Symprex Folder Permissions Manager

User's Guide

Version 9.3.4.

Contents

Contents

Introduction

1

Symprex Folder Permissions Manager is a powerful application that allows you to manage the permissions on folders within individual mailboxes, groups and address lists, as well as on public folders. It addition, it can manage delegates on mailboxes. Common sets of permissions and delegates can be stored within templates and applied as desired to make repetitive tasks much simpler. Permissions can be applied to a folder and its sub folders, or to any set of folders on the server, and specified permissions can be appended, replaced, removed or updated.

Folder Permissions Manager is also the perfect tool for maintaining and enforcing permissions on mailbox folders and public folders according to a defined security policy. For example, it is easy to ensure that all receptionists have Reviewer permissions on all Calendar folders, or that all users have Author permissions on all Contact folders. A command line tool is included and allows scheduled application of permissions.

Before installing Folder Permissions Manager please ensure that your environment meets the minimum system requirements. In addition, your domain account will require the appropriate Microsoft Exchange Server permissions in order to work correctly.

About Symprex

Symprex is one of the leading companies in the world for add-on solutions for Microsoft Exchange Server, Exchange Online, Office 365 and Outlook. Please see Symprex.com for more information about Symprex and the solutions we offer.

System Requirements

Symprex Folder Permissions Manager minimum system requirements are:

- Supported email servers:
  Microsoft Exchange Online
  Microsoft Exchange Server 2013 CU21 or later
  Microsoft Exchange Server 2016 CU11 or later
  Microsoft Exchange Server 2019

- Operating system software:
  Microsoft Windows 8.1/10/11
  Microsoft Windows Server 2012/2012 R2/2016/2019/2022

- Framework software:
  Microsoft .NET Framework 4.7.2 or later

- System hardware:
  CPU and memory requirements for operating system
  100 MB free disk space
  1024 x 768 screen resolution

Introduction 1

Permissions Requirements

To manage the permissions and delegates for the mailboxes and Public Folders in your organisation, Folder Permissions Manager communicates with Exchange using an account that has been granted impersonation rights. This is referred to as the *impersonation account*. The details of your Exchange environment, together with the details impersonation account, are specified in the Environment Configuration dialog.

How the impersonation account is created will depend on your Exchange environment:

- On-Premises Exchange Server
- Office 365
- Hosted Exchange

On-Premises Exchange

Exchange 2013, 2016 and 2019

To assign a domain account the impersonation role when using On-Premises Exchange Server, follow these steps:

1. Open the **Exchange Management Shell** and connect to Exchange Server.

2. Type the following line, and then press **ENTER**:

   ```
   New-ManagementRoleAssignment -Role ApplicationImpersonation -User <Account>
   ```

   where <*Account*> is the name of the account to which the impersonation role will be assigned.

Important Client throttling must be disabled for the impersonation account for this application to function correctly. Please refer to the Exchange Server Client Throttling Policies chapter for further details.

Legacy permissions requirements

For users upgrading from previous versions of Folder Permissions Manager, the permissions requirements have been simplified in this version. The following permissions can be removed from the impersonation account:

- **Administer information store** (on servers and mailbox databases)
- **Receive-As** (on servers and mailbox databases)

Exchange Server Client Throttling Policies

In order for Folder Permissions Manager to function correctly, it is necessary to disable client throttling for the impersonation account. This can be accomplished as follows:

To create the throttling policy

1. Open the **Exchange Management Shell** and connect to Exchange Server.

2. Type the following command:

   ```
   New-ThrottlingPolicy <Policy>
   ```

   where `<Policy>` is a suitable, unique name for the policy (for example, `OOMServiceAccountPolicy`)

3. Type the following command:

   ```
   Set-ThrottlingPolicy <Policy> -EwsCutoffBalance Unlimited -EwsMaxBurst Unlimited -
   EwsMaxConcurrency Unlimited -EwsMaxSubscriptions Unlimited -EwsRechargeRate Unlimited
   ```

4. Type the following command:

   ```
   Set-ThrottlingPolicyAssociation -ThrottlingPolicy <Policy> -Identity <Account>
   ```

   where `<Policy>` is the name of the policy and `<Account>` is the name of the impersonation account to which the policy will be assigned.

Note Changes to client throttling policies will not be applied immediately on your Exchange Server. Please allow some time for the changes to become effective.

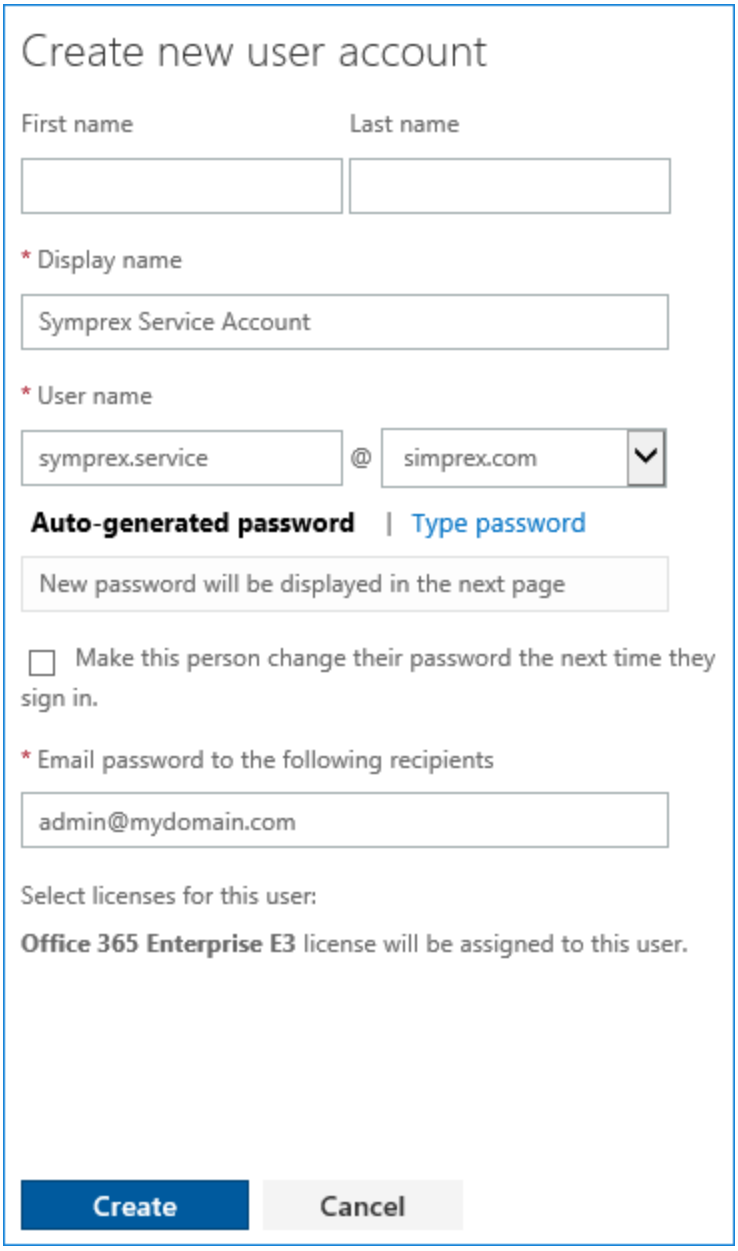
Office 365

The impersonation account can be created using the Office 365 administration portal as follows:

1. Log on to Office 365 as an administrative account.

2. Select **Active Users** in the **USERS** node of the tree on the left side of the page, and then click the add symbol (+) on the **Active Users** list page to add a new user.

3. In the **Create new user account** popup, enter a suitable **Display Name** and **User Name**, configure the password according to your password policy, and ensure that the **Make this person change their password the next time they sign in option** is not checked. Here is an example:



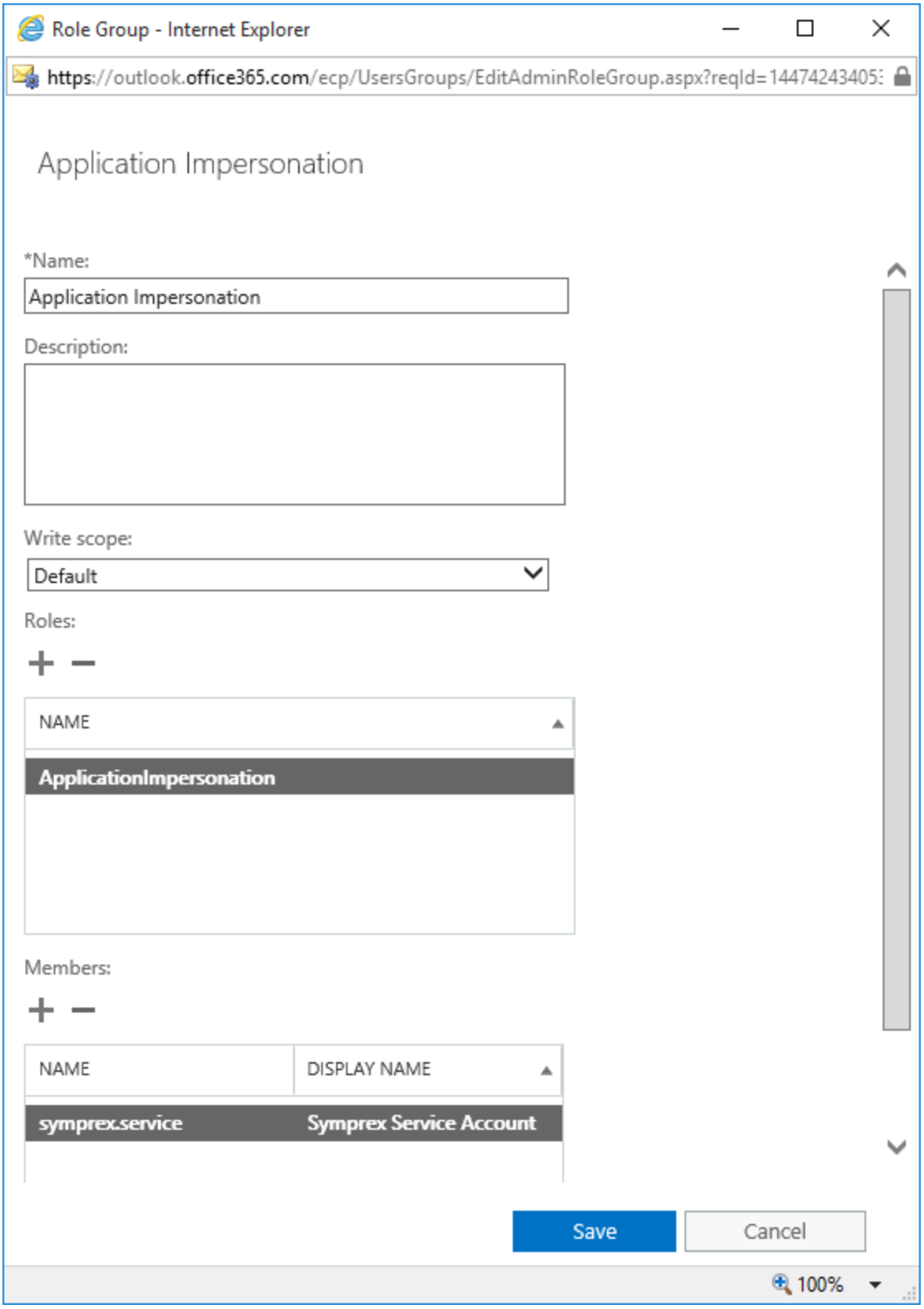
Click the **Create** button to create the account. If you have auto-generated the password, make a note of it.

4. Click **Exchange** in the **ADMIN** node of the tree on the left side of the page; this will open the **Exchange admin center** in a new window.

5. In the **Exchange admin center**, click **permissions** on the left side of the window.

6. Select the **Application Impersonation** role and click the edit symbol ( ).

7. In the **Members** list, click the add symbol (+) and from the **Select Members** windows, add the account created in step 3 and click the **OK** button. The Members list should now contain the service account; for example:



8. Click the **Save** button; the account has now been assigned to the *Application Impersonation* role.

Hosted Exchange

If your organization uses a hosted Exchange provider, it will be necessary to ask them to create an impersonation account for use by Folder Permissions Manager and supply you with the details.

Tutorial 2

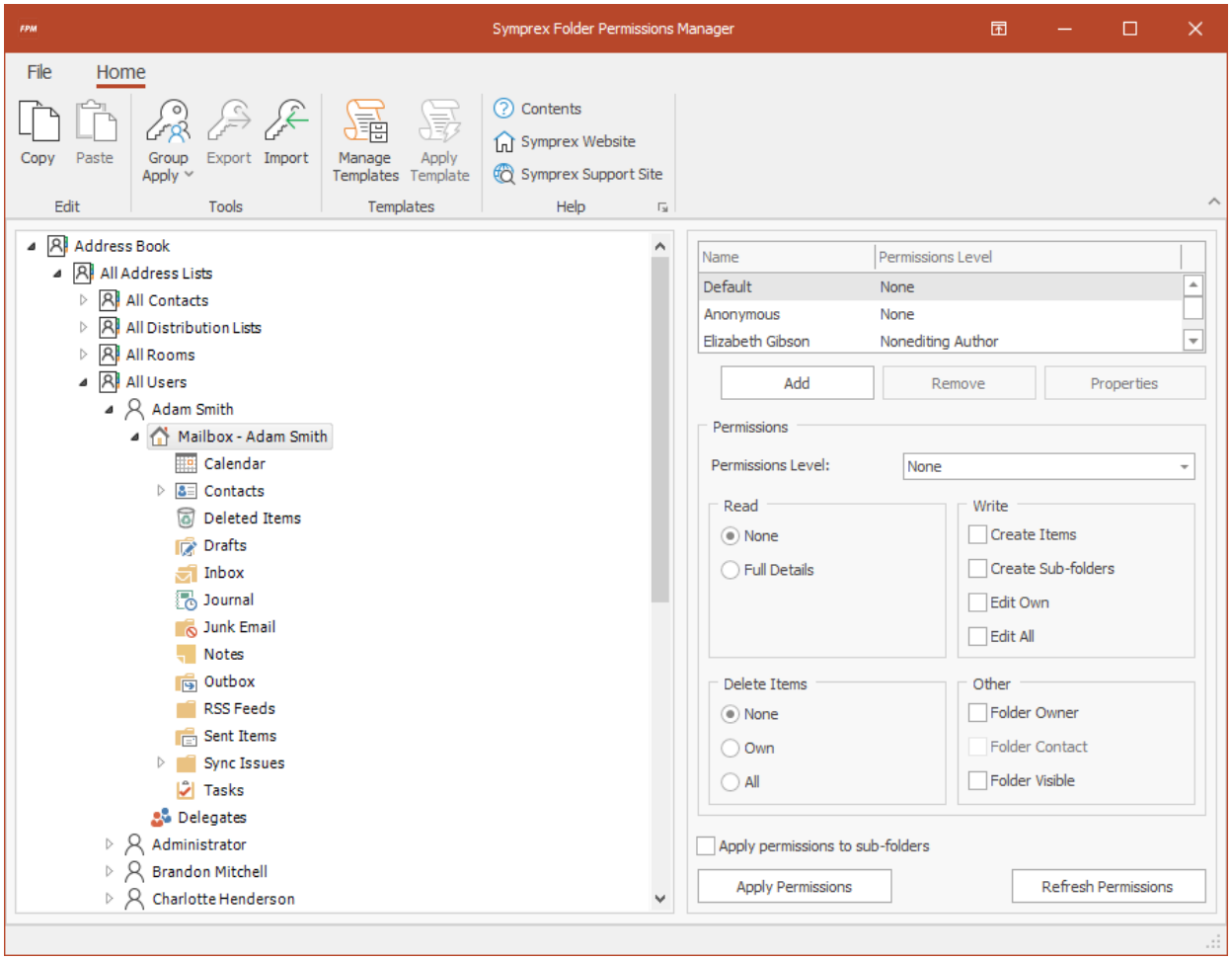
Symprex Folder Permissions Manager is started by clicking its icon in the Windows Start menu. When first started, an evaluation license will be automatically granted that will restrict the functionality of the application. Once you have obtained a valid license, please refer to the section about licensing. Once the application has started, the main application window will be displayed. If the Exchange environment has not been configured, the Environment Configuration dialog will be automatically displayed.

Once the application has been configured, you can:

- Manage delegates on mailboxes through the main window.
- Manage permissions on individual folders through the main window.
- Apply permissions to groups of mailboxes or Public Folders.
- Export or import permissions to external files.
- Manage and apply templates.

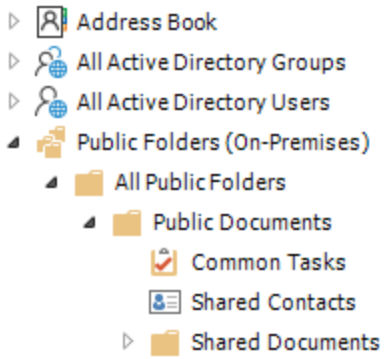
The Main Application Window

The main application window has several areas, as shown below:



The ribbon at the top of the window provides access to all of the functions in the application. The ribbon can be collapsed to provide more area for the main content of the window by clicking the arrow in the top right-corner. The buttons in the ribbon will be available according to the current selection in the main window. Further details and options about the application can be found by clicking the **File** button, which will display the File page.

The left-hand side of the window displays a tree of your Active Directory structure, including all groups (address lists and distribution lists), users (including delegates. mailboxes and sub-folders), and Public Folders. Expanding the nodes (either by double-clicking the node itself or clicking the expansion box to the left of the node) will reveal the contents of that node. Public Folders, when configured, are shown at the bottom of the tree structure:



Within a user's node, the **mailbox root** node can be selected to display its permissions and expanded to reveal the folders contained within the mailbox. When a mailbox or folder is selected in the tree, the right-hand side of the window displays the permissions for that object. The main list shows the users who have permissions on the selected object, and this may be changed by using the **Add** and **Remove** buttons, or you may view the properties of an existing user in the list by clicking the **Properties** button. Below the list, the permissions that the selected user has are displayed. To change the permissions, either select the pre-defined role from the drop-down list or set custom properties using the appropriate check boxes.

Note Please refer to the Roles and Permissions Appendix for further details about permissions.

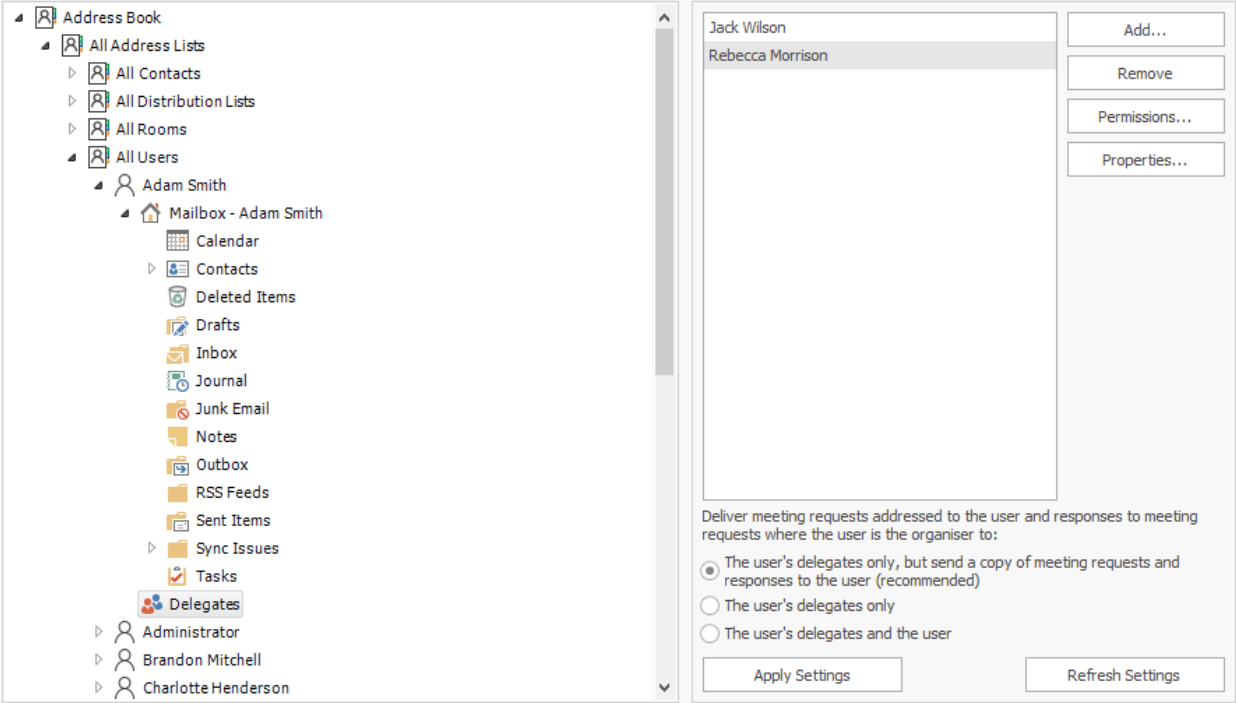
By default, the permissions are only applied to the selected object. To apply the permissions to all of child objects, check the **Apply permissions to sub-folders** option. Notice that this will replace any permissions on *all* sub-folders of the current object with those currently defined.

Once you are happy with the changes made, click the **Apply Permissions** button. Alternatively, to restore the original permissions as currently set, click the **Refresh Permissions** button.

Permissions can be copy-and-pasted between folders, as follows:

1. Select the folder from which you wish to copy permissions
2. Click the **Copy** button in the **Edit** group of the ribbon (all of the permissions will be copied)
3. Select the folder on which you wish to set the permissions
4. Click the **Paste** button in the **Edit** group of the ribbon (all of the permissions will be replaced with those copied from the original folder)
5. Click the **Apply Permissions** button to update the folder.

Also within a user's node, the **Delegates** node can be selected to display the delegates assigned to the user's mailbox on the right-hand side of the window.

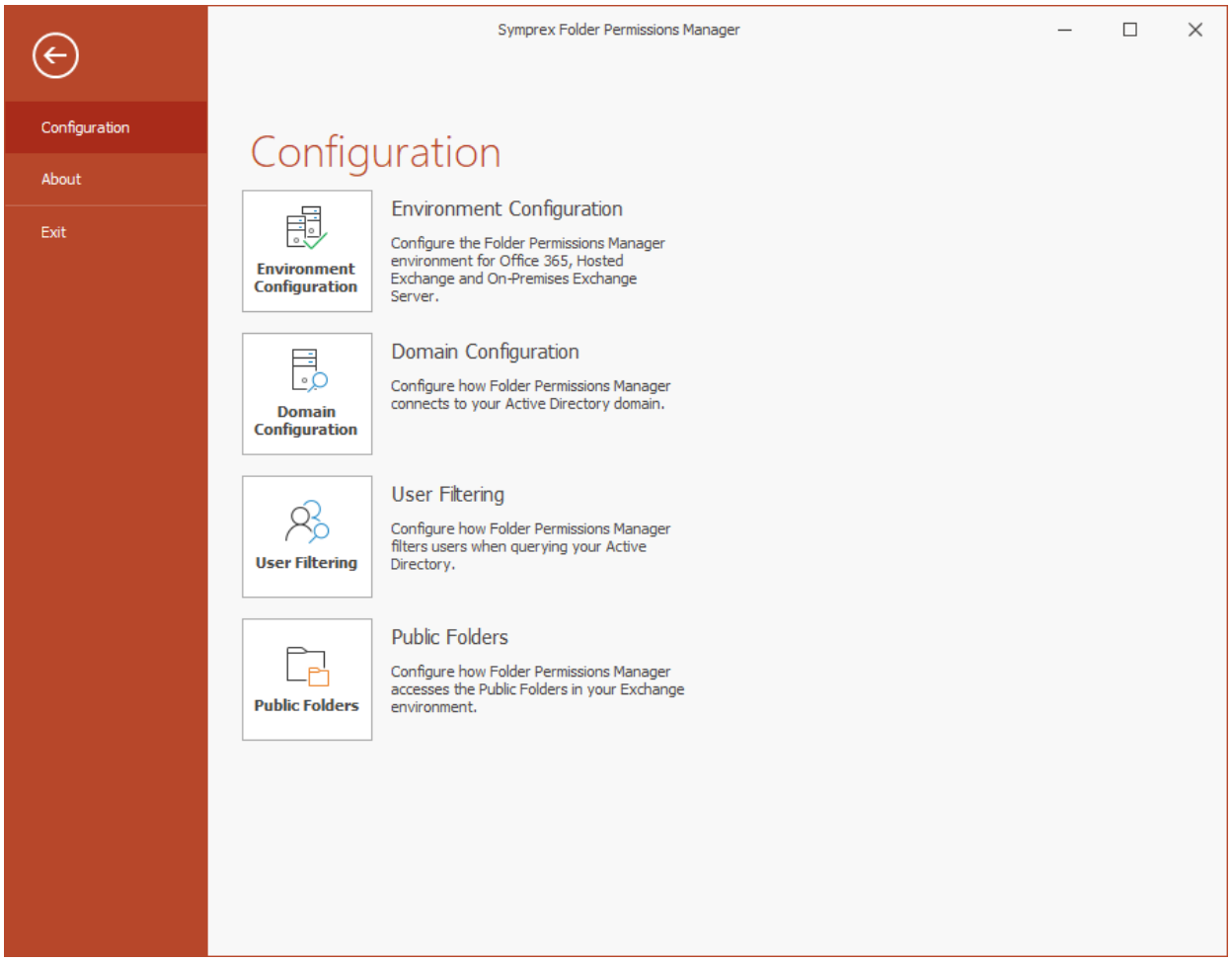


The list may be changed by using the **Add...** and **Remove** buttons. To view the permissions that will be assigned a delegate, select one or more delegates and click the **Permissions...** button; this will open the Delegate Permissions dialog. Alternatively, you can view the view the properties of the selected delegate(s) by clicking the **Properties** button. Below the list, the appropriate option for delivering meetings and responses can be selected. Once you are happy with the changes made, click the **Apply Settings** button to apply the current delegate settings to the mailbox. Alternatively, to restore the original delegates as currently set, click the **Refresh Settings** button.

Permissions and delegates can be exported to a file by selecting a user, group or Public Folder in the Explorer tree, and clicking the **Export** button in the **Tools** group to open the Export dialog, The exported permissions can subsequently be imported by clicking the **Import** button to open the Import dialog. To apply permissions and/or delegates to a larger number of objects, select the appropriate group or Public Folder in the Explorer tree and click one of the options under the **Group Apply** button in the **Tools** group to open the Group Apply Wizard. Permissions and delegates that will be applied on a regular basis can be stored in a template. Click the **Manage Templates** button in the **Templates** group to open the Manage Templates dialog. To apply a template, select the appropriate group or Public Folder in the Explorer tree, and click the **Apply Template** button to open the Apply Template Wizard.

