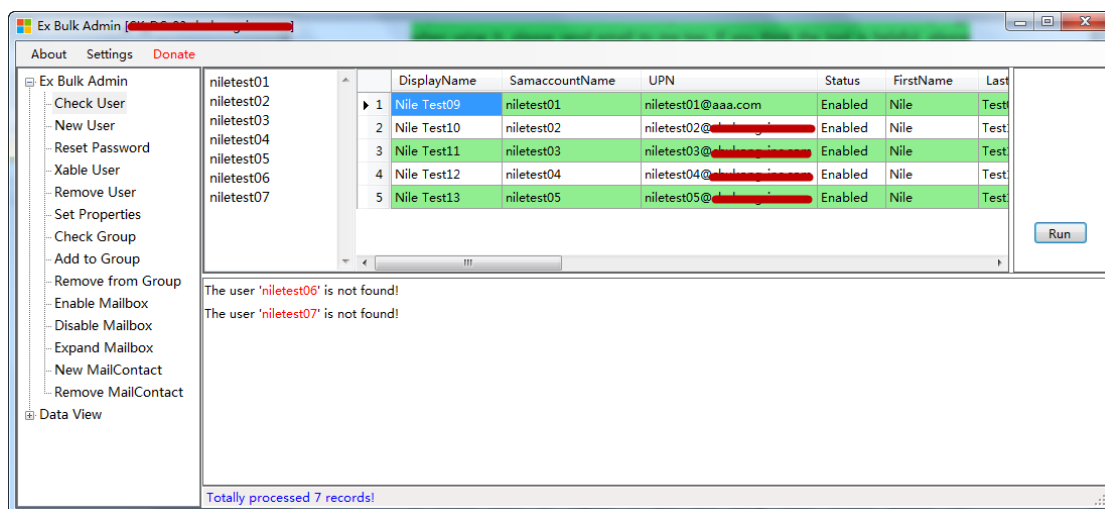# ExchangeBulkAdmin User Guide

-Nile Jiang

Overview

This is a free AD and Exchange bulk administration tool for Exchange administrators to manage bulk Active Directory and Exchange users. You can use it to check bulk users' attributes, create bulk AD users with specific attributes, reset bulk users' passwords, enable or disable bulk users, set bulk users' properties, check bulk groups, add bulk users to group or remove bulk users from group, enable or disable bulk mailboxes, expand bulk mailboxes, create or remove bulk mail contacts.

If you want to customize the features, please send email to me. If you find any bugs when using it, please send email to me too. If you think the tool is helpful, please donate a little, any is OK. That would be a great encouragement and I will appreciate so much.
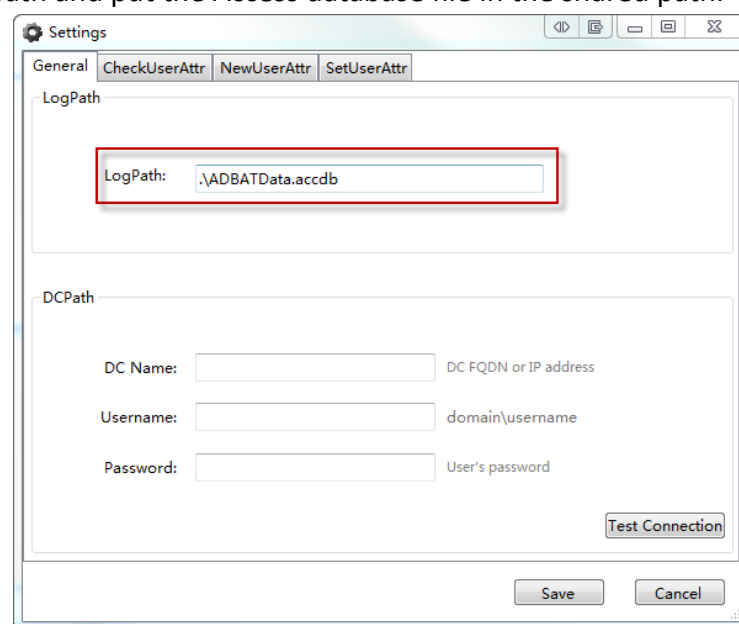

Prerequisite

1. .net Framework 4.0 or higher.
2. Office 2007 or higher. If you are using 32bit Office, please run "ExBulkAdmin-v1.1.0.4 for 32bit Office.exe". If you are using 64bit Office, please run "ExBulkAdmin-v1.1.0.4 for 64bit Office.exe". With Office Excel, you can create bulk users or set properties for bulk users.
3. Files of the tool: ExBulkAdmin.exe, ExBulkAdmin.exe.config, users.xlsx, ExBATData.accdb. (You must not change the name of these files!)

4. User with necessary AD permissions, and run this tool as administrator.

Operation Manual

1. Unzip the compressed file, make sure the tool ExBulkAdmin.exe, users.xlsx, ExBulkAdmin.exe.config and ExBATData.accdb are in the same folder. You can save ExBATData.accdb in the same folder or in a shared path with others. Run ExBulkAdmin.exe as administrator according to your Office version 32bit or 64bit. If your computer has already joined to domain or you run the tool on a domain controller, it can connect to a domain controller automatically, and then you can use it directly. If your computer has not joined to domain yet, you can connect to a domain controller by clicking "Settings". You can set the follow options by clicking Settings:

   1) You can set a specific path for the database file ExBATData.accdb, It stores the operating logs and the attributes you select. If you have many AD administrators and you want to use the same database file, you can set a share path and put the Access database file in the shared path.

