

-Dokumentation



Zentrum für Informatik ZFI AG

Implementing and Managing Microsoft Exchange

2003 (B3EI) - IT Ausbildung nach Mass

<http://www.zfi.ch/B3EI>

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Titel	Implementing and Managing Microsoft Exchange 2003
Untertitel	Exchange 2003 Grundlagen und Administration
Einleitung	Exchange Sever 2003 verfügt über mächtige Groupware Funktionalitäten und wird deshalb gerne bei grossen Konzernen rund um den Globus eingesetzt. Aber auch typische schweizerische KMUs profitieren von der Möglichkeit, sämtliche interne und externe Kommunikation über den Exchange Server 2003 abzuwickeln. Dieser Kurs vermittelt alles Notwendige, um einen Exchange Server 2003 erfolgreich zu Installieren, Konfigurieren und Administrieren und ist gleichzeitig die Basis für die weiterführenden Exchange Server 2003 Kurse bei ZFI.
Ihr Nutzen	After completing this course, students will be able to: Perform a clean installation of Exchange Server 2003 and verify that the installation was successful. Describe the process for upgrading to Exchange Server 2003 from Exchange 2000. Configure and manage Exchange Server 2003. Manage interoperability between Exchange Server 2003 and Exchange 2000. Secure Exchange Server 2003. Manage recipients. Manage public folders. Manage address lists. Implement and manage client access with Internet protocols. Manage client configuration and connectivity. Manage routing. Manage mobile devices with Exchange Server 2003. Manage data storage and hardware resources. Plan for disaster and disaster recovery. Back up and restore Exchange. Perform preventive maintenance. Migrate users from Exchange Server 5.5 to a separate Exchange Server 2003 organization.
Voraussetzungen	Neben guten Kenntnissen der diversen im Internet gebräuchlichen Messaging-Protokolle (POP3, IMAP4, SMTP, NNTP, HTTP ...) werden Erfahrungen mit Windows 2003 wie Sie in den Kursen "Managing a Microsoft Windows Server 2003 Environment" (ZFI-Kurs: W3MN) und "Implementing a Microsoft Windows Server 2003 Network Infrastructure: Network Hosts" (ZFI-Kurs: W3IH) vermittelt werden, vorausgesetzt.
Teilnehmerkreis	Dieser Kurs richtet sich an IT Profis, welche Exchange 2003 im Unternehmen einsetzen.
Unterlagen Folgekurse	Original Microsoft (in Englisch, auf Deutsch falls verfügbar)
Inhalt	Module 1: Installing and Upgrading to Exchange Server 2003 Lessons Installing Exchange Server 2003 Installing Exchange Server 2003 in a Clustered Environment Installing and Using Exchange Management Tools and Utilities Upgrading from Exchange 2000 Server to Exchange Server 2003 Discussion: Installing and Upgrading to Exchange Server 2003 Practices Installing Exchange Server 2003 Installing Exchange Server 2003 in a Clustered Environment Installing Windows Support Tools Creating a Custom MMC Choosing Exchange Management Tools and Utilities Module 2: Configuring and Managing Exchange Server 2003 Lessons 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 Discussion: Configuring and Managing Exchange Server 2003 Practices Creating a System Policies container Creating and applying recipient policies Creating a new storage group and a new store Configuring resource monitoring on an Exchange server Configuring notifications by using Exchange System

Manager
Configuring performance logs
Configuring alerts by using Performance Logs and Alerts
Configuring message tracking
Configuring SMTP logging
Adding an SMTP virtual server
Applying a hot fix
Module 3: Securing Exchange Server 2003
Lessons
Preparing for and Protecting Against Viruses
Securing Mailboxes
Implementing Digital Signature and Encryption Capabilities
Configuring Firewalls
Configuring Administrative Permissions
Allowing Only Required Services to Run on Exchange Server 2003
Discussion: Securing Exchange Server 2003
Practices
Configuring Exchange to enable connection filtering
Blocking e-mail addresses and domains
Implementing digital signature and encryption capabilities on Exchange
Creating an Administrative Group
Delegating control of an Administrative Group
Configuring custom security permissions
Module 4: Managing Recipients
Lessons
Introduction to Exchange Recipients
Creating, Deleting, and Modifying Users and Contacts
Managing Mailboxes
Managing Mail-Enabled Groups
Discussion: Managing Recipients
Practices
Deciding which Exchange recipient type and scope to use
Creating a mailbox
Deleting an Exchange mailbox
Modifying an e-mail address
Using scripts to automate mailbox administration
Hiding a mailbox
Reconnecting a mailbox to a new Active Directory account
Configuring storage limits on individual mailboxes
Configuring Send on Behalf permissions by using Active Directory Users and Computers
Moving mailboxes by using Exchange Task Wizard
Configuring Active Directory Users and Computers to forward e-mail
Creating a mail-enabled group
Creating Mail-Enabled Groups and Query-Based Distribution Groups
Configuring permissions on distribution group usage
Module 5: Managing Public Folders
Lessons
Managing Public Folder Data
Managing Network Access to Public Folders
Publishing An Outlook 11 Form
Discussion: Managing Public Folders
Practices
Creating a custom MMC for public folder management
Creating a general-purpose public folder tree
Granting permission to create top-level folders
Creating public folders in Exchange System Manager
Configuring client permissions to access a public folder
Replicating a public folder to a different server
Creating a public folder index and enabling client search of the index
Relocating index files
Creating an organizational forms library
Module 6: Managing Address Lists
Lessons
Introduction to Address Lists
Managing and Customizing Address Lists
Discussion: Managing Address Lists
Practices
Creating and Customizing Address Lists
Creating an offline address list
Customizing display names by using the ADSI Edit snap-in
Forcing Recipient Update Service to update the GAL
Module 7: Implementing and Managing Client Access with Internet Protocols
Lessons
Introduction to Internet Client Access Protocols
Implementing a Front-End and Back-End Server Topology
Implementing and Managing Outlook Web Access
Discussion: Implementing and Managing Client Access with Internet Protocols
Practices
Choosing Internet Clients and Exchange Technologies
Configuring a Secure Front-End Server
Configuring SSL Between the Client and the Front-End Server
Module 8: Managing Client Configuration and Connectivity
Lessons
Configuring and Customizing Outlook 2003
Performing Calendaring Tasks in Outlook 2003
Installing and Configuring Outlook Express
Discussion: Managing Client Configuration and Connectivity
Practices
Configuring Outlook to connect to Exchange

