

Manage an Exception Account

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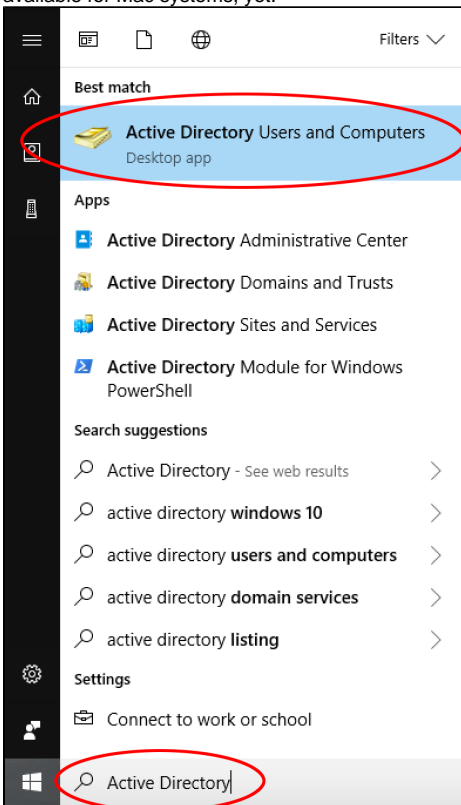
You must be on campus or connected to the [VPN](#) in order to manage Exception Accounts

An Exception Account can only be managed by a single person. The system does not allow for multiple managers.

Step 1: Open Active Directory

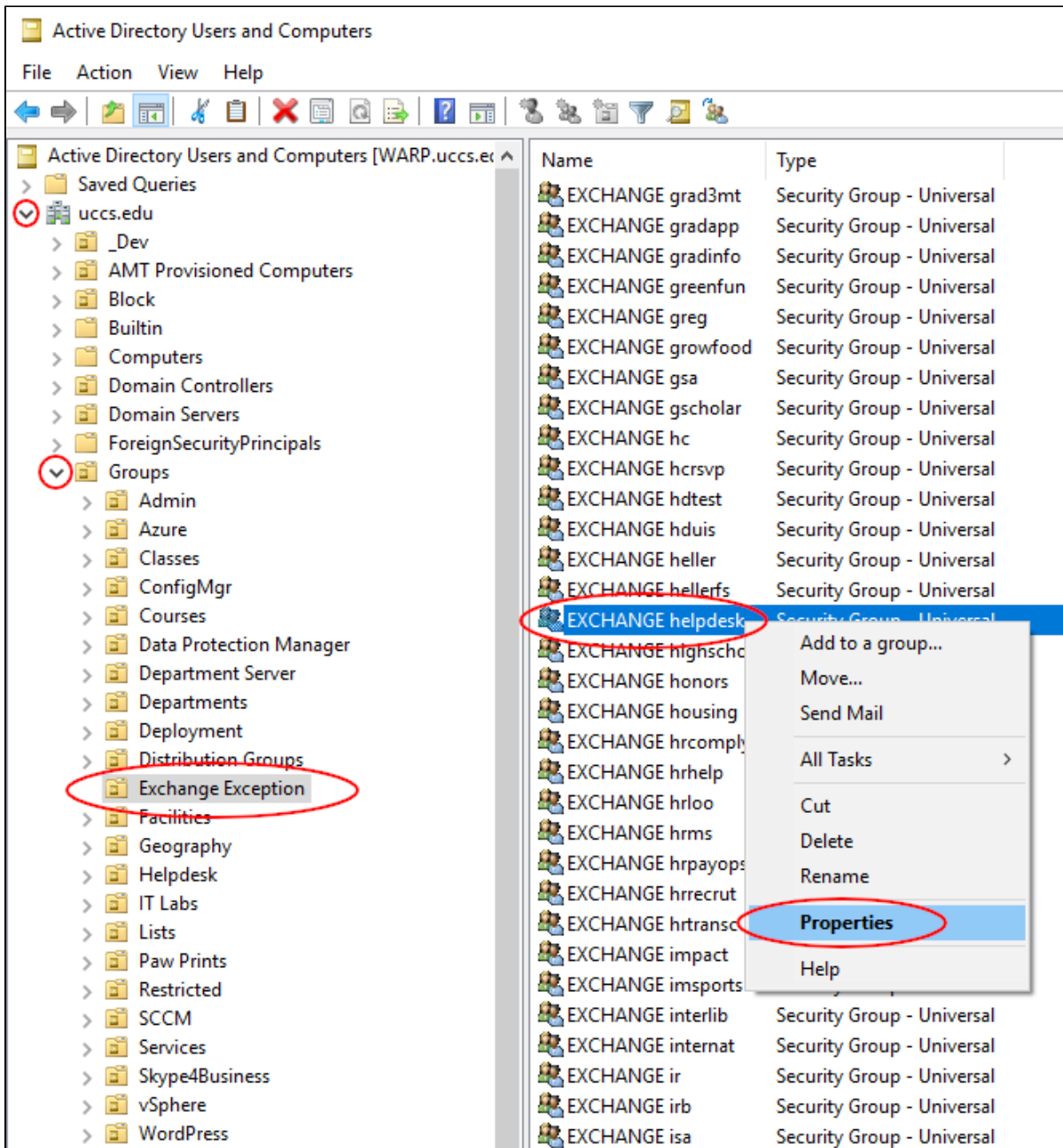
Click the **Start** icon and type **Active Directory** into the search box. Click on **Active Directory Users and Computers**.

