

1. Access the Exchange Admin Center (EAC) and navigate to the Mailbox Settings page.



2. Select the Exchange Organization from the left-hand navigation pane.



3. Add the organization information to the table.

- a. If the organization is new to the system, the details form can be filled out and the other details will be handled.
  - b. The 'URL' will open up the 'URL' website for more information.
  - c. Clicking the 'Refresh' button will refresh the information in the table.
- a. Add the information will now be in the Exchange Organization History table.
  - b. The table will refresh automatically.
4. Click OK.

#### Exchange Organization History

Organization	URL	Created	Updated	Created By	Updated By	Created Date	Updated Date
Exchange Organization	http://www.microsoft.com	1/1/2010	1/1/2010	Admin	Admin	1/1/2010	1/1/2010

The table will have a number of columns. 