



Administrator's Guide:

Implementing and Managing Microsoft Exchange Server 2003

Course Format: Instructor-led Classroom Training **Duration:** 5 Days

Overview

This course provides IT professionals the knowledge and skills that are needed to update and support a reliable, secure infrastructure.

Who Should Attend:

This course is intended for messaging support professionals who work in medium to large messaging environments (250 to 5,000 seats) with multiple physical locations, mixed-client connection protocols, and wireless and Internet messaging connectivity or those who are on the Microsoft Certified Systems Engineer for Microsoft Windows Server 2003 certification track

At Course Completion:

After completing this course, students will be able to:

- Perform a Clean and an Upgrade installation of Exchange Server 2003 and verify that the installation was successful.
- Configure, Manage and Secure Exchange Server 2003.
- Manage interoperability between Exchange Server 2003 and Exchange 2000.
- Manage recipients, public folders, address lists.
- Manage routing and client configuration and connectivity.
- Plan for disaster and disaster recovery, back up and restore Exchange.
- Migrate users from Exchange Server 5.5 to a separate Exchange Server 2003 organization.

Prerequisites:

Before attending this course, students must have:

- Working knowledge of Microsoft Windows Server 2003, Active Directory Services and Microsoft Office suite
- Working knowledge of networking, including Transmission Control Protocol/Internet Protocol (TCP/IP), Domain Name System (DNS), and Internet Information Services (IIS).
- Working knowledge of Internet protocols, including Post Office Protocol version 3 (POP3) or Internet Message Access Protocol version 4 (IMAP4), Simple Mail Transfer Protocol (SMTP), Hypertext Transfer Protocol (HTTP), and Network News Transfer Protocols (NNTP).

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Outline:

Lesson 1: Installing and Upgrading to Exchange Server 2003

Installing Exchange Server 2003
Installing Exchange Server 2003 in a Clustered Environment
Installing and Using Exchange Management Tools
Upgrading to Exchange Server 2003 from Exchange 2000

Lesson 2: Configuring and Managing Exchange Server 2003

Creating and Applying Exchange Policies
Configuring Exchange Server 2003 for Proactive Management
Adding, Removing, and Updating Exchange Servers
Managing Exchange Server 2003 in a Mixed Environment

Lesson 3: Securing Exchange Server 2003

Preparing for viruses Securing Mailboxes
Implementing Digital Signature and Encryption Features
Configuring Firewalls
Configuring Administrative Permissions
Allowing Only Required Services to Run on Exchange Server 2003

Lesson 4: Managing Recipients

Introduction to Exchange Recipients
Creating, Deleting, and Modifying Users and Contacts
Managing Mailboxes
Managing Mail-Enabled Groups

Lesson 5: Managing Public Folders

Managing Public Folder Data
Managing Network Access to Public Folders
Publishing an Outlook 11 Form

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Lesson 6: Managing Address Lists

Introduction to Address Lists
Managing and Customizing Address Lists

Lesson 7: Implementing and Managing Client Access with Internet Protocols

Implementing Front-End and Back-End Servers
Implementing and Managing Outlook Web Access

Lesson 8: Managing Client Configuration and Connectivity

Configuring and Customizing Outlook 2003
Performing Calendaring Tasks in Outlook 2003
Installing and Configuring Outlook Express

Lesson 9: Managing Routing

Explaining How Message Routing Works in an Organization
Configuring Routing in an Exchange Organization
Explaining Internet Connectivity Concepts and Protocols
Managing Connectivity to the Internet

Lesson 10: Managing Data Storage and Hardware Resources

Managing Data Storage
Managing Disk Space
Managing Hardware Upgrades



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Lesson 11: Disaster Recovery

Planning for Disaster in Your Exchange Environment
Backing Up Exchange Server 2003
Restoring Exchange Server 2003

Lesson 12: Performing Preventive Maintenance

Managing Daily Exchange Operations
Conducting Scheduled Exchange Maintenance
Performing On-Demand Exchange Maintenance

Lesson 13: Migrating Users from Exchange Server 5.5 to Exchange Server 2003

Populating Active Directory with Windows NT 4.0 User and Group Accounts
Connecting the Exchange 5.5 Directory to Active Directory
Moving Mailbox and Public Folder Contents into an Exchange Server 2003 Organization