2003Configuring rules and Out of Office messagesGranting permission to a delegate to access mailbox informationScheduling a meetingCreating a group scheduleUsing WebDAV to connect Outlook Express to ExchangeAdding an e-mail or news account in Outlook ExpressShowing and hiding IMAP foldersModule 9: Managing RoutingLessonsExplaining How Message Routing Works in an Exchange OrganizationConfiguring Routing in an Exchange OrganizationExplaining Internet Connectivity Concepts and ProtocolsManaging Connectivity to the InternetDiscussion: Managing RoutingPracticesDeciding on the Best Way to Connect Routing GroupsCreating a Routing GroupCreating a Routing Group ConnectorUsing the Monitoring and Status tool to monitor server, connector, and resource statusExplaining Internet Connectivity Concepts and ProtocolsCreating an MX record for the Exchange serverCreating and configuring an SMTP connectorRestricting user accounts from sending Internet E-mailConfiguring Exchange to use an SMTP relay hostConfiguring the SMTP connector to override relay settings on the SMTP virtual serverConfiguring Exchange to pull e-mail from another server by using ETRNModule 10: Managing Mobile Devices with Exchange Server 2003LessonsManaging Mobility ComponentsProvisioning Users for Mobile AccessDiscussion: Managing Mobile Devices with Exchange Server 2003PracticesSecuring Outlook Mobile Access by Configuring SSL on the Virtual DirectoryUsing Internet Explorer version 6.0 to Connect to your InboxModule 11: Managing Data Storage and Hardware ResourcesLessonsManaging Data StorageManaging Disk SpaceManaging Hardware UpgradesDiscussion: Managing Data Storage and Hardware ResourcesPracticesEnabling circular logging on a storage groupChoosing the best RAID level for your environmentConfiguring Exchange Performance SettingsModule 12: Planning for and Recovering from DisastersLessonsPlanning for Disaster RecoveryBacking Up Exchange Server 2003Restoring Exchange Server 2003 StoresRestoring Exchange Server 2003 ServersDiscussion: Planning for and Recovering from DisastersPracticesPlanning for Disaster RecoveryPerforming an Online Backup of a Storage GroupStarting the Volume Shadow Copy ServiceRegenerating a full-text indexUsing the Mailbox Recovery Center to Reconnect Deleted and MailboxesRestoring a Mailbox Store from BackupUsing Outlook Web Access to restore deleted messagesRestoring mailbox data by using a Recovery Storage GroupModule 13: Performing Preventive MaintenanceLessonsPerforming Daily Exchange MaintenancePerforming Scheduled Exchange MaintenancePerforming On-Demand Exchange MaintenanceDiscussion: Performing Preventive MaintenancePracticesChecking Event Viewer for potential issuesChecking Monitoring and Status for potential issuesVerifying that queues have no long-term undelivered messagesGenerating a performance report and looking for trendsChecking the SMTP log for problemsChecking for over-limit mailboxesCleaning mailboxesManaging the Badmail folderConfiguring the Postmaster mailbox that will receive NDRsDefragmenting an Exchange storeVerifying a mailbox store by using Isinteg.exeModule 14: Migrating Users from Exchange Server 5.5 to Exchange Server 2003LessonsPopulating Active Directory with Windows NT 4.0 User and Group AccountsConnecting the Exchange 5.5 Directory

to Active Directory
Moving Mailbox and Public Folder Contents into an Exchange Server 2003 Organization
Discussion: Migrating Users from Exchange Server 5.5 to Exchange Server 2003
Practices
Creating a trust between a Windows NT 4.0 domain and an Active Directory domain
Installing ADMT
Migrating user accounts using ADMT
Migrating group accounts using ADMT
Migrating Exchange 5.5 mailbox ACLs using ADMT
Verifying a successful user and group account migration
Installing the Active Directory Connector (ADC)
Configuring resource mailbox properties
Configuring an inter-organizational connection agreement
Verifying synchronization
Organizing objects in Active Directory
Moving Mailboxes from Exchange 5.5 to Exchange 2003
Replicating public folders from Exchange 5.5 to Exchange 2003

Beitrag

Der Teilnehmerbeitrag versteht sich rein netto. Das ZFI ist (gemäss MwSt-Gesetz) nicht Mehrwertsteuerpflichtig und erhebt somit keine MwSt. Bei länger als einen Monat dauernden Lehrgängen ist die Zahlung des Teilnehmerbeitrages in mehreren Raten möglich (pro rata temporis).