   2) You can specify a dc you want to use even your computer has joined to domain or not. After setting the specified DC, you can connect Test Connection to test. If you want to use a random DC by default, you can leave the textbox blank and save, then restart the tool.

3) CheckUserAttr: When you are using the "Check User" feature, you can check the user's AD attributes you want by saving the options in CheckUserAttr.
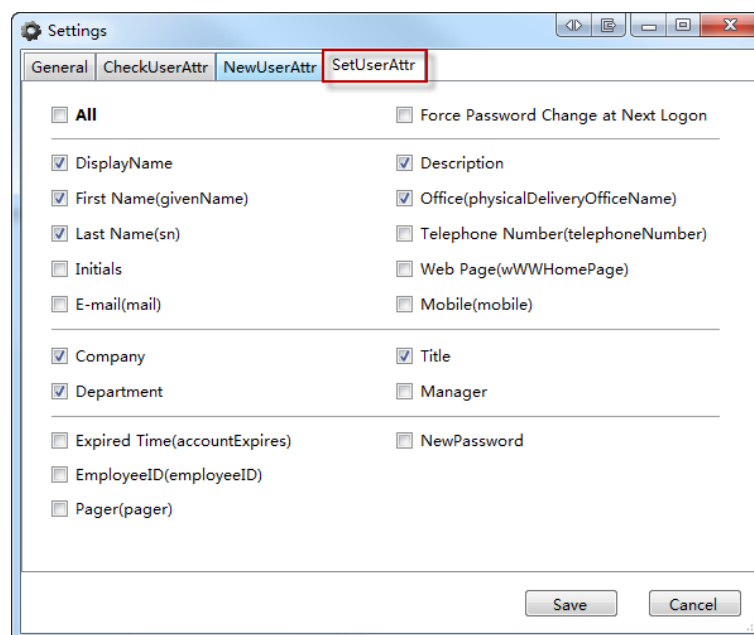

4) NewUserAttr: When you are using the "New User" feature, you can create new users with the attributes you want to set by saving the options in NewUserAttr.
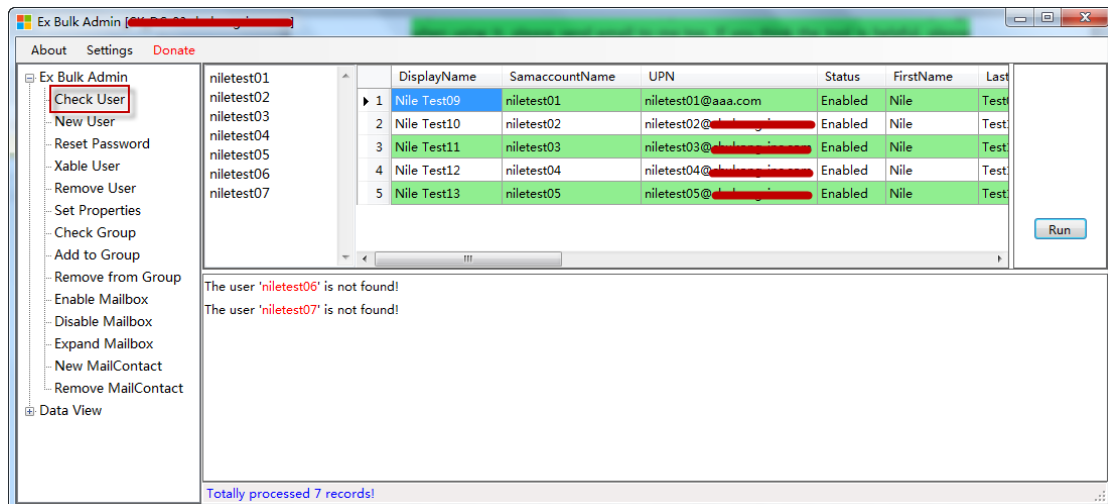
5) SetUserAttr: When you are using the "Set Properties" feature, you can set users' properties with the attributes you want by saving the options in SetUserAttr.
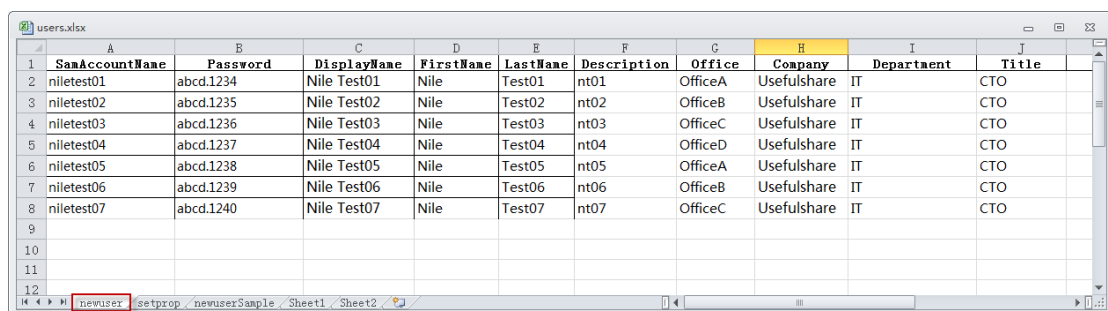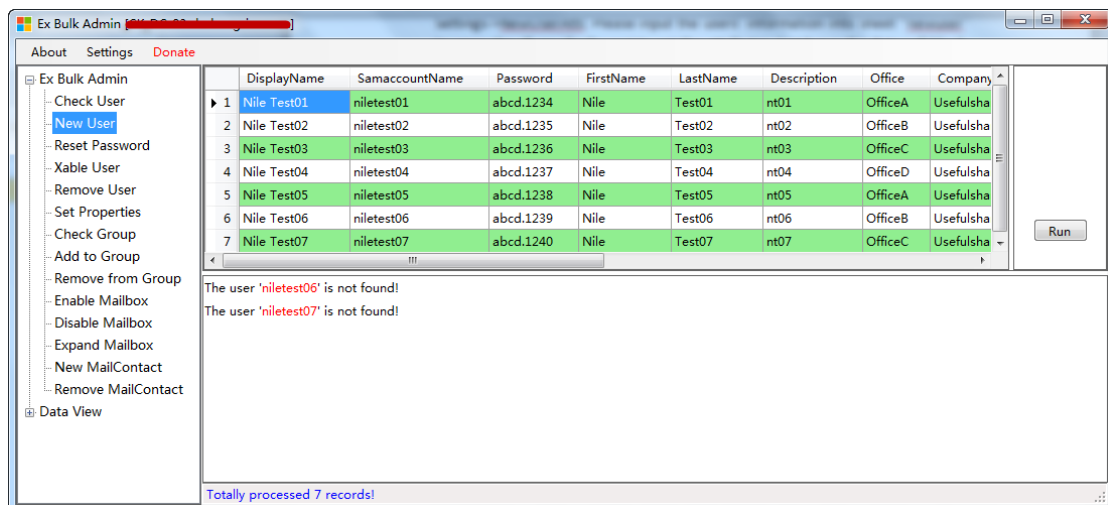

