Symprex Folder Permissions Manager

User's Guide

Version 6.2.0.

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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. An additional included command line tool allows scheduled application of permissions.

Before installing Folder Permissions Manager please ensure that your computer 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, Outlook and Office 365. Please see Symprex.com for more information about Symprex and the solutions we offer.

System Requirements

Symprex Folder Permissions Manager minimum system requirements are:

- Operating system software:
  Windows XP SP3 (x86 only)
  Windows Vista SP2
  Windows 7
  Windows 8
  Windows 8.1
  Windows Server 2003
  Windows Server 2003 R2
  Windows Server 2008
  Windows Server 2008 R2
  Windows Server 2012
  Windows Server 2012 R2
  Windows Small Business Server 2008
  Windows Small Business Server 2011

- Framework software:
  .NET Framework 3.5 SP1
  .NET Framework 4.0
  .NET Framework 4.5

- Messaging client software:

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     Outlook 2007 SP2
     Outlook 2010
     Outlook 2013

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

The Folder Permissions Manager 32-bit version requires an Outlook 32-bit version.
The Folder Permissions Manager 64-bit version requires an Outlook 64-bit version.

Supported Exchange Server minimum versions are on-premises 2007 SP1, 2010 and 2013.

Note Client throttling must be disabled on Exchange Server 2010 and 2013 for users of this application. Please refer to the Exchange Server Client Throttling Policies chapter for further details.

Permissions Requirements

Symprex Folder Permissions Manager requires you to be logged on using a domain account with appropriate permissions on Microsoft Exchange Server in order to be able to modify mailbox and public folder permissions, and to modify mailbox delegates. Two different technologies are used to accomplish this:

- The Microsoft Messaging API (MAPI) is used to logon to Exchange Server, expand address and distribution lists, open mailboxes, and read and write permissions.
- Exchange Web Services (EWS) is used to read and write mailbox delegates.

The permissions can either be granted to one interactive account or to two separate accounts, depending on the security model of your organization. To use two accounts, the permissions should be configured as follows:

- Grant the appropriate MAPI permissions to the interactive domain account for the user who will be logged on to Windows.
- Grant the appropriate EWS permissions to a non-interactive domain account; the credentials for this account are provided during logon.

The guidelines in the following sections describe how to assign the appropriate permissions.

- Permissions for Exchange Server 2007
- Permissions for Exchange Server 2010 and 2013

Permissions for Exchange Server 2007

MAPI Permissions

The MAPI permission requirements for Exchange Server 2007 are:

- **Administer information store**

To assign the service account the required permissions at the Exchange Server level, follow these steps depending on how your Exchange environment is configured.

If inheritance to the individual stores is <u>enabled</u>, to set the required permissions at the server level, follow these steps:

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

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

```
Get-MailboxServer <Exchange2007> | Add-ADPermission -User <Account> -
AccessRights GenericRead, GenericWrite -ExtendedRights ms-Exch-Store-Admin
```

where *<Exchange2007>* is the name of the Microsoft Exchange Server server and *<Account>* is the name of the account to which the permissions will be assigned. If *<Exchange2007>* is omitted, the right will be assigned to *all* servers in your organisation.

If inheritance to the individual stores is <u>not enabled</u>, to set the required permissions at the store level, follow these steps:

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

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

```
Get-MailboxDatabase <MailboxDatabase> | Add-ADPermission -User <Account> -
AccessRights GenericRead, GenericWrite -ExtendedRights ms-Exch-Store-Admin
```

where *<MailboxDatabase>* is the name of the mailbox database and *<Account>* is the name of the account to which the permissions will be assigned. If *<MailboxDatabase>* is omitted, the rights will be assigned to *all* databases in your organisation.

Important When a new mailbox database is created, step 2 must be repeated.

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

```
Get-PublicFolderDatabase <PublicFolderDatabase> | Add-ADPermission -User
<Account> -AccessRights GenericRead, GenericWrite -ExtendedRights ms-Exch-
Store-Admin
```

where *<PublicFolderDatabase>* is the name of the Public Folder database and *<Account>* is the name of the account to which the permissions will be assigned. If *<PublicFoldersDatabase>* is omitted, the right will be assigned to *all* Public Folder databases in your organisation.

Important When a new Public Folder database is created, step 3 must be repeated.

Note Any account that is a member of the **Domain Admins** group and none of the Exchange security groups will already have the necessary permissions.

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Exchange Web Services (EWS) Permissions

The EWS permission requirements for Exchange Server 2007 are:

- **Application Impersonation**

To assign the service account the required Exchange Server permissions, follow these steps:

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

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

```
Get-ExchangeServer | where {$_.IsClientAccessServer -eq $TRUE} | Add-
ADPermission -User <Account> -ExtendedRight ms-Exch-EPI-Impersonation
```

   where *<Account>* is the name of the account to which the impersonation right will be assigned; this will allow the specified account to submit an impersonation call through any Client Access Server in your organisation.

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

```
Get-MailboxDatabase | Add-ADPermission -User <Account> -ExtendedRights ms-
Exch-EPI-May-Impersonate
```

   where *<Account>* is the name of the account to which the impersonation right will be assigned; this will allow the specified account to impersonation all mailboxes in your organisation.