Configuration Page

The Configuration Page is displayed by the clicking the **File** ribbon of the main application window:

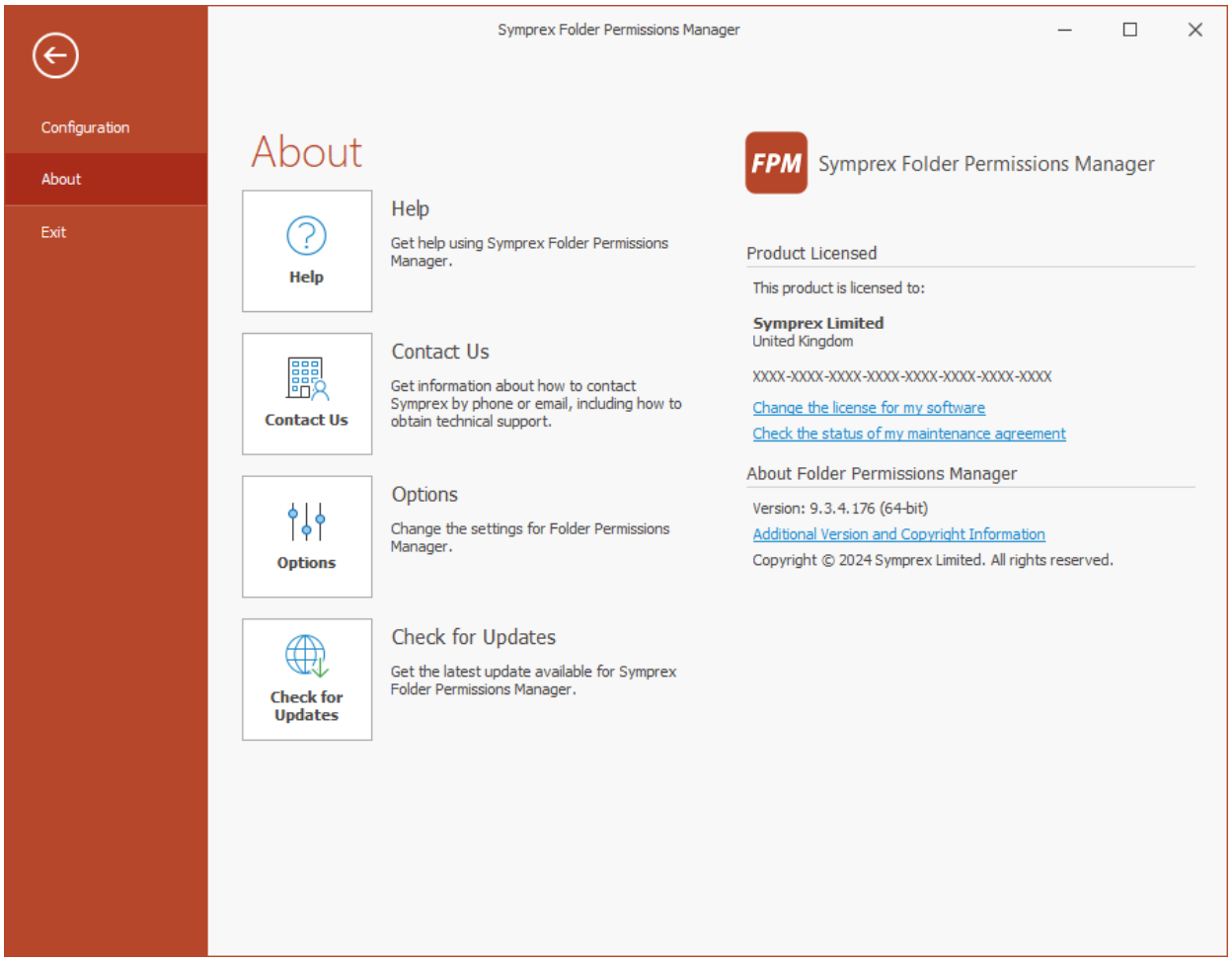


The buttons on this page perform the following actions:

- **Environment Configuration**: Opens the Environment Configuration dialog, which is used to configure the Folder Permissions Manager environment.
- **Domain Configuration**: Opens the Domain Configuration dialog, which configures how Folder Permissions Manager locates groups and users in Active Directory.
- **User Filtering**: Opens the User Filtering dialog, which configures how Folder Permissions Manager filters users as they are loaded from Active Directory.
- **Public Folders**: Opens the Public Folders Configuration dialog, which configures how Folder Permissions Manager manages Public Folders.

About Page

The About Page is displayed by the clicking the **File** ribbon of the main application window:



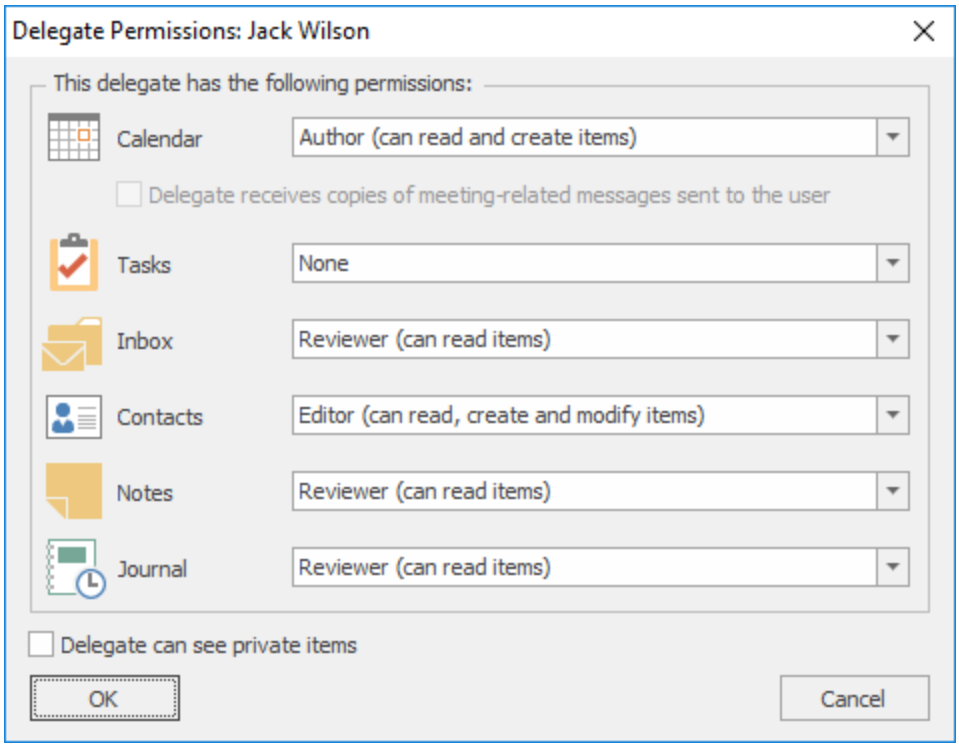
The left side of the window has various options for working with Symprex Folder Permissions Manager.

Help: Opens the application help on the Introduction page.
Contact Us: Opens the Support Centre on the Symprex website.
Options: Opens the Options dialog to configure application settings.
Check for Updates: Checks for updates to Folder Permissions Manager.

The right side of the window displays information about your license and details for <%SHORT_TITLE%>, such as the version number and compilation. This information can be useful if you need to contact Symprex for technical assistance.

Delegate Permissions

The Delegate Permissions dialog displays the permissions for one or more delegates for a mailbox:



There are six default folders on which permissions for a delegate can be defined:

- The **Calendar** folder.
- The **Tasks** folder.
- The **Inbox** folder.
- The **Contacts** folder.
- The **Notes** folder.
- The **Journal** folder.

The permissions can be set to one of four pre-defined settings:

- **Editor**: The delegate can read, create and modify items in the folder.
- **Author**: The delegate can read and create items in the folder, but cannot modify them.
- **Reviewer**: The delegate can only read items in the folder.
- **None**: The delegate has no permissions on the folder.

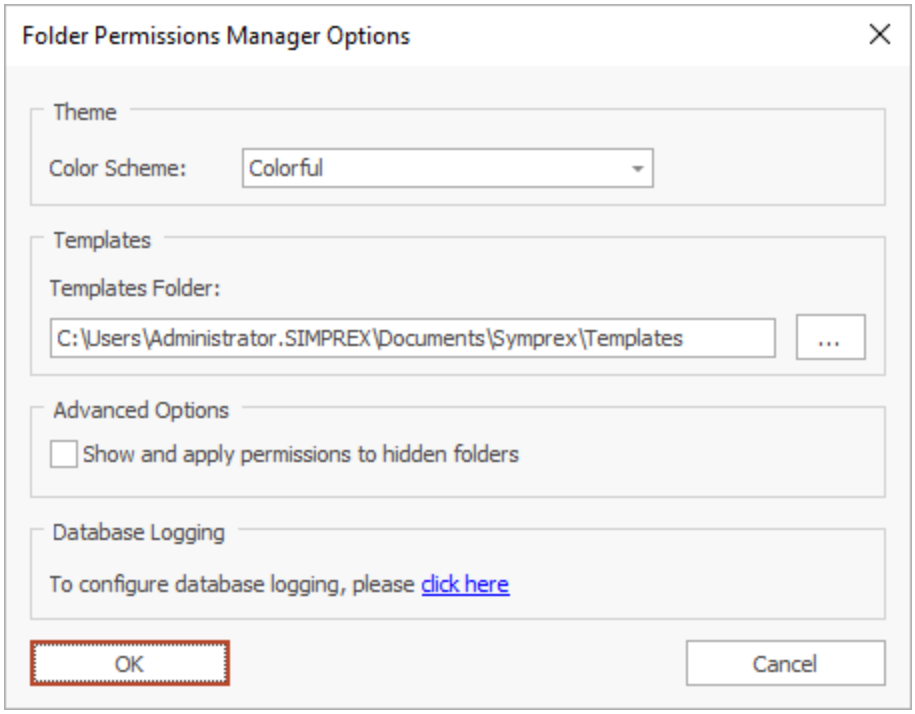
Note The **Delegate receives copies of meeting-related messages to sent the user** is only available when a delegate has *Editor* permissions on the *Calendar* folder.

Select the **Delegate can see private items** option to allow the delegate to see items in folders marked as "private".

When the delegate have been configured as desired, click the **OK** button. Otherwise, click the **Cancel** button to close the dialog.

Options Dialog

The Folder Permissions Manager Options dialog is opened by clicking the **Options** button on the About page in the backstage of the main application window:



The following settings can be modified:

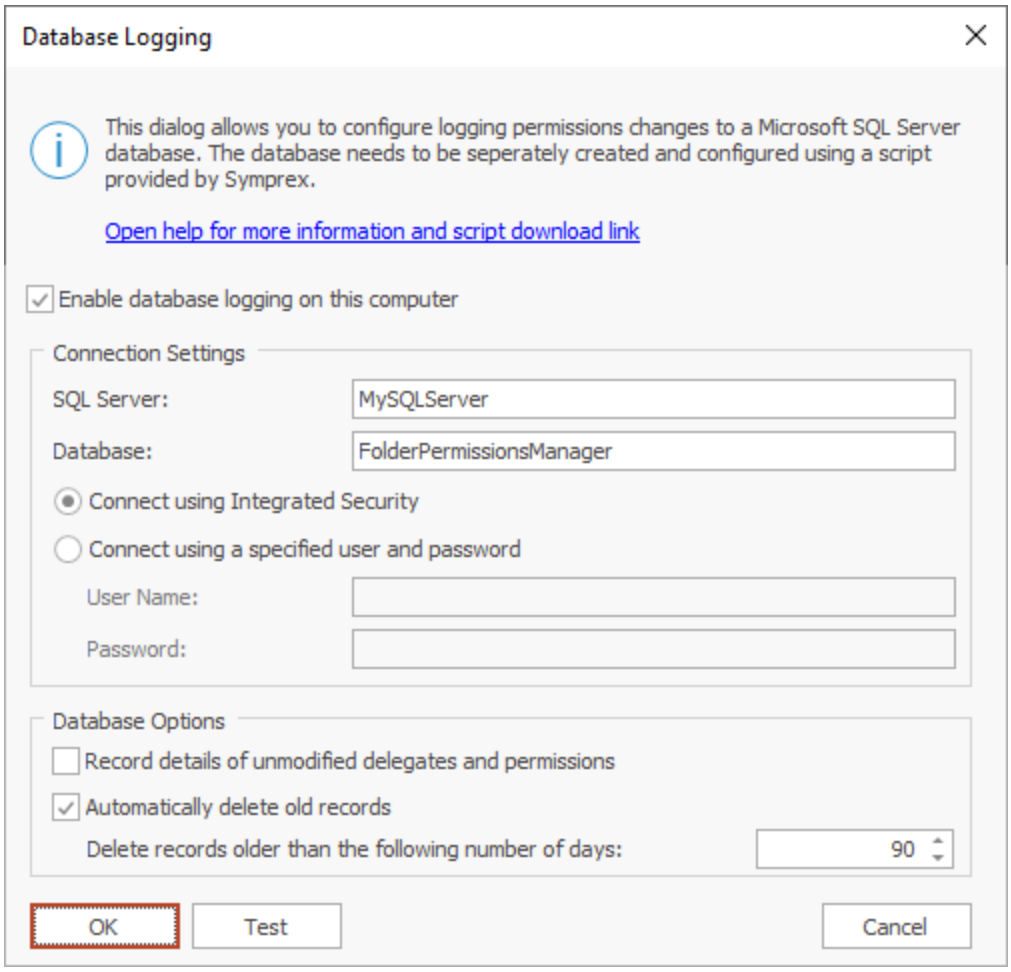
- **Color Scheme**: Allows you to choose the color scheme for the main application window.
- **Templates**: Selects the directory in which permission templates are stored. For further information, see the section on the Manage Templates dialog.
- **Show and apply permissions to hidden folders:** Configures Folder Permissions Manager to show and apply permissions to hidden mailbox folders and Public Folders.

If you wish to configure a Microsoft SQL Server database to collect logging information about permissions changes made to folders, click the link to open the Database Logging Dialog.

To accept the changes you have made, click the **OK** button. Otherwise, click the **Cancel** button to close the dialog.

Database Logging Dialog

The Database Logging Dialog is opened from the link on the main Options dialog:



The **Connection Settings** section determines how the application connects to the Microsoft SQL Server database that will record the changes. The **SQL Server** name and **Database** name must always be specified. You should then choose the appropriate method for connecting to the database, either using Integrated Security or by specifying a user name and password.

The **Database Options** section provides additional settings. By default, only the details of permissions and delegates that have been modified will be recorded in the database. If you wish to record details of all actions, select the **Record details of unmodified delegates and permissions** option. Finally, if you only wish to keep the recorded changes for a certain period of time, select the **Automatically delete old records** option and the specify number of days after which records will be deleted.

In order to use database logging, you will need to create an appropriate database:

1. Download the script to create the database from the Symprex website:

   https://www.symprex.com/support/files/fpm/v9/sql/fpmdb.zip

This zip file contains one file, `fpmdb.sql`, which should be extracted to a known location.

2. Start **SQL Server Management Studio** and connect to the appropriate instance of SQL Server. Right-click **Database** and select **New Database...**.

3. On the **General** page, enter a suitable name for the database. The database script uses `FolderPermissionsManager` as the default name.

4. On the **Options** page, configure the appropriate settings for the database according to your organization's policy. If you are using SQL Server Express, the **Recovery Model** can be set to **Simple** and database backups taken manually.

5. Execute the script (press F5), which will create the database structure. Verify that there are no error messages reported. To check the structure has been correctly created, expand the database node and then the **Tables** node.

6. The database permissions that are required for the user of Folder Permissions Manager are member of the `db_datareader` and `db_datawriter` role.

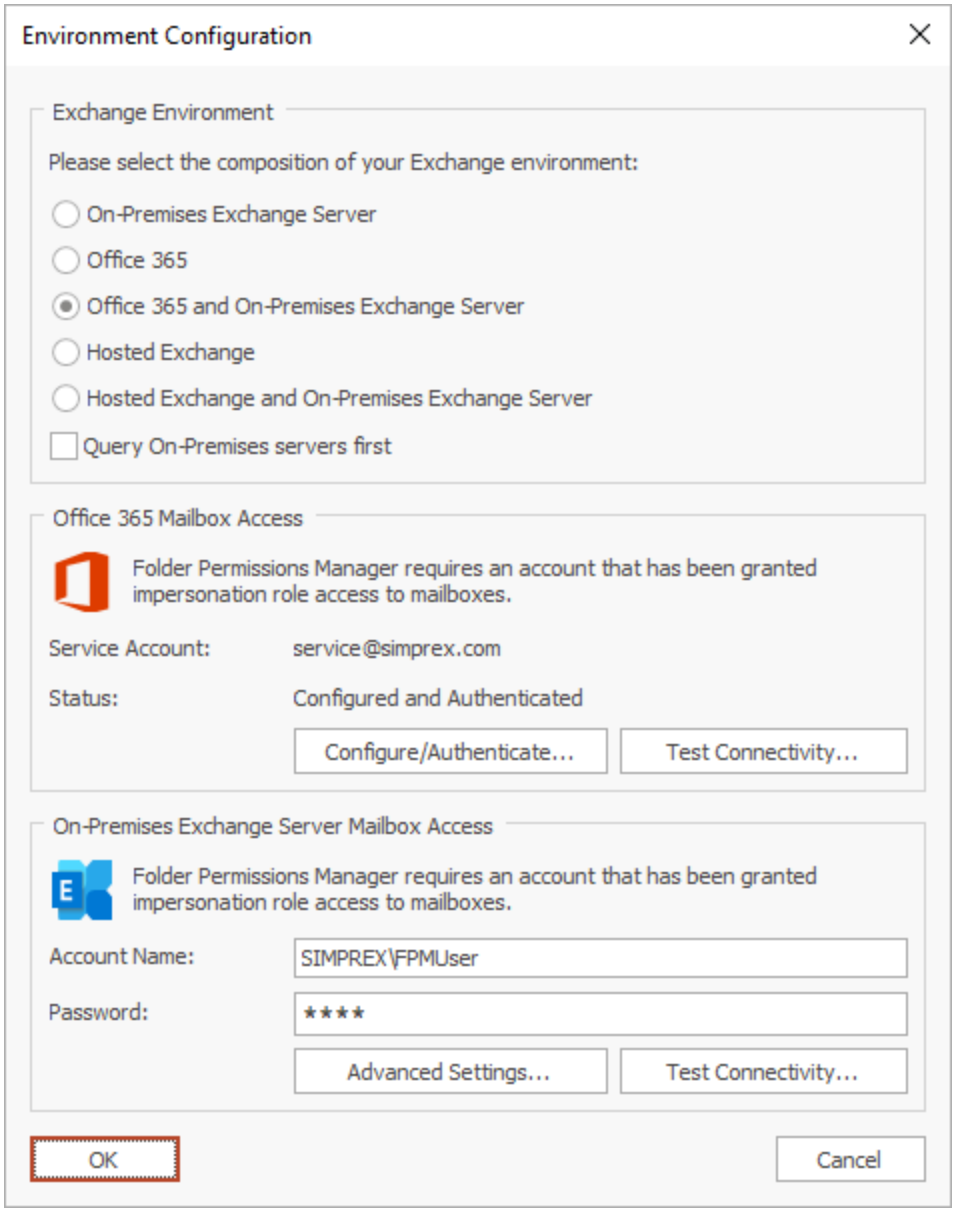
Note It is the responsibility of you and your organization to ensure that the database is maintained and backed up as appropriate.

To test the configuration, click the **Test** button. This will use the settings entered to establish a connection to the server specified.

To accept the changes you have made, click the **OK** button. Otherwise, click the **Cancel** button to close the dialog.

Environment Configuration Dialog

The Environment Configuration dialog is opened by clicking the **Environment Configuration** button on the Configuration page in the backstage of the main application window:



The Environment Configuration dialog is used to tell Folder Permissions Manager how your Exchange environment is configured and the impersonation accounts to use to access mailboxes.

The following environments are supported:

- On-Premises Exchange Server
- Office 365
- Office 365 and On-Premises Exchange Server
- Hosted Exchange
- Hosted Exchange and On-Premises Exchange Server

Depending on the selected environment, you will be required to enter the details of the account that has been created and assigned the Application Impersonation role within each platform supported by that

environment. For example, if you have selected an environment with On-Premises Exchange Server, then you will need to enter the details of the service account that has been created within your On-Premises Exchange Server platform.

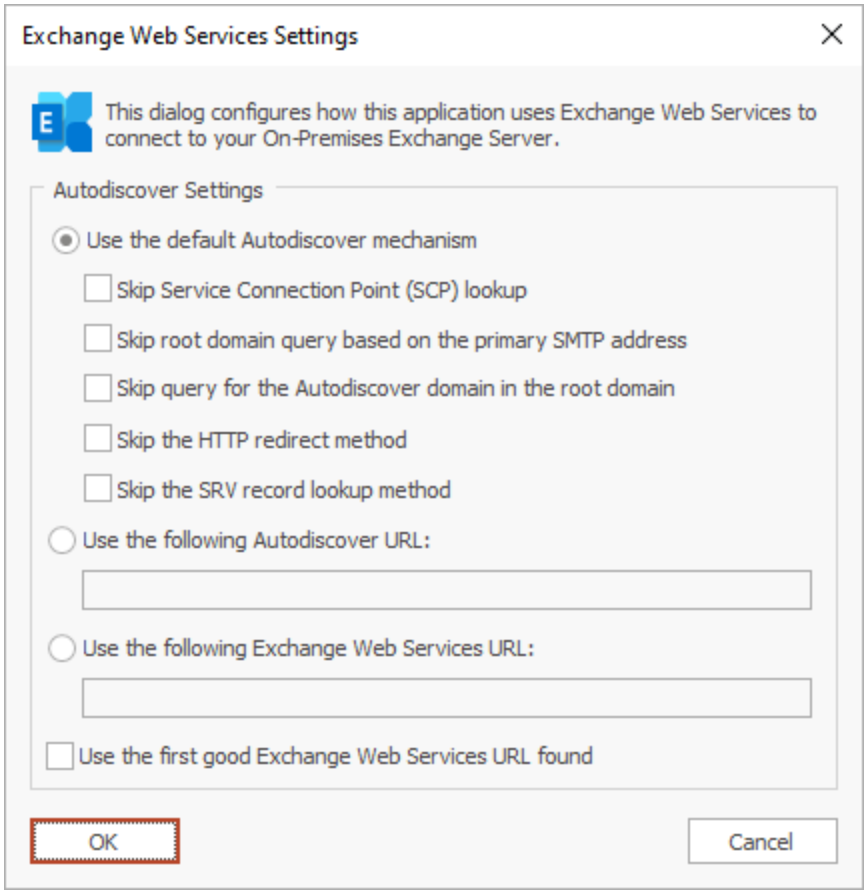
Each environment supports for the following options:

On-Premises Exchange Server: Advanced Settings and Test Connectivity.
Office 365: Configure Modern Authentication and Test Connectivity.
Hosted Exchange: Advanced Settings and Test Connectivity.

When the environment has been configured as required, click the **OK** button to save your changes and close the dialog. Alternatively, click the **Cancel** button to close the dialog without saving any changes.

On-Premises Settings

The On-Premises Exchange Web Services Settings dialog is opened by clicking the **Advanced Settings...** button in the On-Premises Exchange Server Mailbox Access group in the Environment Configuration dialog:



Note In normal conditions, the connection to Exchange Web Services will be configured automatically using the Autodiscover mechanism built into Exchange Server. It should only be necessary to change these

advanced settings if specific problems are being encountered that prevent Autodiscover from working correctly, or if performance problems are being encountered.

The following **Autodiscover Settings** can be configured:

Setting	Description
Use the default Autodiscover mechanism	Specifies that the default Autodiscover mechanism should be used. *This is the default setting.*
Use the following Autodiscover URL	Specifies that the Autodiscover mechanism should use the specified Autodiscover service URL directly.
Use the following Exchange Web Services URL	Disables the Autodiscover mechanism, forcing the connection to Exchange Web Services to use the specified fixed Exchange Web Services URL for all users.
Use the first good Exchange Web Services URL found	When using the default Autodiscover mechanism, this setting stipulates that once the first good Exchange Web Services URL has been discovered (from a Service Connection Point), the mechanism should stop and use that URL alone (rather than continuing and querying further Service Connection Points). This can be useful if you have a number of Autodiscover servers (i.e. a number of Service Connection Points), some of which are not currently available.

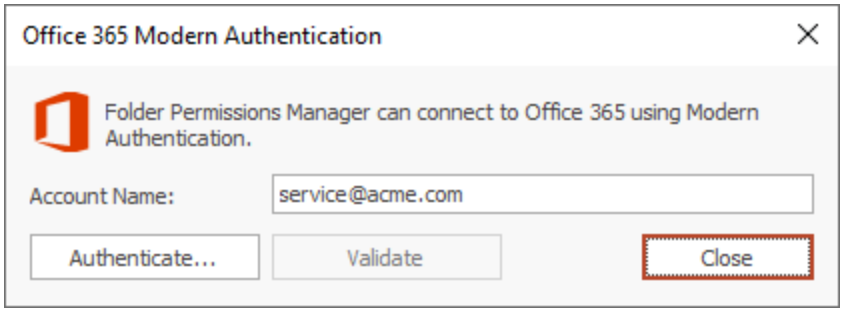
The following settings are applicable when the **Use the default Autodiscover mechanism** option is selected:

Setting	Description
Skip Service Connection Point (SCP) lookup	Specifies that the Autodiscover mechanism will not query Active Directory for Service Connection Points (SCPs).
Skip root domain query based on the primary SMTP address	Specifies that the Autodiscover mechanism will not query for an Autodiscover service at the URL based on the *root domain* found in the primary SMTP email address for a user. The URL format is `https://<smtp-address-domain>/autodiscover/autodiscover.xml`, so for a user with the email address `user@contoso.com`, this would resolve to `https://contoso.com/autodiscover/autodiscover.xml`.
Skip query for the Autodiscover domain in the root domain	Specifies that the Autodiscover mechanism will not query for an Autodiscover service at the URL based on the *Autodiscover sub-domain of the root domain* found in the primary SMTP email address for a user. The URL format is `https://autodiscover.<smtp-address-domain>/autodiscover/autodiscover.xml`, so for a user with the email address `user@contoso.com`, this would resolve to `https://autodiscover.contoso.com/autodiscover/autodiscover.xml`.
Skip the HTTP redirect method	Specifies that the Autodiscover mechanism will not query for an HTTP redirect on the *Autodiscover sub-domain of the root domain* found in the primary SMTP email address for a user. The URL format is `https://autodiscover.<smtp-address-domain>/autodiscover/autodiscover.xml`, so for a user with the email address `user@contoso.com`, this redirect query would be made against `https://autodiscover.contoso.com/autodiscover/autodiscover.xml`.
Skip the SRV record lookup method	Specifies that the Autodiscover mechanism will not query for SRV DNS records (which point to the Autodiscover service) for the domain found in the primary SMTP email address for a user.

When the settings have been configured as required, click the **OK** button save your changes and close the dialog. Alternatively, click the **Cancel** button to close the dialog without saving any changes.

Office 365 Modern Authentication

The Office 365 Modern Authentication dialog is opened by clicking the **Configure...** button in the Office 365 Mailbox Access group in the Environment Configuration dialog:



Modern Authentication provides a secure mechanism for connecting to Office 365, including support for Multi-Factor Authentication (MFA).