When you are saving the NewUserAttr and SetUserAttr options, the tool will save data to the database file ExBATData.accdb and users.xlsx – sheet [newuser] and [setprop]. **You must make sure the file users.xlsx closed when saving options, or you can't save options successfully.**

2. Check User: Please input the users' samAccountName in the textbox, because samAccountName is unique. Each row with one user, and then you can get the users' common attributes by clicking Run. I think you must know the common attributes of an AD user.

3. New User: You can create bulk new users with New User feature. You must create an OU named "tempuserou" first and save options by clicking Settings->NewUserAttr. Please input the users' information into Sheet "newuser" in users.xlsx, if you don't want to set the attributes, just leave the data cell blank. You must input the users' samAccountNames, and then you can choose to input the other attribute values as your necessary. If you don't set the Password value, the tool will use "abcD.1234" as the default password, so you must think if it meets your password policy and you can customize a new password to meet your password policy by inputting the Password data.

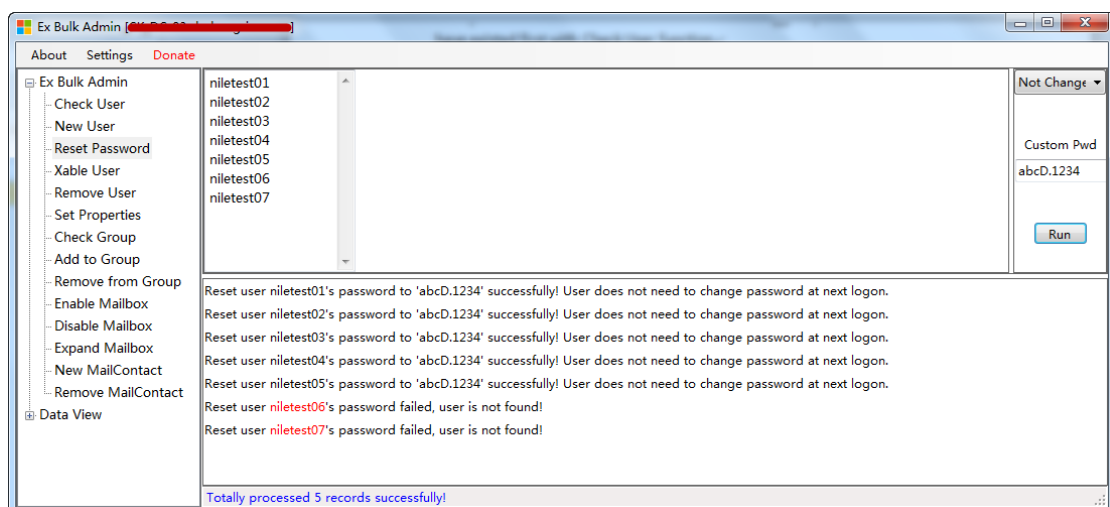For one important thing, if your computer doesn't join to domain, or you don't