Note The account must be a member of the **Domain Users** group only. Membership of the **Domain Admins** group or any of the built-in Exchange security groups may deny required permissions.

Permissions for Exchange Server 2010 and 2013

MAPI Permissions

The MAPI permission requirements for Exchange Server 2010 and 2013 are:

- **Administer information store**

Note It is not possible to assign permissions at the server level because inheritance to the store level cannot be enabled on Microsoft Exchange Server 2010 or 2013.

To assign an account the required Microsoft Exchange Server permissions, follow these steps:

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

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

```
Get-MailboxDatabase <MailboxDatabase> | Add-ADPermission -User <Account> -
AccessRights GenericRead, GenericWrite -ExtendedRights ms-Exch-Store-Admin
```

where *<MailboxDatabase>* is the name of the mailbox database and *<Account>* is the name of the account to which the permissions will be assigned. If *<MailboxDatabase>* is omitted, the rights will be assigned to *all* databases in your organisation.

Important When a new mailbox database is created, step 2 must be repeated.

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

```
Get-PublicFolderDatabase <PublicFolderDatabase> | Add-ADPermission -User
<Account> -AccessRights GenericRead, GenericWrite -ExtendedRights ms-Exch-
Store-Admin
```

where *<PublicFolderDatabase>* is the name of the Public Folder database and *<Account>*is the name of the account to which the permissions will be assigned. If *<PublicFoldersDatabase>* is omitted, the rights will be assigned to *all* Public Folder databases in your organisation.

Important When a new Public Folder database is created, step 3 must be repeated.

Note Any account that is a member of the **Domain Admins** group and none of the Exchange security groups will already have the necessary permissions.

Exchange Web Services (EWS) Permissions

The EWS permission requirements for Exchange Server 2010 and 2013 are:

- **Application Impersonation**

To assign the service account the required Exchange Server permissions, 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 service account to which the required role will be assigned.

Exchange Server 2010 and 2013 Client Throttling Policies

In order for Symprex Folder Permissions Manager to function correctly on Exchange Server 2010 and 2013, it is necessary to disable client throttling for each user of the application. This can be accomplished as follows:

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<div style="text-align: right; font-size: 2em; font-weight: bold;">1</div>

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, `FPMUserAccountPolicy`)

3. On <u>all</u> **versions** of **Exchange Server 2010**, type the following command:

    ```
    Set-ThrottlingPolicy <Policy> -EWSFastSearchTimeoutInSeconds $null -EWSFindCountLimit
    $null -EWSMaxConcurrency $null -EWSMaxSubscriptions $null -EWSPercentTimeInAD $null -
    EWSPercentTimeInCAS $null -EWSPercentTimeInMailboxRPC $null -RCAMaxConcurrency $null -
    RCAPercentTimeInAD $null -RCAPercentTimeInCAS $null -RCAPercentTimeInMailboxRPC $null
    ```

4. On **Exchange Server 2010 SP1 and above**, type the following *additional* command:

    ```
    Set-ThrottlingPolicy <Policy> -CPAMaxConcurrency $null -CPAPercentTimeInAD $null -
    CPAPercentTimeInCAS $null -CPAPercentTimeInMailboxRPC $null
    ```

5. On **Exchange Server 2013**, type the following command:

    ```
    Set-ThrottlingPolicy <Policy> -EwsCutoffBalance Unlimited -EwsMaxBurst Unlimited -
    EwsMaxConcurrency Unlimited -EwsMaxSubscriptions Unlimited -EwsRechargeRate Unlimited
    -RcaMaxConcurrency Unlimited -RcaCutoffBalance Unlimited -RcaMaxBurst Unlimited -
    RcaRechargeRate Unlimited -CpaMaxConcurrency Unlimited -CpaCutoffBalance Unlimited -
    CpaMaxBurst Unlimited -CpaRechargeRate Unlimited
    ```

6. Type the following command:

    ```
    Set-Mailbox <Account> -ThrottlingPolicy <Policy>
    ```

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

Note Repeat step 6 for each user that uses Folder Permissions Manager.

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.

Supported MAPI Versions

Symprex Folder Permissions Manager uses the Microsoft Messaging API (MAPI) to connect to Exchange Server.

Folder Permissions Manager works with the MAPI versions installed by the following software:

- Outlook 2007
- Outlook 2010
- Outlook 2013

Folder Permissions Manager does <u>not</u> work with the MAPI versions installed by the following software:

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- Outlook 2000
- Outlook 2003
- Exchange 2000
- Exchange 2003
- Microsoft Exchange Server MAPI Client

Note Microsoft supports installing Outlook 2007, and later, on servers running Exchange Server 2007, and later, if required.

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Symprex Folder Permissions Manager is started by clicking its icon in the program group. 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.