To authenticate, follow these steps:

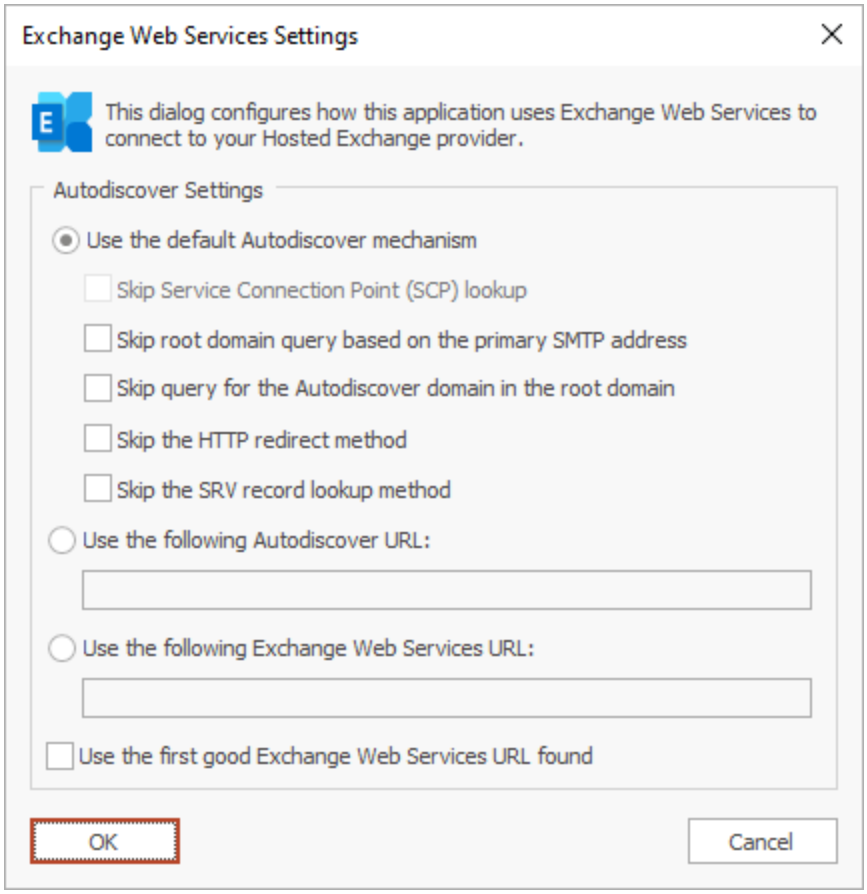
1. Enter the name of the service account in the **Account Name** box.
2. Click the **Authenticate...** button; this will initiate authentication using the specified account and either the default Symprex application or your own custom application.

Once authentication has been completed, the **Validate** button can be used to verify that the persisted token cache, used to authenticate the service account, is valid.

When authentication has been configured as required, click the **Close** button to close the dialog.

Hosted Settings

The Hosted Exchange Web Services Settings dialog is opened by clicking the **Advanced Settings...** button in the Hosted Exchange Mailbox Access group in the Environment Configuration dialog:



Note In normal conditions, the connection to Exchange Web Services will be configured automatically using the Autodiscover mechanism built into Exchange Server. It should only be necessary to change these advanced settings if specific problems are being encountered that prevent Autodiscover from working correctly, or if performance problems are being encountered.

The following **Autodiscover Settings** can be configured:

Setting	Description
Use the default Autodiscover mechanism	Specifies that the default Autodiscover mechanism should be used. *This is the default setting.*
Use the following Autodiscover URL	Specifies that the Autodiscover mechanism should use the specified Autodiscover service URL directly.
Use the following Exchange Web Services URL	Disables the Autodiscover mechanism, forcing the connection to Exchange Web Services to use the specified fixed Exchange Web Services URL for all users.
Use the first good Exchange Web Services URL found	When using the default Autodiscover mechanism, this setting stipulates that once the first good Exchange Web Services URL has been discovered (from a Service Connection Point), the mechanism should stop and use that URL alone (rather than continuing and querying further Service Connection Points). This can be useful if you have a number of Autodiscover servers (i.e. a number of Service Connection Points), some of which are not currently available.

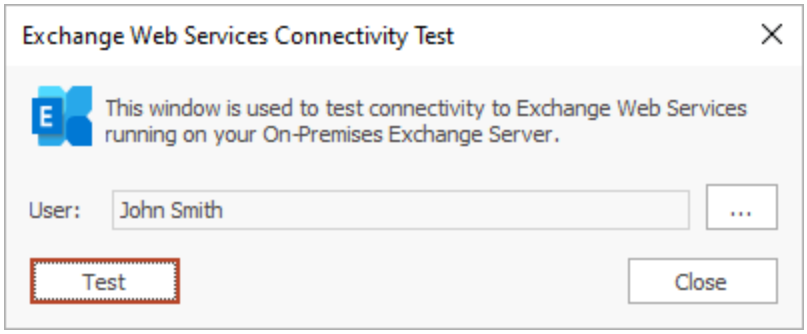
The following settings are applicable when the **Use the default Autodiscover mechanism** option is selected:

Setting	Description
Skip Service Connection Point (SCP) lookup	*Not applicable to Hosted Exchange environments.*
Skip root domain query based on the primary SMTP address	Specifies that the Autodiscover mechanism will not query for an Autodiscover service at the URL based on the *root domain* found in the primary SMTP email address for a user. The URL format is `https://<smtp-address-domain>/autodiscover/autodiscover.xml`, so for a user with the email address `user@contoso.com`, this would resolve to `https://contoso.com/autodiscover/autodiscover.xml`.
Skip query for the Autodiscover domain in the root domain	Specifies that the Autodiscover mechanism will not query for an Autodiscover service at the URL based on the *Autodiscover sub-domain of the root domain* found in the primary SMTP email address for a user. The URL format is `https://autodiscover.<smtp-address-domain>/autodiscover/autodiscover.xml`, so for a user with the email address `user@contoso.com`, this would resolve to `https://autodiscover.contoso.com/autodiscover/autodiscover.xml`.
Skip the HTTP redirect method	Specifies that the Autodiscover mechanism will not query for an HTTP redirect on the *Autodiscover sub-domain of the root domain* found in the primary SMTP email address for a user. The URL format is `https://autodiscover.<smtp-address-domain>/autodiscover/autodiscover.xml`, so for a user with the email address `user@contoso.com`, this redirect query would be made against `https://autodiscover.contoso.com/autodiscover/autodiscover.xml`.
Skip the SRV record lookup method	Specifies that the Autodiscover mechanism will not query for SRV DNS records (which point to the Autodiscover service) for the domain found in the primary SMTP email address for a user.

When the settings have been configured as required, click the **OK** button save your changes and close the dialog. Alternatively, click the **Cancel** button to close the dialog without saving any changes.

EWS Connectivity Test

The Exchange Web Services Connectivity Test dialog is opened by clicking the **Test Connectivity...** button in the relevant group on the Environment Configuration dialog:



This dialog is used to test connectivity to your organization's Exchange Web Services platform. This is helpful to test that the applying permissions and changing delegates will work as expected using the account specified on the Environment Configuration dialog.

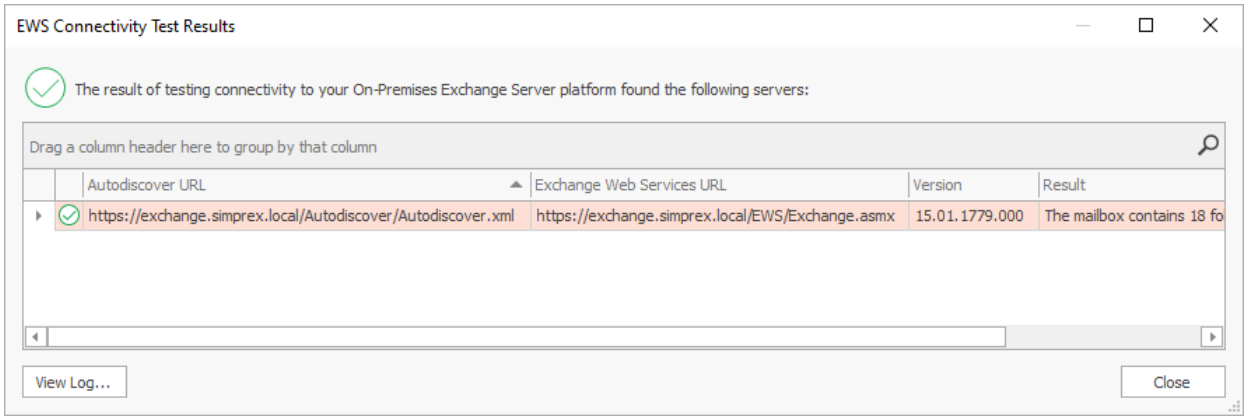
By default, the current Windows user is selected for the test. To choose a different user against which to test, click the ellipses button ("...") next to the user.

When ready, click the **Test** button. If the tests complete successfully, you will be presented with a confirmation message, giving the choice to open the detailed results dialog. It the tests fail, the results dialog will open automatically.

Once testing has been completed, click the **Close** button to close the dialog.

EWS Connectivity Test Results

The Exchange Web Services Connectivity Test Results dialog is opened after completing a connectivity test using the EWS Connectivity Test dialog:



The information message at the top of the window will give a summary of the overall result of the test. Contained within the grid are all of the Exchange Web Services servers that were found during the testing process. The information that is displayed is as follows:

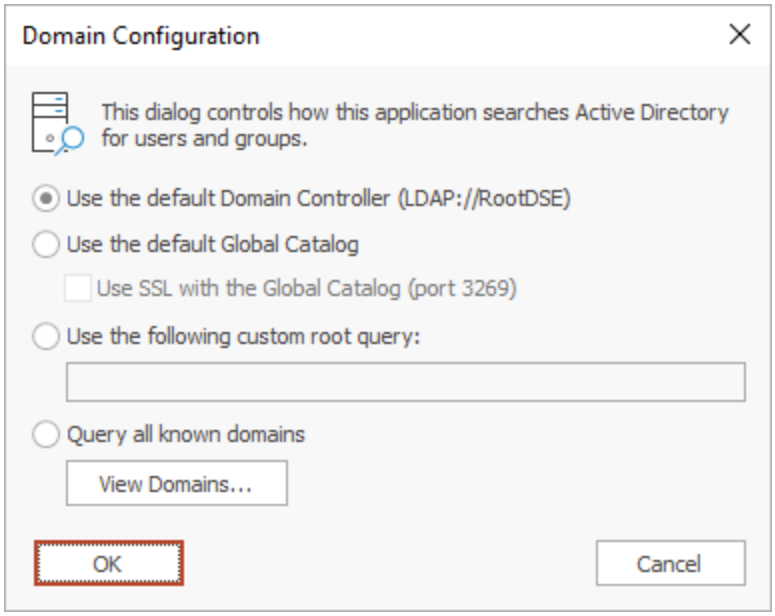
- **Autodiscover URL**: This is the URL of the autodiscover service that was queried to locate the Exchange Web Services URL. The autodiscover URL can be found in a number of ways depending on the precise configuration of the platform being tested; for example, when testing On-Premises Exchange Server, autodiscover URLs can be determined by querying Active Directory for Service Connection Points.
- **Exchange Web Services URL**: This is the URL of the tested Exchange Web Services server.
- **Version**: This is the best-match version of the tested Exchange Web Services platform. The version number reported can vary depend on the precise configuration of your environment; for example, the mailbox version (as returned from the autodiscover service) may not match precisely the version of Exchange Server.
- **Result:** This details the information that was read from the specified mailbox to test connectivity.

If a server reports an error, double-click it to open a dialog that will display detailed information about what happened and why the test failed. The test process also maintains a detailed log of what happened; to view this log, click the **View Log...** button.

When ready, click the **Close** button to close the dialog.

Domain Configuration Dialog

The Domain Configuration dialog is opened by clicking the **Domain Configuration** button on the Configuration page in the backstage of the main application window:



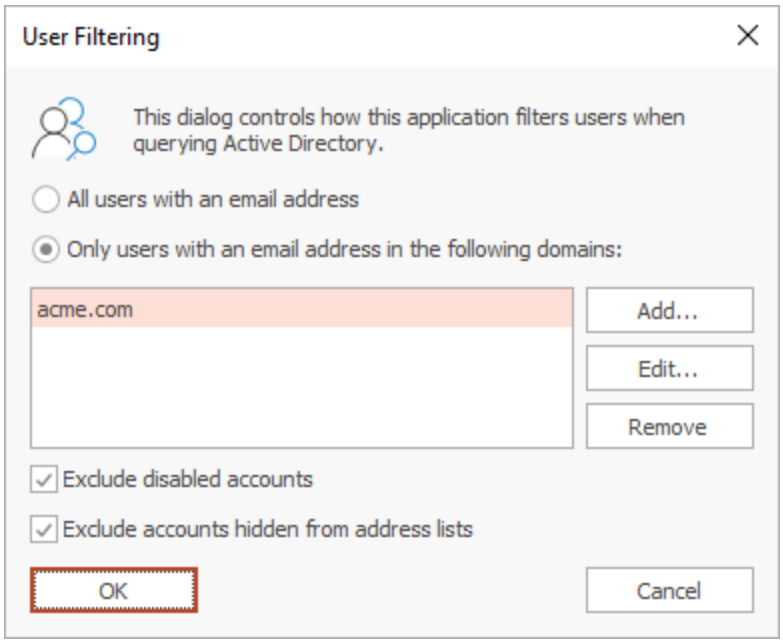
This dialog configures how Folder Permissions Manager will search your Active Directory domain for users and groups:

- **Use the default Domain Controller**: This is the default option and will use an LDAP query to find the users and groups in just your local domain.
- **Use the default Global Catalog**: This option will query the Global Catalog server for your local domain, and will find users and groups from all domains that replicate to the Global Catalog. If necessary, select the **Use SSL with the the Global Catalog** option to make the query use secured communications on port 3269 of your Global Catalog server.
- **Use the following custom root query:** This option allows you to provide a custom query to find users and groups from any domain or domain controller for which you have trust relationship (for example, `"LDAP://DC=mydomain,DC=com"`).
- **Query all known domains**: This option will attempt to locate users and groups in all domains known to the current domain. The list of domains is determined by examining the current forest and any trust relationships that exist. To see the list of known domains that will be searched when this option is selected, click the **View Domains...** button.

When the configuration for the domain has been completed, click the **OK** button. Alternatively, click the **Cancel** button to close the dialog without saving any changes.

User Filtering Dialog

The User Filtering dialog is opened by clicking the **User Filtering** button on the Configuration page in the backstage of the main application window:



This dialog configures how Folder Permissions Manager filters users as they are loaded from Active Directory.

Users are principally filtered by their email address, for which there are two options:

- **All users with an email address**: This option includes all users that have an email address; users without an email address are excluded.
- **Only users with an email address in the following domains**: This option will only include users with an email address that matches one of the specified domains; all other users are excluded.

The list of domains is modified as follows:

- Click the **Add...** button to add a new email domain.
- Click the **Edit...** button to modify the selected email domain.
- Click the **Remove** button to remove the selected email domain.

An email domain can be specified either completed (for example, "acme.com") or using wildcards (for example, "acme.*").

Users can be further filtered using the following options:

- **Exclude disabled accounts**: This option will exclude any accounts that are disabled.
- **Exclude accounts hidden from address lists**: This option will exclude any accounts that are hidden from address lists.

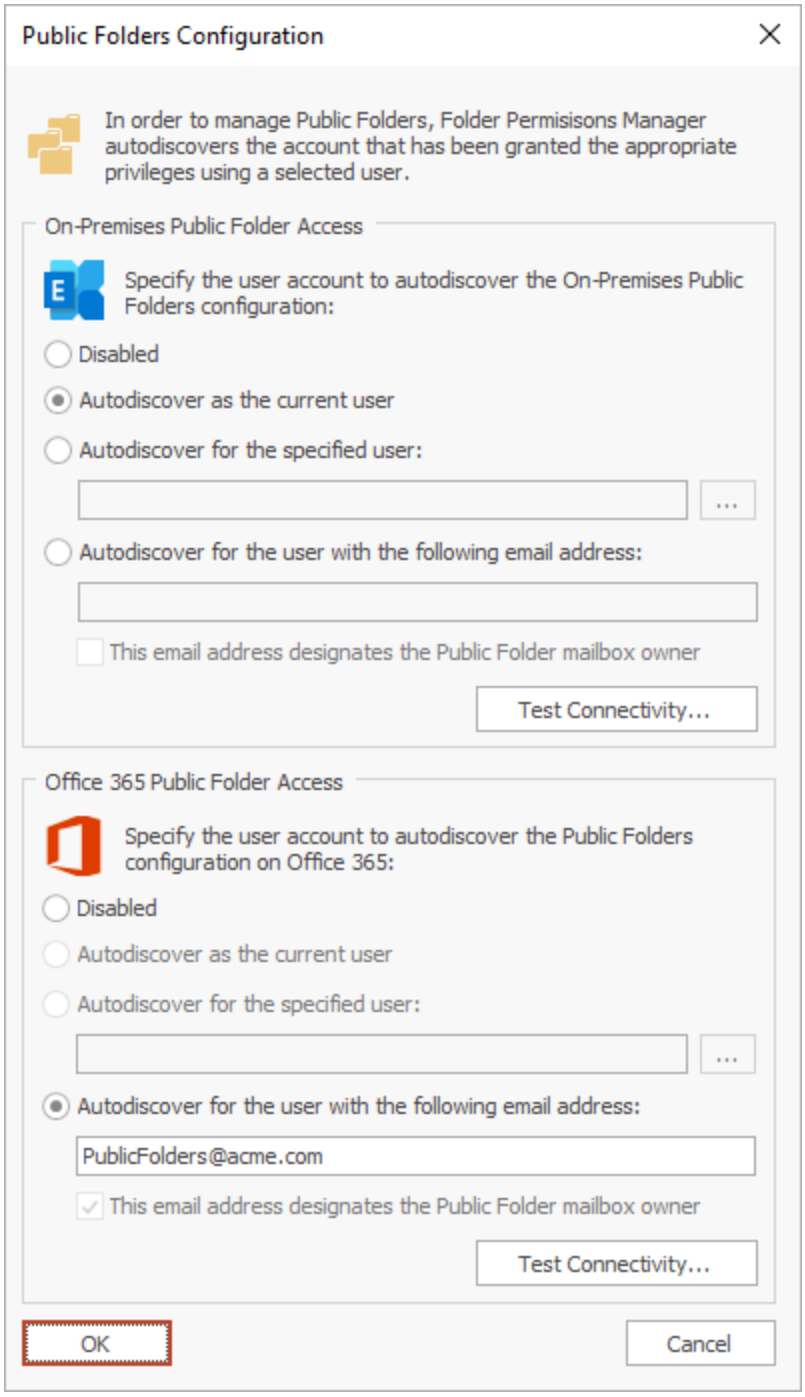
Note Accounts are hidden from address lists through the Exchange management tools and therefore, the **Exclude accounts hidden from address lists** option should only be used in conjunction with On-Premises Exchange. Using this option in a mixed Exchange environment will have unpredictable results.

When the configuration for the filtering has been completed, click the **OK** button. Alternatively, click the **Cancel** button to close the dialog without saving any changes.

Note The domains in which users and groups are located is configured using the Domain Configuration dialog.

Public Folders Configuration Dialog

The Public Folders Configuration dialog is opened by clicking the **User Filtering** button on the Configuration page in the backstage of the main application window:

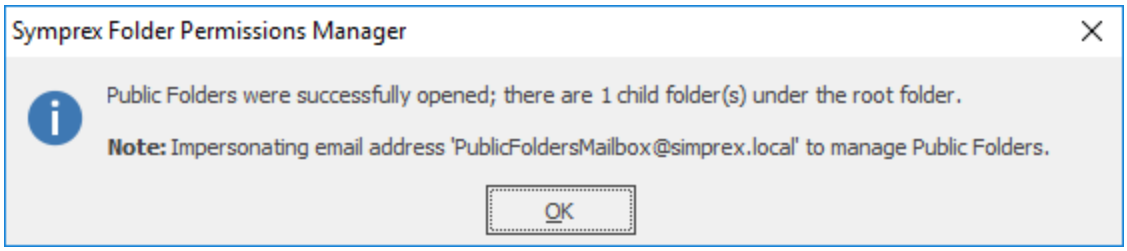


In order to manage Public Folders, Folder Permissions Manager must Autodiscover the Exchange Web Services (EWS) URL for the Public Folders. This dialog configures how that process is performed. The available groups will reflect the configuration in the Environment Configuration dialog. In the example shown above, the product is configured with a mixed environment comprising On-Premises Exchange and Office 365.

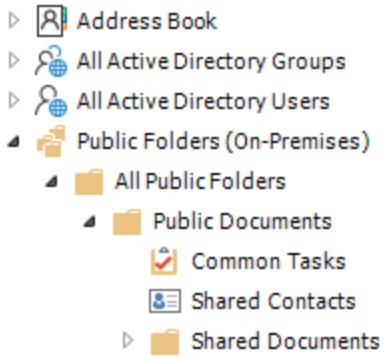
In each of the available groups, set the appropriate option for how Public Folders as follows:

- **Disabled**: There are no Public Folders on the platform.
- **Autodiscover as the current user**: Use the email address of the interactive user to Autodiscover the EWS URL.
- **Autodiscover for the specified user**: Use the email address of the specified user to Autodiscover the EWS URL.
- **Autodiscover for the user with the following email address**: Use the specified email address to Autodiscover the EWS URL. This option is used when there is no suitable domain account available.
- **This email address designates the Public Folders mailbox owner**: Normally, the Autodiscover process will determine the correct Public Folders mailbox owner and that mailbox will be impersonated to manage Public Folders. However, in some cases, this will not return the correct result. Selecting this option will skip this part of the Autodiscover process and assume that the specified email address is the correct Public Folders mailbox owner.

It is recommended to test the configuration by clicking the **Test Connectivity** button, which if successful will look as follows:



When Public Folders have been configured, they are shown in the explorer tree in the main window as follows:



Note The Public Folders mailbox owner can be determined as follows:

Open the **Exchange Management Shell** and connect to Exchange Server or Office 365.

Type the following line, and then press **ENTER**:

```
Get-Mailbox -PublicFolder | Where-Object {$_.IsRootPublicFolderMailbox -eq
"True"} | fl IsRootPublicFolderMailbox, DisplayName, UserPrincipalName,
EmailAddresses, PrimarySmtpAddress, WindowsEmailAddress, ExchangeGuid,
```

```
AddressListMembership, AccountDisabled
```

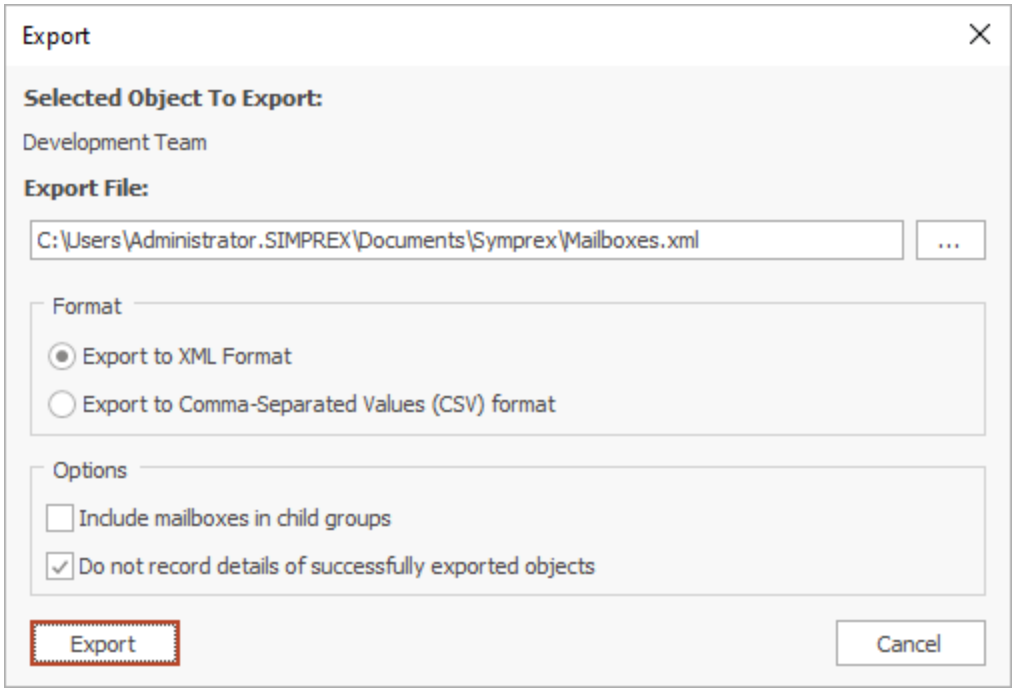
Selecting the option **Autodiscover for the user with the following email address**, entering the account from the above command, and selecting the option **This email address designates the Public Folders mailbox owner**, will ensure that Folder Permissions Manager can manage permissions on Public Folders.

Important For Public Folders hosted on Office 365, the email address specified **must** be the Public Folders mailbox owner. In addition, in order to set permissions on Public Folders, the owner must be explicitly added in the Owner role *to each Public Folder* that will be updated; this is a limitation imposed by Office 365.

When the configuration has been completed, click the **OK** button. Alternatively, click the **Cancel** button to close the dialog without saving any changes.

Export Dialog

The Export dialog is opened by selecting an address list, distribution list, mailbox or Public Folder in the main application window and clicking the **Export** button in the **Tools** group in the **Home** ribbon:



You can configure the export as follows:

- **Export File**: Specifies the name of the export file to be generated. A default name will be entered based on the selected object and you will be warned if the file already exists before the export starts.
- **Format**: Determines the format of the export file, which can be either XML or Comma-Separated Values (CSV) for use in Microsoft Office Excel (and other tools). Notice that changing the export format will automatically change the extension of the export file.

- **Include Mailboxes in child groups**: Specifies that mailboxes from all child groups within the selected mailbox group will be included in the export. *Only used when exporting a mailbox group list*.
- **Include child Public Folders**: Specifies that child Public Folders in the selected Public Folder will be included in the export. *Only used when exporting a Public Folder*.
- **Do not record details of successfully exported objects**: For large mailbox groups, it can take a considerable amount of memory to store the results of exporting all objects. In order to reduce the memory required, select this option. This will mean that only objects that were not exported successfully are retained in memory and consequently displayed in the Results dialog.

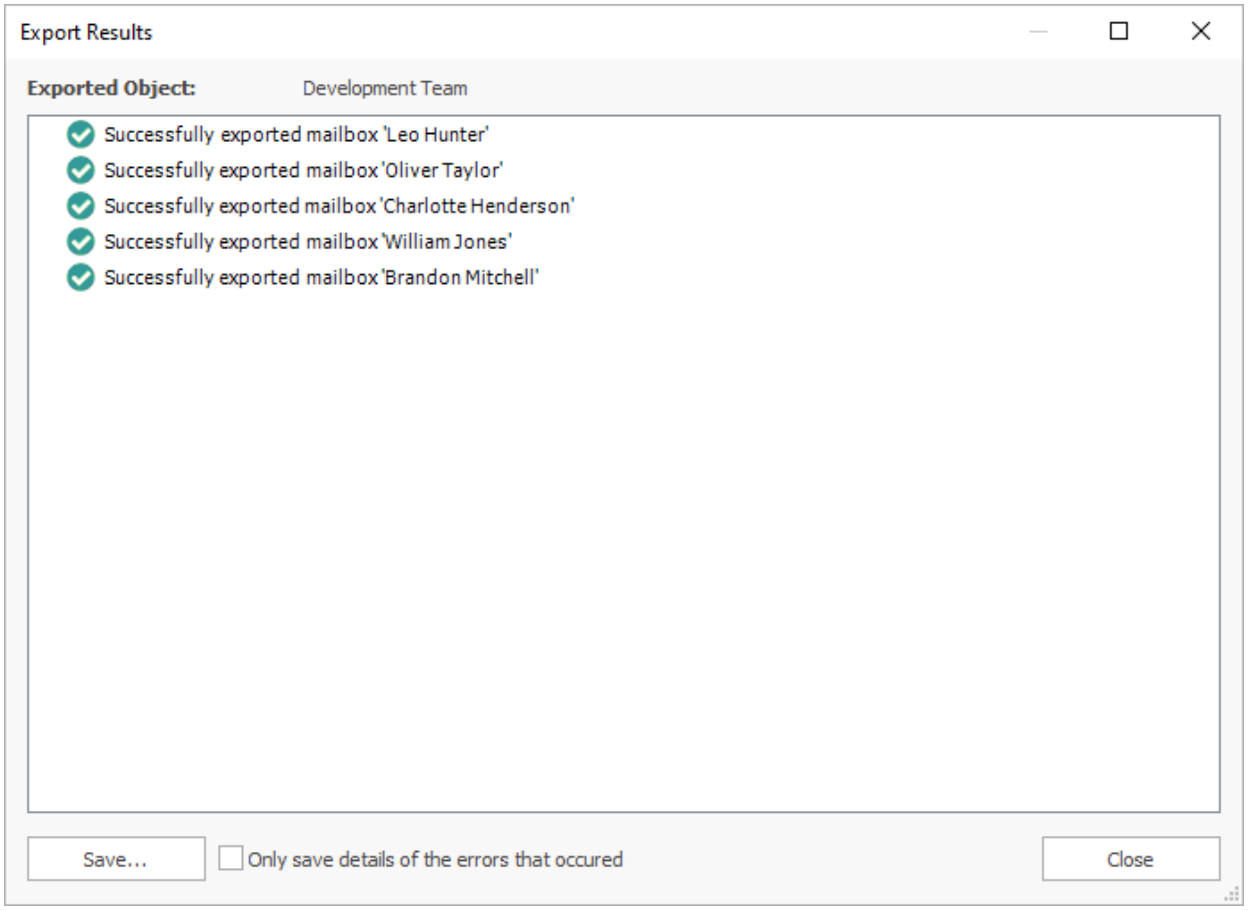
Note A mailbox group is a generic term for either a distribution list or an address list.

