

# Setup New Employee in AD, Exchange, Lync, and all other systems

Thursday, June 09, 2011

4:17 PM

## STEP 1.

### ACTIVE DIRECTORY

Create user in AD (fill in all pertinent information)

New Object - User

Create in: housingservices.com/CHS Users/IT

First name:  Initials:

Last name:

Full name:

User logon name:  @housingservices.com

User logon name (pre-Windows 2000): HOUSINGSERVICES\

< Back Next > Cancel

New Object - User

Create in: housingservices.com/CHS Users/HOUSING/FIELD

Password:

Confirm password:

User must change password at next logon

User cannot change password

Password never expires

Account is disabled

< Back Next > Cancel

After creation of New Object (User), double click on the new user and fill out the following:

#### GENERAL Tab

1. First name
2. Initials
3. Last name
4. Display name
5. Description
6. Office
7. Telephone number
8. E-mailcorp
9. Web page (Share Point Address ex. <http://intra/personal/djohnson/>)

#### ADDRESS Tab

1. {Do not enter employee's personal street address}
2. City
3. State
4. Zip
5. Country

#### TELEPHONES Tab

1. These numbers are not published.

#### ORGANIZATION Tab

1. Job Title
2. Department
3. Company
4. Manager Name

#### MEMBER OF Tab

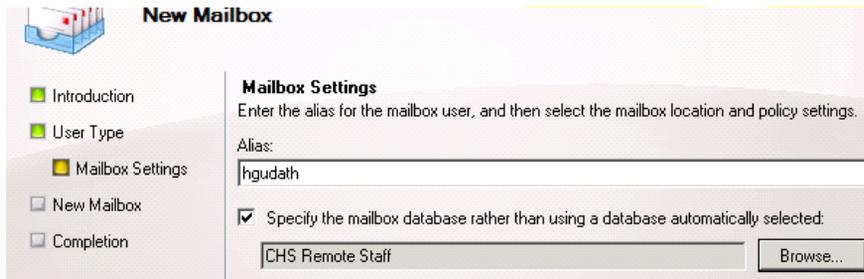
1. Corporate office or Field Rep.
2. Team
3. Remote users & DA (field Reps.)
4. Domain Users
5. Team Corporate (Corporate users)

## **STEP 2.**

### **EXCHANGE**

Add user in Exchange Management Console

1. Expand Microsoft Exchange > Recipient Configuration > Mailbox.
2. Under the "Actions" Pane choose "New Mailbox"
3. Mailbox type: "User Mailbox"
4. Choose "Next"
5. User Type: Choose the "Existing users:" radial button
  - a. Choose "Add"
6. Choose user from the list and click "OK"
7. Choose "Next"
8. Verify that Alias is correct then **VERY IMPORTANT:** Put a checkmark in the box "Specify the mailbox database rather than using a database automatically selected".
9. Click the 'Browse' button and select either "Corporate Staff" or "CHS Remote Staff".



10. Click "OK"
11. Choose "Next"
12. Choose "New"
13. Choose "Finish"
14. Right click "Mailbox" under Recipient Configuration and choose "Refresh"
15. Double click new user to open the "Properties" window.

#### GENERAL Tab

1. Verify that Full Name is correct
2. Verify that Alias is correct {FirstletterLastname} if not manually input

#### USER INFORMATION Tab

1. Should all transfer from AD

#### ADDRESS and PHONE Tab

1. Should all transfer from AD

#### ORGANIZATION

1. Should all transfer from AD
2. Check Manager and Browse to the new users manager
3. Click "OK"

### STEP 3.

#### LYNC

Add user into Lync phone system.

1. <https://lyse.housingservices.com/Cscp/>
2. From the Users Tab choose "+Enable users"
3. Choose "Add" and search by FirstLetterLastName.
4. Choose "OK"
5. Assign users to pool: lyse.housingservices.com
6. Under Generate user's SIP URI:
  - a. Specify a SIP URI:
    - i. Use the following format <sip:FirstLetterLastName @ housingservices.com>
7. Telephony: Enterprise Voice
8. Find out what the employee's phone number will be by looking through this list: [Phone List Field Reps](#)  
[Phone List Corporate Office](#)
9. Line URI:
  - a. Internal: tel:+131752420xx;ext=20xx
  - b. External: tel:+131752453xx;ext=53xx
10. Dial plan policy: <Automatic>
11. Voice Policy: <Automatic>
12. Conferencing policy: <Automatic>
13. Client version policy: <Automatic>

14. PIN policy: <Automatic>
15. External access policy: <Automatic>
16. Archiving Policy: <Automatic>
17. Location Policy: <Automatic>
18. Client policy: CHSpolicy
19. Click Enable at the top

#### STEP 4. EXCHANGE

##### Setup Unified Messaging

**\*Note: If you haven't entered the Lync phone number into the user's AD object or Exchange mailbox properties, you need to do that first. Enter it into the business field of the 'Address and Phone' tab if you're in Exchange and in the Telephone Number field under the General tab in AD.**

1. Within **Exchange Management Console**, highlight the user found under Microsoft Exchange > Microsoft Exchange On-Premises > Recipient Configuration > Mailbox.
2. From the action menu select **Enable Unified Messaging**
3. Browse for a **Unified Messaging Mailbox Policy**
4. Select **LyncDialPlan Default Policy**
5. Click **OK**
6. Keep the PIN settings at the default. (**Automatically generate PIN to access Outlook Voice Access**)
7. Click **Next**
8. Leave the **Extension Configuration** at the defaults.
9. Click **Next**
10. Review your work
11. Click **Enable**
12. Click **Finish**

Do the following and record the steps on the Entry InfoPath form

For external employee <\\file\Data\FORMS\InfoPath\Field Representative\Entry>

For internal employee <\\file\Data\FORMS\InfoPath\Local\Entry>

1. Add account in campusship
  - a. Logon to <https://www.campusship.ups.com/login?reasonCode=-1>
  - b. Click on the **Administration** button at the top
  - c. On the Administration page click **Manage Users**
  - d. On the Manage Users page click **Add Users**
    - **User Name:** First and Last Name
    - **User ID:** FirstletterLastname-ups (for everyone)
    - **E-mail:** CHS email address
    - **Telephone:** Use corporate number
    - **Company Location:** Browse to Collegiate Housing Services
    - **Language Preference:** (Optional)
    - **Assigned to Shipping Privilege:** Browse to "Field Reps" or "All services, All Accessories" for corporate users.
    - **Default Reference #1 Value:** this is the market number (Browse or just type market code)
    - Check **Do not allow user to change Reference #1 value**
    - **Default Service Level:** Drop down and choose "UPS Ground Service"
    - **Traveling User Status:** This must be set to "ON" for all external employees
    - Authority to Order UPS Supplies: Should be set to "OFF"
  - e. Click Create
  - f. Log out
2. Add Account in Timberline (if corporate employee).
3. Add email addresses from copiers

4. Add access to <https://www.housingservices.com/frep>
  - a. Open "frep" from H:\CHSApps
  - b. Click the "Field Rep. - Access" button
  - c. From the drop down under "Field Representative" choose the user to be removed
  - d. Highlight all of the markets assigned to that user
  - e. Click the "Revoke Access to Markets" button
  - f. Click the "OK" button on the "Markets have been successfully revoked." dialog box
  - g. Close the Frep utility