After the splash screen has been displayed, you will be automatically prompted to logon to Exchange; please refer to the section about the logon dialog for further information. After successfully logging on, the main application window will be initialised. From here, you can:

- manage permission on individual folders
- 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:

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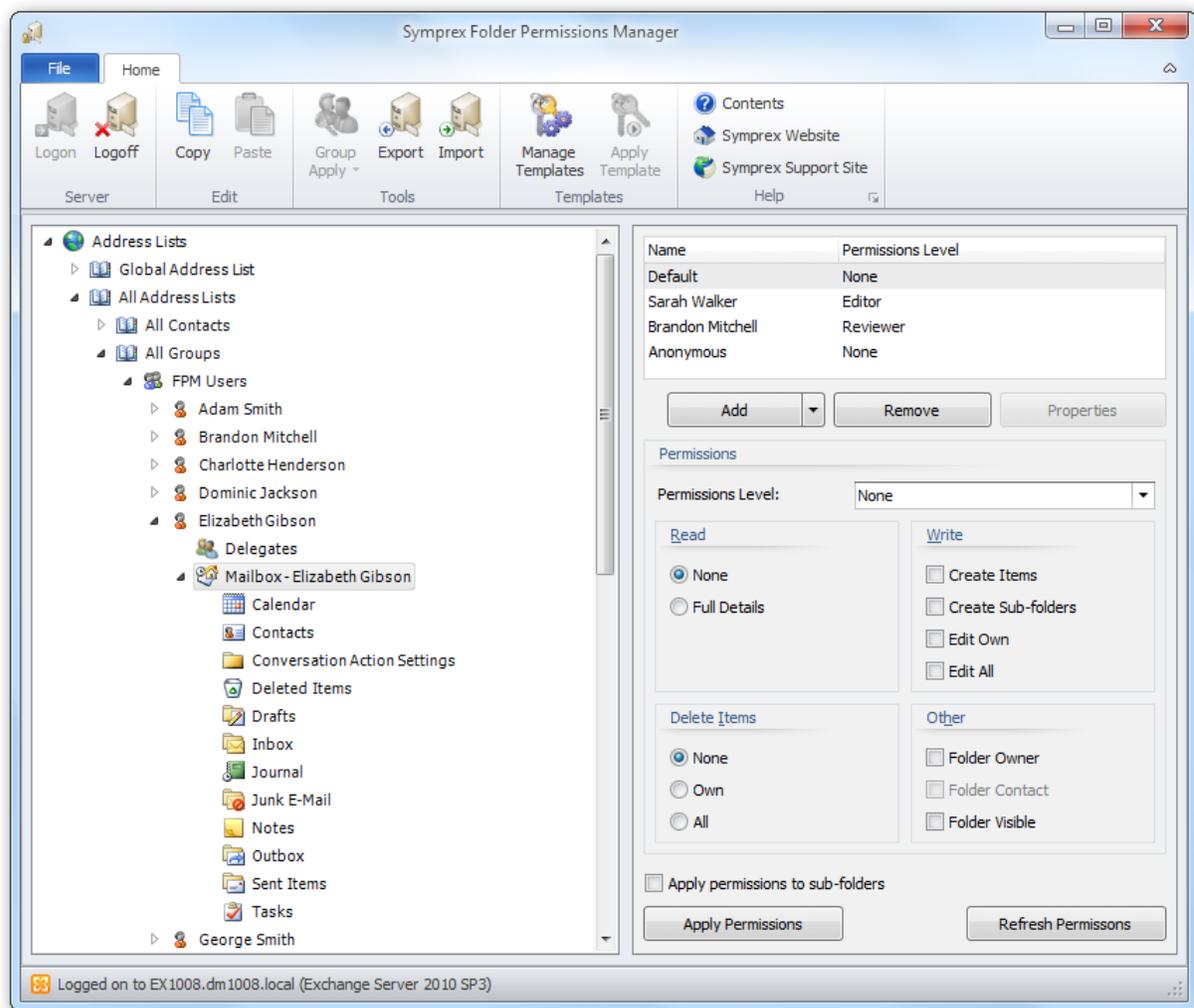
The ribbon at the top of the window provides access to all of the functions in the application. The ribbon can be collapsed to provide more area for the main content of the window by clicking the arrow in the top right-corner. The buttons in the ribbon will be available according to the current selection in the main window. When you are logged on to Exchange, the server to which you are connected is displayed in the status bar at the bottom of the window. Further details and options about the application can be found by clicking the **File** button, which will display the File page. If you have not logged on to Exchange, click the **Logon** button in the **Server** group to display the Logon dialog.

The left-hand side of the window displays a tree of your Exchange system, 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.

Each user node as two immediate child nodes. 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.