Note If you check the "Include mailboxes in child groups" option, you should be aware that this can significantly increase the export time, especially when exporting the Global Address List. This is because the export will examine *all* child groups and ensure that a mailbox is only included once in the export.

When you are ready to continue, click the **Export** button. The dialog will expand to show progress and can be cancelled if required. Alternatively, click the **Cancel** button to close the dialog. The permissions export can later be imported to Exchange using the Import dialog.

Export Results Dialog

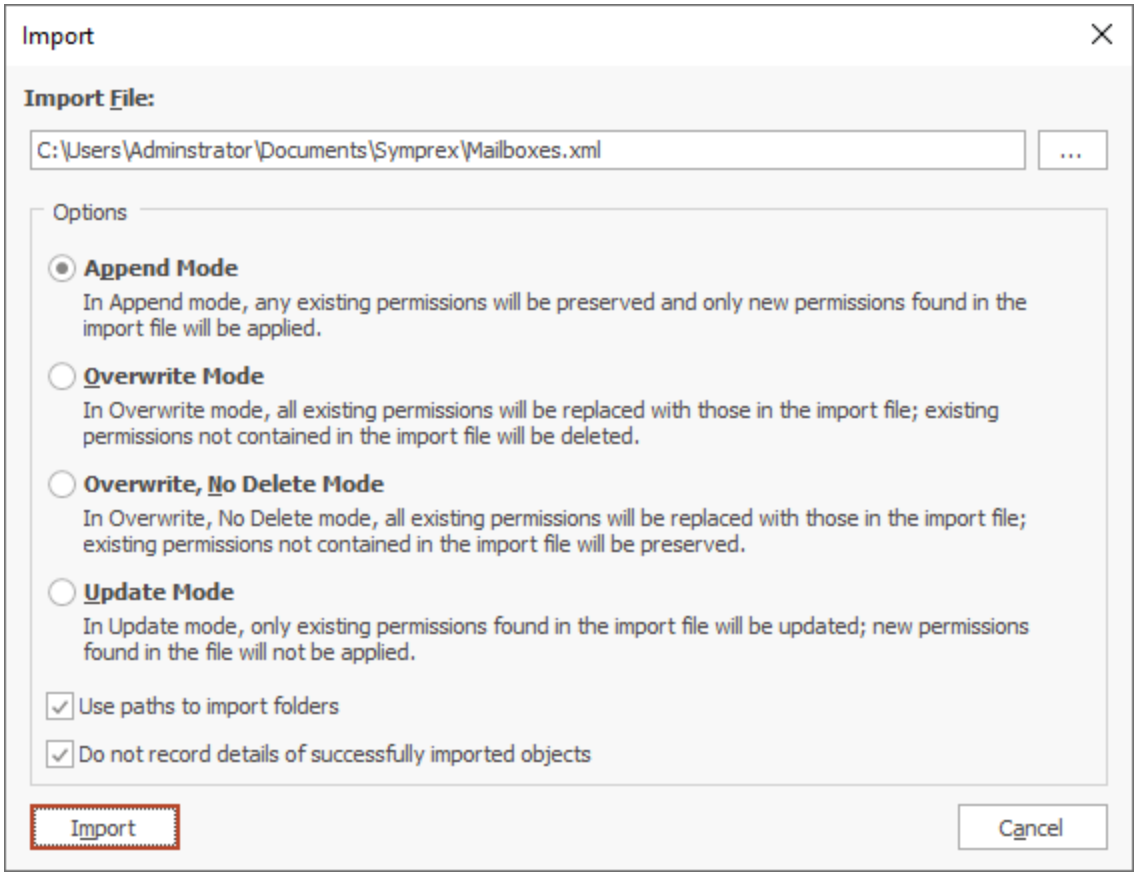
The Export Results dialog is displayed after an export has been completed using the Export dialog and the **Show results when export completes** option was checked:



The dialog displays a list of all of the mailboxes or Public Folders that were included in the export, and the status for each object. If an object fails to be exported, the relevant node can be expanded to obtain further details. Any of the nodes under the **Errors** node can be double-clicked to view the details of the error(s) that occurred. The results can also be saved to a log file by clicking the **Save...** button. Selecting the **Only save details of the errors that occurred** option will cause only mailbox or Public Folders that failed to be exported to be included in the log file.

Import Dialog

The Import dialog is opened by clicking the **Import** button in the **Tools** group in the **Home** ribbon in the main application window:



The dialog can import any file previous exported using the Export dialog, either in XML or CSV format. Notice that the original object that was exported does *not* need to be selected to perform an import. The contents of the file will be examined and the appropriate objects updated according to the settings. You can configure the import as follows:

- **Import File**: Specifies the name of the file to be imported.
- **Import Options**: Select the appropriate mode for importing the contents of the file.
- **Use paths to import folders**: Specifies that the path, as opposed to the identifier, will be used to locate the folder to be imported; this option can be useful to import permissions on folders that have been migrated and hence, the identifier has changed.
- **Do not record details of successfully imported objects**: For large files containing a lot of data, it can take a considerable amount of memory to store the results of importing all objects. In order to reduce the memory required, select this option; this will mean that only objects that were not imported successfully are retained in memory and consequently displayed in the Results dialog.

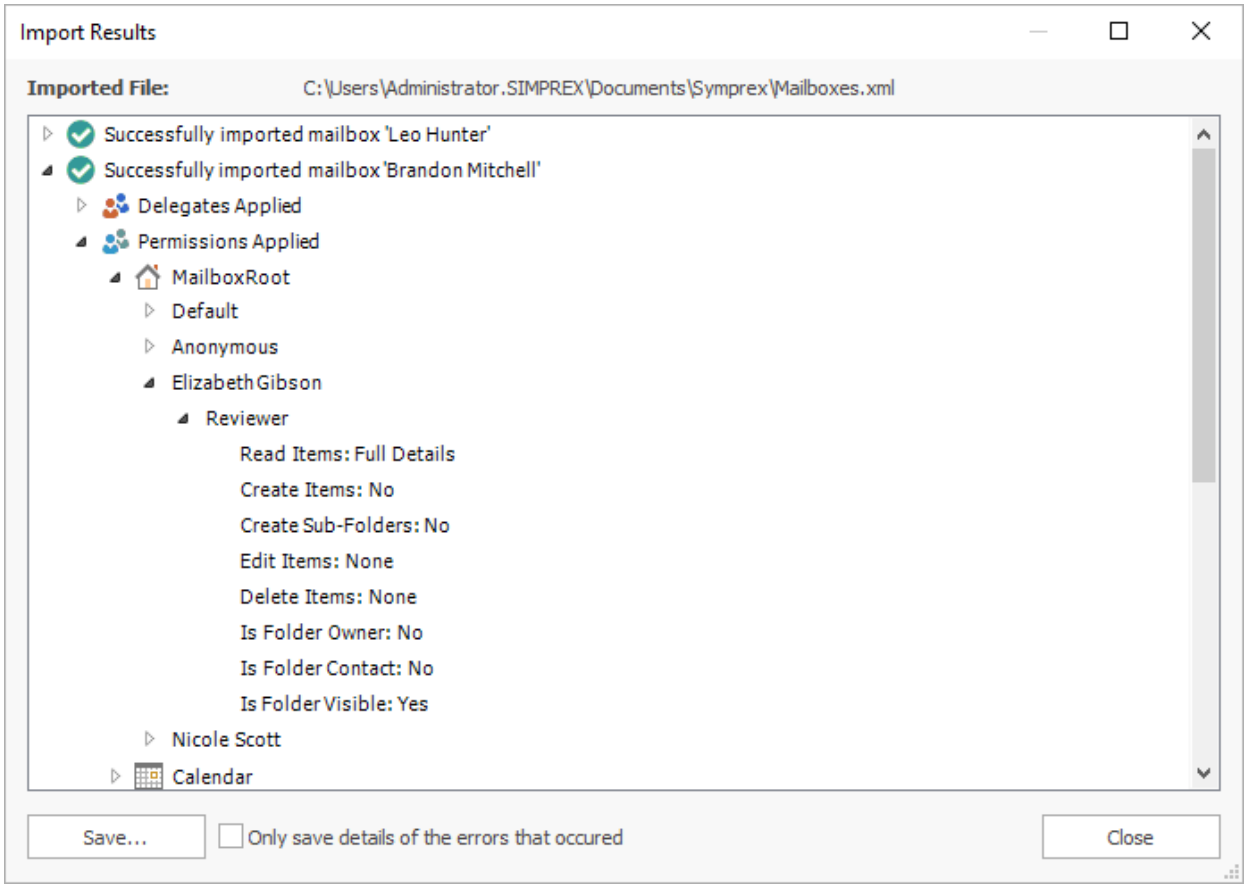
Note For details on how the various modes work, please review the Permissions Update Modes appendix.

Important It is possible to import files that were exported in previous versions of Folder Permissions Manager prior to v8.0. However, doing so is an expensive and inefficient operation because multiple calls are required to Exchange Web Services (to convert the MAPI Entry ID into an EWS Folder ID) and to the domain (to locate users from their legacy Exchange address). It is therefore strongly recommended that all export files are recreated in the current version of the product.

When you are ready to continue, click the **Import** button. The dialog will expand to show progress and can be cancelled if required. Alternatively, click the **Cancel** button to close the dialog.

Import Results Dialog

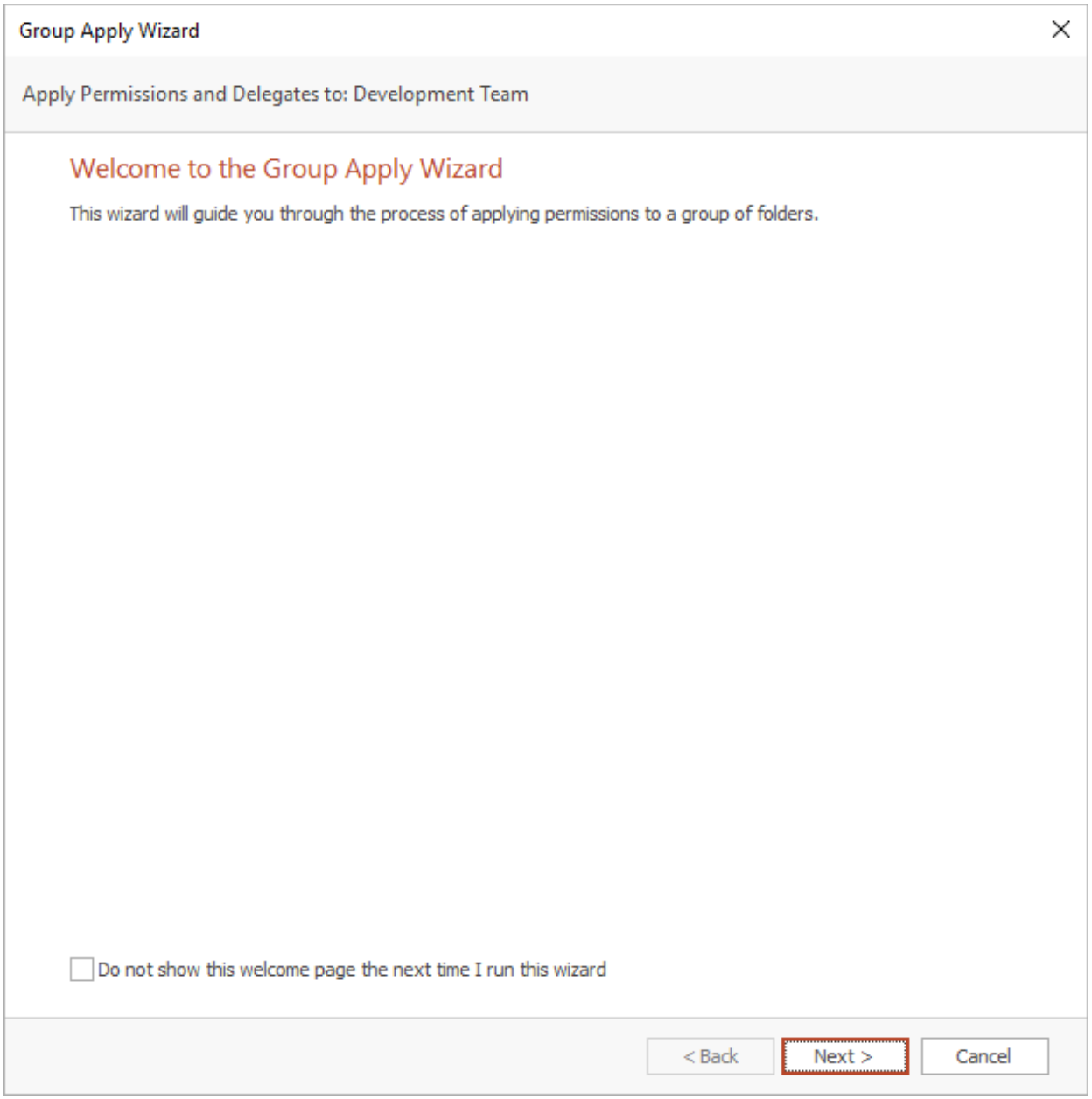
The Import Results dialog is displayed after an import has been completed using the Import dialog and the **Show results when import completes** option was checked:



The dialog displays a list of all of the mailboxes or Public Folders that were imported, and the status of each object. If an object fails to be imported, the relevant node can be expanded to obtain further details. Any of the nodes under the **Errors** node can be double-clicked to view the details of the error(s) that occurred. The results can also be saved to a log file by clicking the **Save...** button. Selecting the **Only save details of the errors that occurred** option will cause only mailbox or Public Folders that failed to be import to be included in the log file.

Group Apply Wizard

The Group Apply Wizard is started by selecting an address list, distribution list, mailbox, mailbox folder or Public Folder in the main application window and selecting one of the three options under the **Group Apply** button in the **Tools** group in the **Home** ribbon:



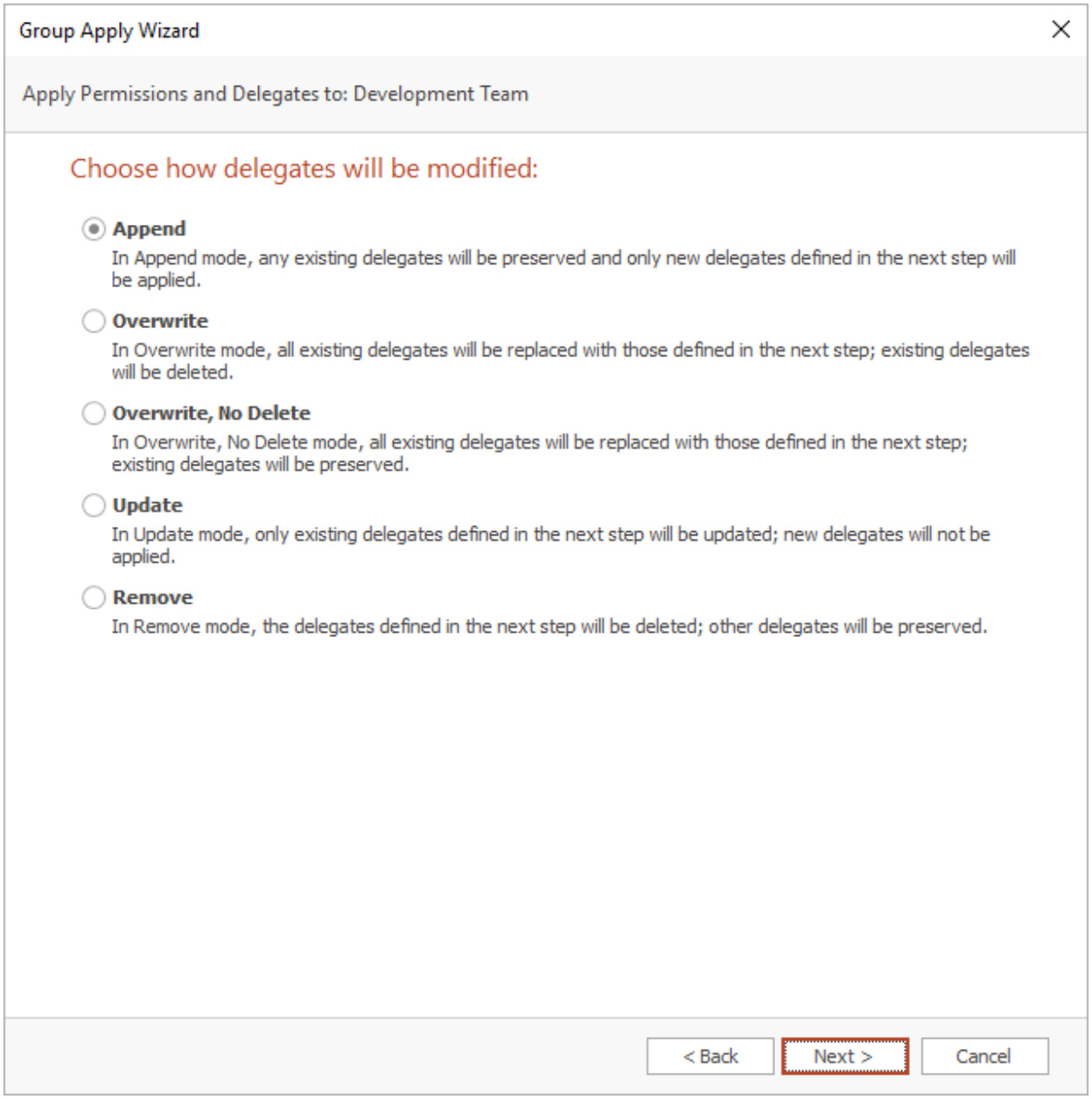
When the wizard is started for the first time, the Welcome page is displayed. To prevent it from being displayed again in the future, select the **Do not show this welcome page the next time I run this wizard** option.

When you are ready, click the **Next** button to proceed to either the Delegates Mode page or Permissions Mode page (depending on the mode selected - see note below), or click the **Cancel** button to close the wizard.

Note The pages available in the Group Apply wizard are dependant upon the selected option. When *Delegates Only* is selected, the permissions pages are not available. When *Permissions Only* is selected, the delegates pages are not available.

Group Apply Wizard - Delegates Mode

The Delegates Mode page of the Group Apply Wizard determines how delegates will be applied to selected object:

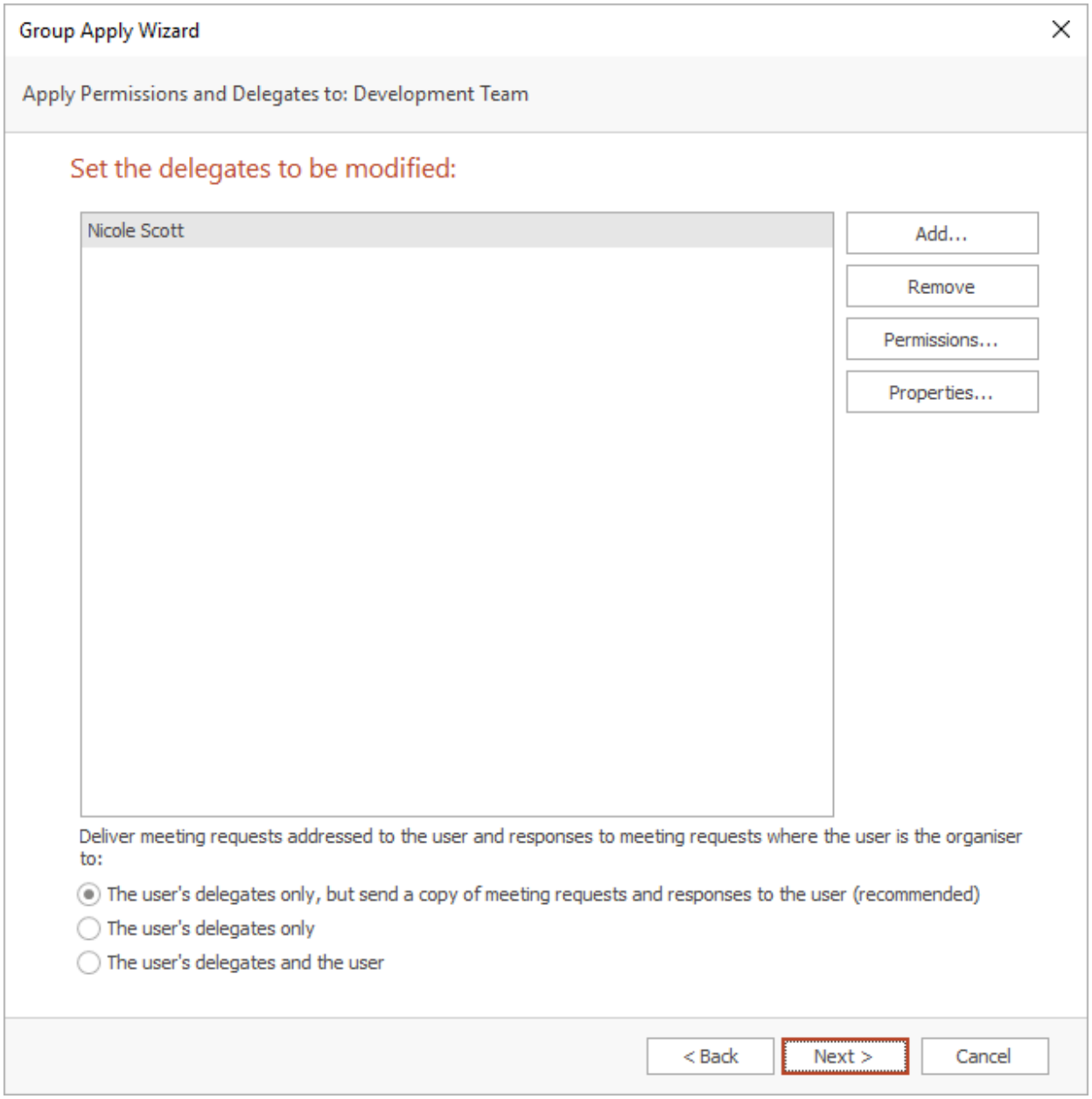


Choose the appropriate mode from the options available and then either click the **Next** button to proceed to the Delegates page, the **Back** button to return to the Welcome page, or the **Cancel** button to close the wizard.

Note For details on how the various modes work, please review the Delegates Update Modes appendix.

Group Apply Wizard - Delegates

The Delegates page of the Group Apply Wizard configures which delegates will be applied to the selected object:



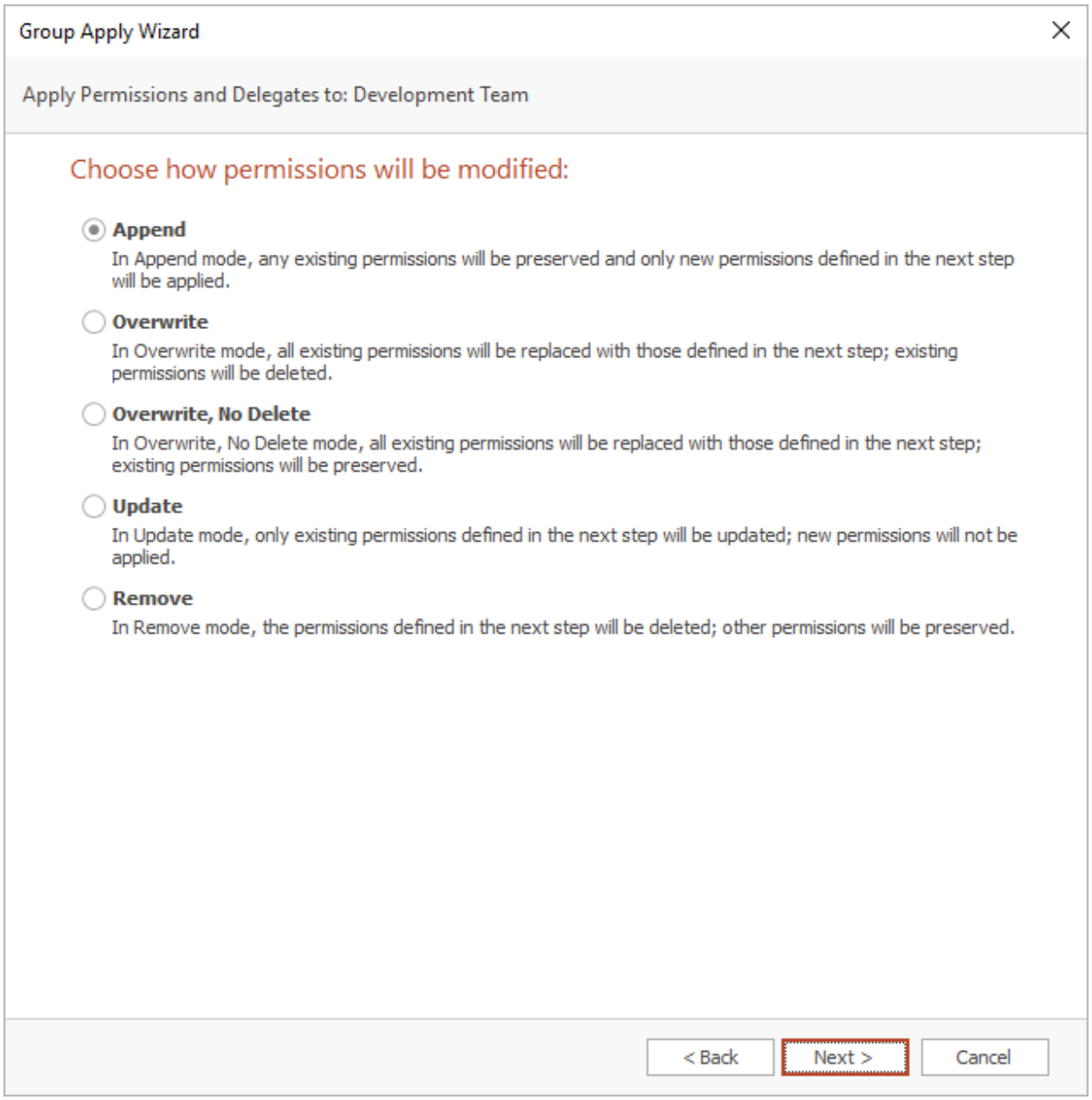
The left side of the page lists the user who will have delegate access to each mailbox. The list may be changed by using the **Add...** and **Remove** buttons. To view the permissions that will be assigned to a delegate, select one or more delegates and click the **Permissions...** button; this will open the Delegate Permissions dialog. Alternatively, you can view the view the properties of the selected delegate(s) by clicking the **Properties** button. Below the list, the appropriate option for delivering meetings and responses can be selected.