want the user's UPN to use the default domain name, you must choose UNP option in Settings->NewUserAttr and input the UPN value in the Sheet newuser. Then the user's User Principle Name will be nilejiang@nile.com.
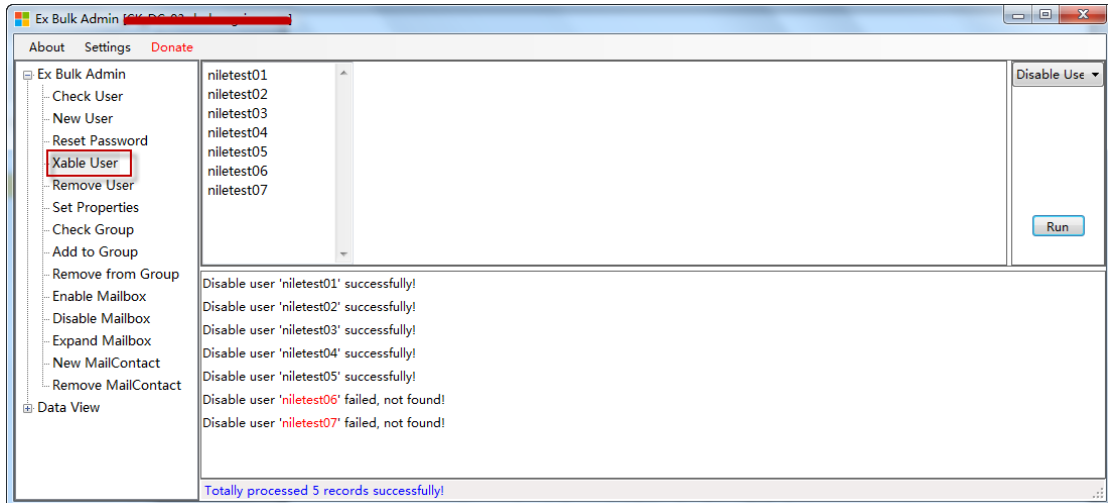

After filling the users.xlsx file, you can load the data when clicking New User, and then you can click Run to create new users. But I suggest you check if these users have existed first with Check User function.

For the new user, its Name is the same to the Display Name, you can decide if user must change password at next logon by clicking "Settings->NewUserAttr->Force Password Change at Next Logon".

4. Reset Password: You can reset bulk user's passwords to the same password by inputting the "Custom Pwd", if not, the password will be reset to "abcD.1234", and you can choose if user must change password at next logon.
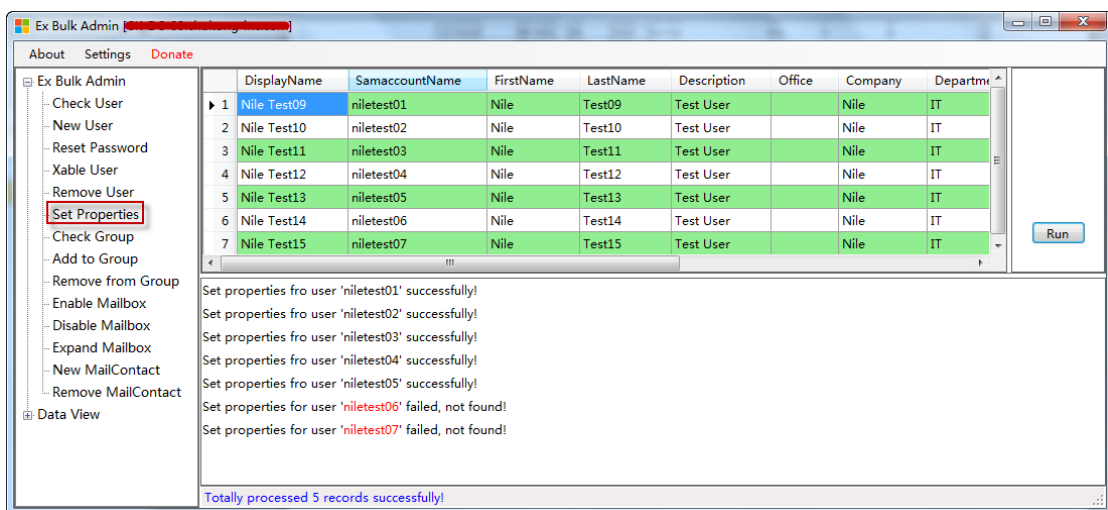

5. Disable/Enable User: You can disable or enable bulk users by Xable User feature, just input the user's samAccountNames and choose "Disable User" or "Enable User".

