching on the word “manager”.
15. Close the **Find Names** box.

↙ Create a contact from a mail message

1. In the Inbox, open an e-mail message from johns.
2. Right-click the sender name (John Steel), and then click **Properties**.
3. Click **Add to Contacts**.
4. In the **Job Title** box, type **Manager**.
5. Click **Save and Close** and then click **Close**.
6. Close the **Message** box.
7. In the left pane, click **Contacts**, and then confirm that a contact has been added for Johns.
8. Click **Address Book**.
9. In the **Find names in** box, click **Contacts**.
10. In the **Title** box, type **Manager** and then click **Find**.
11. Confirm that John Steel and Fran Wilson are found by searching on the word “manager”.
12. Close the **Find Names** box.

Exercise 2
Blocking Attachments in OWA

In this exercise, you will configure the Microsoft Exchange back-end server to block attachments in OWA.

↙ Enable attachment blocking

1. Switch to EXBE01.
2. Start RegEdt32.
3. Move to **HKEY_LOCAL_MACHINE\System\CurrentControlSet\Services\MSExchangeWeb\OWA**.
4. Click **Edit**, point to **New**, and then click **DWORD Value**.
5. Type a **DWORD Value** name of **DisableAttachments**.
6. Double-click **DWORD DisableAttachments**.
7. In the **Value** data box, type **1** and then click **OK**.

Note A value of 1 disables all attachments. A value of 2 disables all attachments except when connecting directly to a back-end server.

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8. Close Regedt32.

↙ Test attachment blocking

1. Switch to Client01.
2. From the Ariac mailbox in OWA, open the message with an attachment, and then verify that the attachment is blocked.
3. Close all OWA mailboxes.

Exercise 3
Configuring SSL and Forms-Based Authentication

In this exercise, you will configure a customized expiration period and then test it.

↙ Enable forms-based authentication (Cookie Authentication)

1. Switch to EXFE01.
2. To start Exchange System Manager, click **Start,** point to **Programs,** point to **Microsoft Exchange,** and then click **System Manager**.
3. In Exchange System Manager, expand **Servers**, and then expand **EXFE01**.
4. Expand **Protocols**, and then expand **HTTP**.
5. Right-click **Exchange Virtual Server** and then click **Properties**.
6. Click **Settings**.
7. Select the **Enable Forms Based Authentication** for Outlook Web Access check box, and then click **OK**.
8. Review the requirements, and then click **OK**.

↙ Configure a customized expiration period

1. On EXFE01, start Regedt32.
2. Move to

   HKEY_LOCAL_MACHINE\SYSTEM\CurrentControlSet\Services\MSExchangeWEB\OWA

3. Click **Edit**, point to **New**, and then click **DWORD Value**.
4. In the **Value** box, type **KeyInterval**.
5. Double-click **KeyInterval**, and in the **Value** box, type **2** and then click **OK**.

Note Values are expressed in minutes and range from 1 to 1440 (24 hours).

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6. Close Regedt32.

↙ Log on to OWA from a client computer and test the customized expiration period

1. From Client01, start Internet Explorer.
2. To start OWA, in the **Address** box, type **https://exfe01.nwtraders.msft/exchange**.
3. In the **Security Alert** box, click **OK**.

Note The untrusted domain message is received because IIS uses a private certificate to provide SSL services to a client that is not part of the domain.

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4. When the OWA login page appears, in the **Domain\Username** box, type **nwtraders\ariac** and in the **Password** box, type **MSEvent.123**.

Note The User Principal Name (UPN) is used for the user name.

5. Click **what's this** next to **Client**, and review the explanations for each option.
6. Click **what's this** next to **Security**, and review the explanations for each option.
7. Click **Log on**.
8. Minimize OWA and allow the session to time out. This may take several minutes.

↙ Shutdown all VPCs

- Shutdown all VPCs by clicking **Close** on the **Action menu.** If prompted, do not save changes.