Note If the wizard is running in Remove mode, the **Permissions...** button will be disabled for all delegates.

When the delegates have been configured as required, either click the **Next** button to proceed to either the Permissions Mode page or the Confirmation page, the **Back** button to return to the Delegates Mode page, or the **Cancel** button to close the wizard.

Group Apply Wizard - Permissions Mode Page

The Permissions Mode page of the Group Apply Wizard determines how the permissions will be applied to the selected object:

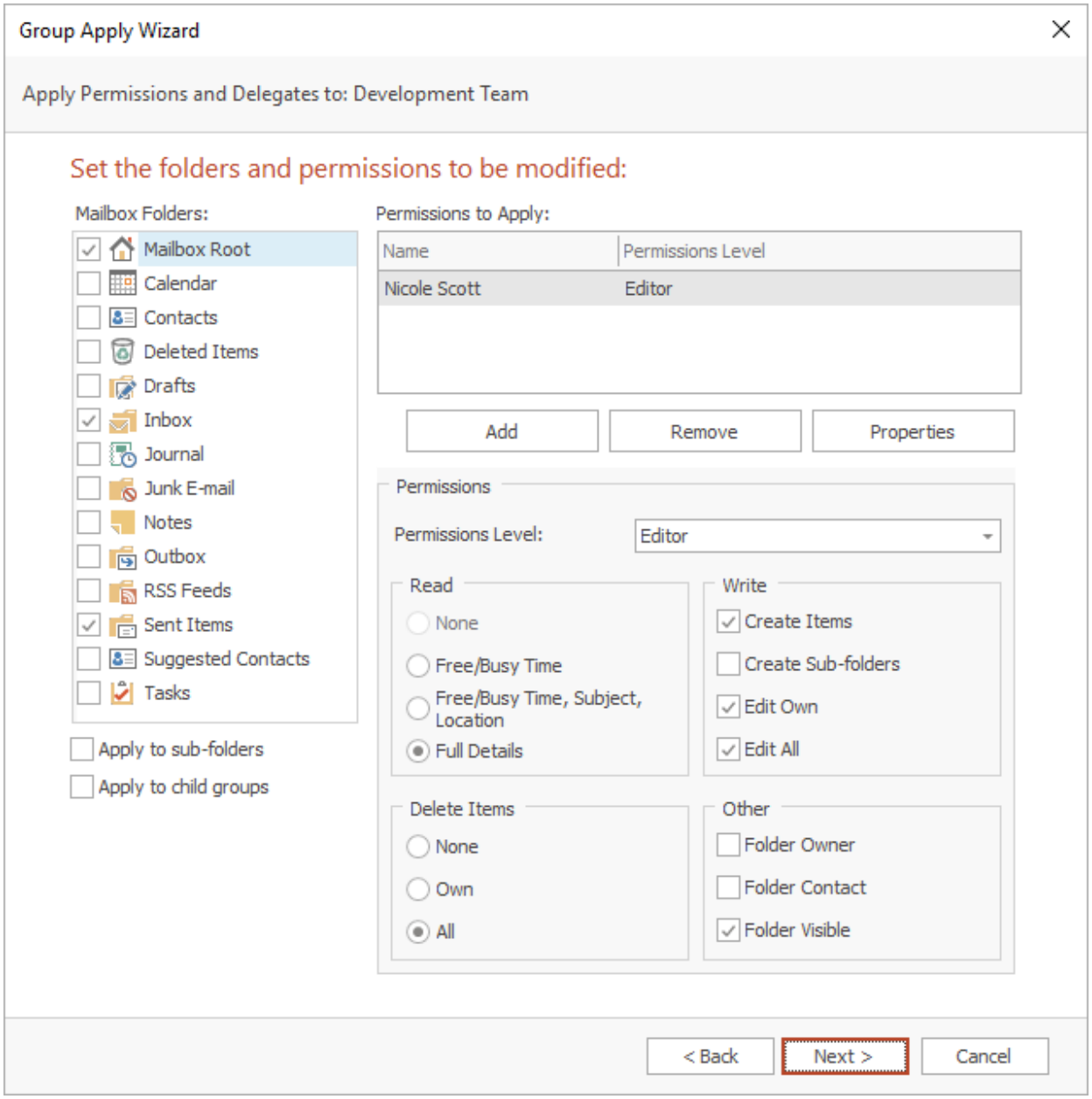


Choose the appropriate mode from the options available and then either click the **Next** button to proceed to the Permissions page, the **Back** button to return to either the Delegates page or the Welcome page, or the **Cancel** button to close the wizard.

Note For details on how the various modes work, please review the Permissions Update Modes appendix.

Group Apply Wizard - Permissions Page

The Permissions page of the Group Apply Wizard configures which permissions will be applied to the selected object:



The left side of the page displays the folder types appropriate to the object being update:

- For individual mailboxes and mailbox groups, the list will contain the mailbox root and the various default folder types (note that some default folder types, such as "RSS Feeds" are not defined on older version of Exchange).
- For mailbox folders, the list will contain just the selected folder.
- For Public Folders, the list will contain the types of items that can be stored in a Public Folder.

Select the appropriate folders for which permissions will be updated.

Note A mailbox group is a generic term for either a distribution list or an address list.

There are the following additional options for updating folders:

- **Apply to sub-folders**: Specifies that the sub-folders of the chosen folder types will be updated. For example, if the Inbox is selected and this option checked, any sub-folders of the Inbox for each mailbox will also be updated.
- **Apply to child groups**: Specifies that the wizard will update mailboxes within child groups of the selected mailbox group. *This option is only available when a mailbox group is selected.*

Note If you check the "Apply to child groups" option, you should be aware that this can significantly increase the time the wizard takes to complete, especially when processing the Global Address List. This is because the wizard will examine *all* child groups and ensure that a mailbox is only included once during the update.

The right side of the page configures the permissions to be applied to the selected folders of the object being updated. The list of users may be changed by using the **Add** and **Remove** buttons, or you may view the properties of an existing user in the list by clicking the **Properties** button. Below the list, the permissions that the selected user will be given are displayed. To change the permissions, either select the pre-defined role from the drop-down list or set custom properties using the appropriate check boxes.

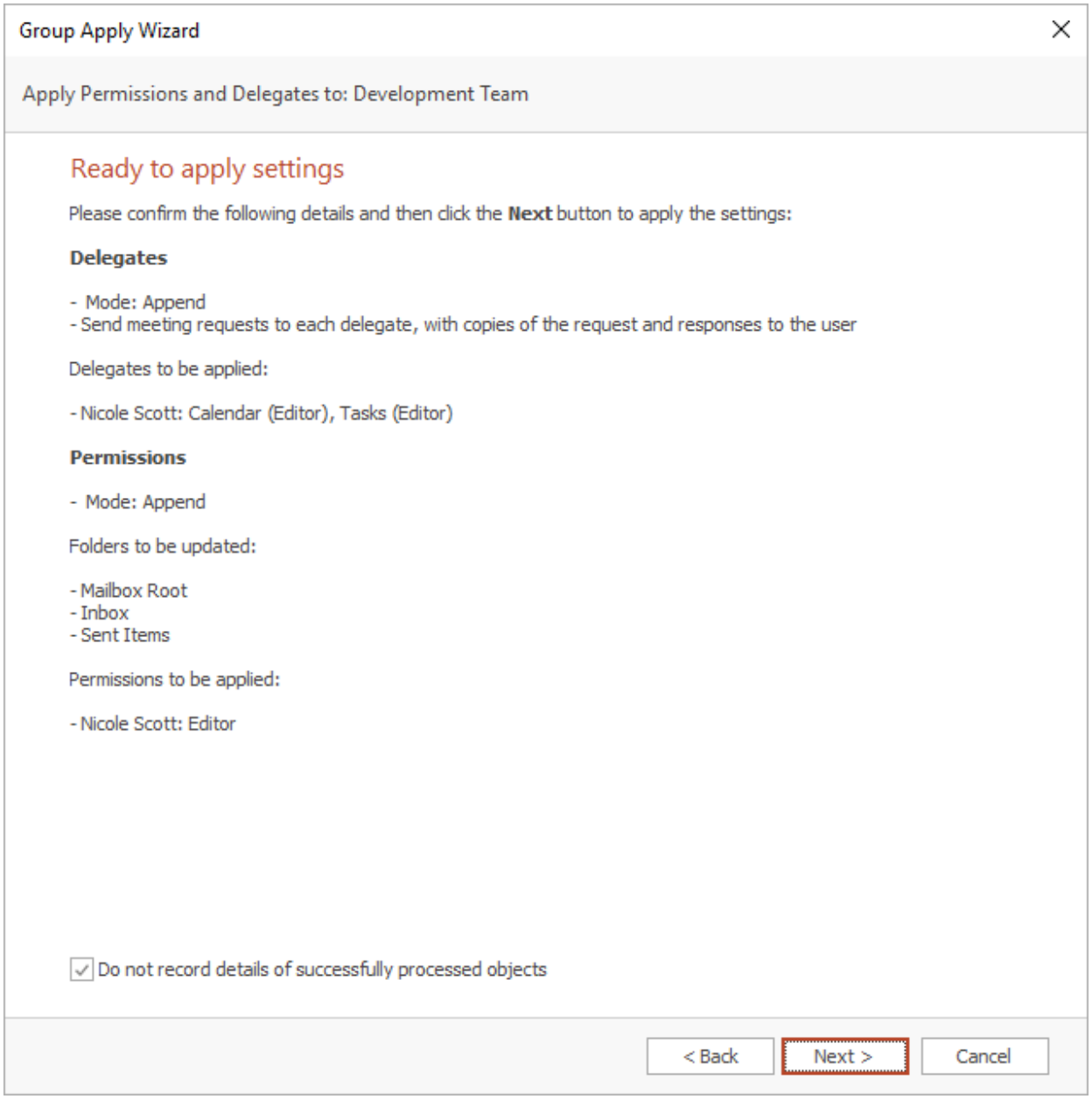
Note Please refer to the Roles and Permissions Appendix for further details about permissions.

Note If the wizard is running in Remove mode, the controls for the permissions will be disabled and each user will be displayed as "<Remove>".

When the folders and permissions have been configured as required, either click the **Next** button to proceed to the Confirmation page, the **Back** button to return to the Permissions Mode page, or the **Cancel** button to close the wizard.

Group Apply Wizard - Confirmation Page

The Confirmation page of the Group Apply Wizard previews the settings made in the wizard before they are applied to the selected object:

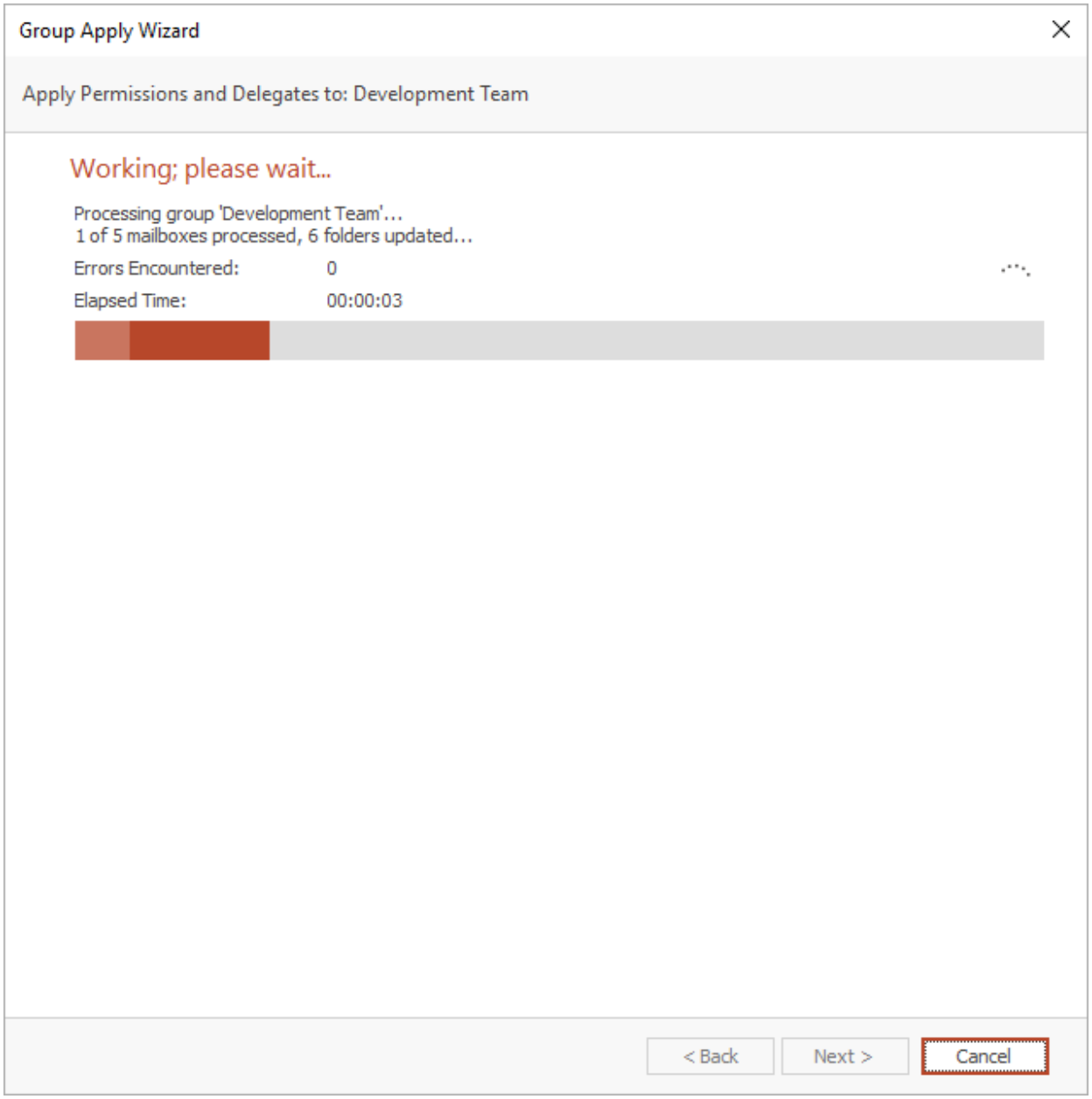


If the settings have been configured as required, click the **Next** button to start the wizard, which will display the Working page. Otherwise, click the **Back** button to return to either the Delegates page or the Permissions page, or the **Cancel** button to close the wizard.

Important On large address lists, it can take a considerable amount of memory to store the results of all processed objects. In order to reduce the memory required, select the **Do not record details of successfully processed objects** option. This will mean that only objects that were not processed successfully are retained in memory and consequently displayed in the Results dialog.

Group Apply Wizard - Working Page

The Working page of the Group Apply Wizard is displayed by the wizard whilst the permissions are being applied to the selected object:

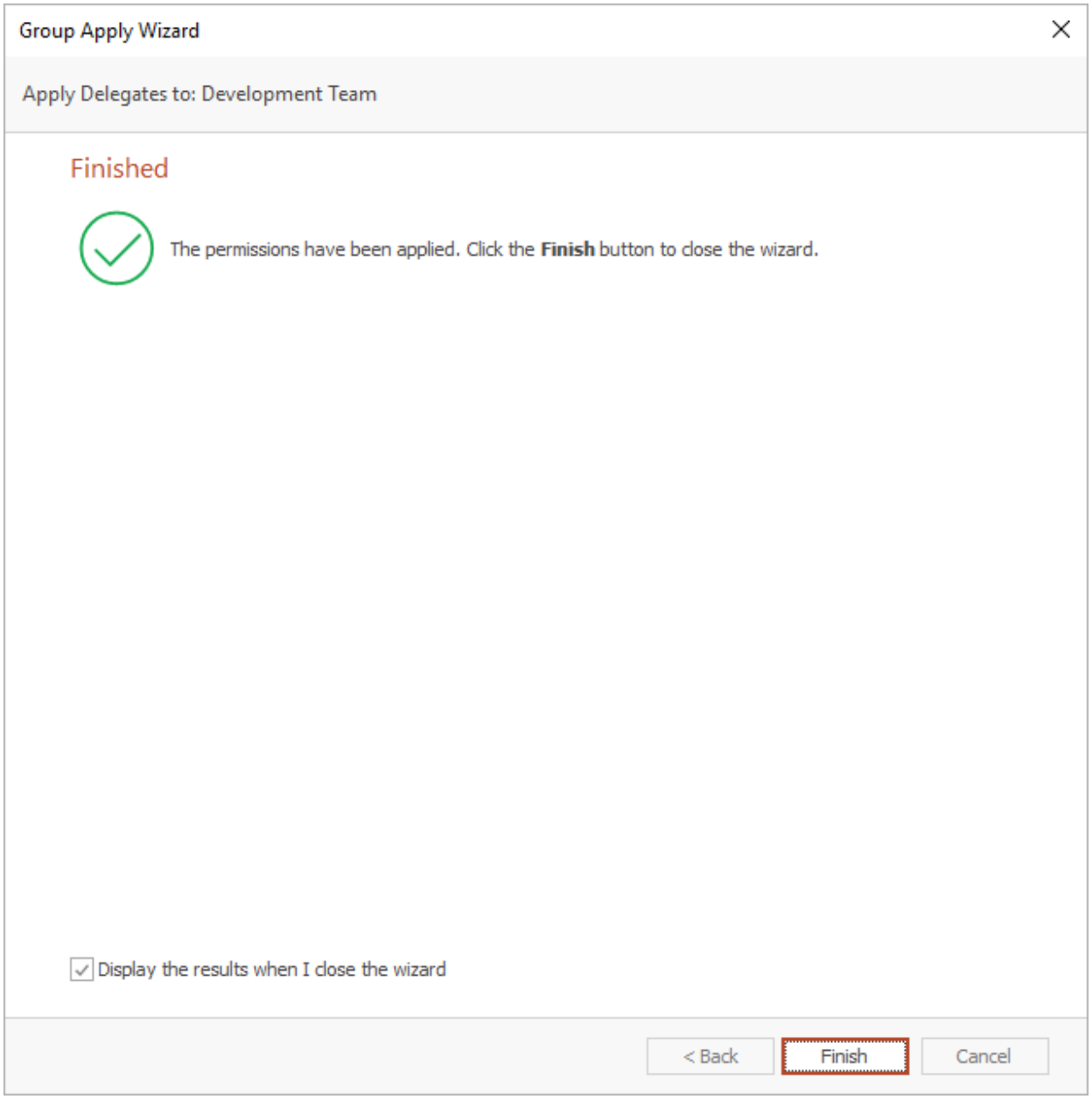


The bar gives an indication of how much progress the wizard has made and once enough objects have been processed, an estimate of the remaining time will be displayed. If necessary, click the **Cancel** button to stop the wizard and return to the Confirmation page. When the wizard has completed, the Finished page will be displayed.

Note If you cancel the wizard, any changes already applied will not be reversed.

Group Apply Wizard - Finished Page

The Finished page of the Group Apply Wizard is displayed by the wizard once the permissions have been applied to the selected object:



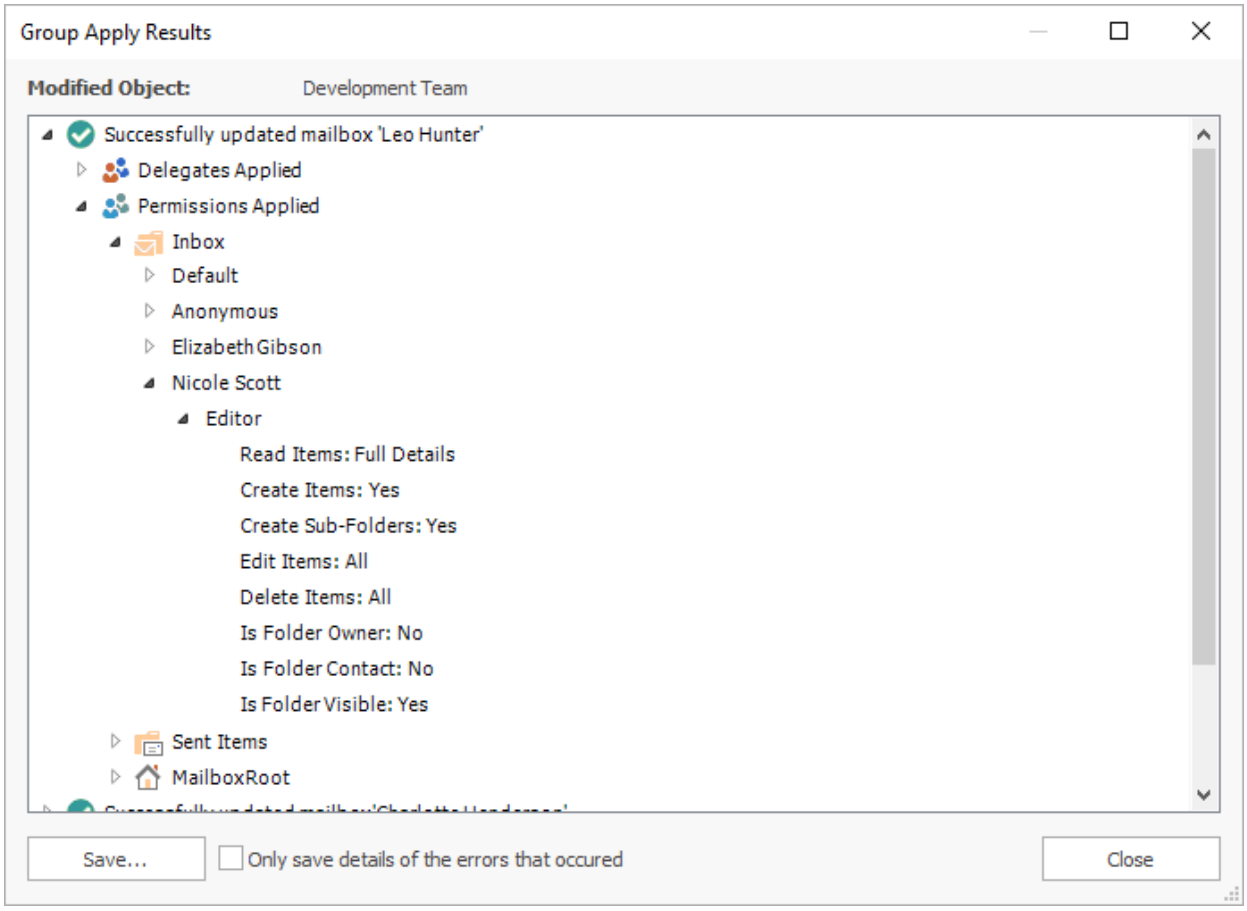
The overall result of the wizard will be displayed as appropriate. To view the results of applying the permissions in the Results dialog, select the **Display the results when I close the wizard** option. When ready, click the **Finish** button to close the wizard.

Note If there are results to be displayed, the **Display the results when I close the wizard** option will be available and automatically selected. If all objects were successfully processed *and* the **Do not record**

details of successfully processed objects option was selected on the Confirmation page, this option will not be available.

Group Apply Results Dialog

The Group Apply Results dialog is displayed after the Group Apply wizard has finished and the **Display the results when I close the wizard** option was checked:



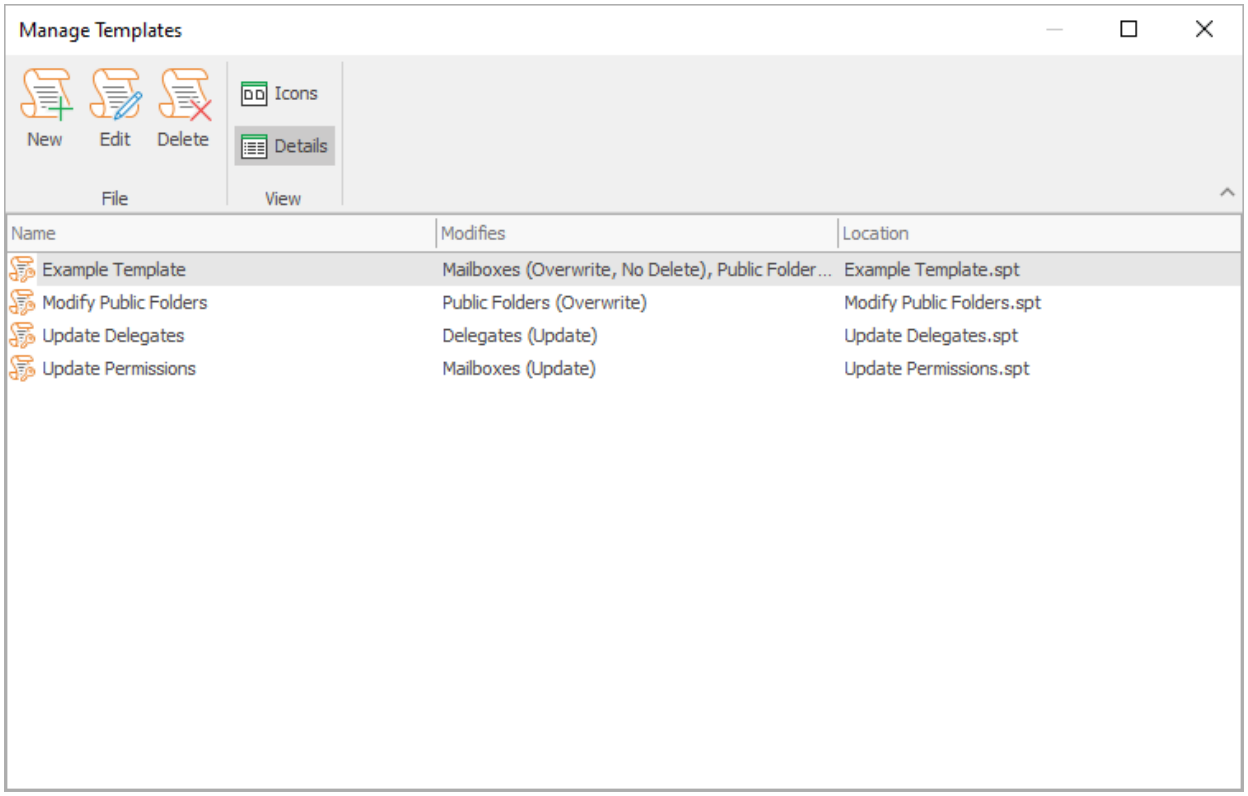
The dialog displays a list of all of the mailboxes or Public Folders that were updated by the wizard, and the status for each object. For each object, there is a node that can be expanded to display the permissions that were applied and/or any errors that occurred. Any of the nodes under the **Errors** node can be double-clicked to view the details of the related error. The results can also be saved to a log file by clicking the **Save...** button. Selecting the **Only save details of the errors that occurred** option will cause only mailbox or Public Folders that have errors to be included in the log file.

Templates

The Templates feature of the application allows the administrator to create a set of standard permissions to be applied to Mailboxes and Public Folders. The following sections describe how to manage and apply those templates.

Manage Templates Dialog

The Manage Templates dialog is opened by clicking the **Manage Templates** button in the **Templates** group in the **Home** ribbon in the main application window:



The main part of the dialog displays a list of the templates available in the templates directory. The view can be changed by clicking either the **Icons** or **Details** button.