Within a user node, selecting the **Delegates** node will display the delegates assigned to the user's mailbox on the right-hand side of the window.
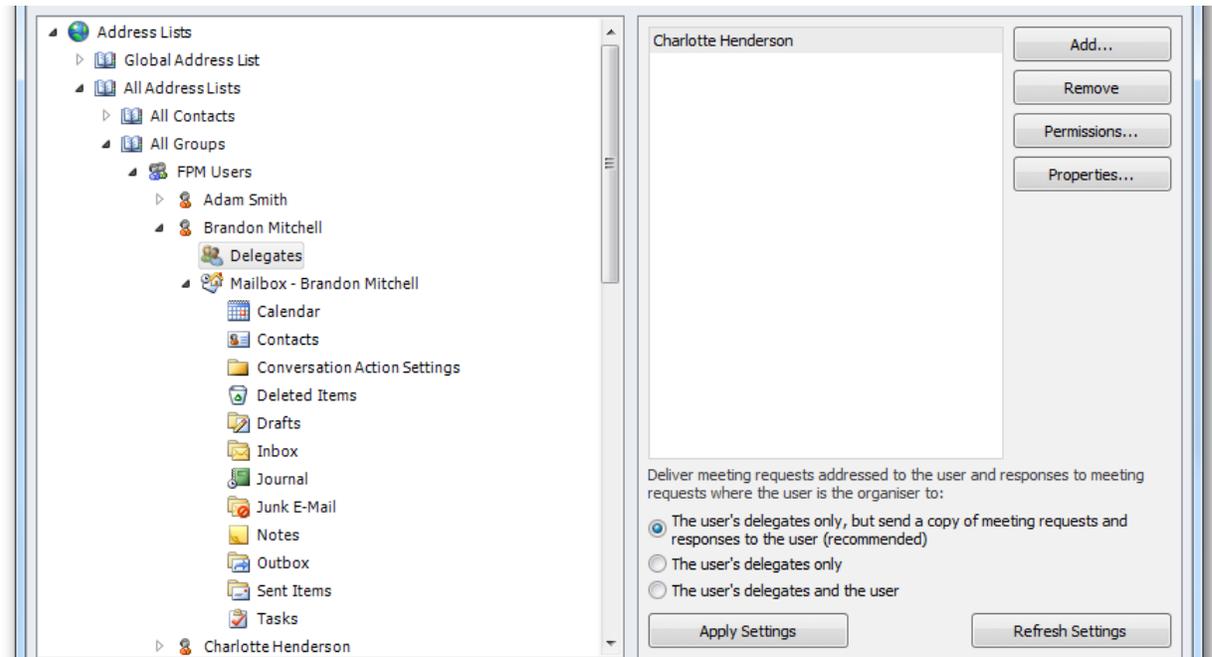
Note The **Delegates** node is only available if the current session was established with delegate management enabled; please refer to the Logon dialog for more details.

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 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 appropriare group or Public Folder in the Explorer tree, and click the **Apply Template** button to open the Apply Template Wizard.

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File Page

The File Page is displayed by the clicking the **File** button in the ribbon of the main application window.
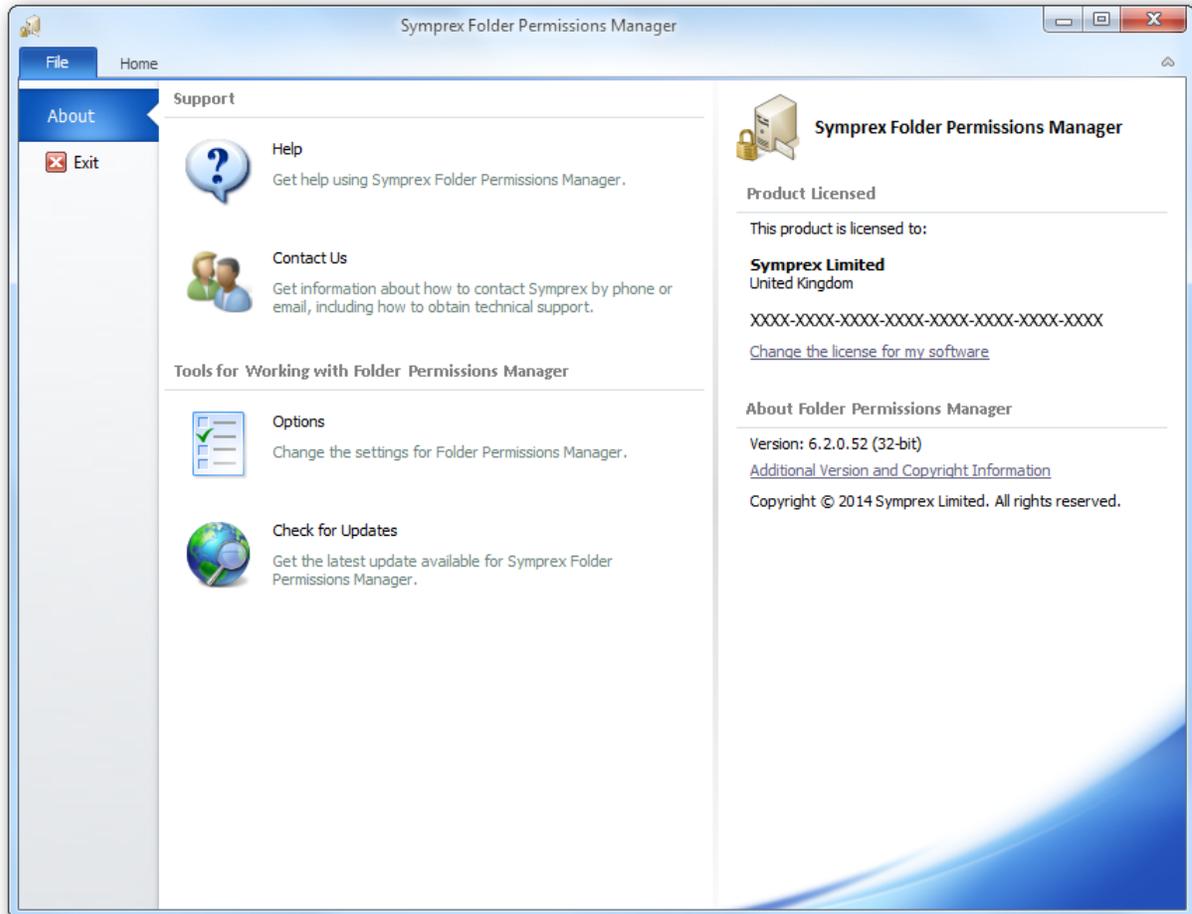
The left side of the window has various options for working with Symprex Folder Permissions Manager.