6. Remove User: You can remove users from AD by Remove User feature after you input the bulk users' samAccountNames.

7. Set Properties: You can set the bulk users' properties by Set Properties feature. First you must input the users' samAccountName to Sheet setprop in users.xlsx, then you can input any attribute values of the user as necessary. You can set the common attributes you need by clicking "Settings->SetUserAttr", if you don't need to set the attributes, just leave the data cell blank.
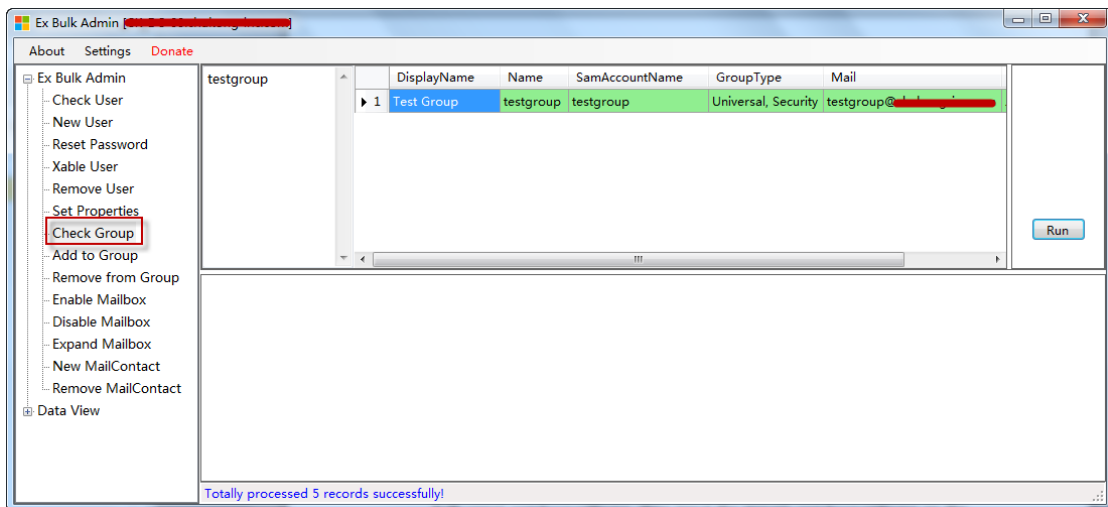

After you fill the attribute values in Sheet setprop, you can load the data from Sheet setprop when clicking "Set Properties". Then you just need to click Run.
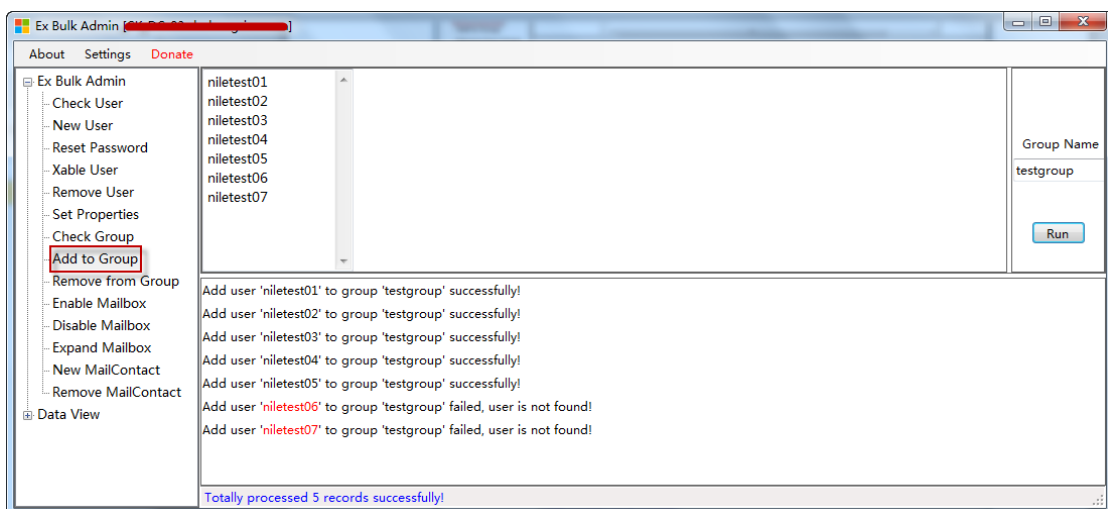