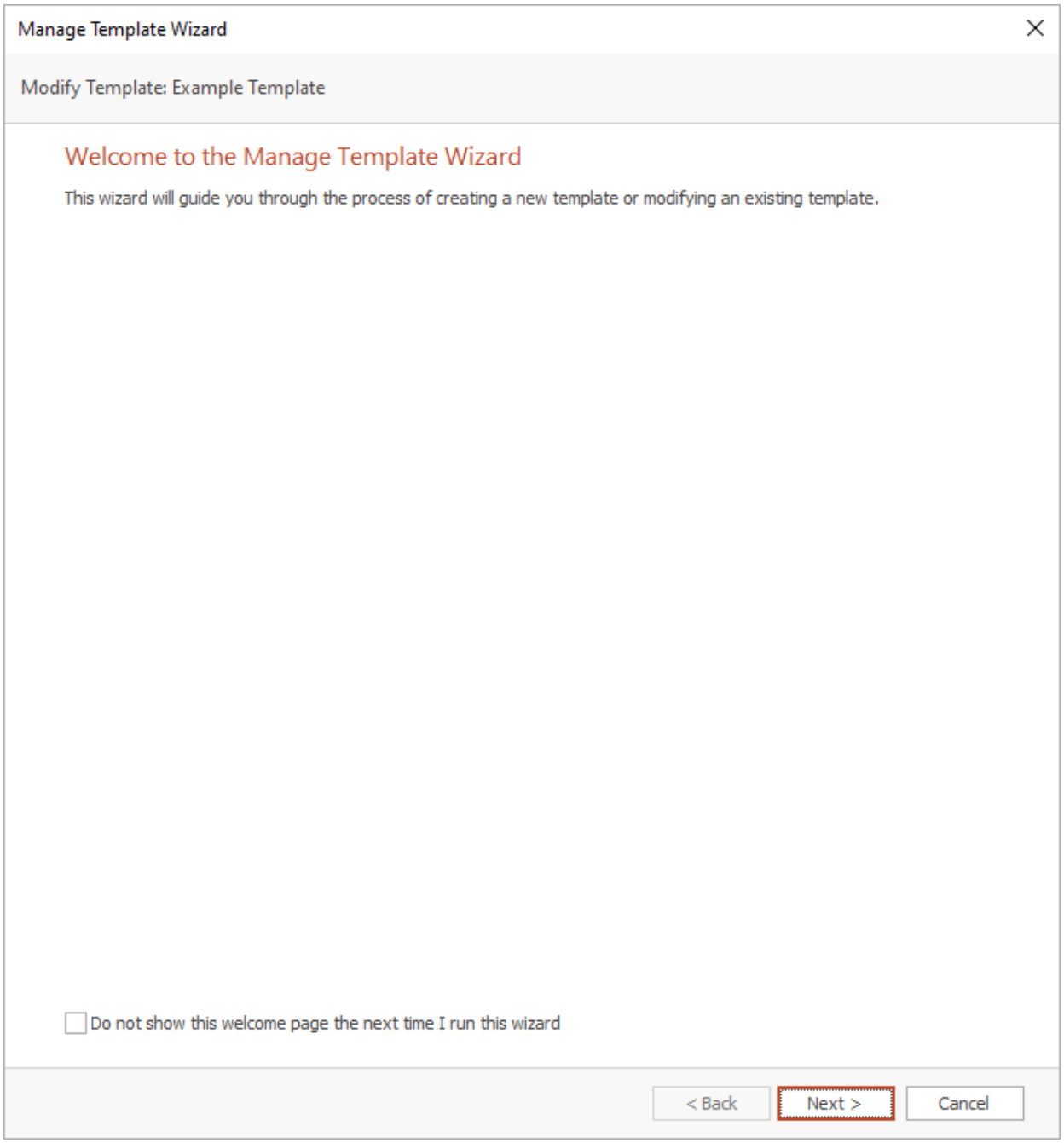
Note The templates directory is specified in the Options dialog.

- To create a new template, click the **New** button; this will start the Manage Template Wizard in create mode.
- To modify an existing template, select the template in the list and click the **Edit** button; this will start the Manage Template Wizard in modify mode.
- To delete an existing template, select the template in the list and click the **Delete** button.

Note Whilst Folder Permissions Manager does support templates from previous versions of the product, it is strongly recommended that all templates are reviewed and saved. This will prevent unnecessary and expensive calls to Active Directory to look up users from their legacy Exchange name.

Manage Template Wizard

The Manage Template Wizard is started using the Manage Templates dialog:



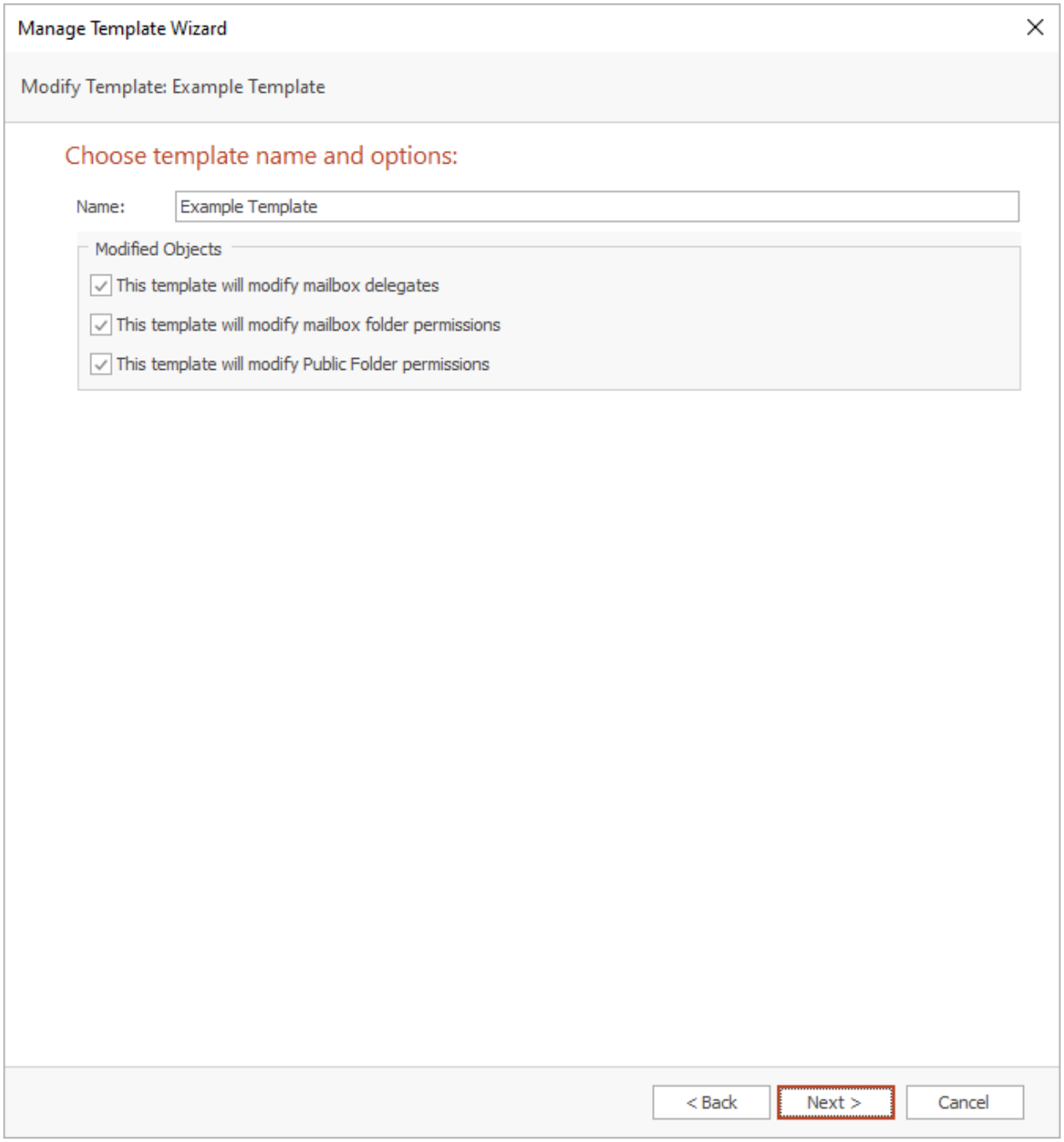
The wizard can either create a new template or modify an existing template. The chapters in this section describe the process for creating a new template. When modifying an existing template, the wizard behaves in much the same way.

When the wizard is started for the first time, the Welcome page is displayed. To prevent it from being displayed again in the future, select the **Do not show this welcome page the next time I run this wizard** option.

When you are ready, click the **Next** button to proceed to the Options page or click the **Cancel** button to close the wizard.

Manage Template Wizard - Options Page

The Options page of the Manage Template Wizard configures the basic settings for the template:



The following options can be configured for the template:

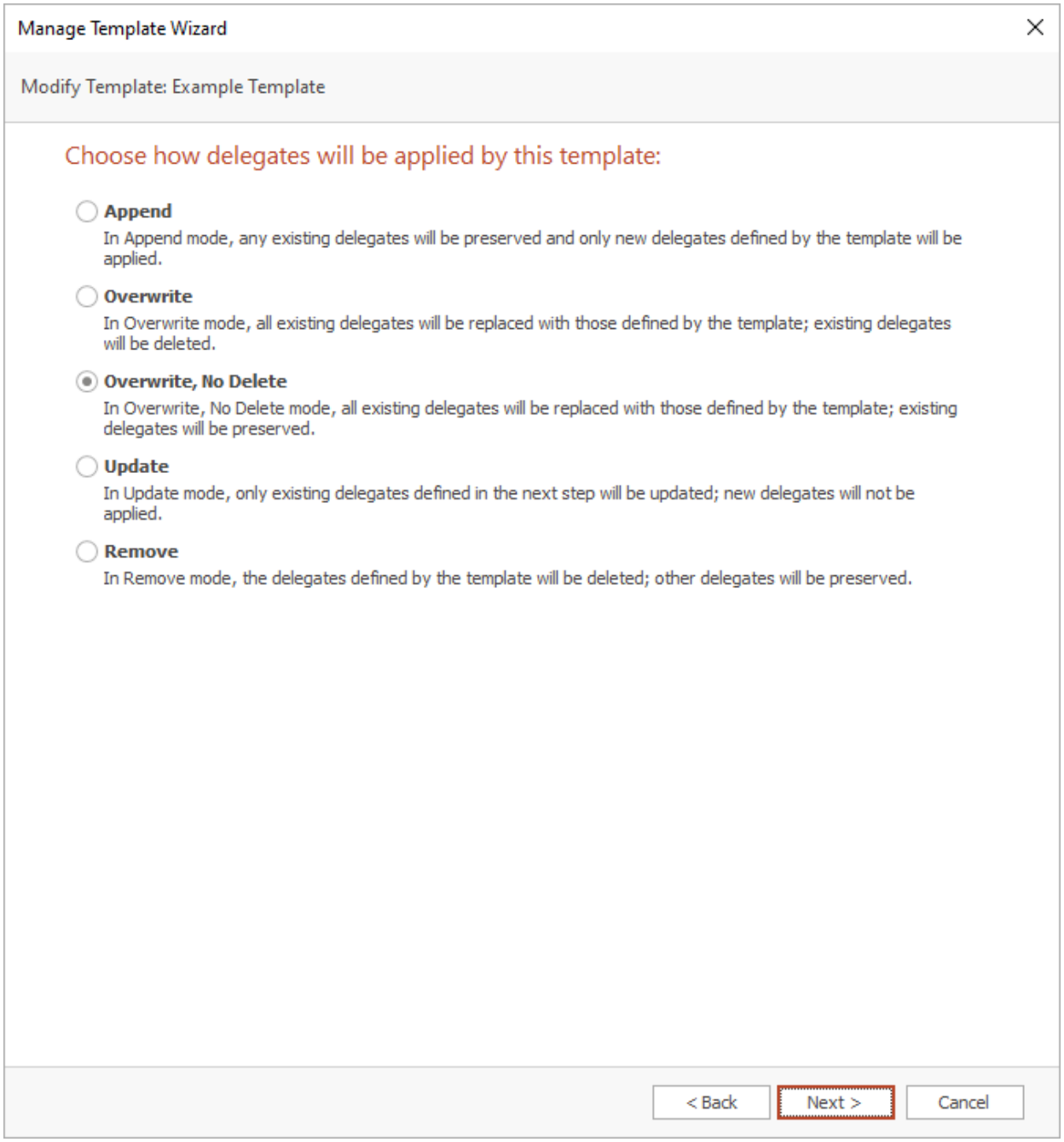
- **Name**: Specifies the name of the template. This name must be unique for new templates; for existing templates the current name will be entered automatically.
- **Modified Objects**: Determines the type of objects to which the the template can be applied.

Note The name of the template must be unique; you will be warned if the name entered is already in use by another template.

When the template has been configured as appropriate, either click the **Next** button to proceed to either the Delegates page (only available when the template will modify delegates) or the Permissions page, the **Back** button to return to the Welcome page, or the **Cancel** button to close the wizard.

Manage Template Wizard - Delegates Mode Page

The Delegates Mode page of the Manage Template Wizard determines how delegates will be applied by the template:

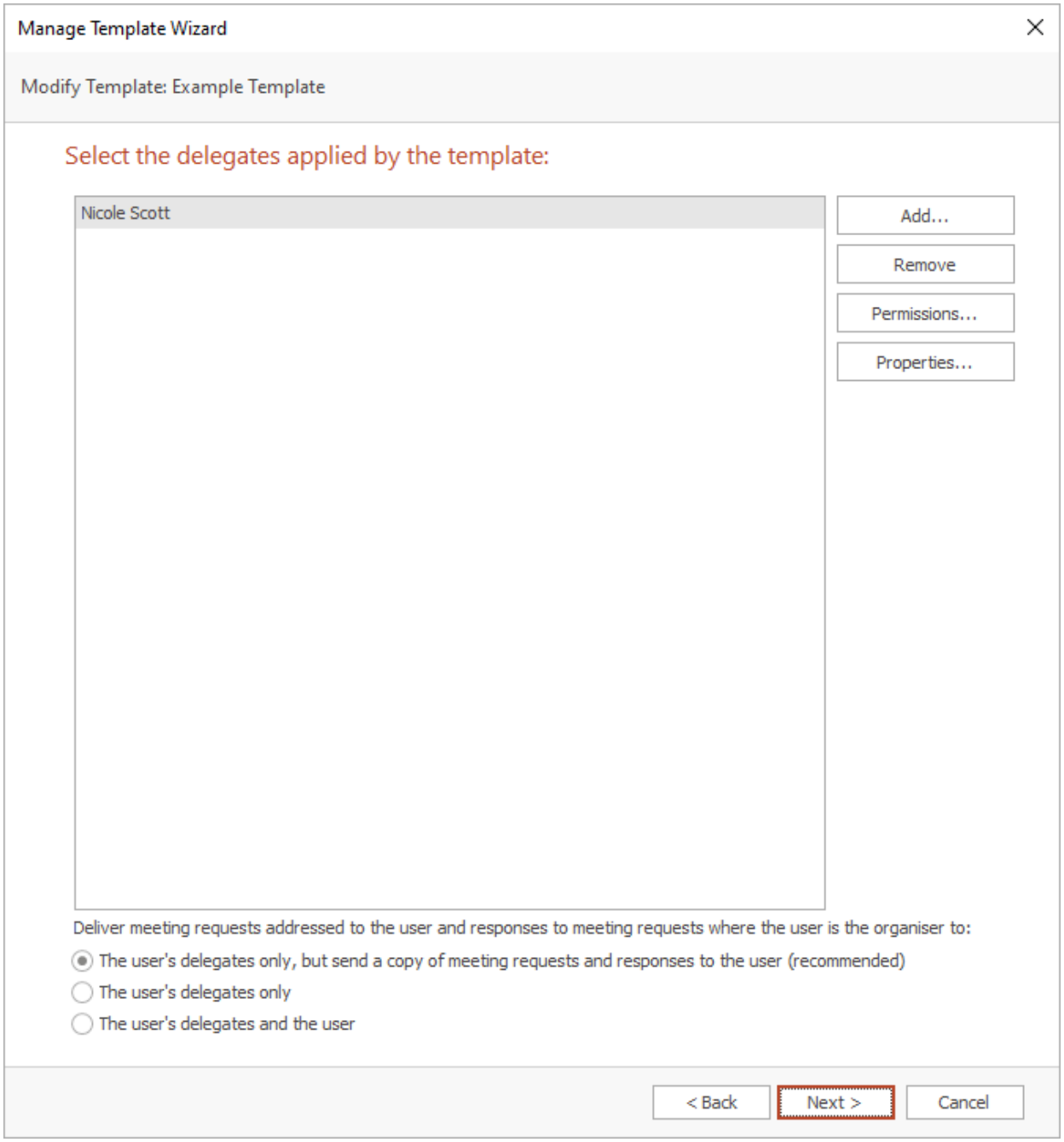


Choose the appropriate mode from the options available and then either click the **Next** button to proceed to the Delegates page, the **Back** button to return to the Options page, or the **Cancel** button to close the wizard.

Note For details on how the various modes work, please review the Delegates Update Modes appendix.

Manage Template Wizard - Delegates Page

The Delegates page of the Manage Template Wizard configures which delegates will be applied by the template:



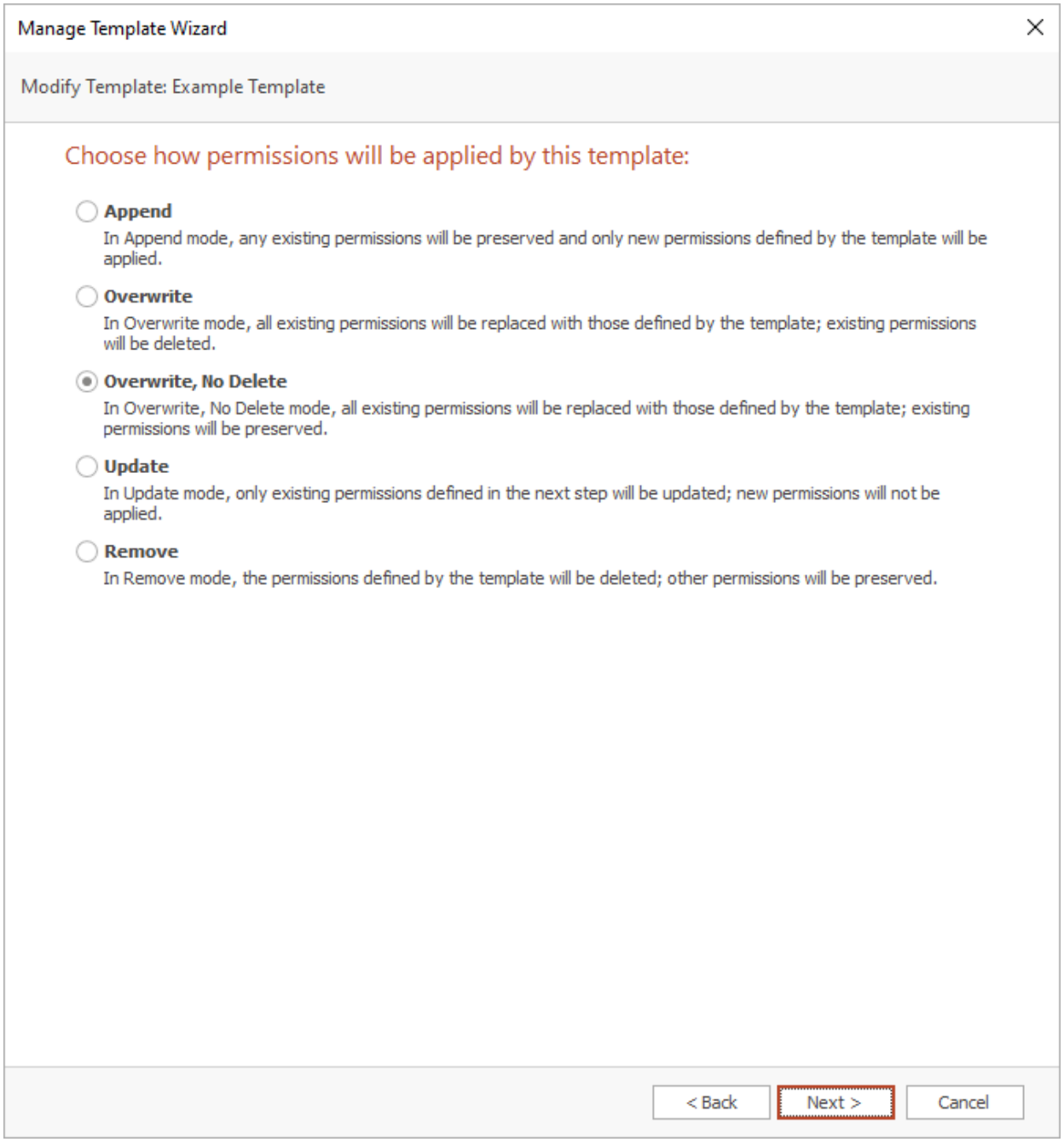
The left side of the page lists the user who will have delegate access to each mailbox to which the template is applied. The list may be changed by using the **Add...** and **Remove** buttons. To view the permissions that will be assigned to a delegate, select one or more delegates and click the **Permissions...** button; this will open the Delegate Permissions dialog. Alternatively, you can view the view

the properties of the selected delegate(s) by clicking the **Properties** button. Below the list, the appropriate option for delivering meetings and responses can be selected.

When the delegates have been configured as required, either click the **Next** button to proceed to the Permissions Mode page, the **Back** button to return to the Delegates Mode page, or the **Cancel** button to close the wizard.

Manage Template Wizard - Permissions Mode Page

The Permissions Mode page of the Manage Template Wizard determines how the permissions will be applied by the template:

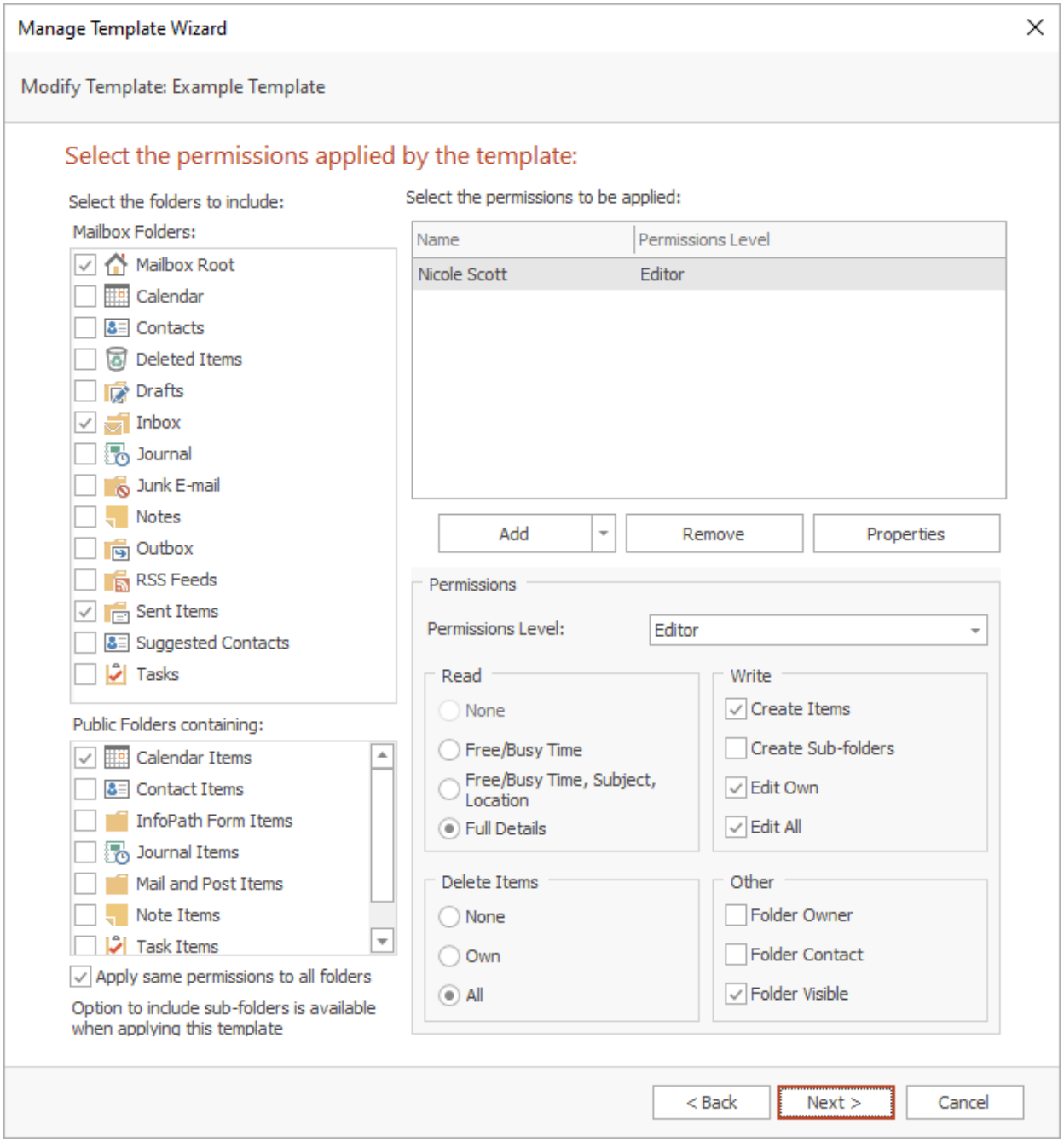


Choose the appropriate mode from the options available and then either click the **Next** button to proceed to the Permissions page, the **Back** button to return to either the Delegates page or the Options page, or the **Cancel** button to close the wizard.

Note For details on how the various modes work, please review the Permissions Update Modes appendix.

Manage Template Wizard - Permissions Page

The Permissions page of the Manage Template Wizard configures which permissions will be applied by the template:



The left side of the page displays the folder types appropriate to the configuration of the template:

- If the template has been configured to modify mailboxes, a list will be displayed containing the mailbox root and the various default folder types (note that some default folder types, such as "RSS Feeds" are not defined on older version of Exchange).
- If the template has been configured to modify For Public Folders, a list will be displayed containing the types of items that can be stored in a Public Folder.

The right side of the page configures the permissions to be applied by the tempate. The list of users may be changed by using the **Add** and **Remove** buttons, or you may view the properties of an existing user in the list by clicking the **Properties** button. Below the list, the permissions that the selected user will be given are displayed. To change the permissions, either select the pre-defined role from the drop-down list or set custom properties using the appropriate check boxes. If the **Apply same permissions to all folders** option is selected, the permissions will be applied to all of the selected folders; if it is not selected, the permissions must be configured for each selected folder.