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 Symprex Folder Permissions Manager

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

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Delegate Permissions

The Delegate Permissions dialog displays the permissions for one or more delegates for a mailbox.
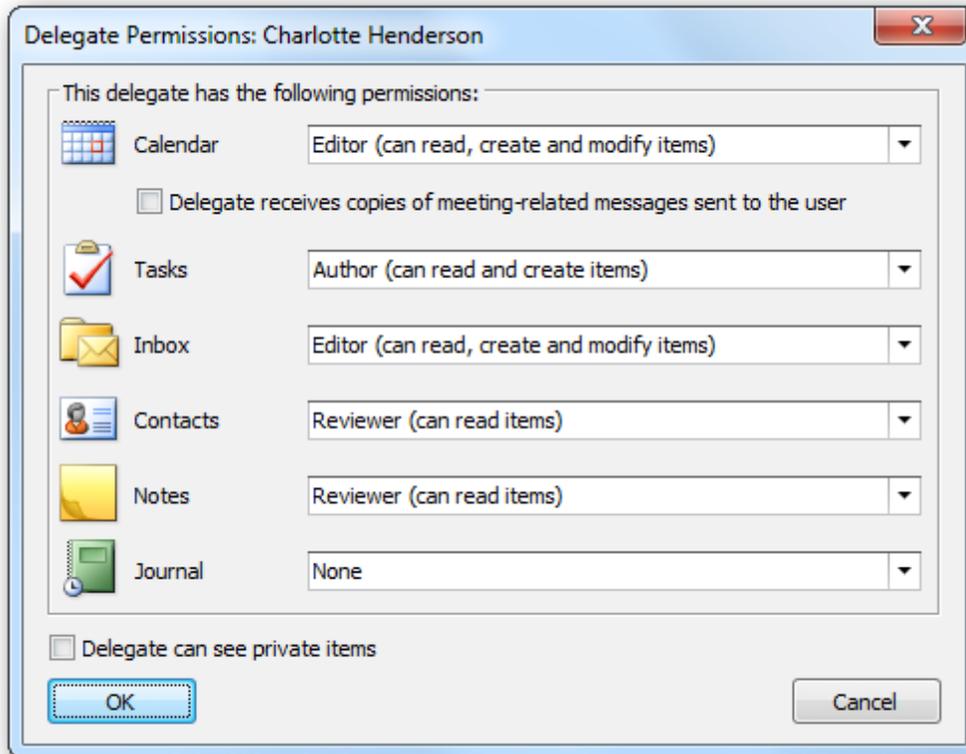
There are six default folders on which permissions for a delegate can be defined:

- 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(s) have been configured as desired, click the **OK** button. Otherwise, click the **Cancel** button to close the dialog.

Logon Dialog

The logon dialog is used to logon to an Exchange Server. It is displayed by default when Folder Permissions Manager is started or can be accessed by clicking the **Logon** button in the **Server** group of the main application window when there is no current session.
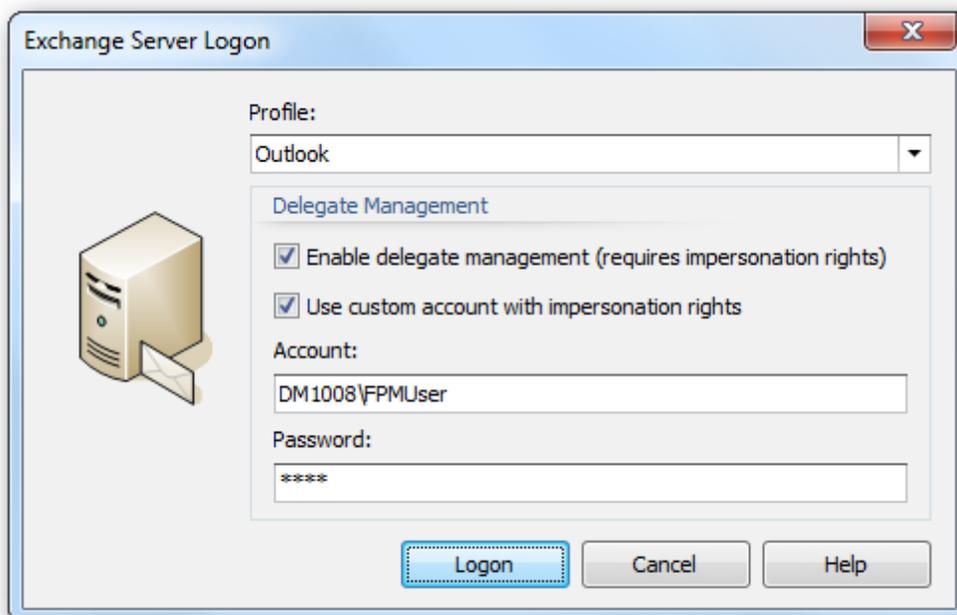
To connect to Exchange Server, select the appropriate mail profile from the **Profile** list.

Note Profiles are managed using the **Mail** applet in **Control Panel**.