8. Check Group: You can check the group common attributes with Check Group
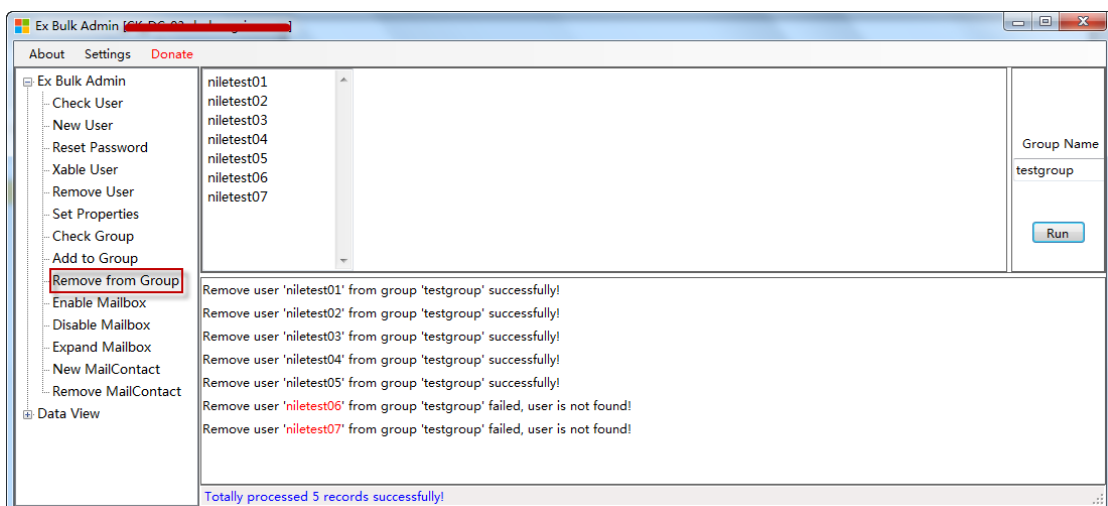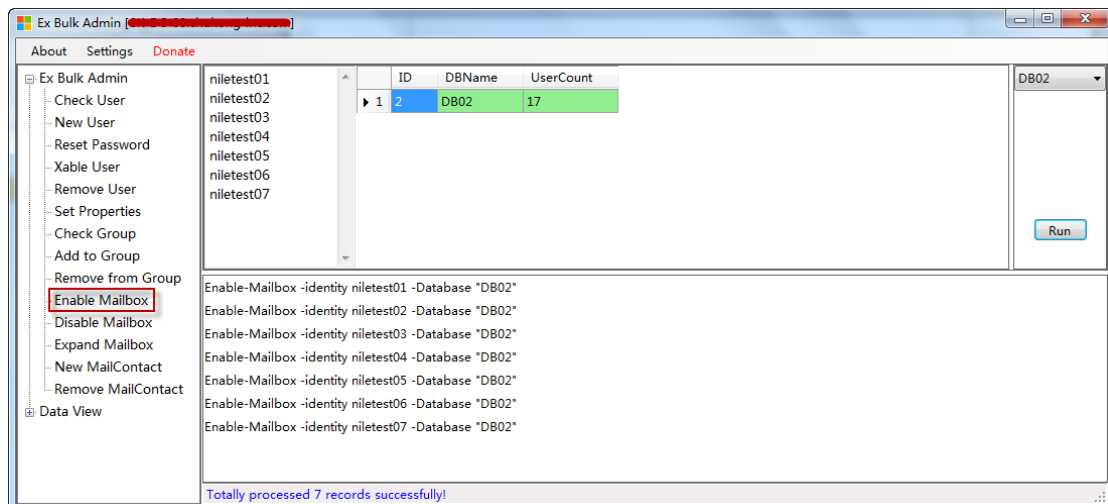
feature, just input the group's samAccountName.

9. Add to Group: You can add bulk users to a group by this feature. First input the bulk users' samAccountName, then input the group's samAccountName on the right side. You will get the result after clicking the button Run.
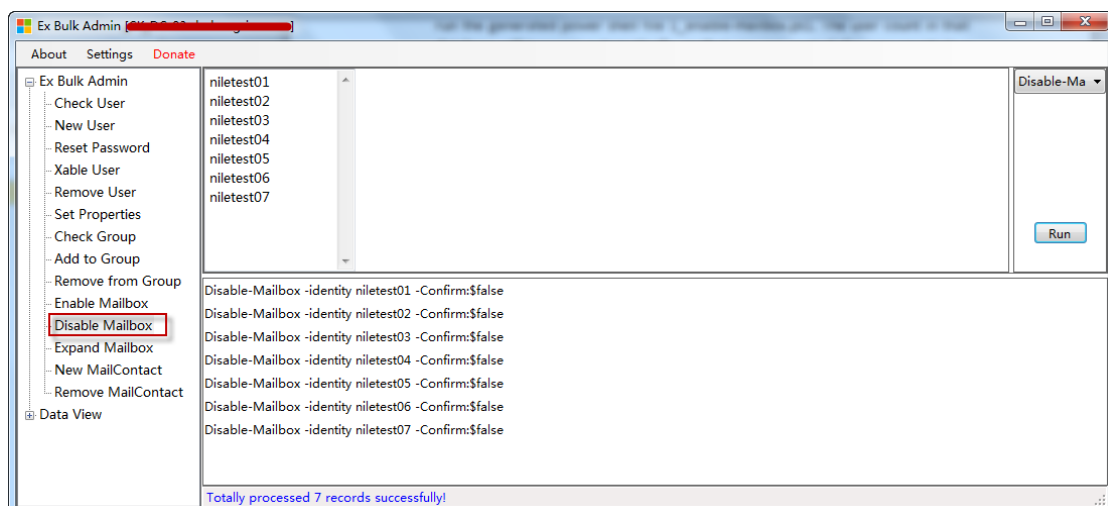

