

1. Access the Exchange Express Web console located above the Ribbon in the system's shell.



2. Select the Exchange Express from the left.



3. Add the express information to the table

- a. If the system includes a server, the check box can be checked and all the other fields will be enabled.
 - b. The URL will open up the EXO website for more information.
 - c. Clicking the "Default Account" will enter the information to the Active Directory.
- a. Check Add
 - i. All the information will now be in the Exchange Express History table.
 - ii. The status indicates an active express.
 - b. Check OK.

Exchange Express

Express	Site	Host	Server	Host	Server	Status	Created	Updated
Exchange Express	Exchange Express	Exchange Express	Exchange Express	Exchange Express	Exchange Express	Active	Exchange Express	Exchange Express

The table will have a number of columns:    