As well as managing permissions on mailboxes and Public Folders, it is also possible to configure mailbox delegates. To enable this feature, select the **Enable delegate management** option. If the current windows account does *not* have the necessary impersonation rights, select the **Use custom account with impersonation rights** option, and enter the appropriate account name and password. The **Account** can be specified in one of the following ways:

- The name of the account in the current Windows domain (for example, "MyAccount")
- The domain qualified name for the account (for example, "MYDOMAIN\MyAccount")
- The user principle name for the account (for example, "myaccount@mydomain.com")

Note For further information about the required permissions to complete logon, please refer to the Permissions Requirements chapter.

When ready, click the **Logon** button to connect to Exchange Server. Otherwise, click the **Cancel** button to close the dialog.

Options Dialog

The options dialog is opened by select the File page in the main application window and clicking the **Settings** button.
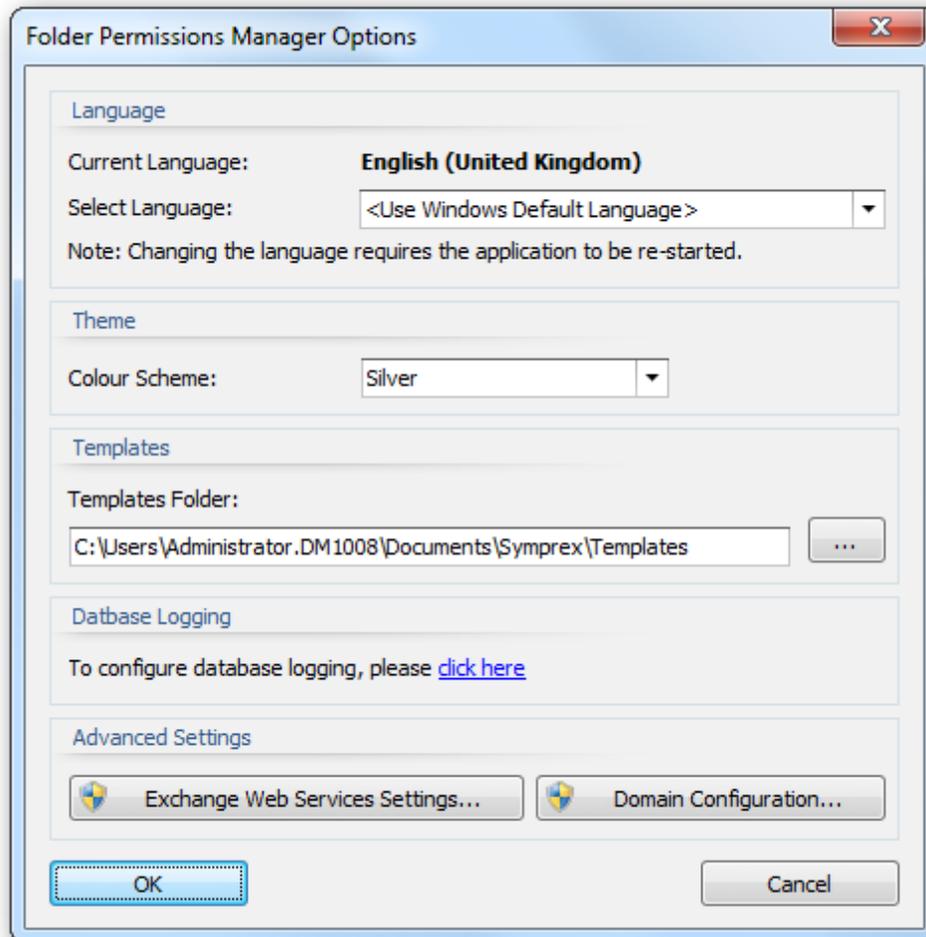
The following settings can be modified:

Language: Allows you to specify the language used by the application. This will default to your current Windows language (if available) or you can choose a specific language from the drop-down list.
Colour Scheme: Allows you to choose the colour 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.

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.

Click the **Exchange Web Services Settings...** button to open the Exchange Web Services Settings dialog, which is used to configure how connections to Exchange Web Services (EWS) are established when reading or updating mailbox delegates. Click the **Domain Configuration...** button to open the Domain Configuration dialog, which is used to configure how user accounts are located in Active Directory.