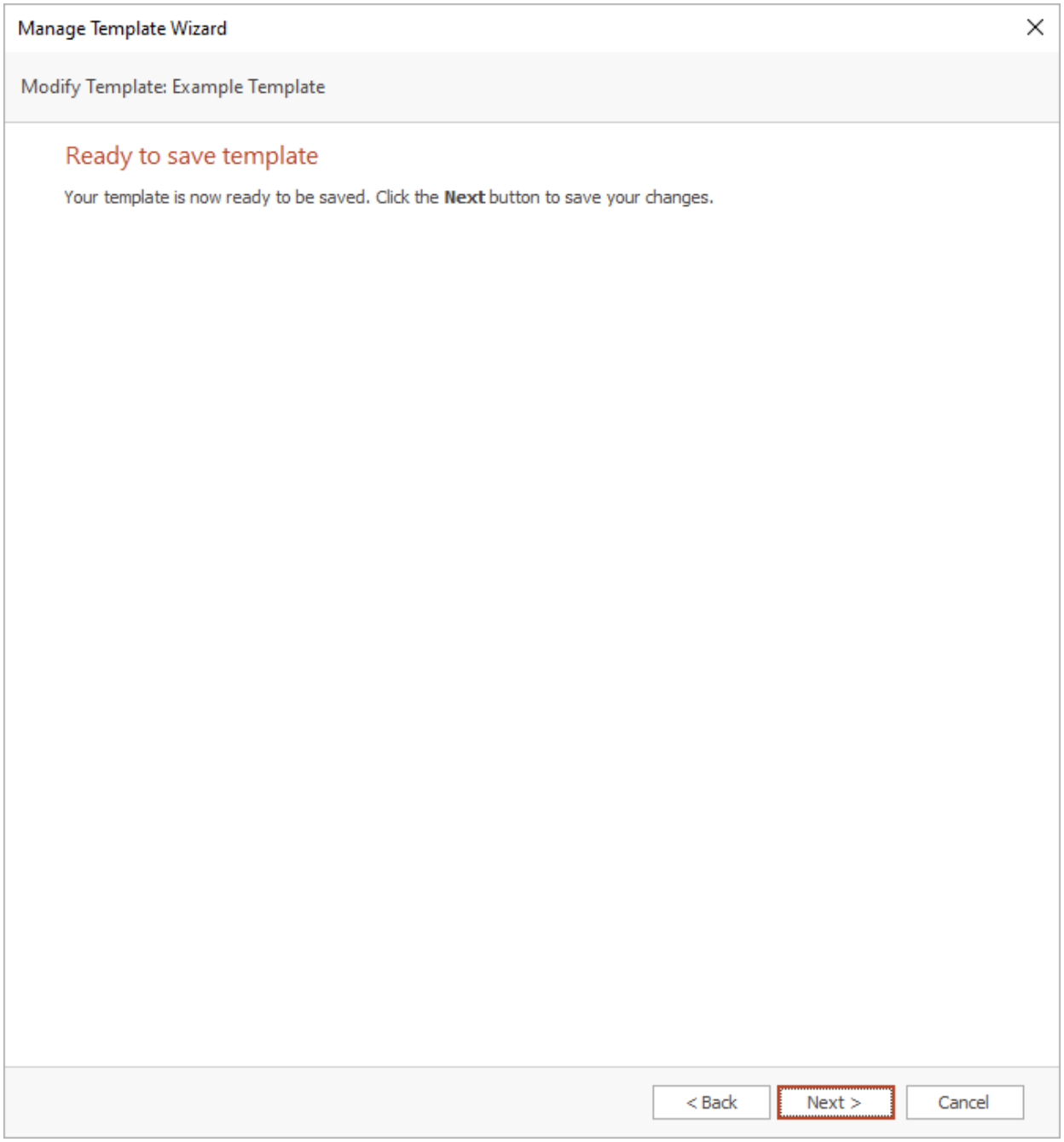
Note Please refer to the Roles and Permissions Appendix for further details about permissions. Notice that the **Read** group will always show the extended Free/Busy permissions used by the Calendar folder on Exchange Server 2007 and higher. When applied to folders *other* that the Calendar folder, the **Free/Busy Time** and **Free Busy Time, Subject, Location** permissions will be ignored and the permission applied will be **None**.

Note If the template has been configured to remove permissions, the controls for the permissions will be disabled and each user will be displayed as "<Remove>".

When the folders and permissions have been configured as required, either click the **Next** button to proceed to the Ready To Save page, the **Back** button to return to the Permissions Mode page, or the **Cancel** button to close the wizard.

Manage Template Wizard - Ready To Save Page

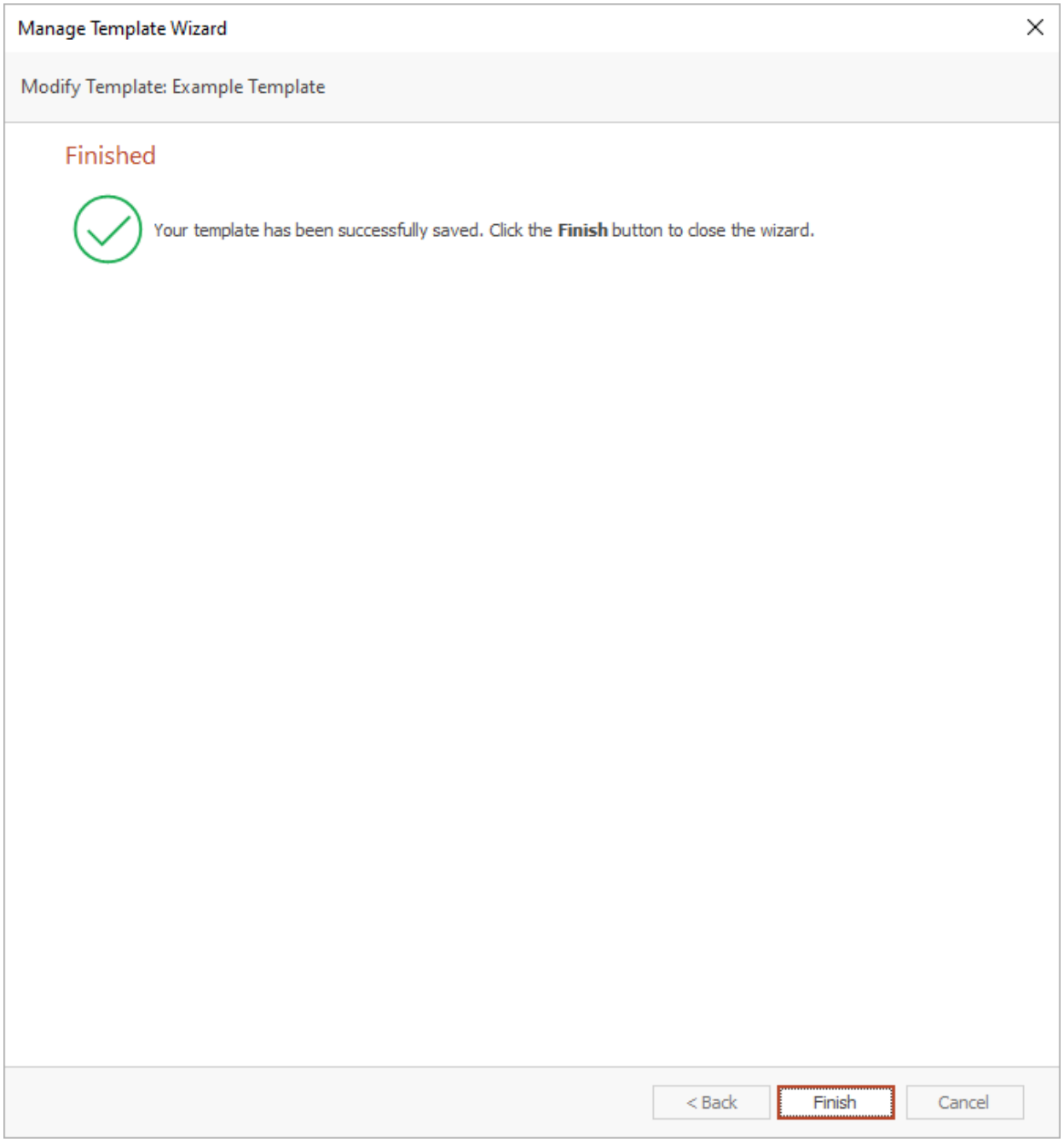
The Ready To Save page of the Manage Template Wizard confirms that you wish to save the template:



If the template is configured as required, click the **Next** button to save the template, which will display the Finished page. Otherwise, click the **Back** button to return to the Permissions page, or the **Cancel** button to close the wizard.

Manage Template Wizard - Finished Page

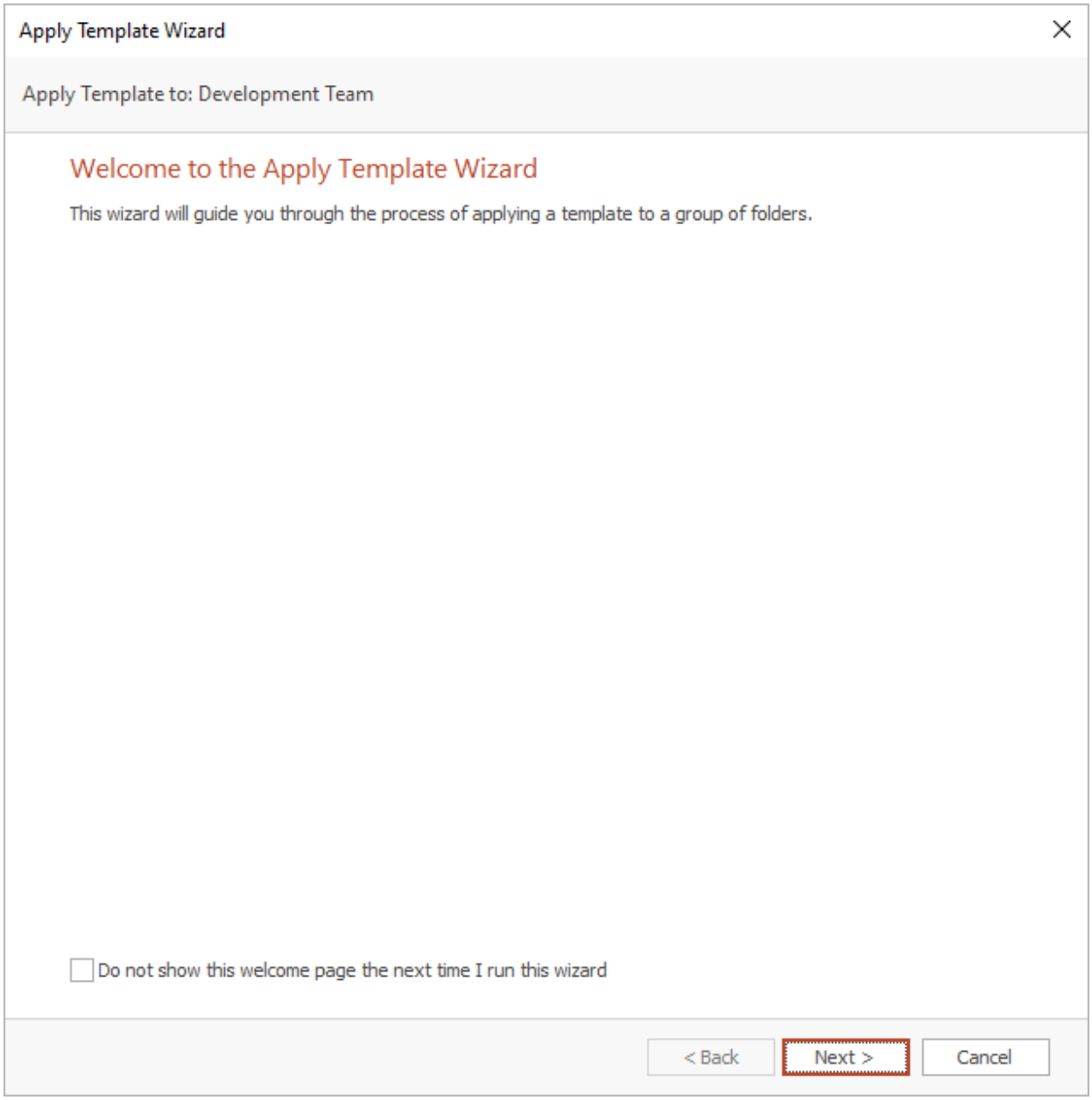
The Finished page of the Manage Template Wizard is displayed by the wizard once the template has been successfully saved:



When ready, click the **Finish** button to close the wizard and return the Manage Templates dialog. If a new template has been created, it will be added to the list of templates.

Apply Template Wizard

The Apply Template Wizard is started by selecting an address list, distribution list, mailbox or Public Folder in the main application window and clicking the **Apply Template** button in the **Templates** group in the **Home** ribbon:

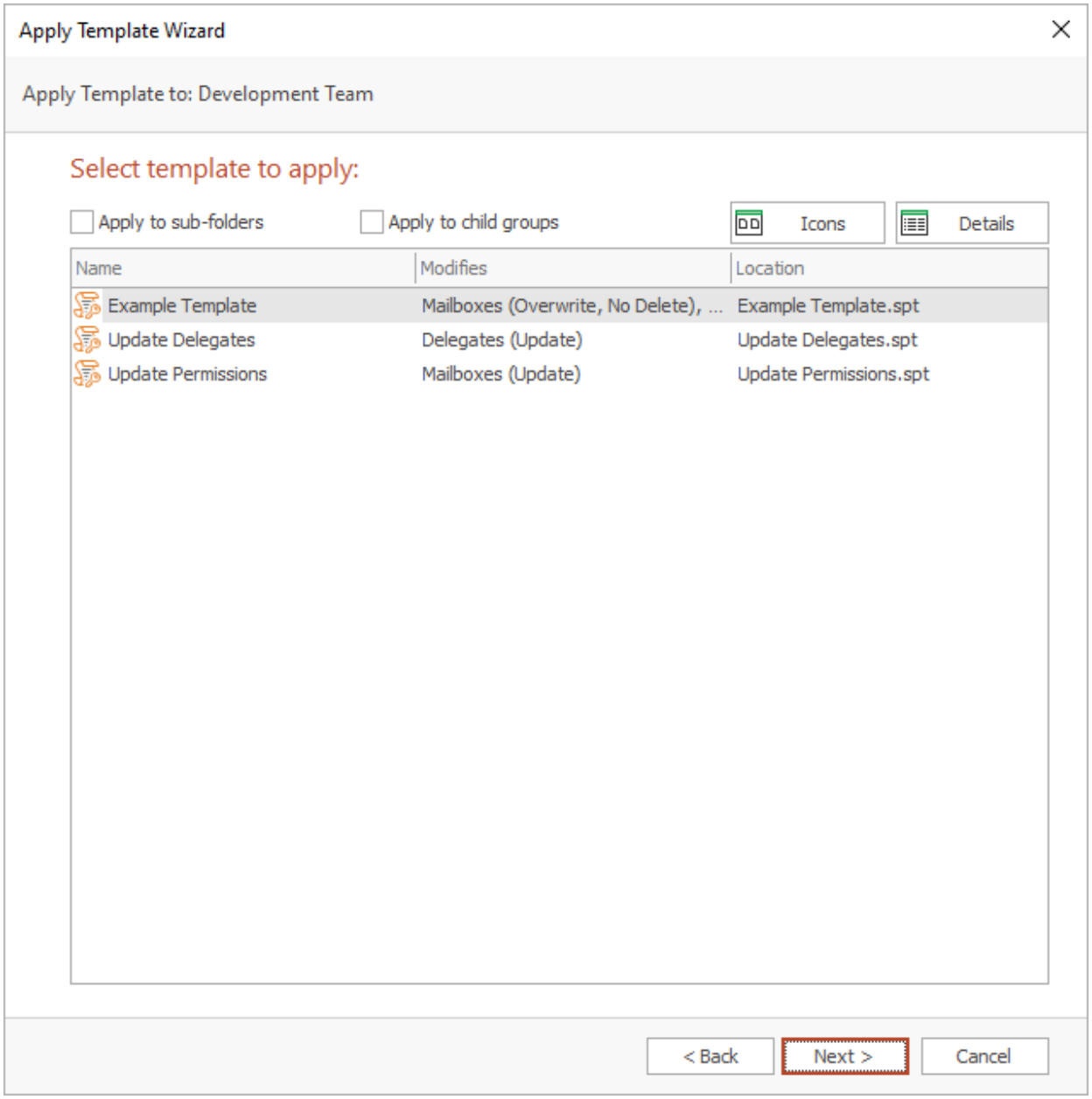


When the wizard is started for the first time, the Welcome page is displayed. To prevent it from being displayed again in the future, select the **Do not show this welcome page the next time I run this wizard** option.

When you are ready, click the **Next** button to proceed to the Select Template page or click the **Cancel** button to close the wizard.

Apply Template Wizard - Select Template Page

The Select Template page of the Apply Template Wizard allows you to choose the template to applied to the selected object:



The main part of the page lists the templates that can be applied to the selected object (for example, if a Public Folder is selected, only templates that are configured to modify Public Folders will be displayed). The view can be changed by clicking either the **Icons** or **Details** button.

There are the following additional options for applying the template:

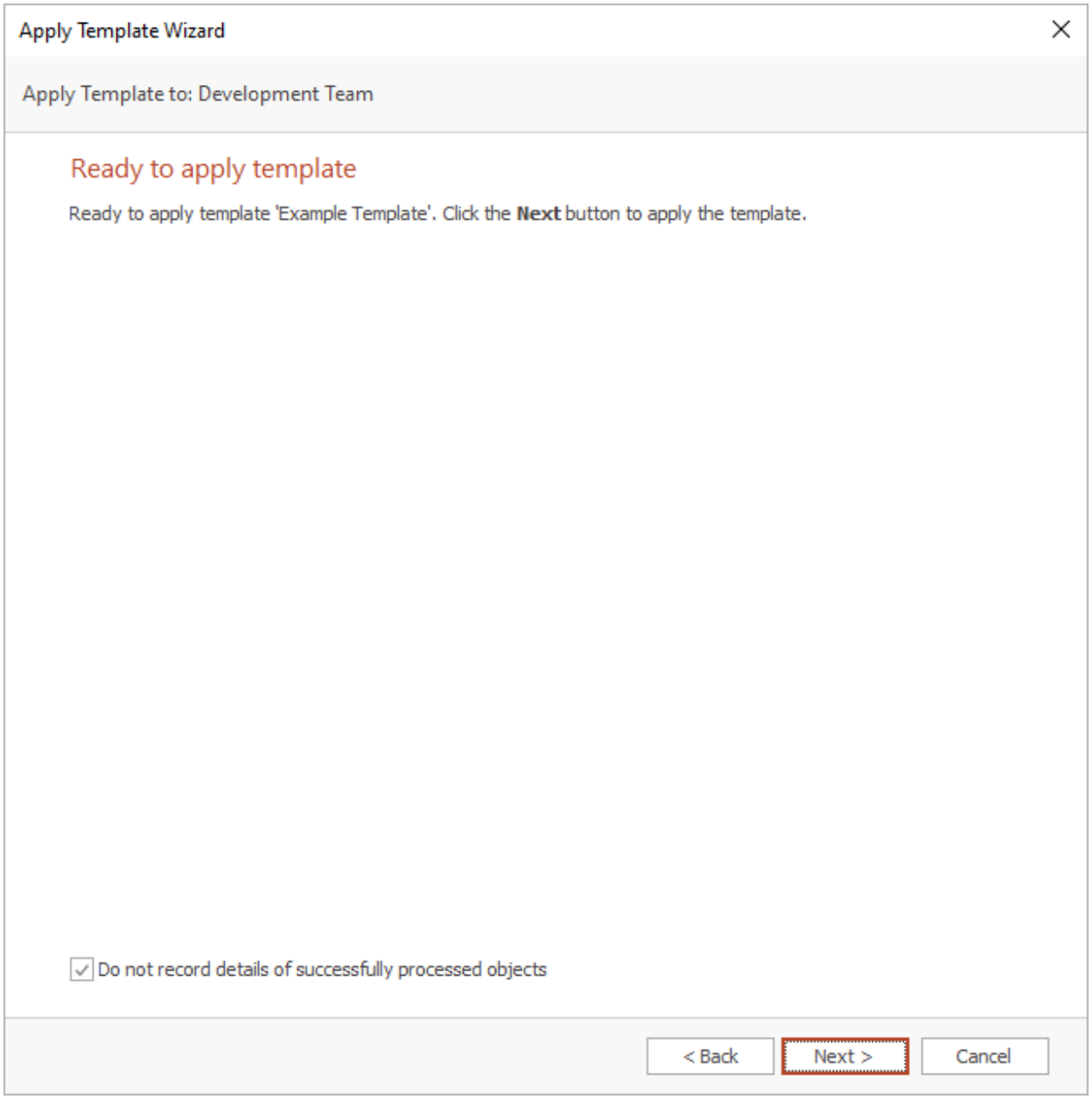
- **Apply to Sub-Folders**: Specifies that the sub-folders of the folders updated by the template will also be updated. For example, if the template is configured to update the Inbox folder and this option checked, any sub-folders of the Inbox of each mailbox will be updated.
- **Apply to Child Groups**: Specifies that the template will also update mailboxes within child groups of the selected mailbox group. *This option is only available when a mailbox group is selected.*

Note If you check the **Apply to Child Groups** option, you should be aware that this can significantly increase the time the wizard takes to complete, especially when applying the template to the Global Address List. This is because the wizard will examine *all* child groups and ensure that a mailbox is only included once during the update.

Once the appropriate template has been selected, either click the **Next** button to continue to the Ready To Apply page, click the **Back** button to return to the Welcome page, or click the **Cancel** button to close the wizard.

Apply Template Wizard - Ready To Apply Page

The Ready To Apply page of the Apply Template Wizard confirms that you are ready to apply the template:

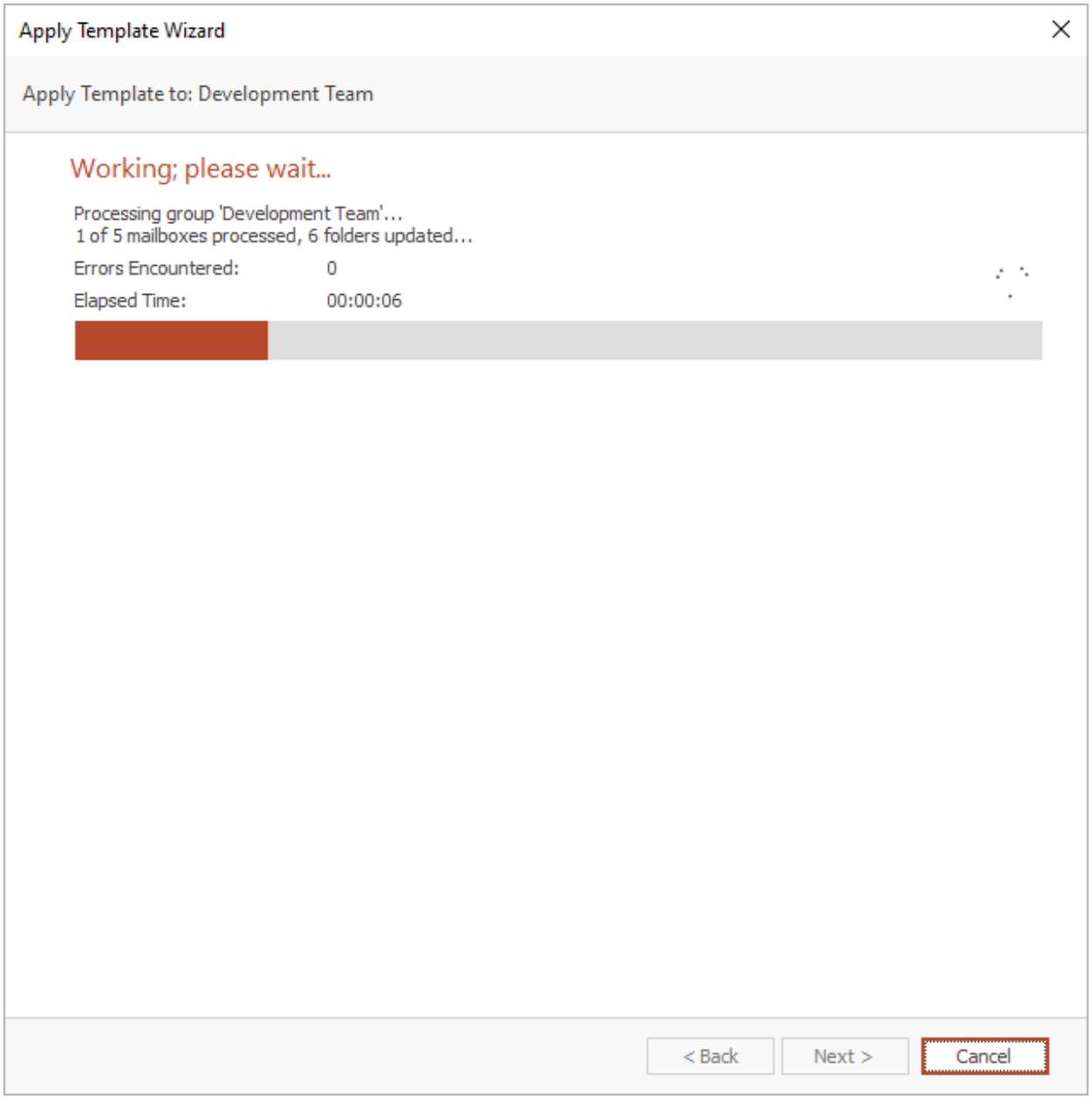


If the correct template has been selected, click the **Next** button to start the wizard, which will display the Working page. Otherwise, click the **Back** button to return to the Select Template page, or the **Cancel** button to close the wizard.

Important On large lists, it can take a considerable amount of memory to store the results of all processed objects (to which the template has been applied). In order to reduce the memory required, select the **Do not record details of successfully processed objects** option. This will mean that only objects that were not processed successfully are retained in memory and consequently displayed in the Results dialog.

Apply Template Wizard - Working Page

The Working page of the Apply Template Wizard is displayed by the wizard whilst the permissions defined in the template are being applied to the selected object:

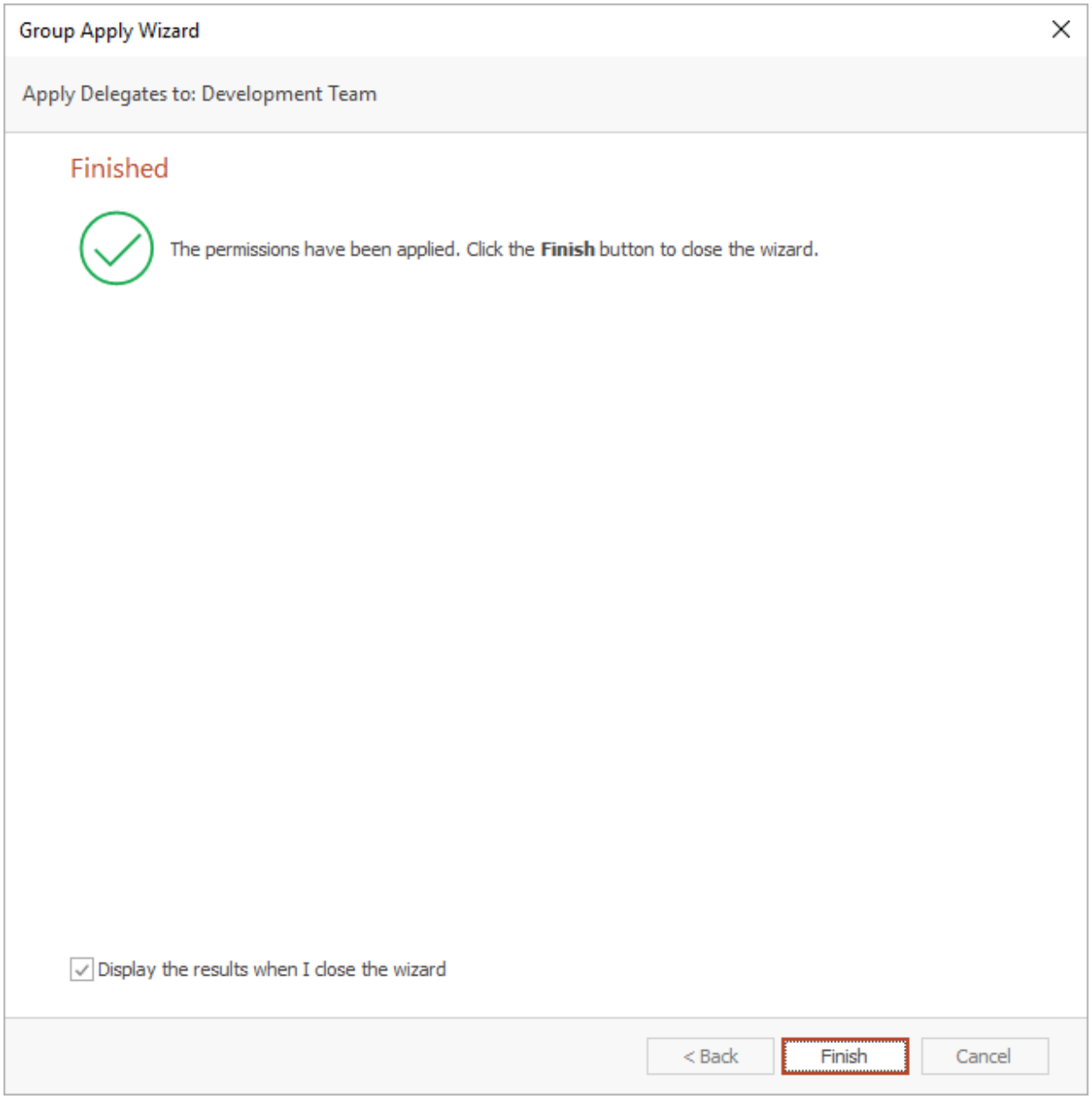


The bar gives an indication of how much progress the wizard has made and once enough objects have been processed, an estimate of the remaining time will be displayed. If necessary, click the **Cancel** button to stop the wizard and return to the Ready To Apply page. When the wizard has completed, the Finished page will be displayed.