10. Remove from Group: It is the same to Add to Group. You can use it to remove bulk users from a group.
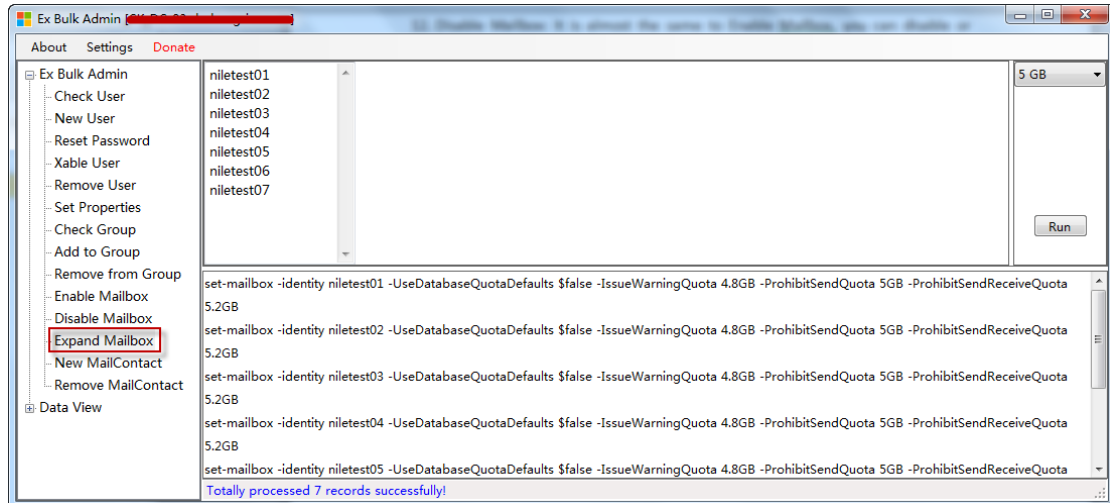
11. Enable Mailbox: You can generate the Exchange enable-mailbox power shell scripts for AD users with Enable-Mailbox. You need to input your mailbox databases in MailboxDB table in ExBATData.accdb, then you can select the database you want to enable mailbox. You can paste the script to EMS directly or run the generated power shell file 1_enable-mailbox.ps1. The user count in that database will increase automatically, so that you can control the user counts in a mailbox database.

12. Disable Mailbox: It is almost the same to Enable Mailbox, you can disable or remove mailboxes with this feature. Disable-Mailbox will keep the AD user, Remove-Mailbox will disable the mailbox and remove the AD user.
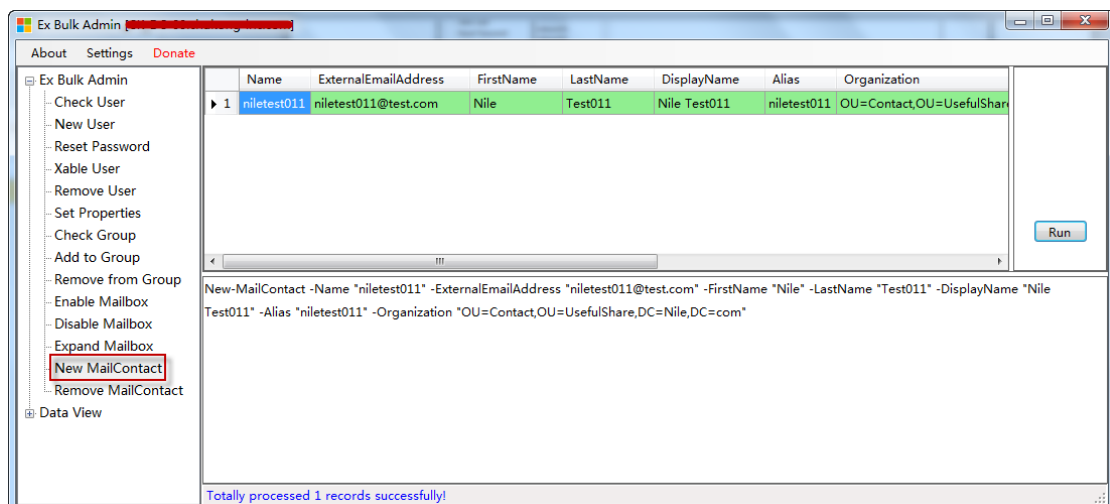