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

Exchange Web Services Settings

The Exchange Web Services Settings dialog is opened from the main Options dialog.
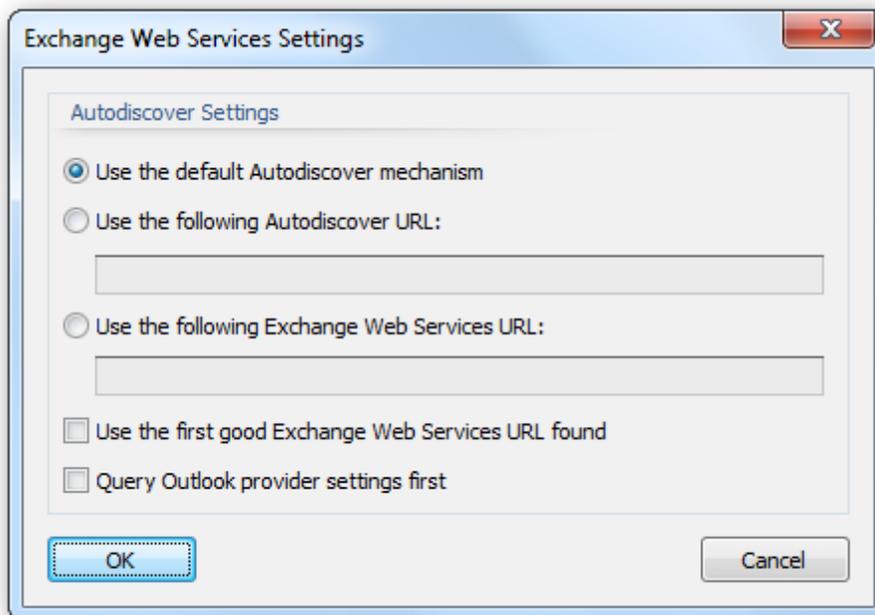
When reading or updating delegates for a mailbox, Folder Permissions Manager connects to Exchange Server via Exchange Web Services (EWS). In order to connect to EWS, it is necessary to determine the URL for EWS using a process called Autodiscover. This dialog is used to configure how the Autodiscover process works.

Note In normal conditions, the connection to EWS 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 and/or performance problems are being encountered.

The following settings can be configured:

Setting	Description
Use the default Autodiscover mechanism	Specifies that the default Autodiscover mechanism should be used; this is the normal setting. The default mechanism will query Active Directory for the appropriate Service Connection Points (SCPs) and then attempt to connect to each one to obtain the URL to Exchange Web Services. Each SCP is a URL to an Autodiscover service hosted on an Exchange Server.
Use the following Autodiscover URL	Specifies that the Autodiscover mechanism should use the specified fixed URL, instead of querying Active Directory for the Service Connection Points.
Use the following Exchange Web Services URL	This setting disables the Autodiscover mechanism and forces the connection to Exchange Web Services to use the specified fixed URL *for all users*.
Use the first good Exchange Web Services URL found	When the default Autodiscover mechanism is being used, this setting stipulates that once the first good EWS URL has been discovered (from an SCP), the mechanism should stop and use that URL alone (rather than continuing and querying further SCPs). This can be useful if you have a number of Autodiscover servers (i.e. a number of SCPs), some of which are not currently available.
Query Outlook provider settings first	When using the Autodiscover mechanism, each Autodiscover service (i.e. each SCP) is queried using the standard Autodiscover protocol. If this fails, the service is queried for the settings to be used by Outlook (which uses a different protocol). In some environments, the standard Autodiscover protocol is not available on any server, so it is beneficial (from a performance standpoint) to query for the Outlook Provider settings first.

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.

Domain Configuration Dialog

The Domain Configuration dialog is opened from the main Options dialog.
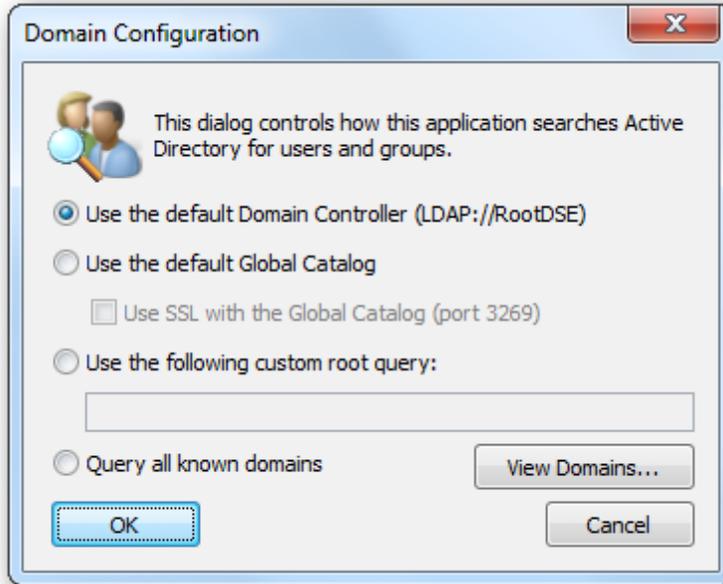
In order to read and update the delegates on a user's mailbox, it is necessary for Folder Permissions Manager to locate the user's account in Active Directory. Normally, the account can be located in the same domain as the current logged-on user. However, it is possible for address lists to contain users from foreign domains; in such circumstances, it is necessary to specify how such accounts can be found in those domains.

The following settings can be configured:

Setting	Description
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 an account 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.

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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.