Note If you cancel the wizard, any changes already applied will not be reversed.

Apply Template Wizard - Finished Page

The Finished page of the Apply Template Wizard is displayed by the wizard once the template has been applied to the selected object:



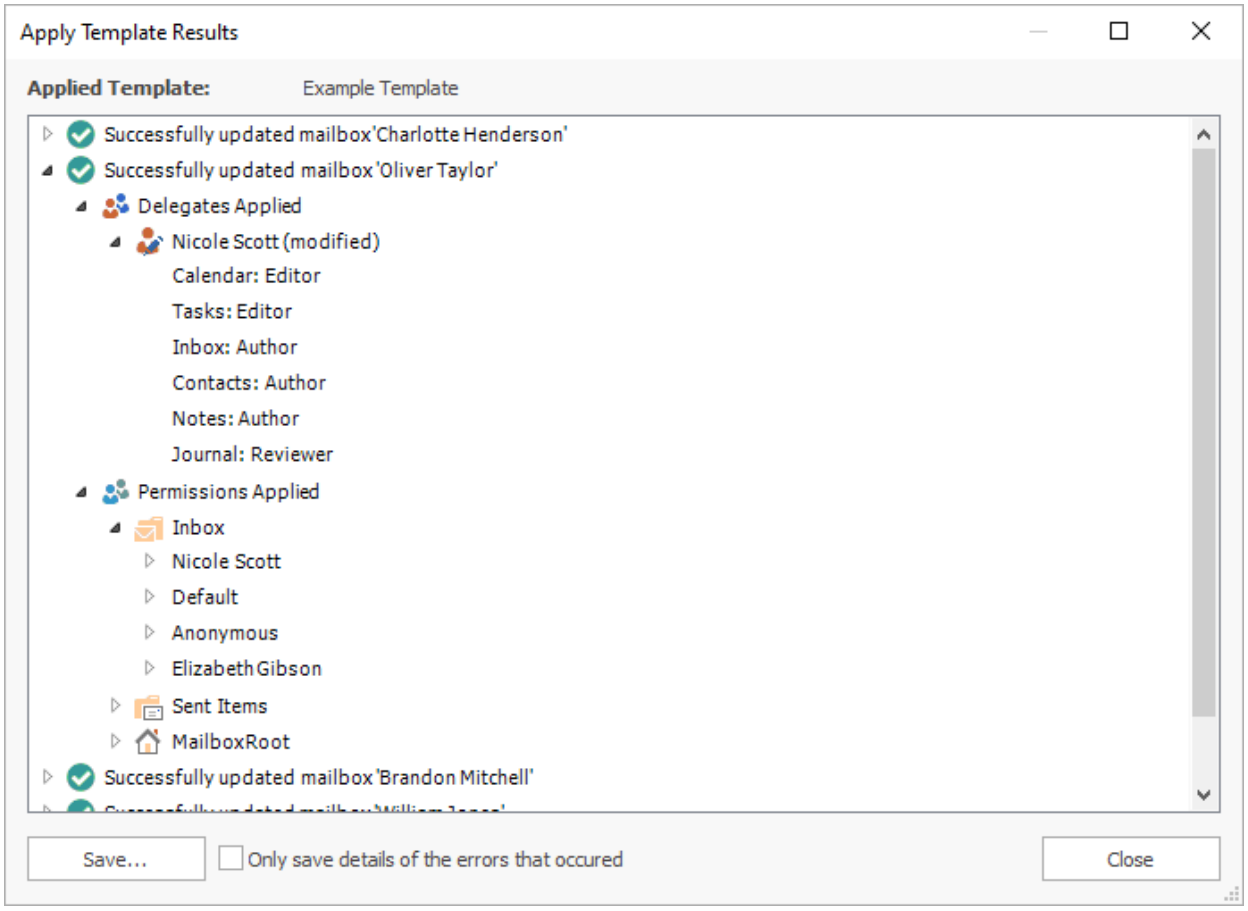
The overall result of the wizard will be displayed as appropriate. To view the results of applying the template in the Results dialog, select the **Display the results when I close the wizard** option. When ready, click the **Finish** button to close the wizard.

Note If an errors were encountered by the wizard, the **Display the results when I close the wizard** option will be available and automatically selected. If all objects were successfully processed *and* the **Do**

not record details of successfully processed objects option was selected on the Ready to Apply page, this option will not be available.

Apply Template Result Dialog

This section will describe the Apply Template Results dialog:



The dialog displays a list of all of the mailboxes or Public Folders that were updated by the template, and the status for each object. For each object, there is a node that can be expanded to display the permissions that were applied and/or any errors that occurred. Any of the nodes under the **Errors** node can be double-clicked to view the details of the related error. The results can also be saved to a log file by clicking the **Save...** button. Selecting the **Only save details of the errors that occurred** option will cause only mailbox or Public Folders that have errors to be included in the log file.

Command Line Tool 3

Symprex Folder Permissions Manager has a powerful command line utility that can be used to automate certain tasks using the Windows Task Scheduler. The utility, `fpmcmd.exe`, can be found in the main installation directory of the product, which is typically `C:\Program Files\Symprex\Folder Permissions Manager`. To view help for the utility, start a command line prompt and type the following:

```
fpmcmd.exe help
```

The utility supports the following commands:

- Export
- Apply Template

Important The command line utility loads its configuration (Exchange Environment, Domain Configuration, User Filtering Configuration and Public Folders Configuration) from the registry for the user under which it is being executed. Hence, if it is launched from a task using Windows Task Manager, it **must** be started under the account of the appropriate user.

The Export Command

This command of the command line utility exports an address list, distribution list, mailbox or Public Folder. To view help for this command, start a command line prompt and type the following:

```
fpmcmd.exe help export
```

The command supports the following switches:

Switch	Description
`/FMT=<file format>`	Specifies the format of the exported file; supported formats are 'XML' and 'CSV'. If the format switch is omitted, the format is determines from the extension of the export file.
`/EF=<export path>`	Specifies the full path to the export file.
`/DN=<path>`	Specifies the distinguished name of the object to be exported, for example: `/DN="CN=Adam Smith,OU=Users,DC=simprex,DC=local"`
`/MB=<path>`	Specifies the path to the mailbox to be exported, relative to the **Address Book** node in the tree in the main application window; for example: `/MB="All Address Lists\All Users\Adam Smith"`
`/AL=<path>`	Specifies the path to the address list to be exported, relative to the **Address Book** node in the tree in the main application window; for example: `/AL="All Address Lists\All Users\Account Managers"`
`/DL=<path>`	Specifies the path to the distribution list to be exported, relative to the **Address Book** node in the tree in the main application window; for example: `/DL="All Address Lists\All Distribution Lists\Board of Directors"`
`/PF=<path>`	Specifies the path to the Public Folder to be exported, relative to the **All Public Folders** node in the tree in the main application window; , for example:

	/PF="Public Documents\Shared Documents"
/PFS=[On|Off]	Specifies the source Exchange platform for exporting Public Folders (only required when your Exchange environment has multiple Exchange platforms); On=export from On-Premises Exchange, Off=Export from Off-Premises Exchange (Office 365 or Hosted Exhange).
/IC[=Yes/No]	Specifies if children of the specified object being exported should be included. For address lists and distribution lists, this will include any mailboxes in child lists of the list (default is No). For Public Folders, this will include child folders of the folder (default is Yes). For mailboxes, this switch has no effect and is ignored.
/LOGFILE=<log>	Specifies the output log file. If no directory is included, the file is written to the application directory. The name of the file can include the #date# and #time# tokens, which will be replaced by the current date (in the format YYYYMMDD) and time (in the format HHMMSS) respectively. Notice any existing file will be overwritten.
/MAILTO=<mailTo>	Specifies the distribution list for sending the log file. The /LOGFILE switch must be specified for the log to be generated. The list must comprise a set of valid e-mail address, each separated by a semi-colon (;). **Important**: In order for the e-mail to be sent, the current user *must* be present in the Global Address List.
/SMTPSVR=<server>	Specifies the SMTP for sending the distribution list. If not specified, the local machine is used.
/SMTPPORT=<port>	Specifies the SMTP port for sending the distribution list. If not specified, the default port for sending SMTP e-mails is used.

For example, to export the "Board of Directors" distribution list to an XML file, the following command could be used:

```
fpmcmd.exe export /EF="C:\Exports\Support Team.xml" /DL="All Address
Lists\All Distribution Lists\Board of Directors"
```

The Apply Template Command

This command of the command line utility applies a pre-defined template to an address list, distribution list, mailbox or Public Folder.

Note Templates should be created using the main application; see the Manage Templates dialog for further information.

To view help for this command, start a command line prompt and type the following:

```
fpmcmd.exe help applytemplate
```

The command supports the following switches:

Switch	Description
/T=<template>	Specifies the full path to the template.
/DN=<path>	Specifies the distinguished name of the object to which the template will be applied, for example: /DN="CN=Adam Smith,OU=Users,DC=simprex,DC=local"
/MB=<path>	Specifies the path to the mailbox to which the template will be applied, relative to the **All Public Folders** node in the tree in the main application window; for example: /MB="All Address Lists\All Users\Adam Smith"
/AL=<path>	Specifies the path to the address list to which the template will be applied, relative to the **All Public Folders** node in the tree in the main application window; for example: /AL="All Address Lists\All Users\Account Managers"
/DL=<path>	Specifies the path to the distribution list to which the template will be applied, relative to the **All Public Folders** node in the tree in the main application window; for example: /DL="All Address Lists\All Distribution Lists\Board of Directors"
/PF=<path>	Specifies the path to the Public Folder to which the template will be applied, relative to the **All Public Folders** node in the tree in the main application window; for example: /PF="Public Documents\Shared Documents"
/PFS=[On|Off]	Specifies the source Exchange platform for updating Public Folders (only required when your Exchange environment has multiple Exchange platforms); On=export from On-Premises Exchange, Off=Export from Off-Premises Exchange (Office 365 or Hosted Exhange).
/SF[=Yes/No]	Specifies if sub-folders of mailbox folders should be modified (default is Yes).
/IC[=Yes/No]	Specifies if children of the specified object applied modified should be included. For address lists and distribution lists, this will include any mailboxes in child lists of the list (default is No). For Public Folders and mailboxes, this switch has no effect and is ignored.
/LOGFILE=<log>	Specifies the output log file. If no directory is included, the file is written to the application directory. The name of the file can include the #date# and #time# tokens, which will be replaced by the current date (in the format YYYYMMDD) and time (in the format HHMMSS) respectively. Notice any existing file will be overwritten.
/MAILTO=<mailTo>	Specifies the distribution list for sending the log file. The /LOGFILE switch must be specified for the log to be generated. The list must comprise a set of valid e-mail address, separated by semi-colons (;). **Important**: In order for the e-mail to be sent, the current user *must* be present in the Global Address List.
/SMTPSVR=<server>	Specifies the SMTP for sending the distribution list. If not specified, the local machine is used.

/SMTPPORT=<port>	Specifies the SMTP port for sending the distribution list. If not specified, the default port for sending SMTP e-mails is used.

For example, to apply a template to the "Account Managers" address list, the following command could be used:

```
fpmcmd.exe applytemplate /T="C:\Templates\Sample Template.spt" /AL="All
Address Lists\All Users\Account Managers" /SF=Yes
```

Note The directory where templates are stored is specified in the Options dialog.

Appendices 4

This section contains additional information for using Symprex Folder Permissions Manager.

Permissions Update Modes

Various functions in Symprex Folder Permissions Manager allow permissions to be updated in bulk:

- The Import dialog.
- The Group Apply Wizard.
- Templates (configured using the Manage Templates dialog and applied using the Apply Template Wizard).

How the permissions are updated is determined by the mode chosen. The following sections describe those modes with examples of how permissions will be changed.

Append

When Append mode is used, only new permissions will be applied; any existing permissions will remain unaltered. For example:

Permissions To Apply	Existing Permissions	Result
Aaron Fraser: Reviewer Brandon Mackay: Author	Default: None Aaron Fraser: Contributor Caitlin Jackson: Publisher Anonymous: None	Default: None Aaron Fraser: Contributor **Brandon Mackay: Author** Caitlin Jackson: Publisher Anonymous: None

Overwrite

When Overwrite mode is used, all existing permissions will be removed and replaced by the new permissions (except for the **Default** user; this is always retained). For example:

Permissions To Apply	Existing Permissions	Result
Aaron Fraser: Reviewer Brandon Mackay: Author	Default: None Aaron Fraser: Contributor Caitlin Jackson: Publisher Anonymous: None	Default: None **Aaron Fraser: Reviewer** **Brandon Mackay: Author**

Note In this example, the Anonymous user *has* been removed. It can be re-instated if required using either the main application window, by using a template, or by using the Group Apply dialog.

Overwrite, No Delete

When Overwrite, No Delete mode is used, matching permissions will be overwritten and replaced by the new permissions but existing permissions will be retained. For example:

Permissions To Apply	Existing Permissions	Result
Aaron Fraser: Reviewer	Default: None	Default: None

Brandon Mackay: Author	Aaron Fraser: Contributor Caitlin Jackson: Publisher Anonymous: None	**Aaron Fraser: Reviewer** **Brandon Mackay: Author** Caitlin Jackson: Publisher Anonymous: None

Update

When Update mode is used, only the matching permissions will be updated; new permissions will not be added. For example:

Permissions To Apply	Existing Permissions	Result
Aaron Fraser: Reviewer Brandon Mackay: Author	Default: None Aaron Fraser: Contributor Caitlin Jackson: Publisher Anonymous: None	Default: None **Aaron Fraser: Reviewer** Caitlin Jackson: Publisher Anonymous: None

Remove

When Remove mode is used, the specified permissions will be removed (except for the **Default** user; this is always retained). For example:

Permissions To Remove	Existing Permissions	Result
Aaron Fraser Brandon Mackay	Default: None Aaron Fraser: Contributor Caitlin Jackson: Publisher Anonymous: None	Default: None Caitlin Jackson: Publisher Anonymous: None

Delegates Update Modes

Various functions in Symprex Folder Permissions Manager allow delegates to be updated in bulk:

- The Group Apply Wizard.
- Templates (configured using the Manage Templates dialog and applied using the Apply Template Wizard).

How the delegates are updated is determined by the mode chosen. The following sections describe those modes with examples of how the delegates will be changed.

Note: For clarity, the individual folder permissions assigned to each delegate are not shown.

Append

When Append mode is used, only new delegates will be added; any existing delegates will remain unaltered. For example:

Delegates To Apply	Existing Delegates	Result
Aaron Fraser Brandon Mackay	Aaron Fraser Caitlin Jackson	Aaron Fraser **(unaltered)** Brandon Mackay **(added)** Caitlin Jackson **(unaltered)**

Overwrite

When Overwrite mode is used, all existing delegates will be removed and replaced by the new delegates. For example:

Delegates To Apply	Existing Delegates	Result
Aaron Fraser Brandon Mackay	Aaron Fraser Caitlin Jackson	Aaron Fraser **(overwritten)** Brandon Mackay **(added)**

Note In this example, Caitlin Jackson was removed.

Overwrite, No Delete

When Overwrite, No Delete mode is used, matching delegates will be overwritten and replaced by the configuration, but existing delegates will be retained. For example:

Delegates To Apply	Existing Delegates	Result
Aaron Fraser Brandon Mackay	Aaron Fraser Caitlin Jackson	Aaron Fraser **(overwritten)** Brandon Mackay **(added)** Caitlin Jackson **(unaltered)**

Update

When Update mode is used, only the matching delegates will be updated; new delegates will not be added. For example:

Delegates To Apply	Existing Delegates	Result
Aaron Fraser Brandon Mackay	Aaron Fraser Caitlin Jackson	Aaron Fraser **(updated)** Caitlin Jackson **(unaltered)**

Note In this example, Brandon Mackay was ignored because he was not an existing delegate.

Remove

When Remove mode is used, the specified delegates will be removed. For example:

Delegates To Remove	Existing Delegates	Result
Aaron Fraser Brandon Mackay	Aaron Fraser Caitlin Jackson	Caitlin Jackson

Roles and Permissions

This section describes the pre-defined roles and individual permissions that can be applied using Symprex Folder Permissions Manager.

Roles

The following roles are pre-defined:

Role	Description
Owner	Grants all permissions in the folder. Create, read, modify, and delete all items and files and create subfolders. The owner can also change permission levels that others have for the folder.
Publishing Editor	Grants permission to create, read, modify and delete all items and files, and create subfolders.
Editor	Grants permission to create, read, modify, and delete all items and files.
Publishing Author	Grants permission to create and read items and files, modify and delete items and files you create, and create subfolders.
Author	Grants permission to create and read items and files, and modify and delete items and files you create.
Nonediting Author	Grants permission to create and read items and files.
Reviewer	Grants permission to read items and files only.
Contributor	Grants permission to create items and files only. The contents of the folder do not appear.
Free/Busy Time, Location, Subject	Grants permission to free/busy time, location and subject. The contents of the folder do not appear. Only available on default Calendar folder with Outlook 2007 and later on Exchange 2007 and later.
Free/Busy Time	Grants permission to free/busy time. The contents of the folder do not appear. Only available on default calendar folder with Outlook 2007 and later on Exchange 2007 and later.
None	Grants no permission in the folder. Use this as the default permission when you want to limit the folder audience to only users you specifically add to the Name/Role box.

Individual Permissions

The following individual permissions can be applied:

Read Permissions

The following table describes the effect of the read permissions that can be set.

Permission	Description

None	Grants no permissions.
Free/Busy Time	Grants permission to free/busy time. Only available on default Calendar folder with Outlook 2007 and later on Exchange 2007 and later.
Free/Busy Time, Location, Subject	Grants permission to free/busy time, location and subject. Only available on default calendar folder with Outlook 2007 and later on Exchange 2007 and later.
Full Details	Grants permission to open any item in the folder.

Write Permissions

The following table describes the effect of the write permissions that can be set.

Option	Description
Create Items	Grants permission to post items in the folder.
Create Subfolder	Grants permission to create subfolders in the folder.
Edit Own	Allows you to modify items you create.
Edit All	Allows you to modify any item.

Delete Items

The following table describes the available options for deleting items, only one of which can be selected:

Option	Description
None	Does not allow you to delete any item.
Own	Allows you to delete items you create.
All	Allows you to delete any item.

Other Permissions

The following table describes the miscellaneous permissions that can be assigned:

Option	Description
Folder Owner	Grants all permissions in the folder.
Folder Contact	Grants folder contact status. Folder contacts receive automated notifications from the folder, such as replication conflict messages, as well as requests from users for additional permissions or other changes in the folder.
Folder Visible	Grants permission to see the folder.

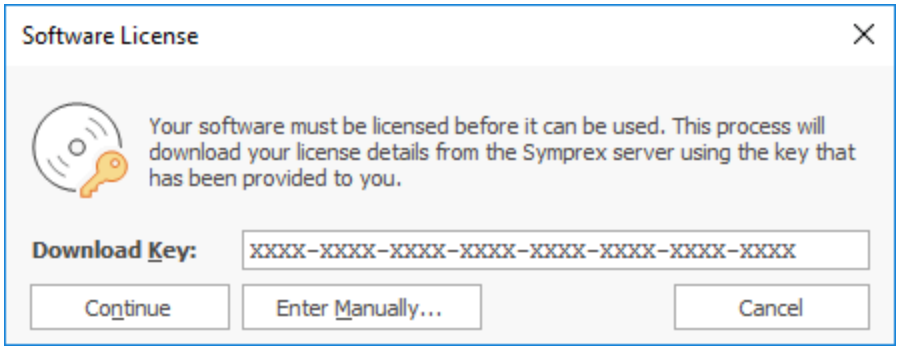
Licensing

5

This section of the help file describes how Folder Permissions Manager is licensed using either a download key or a license supplied separately.

License Dialog

The License dialog is accessed by selecting the **Configuration** tab in the main application window, selecting the **Tools** page, and clicking the **License my software** link (if the application has not previously been licensed) or **Change the license for my software** link (if the application has been licensed):



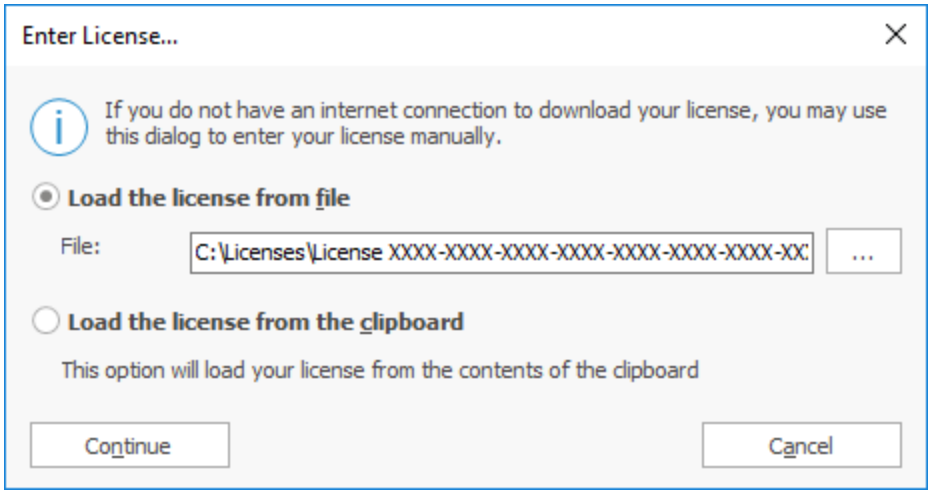
When you purchased the license for your software, you should have been provided with a unique download key. Enter this key into the **Download Key** textbox and click the **Continue** button. The software will then connect to the Symprex licensing server to download and install your license.

If the computer you wish to license does not have an Internet connection, you may be provided with a file containing you license information. To license your software using such a file, click the **Enter Manually...** button to open the Manual License dialog.

If you experience any problems in licensing your software, please contact Symprex or your reseller for assistance.

Manual License Dialog

If necessary, the license for your software can be entered manually by clicking the **Enter Manually...** button on the License dialog:

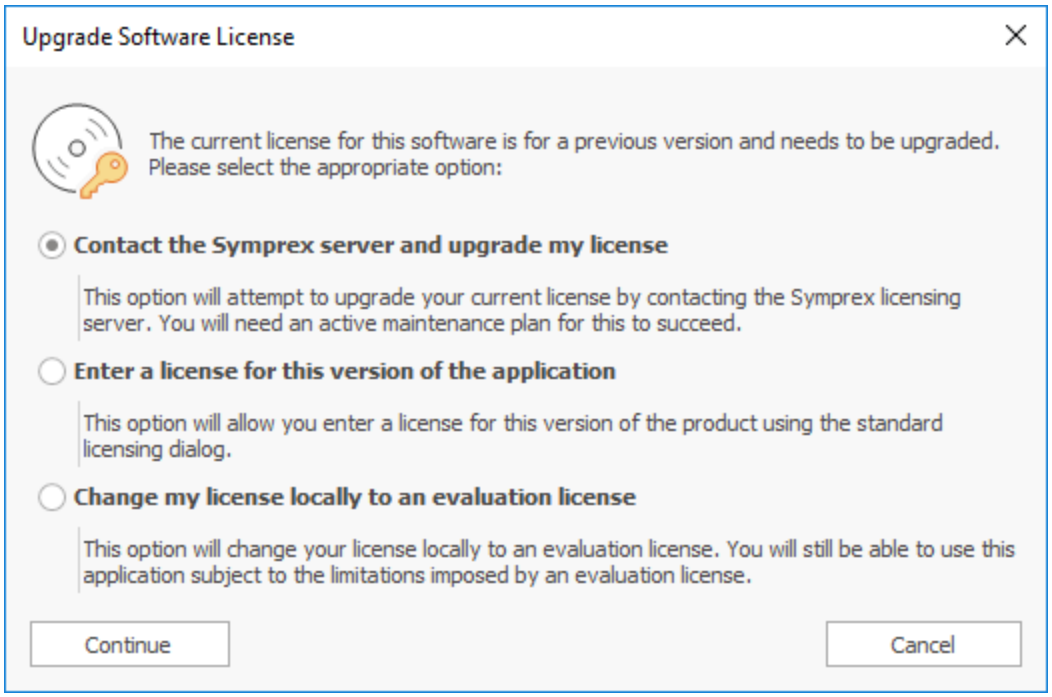


- If you have been provided with a file containing your license, select **Load the license from file** and locate the appropriate file.
- If you have been provided with a text-based version of your license (for example, in an e-mail), copy the text into the clipboard.

When ready, click the **Continue** button. If the selected file is valid or there is valid data in the clipboard, your license will be installed. Otherwise, please contact Symprex or your reseller for assistance.

Upgrade License Dialog

The Upgrade License dialog is displayed automatically when Folder Permissions Manager detects that it is using a license from a previous version:



There are three options available:

- **Contact the Symprex server and upgrade my license**: When you select this option, Folder Permissions Manager will contact the Symprex licensing server and attempt to upgrade your existing license to the current version. In order for this to succeed, there must be an active maintenance plan for the license that is currently in use. If the maintenance plan has expired, you will need to contact Symprex or your reseller to restart maintenance and obtain an upgraded license.

- **Enter a license for this version of the application**: Choose this option if you have already been supplied with the download key or license file for your the current version; this will open the License dialog and allow you to enter the details of your license.

- **Change my license locally to an evaluation license**: This option will change the existing license to an evaluation license for the current version, which means that you can continue using Folder Permissions Manager but subject to the evaluation restrictions imposed.

When you have selected the appropriate option, click the **Continue** button. Alternatively, if you do not wish to modify the license (for example, because you wish to reinstall the previous version to continue using your existing license), click the **Cancel** button.

Copyright 6

Published: January 2024
Applies To: Symprex Folder Permissions Manager 9.3.4

Contacting Symprex

7

There are several ways to contact Symprex.

Visit Our Web Site

Our web site provides general information about Symprex and our products:
https://www.symprex.com

If you experience technical problems with one of our products, please visit our support page:
https://www.symprex.com/support

Contact Us by Email

Please email sales enquiries and general enquiries about Symprex or our products to:
sales@symprex.com

Please email support enquiries to:
support@symprex.com

Contact Your Local Partner or Reseller

Symprex has partners and resellers in most countries. You can find your local reseller here:
https://www.symprex.com/partners/resellers