If you cannot find Active Directory, please [contact OIT](#) for installation instructions. If you are on a Apple Mac, please [contact OIT](#) as Active Directory is not available for Mac systems, yet.



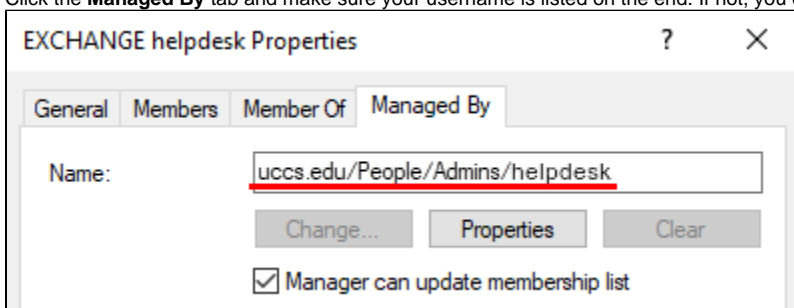
Step 2: Navigate to Exchange Exception

Expand **uccs.edu**, expand **Groups**, and select **Exchange Exception**.



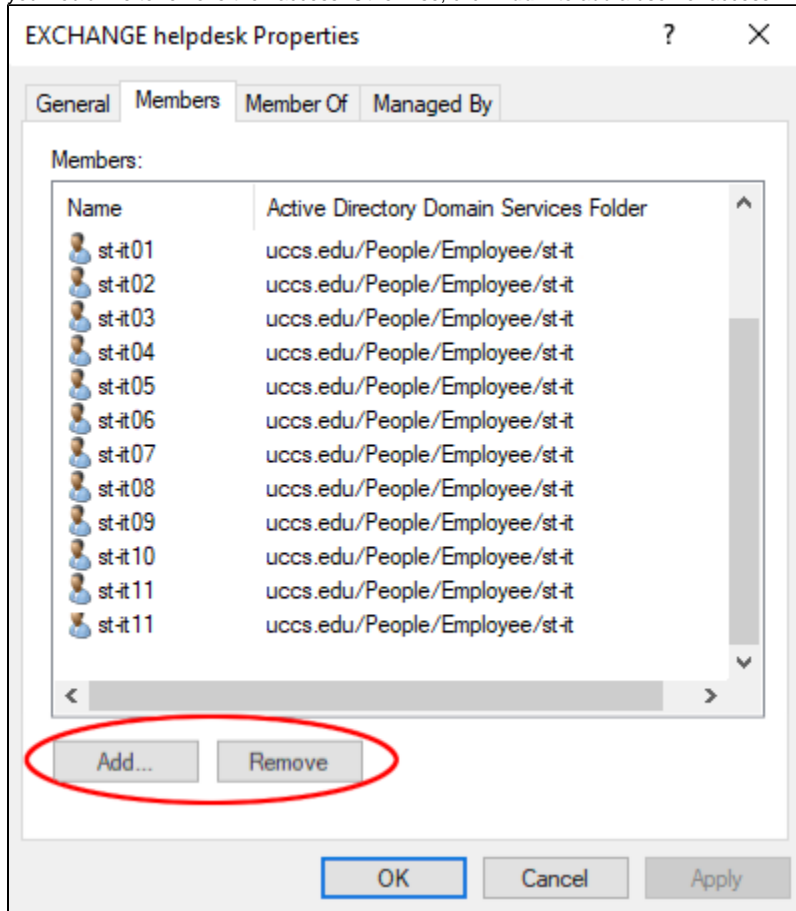
Step 3: Checking Folder Ownership

Click the **Managed By** tab and make sure your username is listed on the end. If not, you can contact the user listed to make any needed changes.



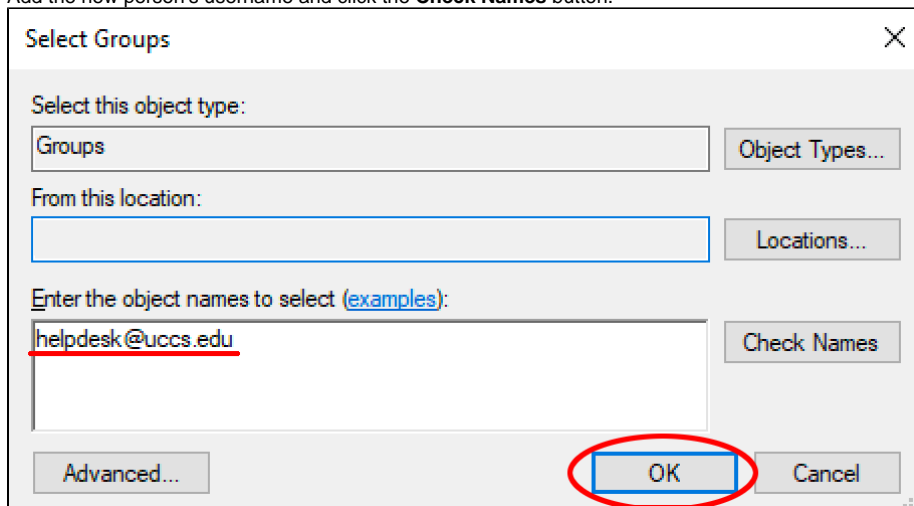
Step 4: Changing User Access

Click on the **Members** tab. Note the list of users under Members who currently have access to the exception account. Select a user and press **Remove** if you would like to remove their access. Otherwise, click **Add...** to add a user for access:



Step 5: Add the Username

Add the new person's username and click the **Check Names** button.



Step 6: You have added the User Successfully

When you have added all the people needed, click the **OK** button.