13. Expand Mailbox: You can expand the Exchange mailbox to the specify mailbox size with this feature.
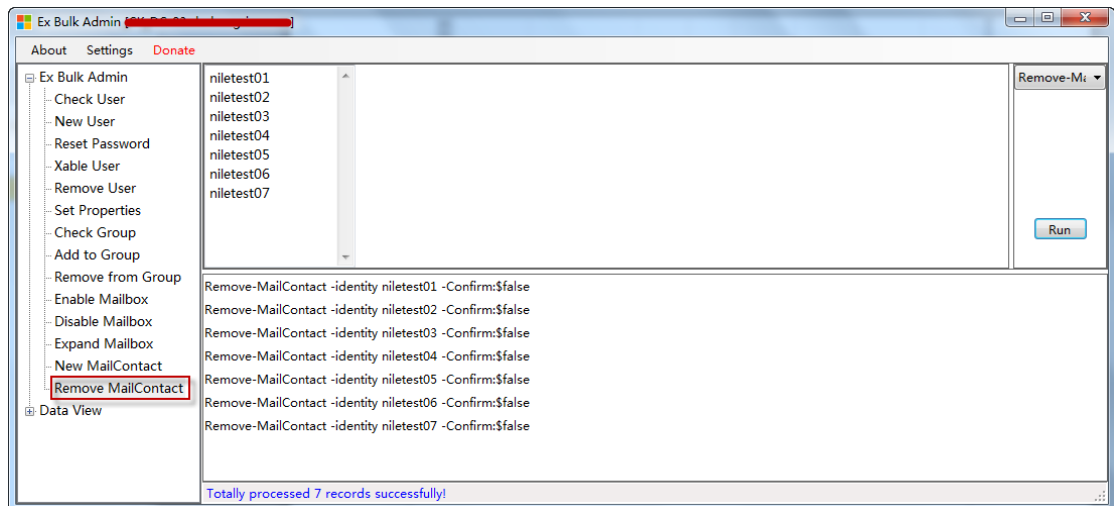
14. New MailContact: You can create bulk new mail contacts with this feature. You need to input the mail contacts information in the sheet newmailcontact in users.xlsx first.
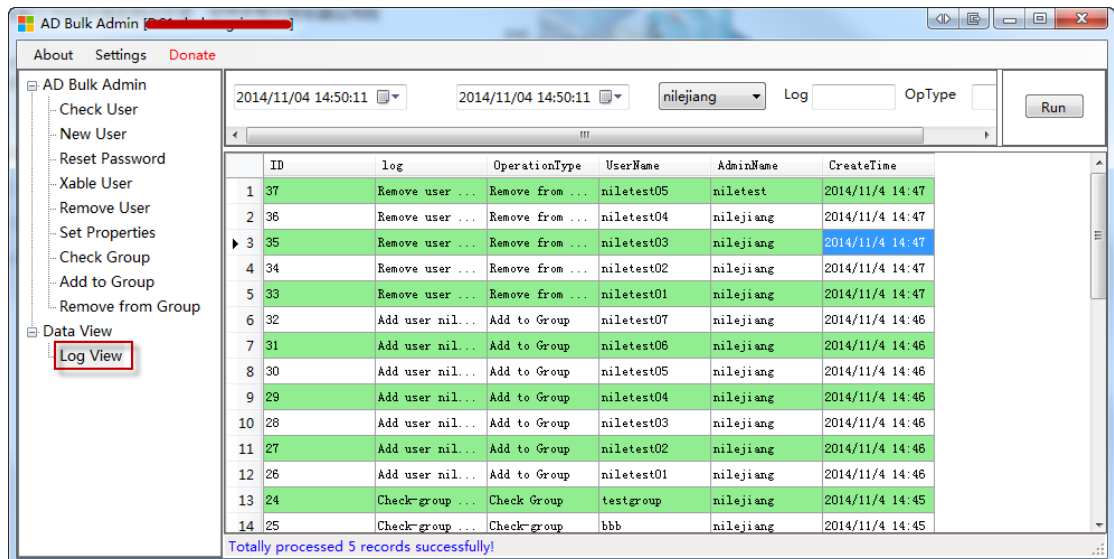

You can click New MailContact and Run to generate new-mailcontact powershell, then you just need to paste the script to EMS.
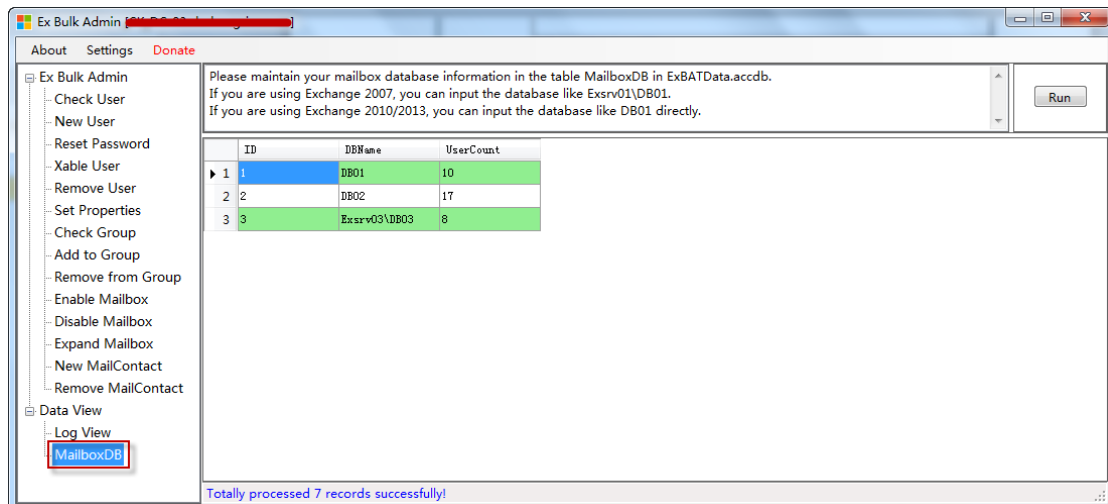

15. Remove MailContact: You can select to disable mail contact or remove mail contact with this feature.

16. Log View: Every operation you did with ExBulkAdmin will generate logs into the database file ExBATData.accdb. You can use Log View to check all the logs you did, and you can search logs by changing the search conditions.

17. MailboxDB: With this feature you can check the mailbox database information of table MailboxDB in ExBATData.accdb, you should input the mailbox database information in this table first. If you are using Exchange 2007, you can input the database like Exsrv01\DB01, if you are using Exchange 2010/2013, you can input the database like DB01 directly, I think you must know why if you are an Exchange administrator.

I will continue updating the tool, adding more strong features, please pay attention to the new version.

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