Database Logging Dialog

The Database Logging Dialog is opened from the link on the main Options dialog.
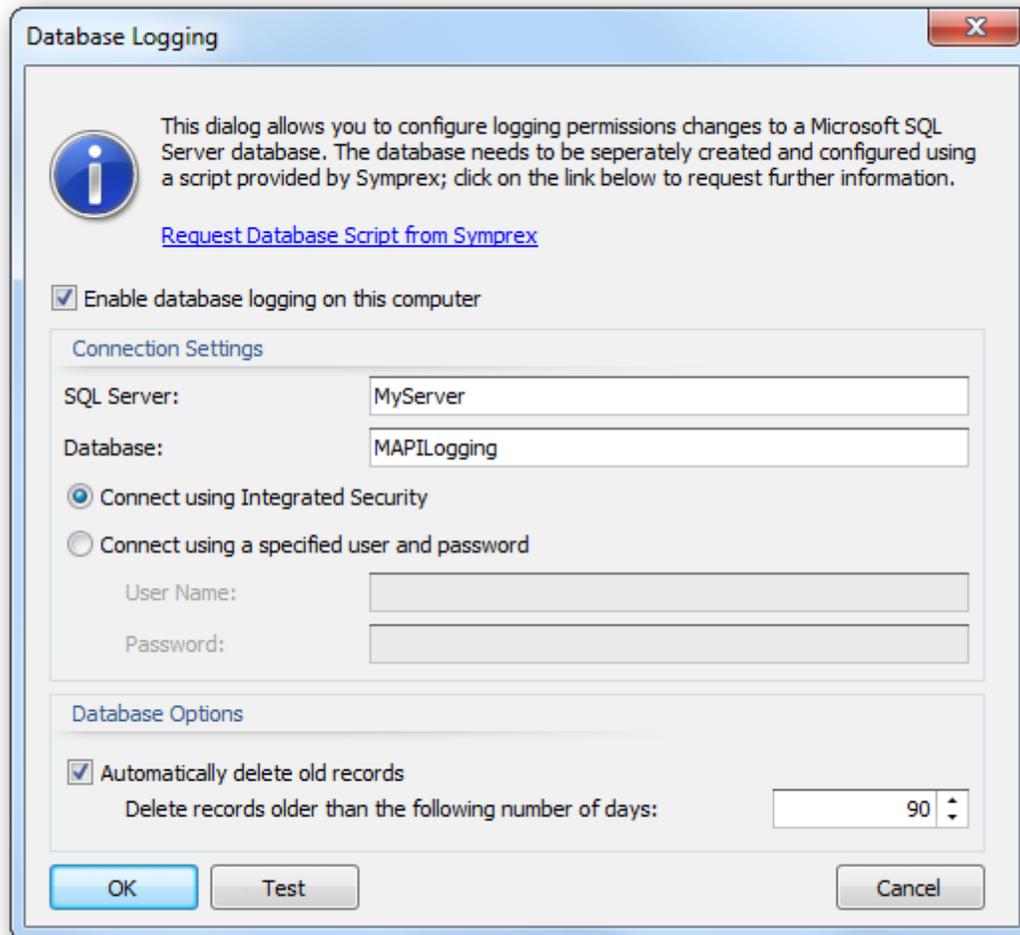
Note In order to use database logging, you will need to create an appropriate database. Please contact Symprex for assistance.

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. To prevent your database from becoming full, you may choose to automatically delete records that are older than a specified number of days.

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Note It is the responsibility of you and your organisation 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.

Important The Test button *does not* verify the permissions; you must ensure that your logon has the EXECUTE permission on the stored procedures in the database.

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

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.
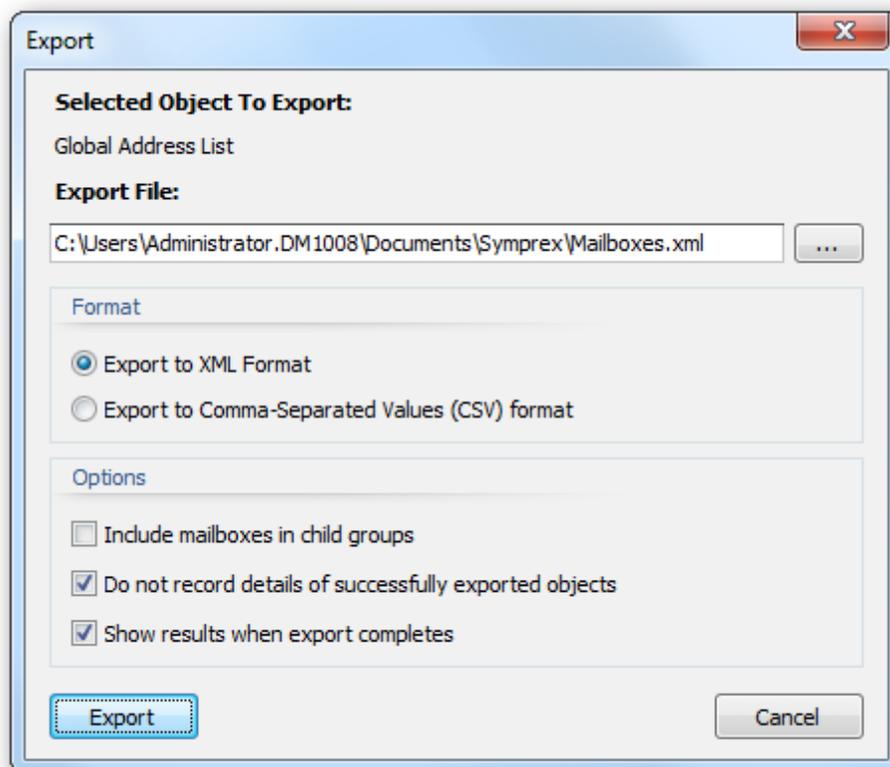
You can configure the export as follows:

- **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;** On large address lists, 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.
- **Show results when export completes**: Specifies the Export Results dialog will be displayed on the export has completed.

**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.
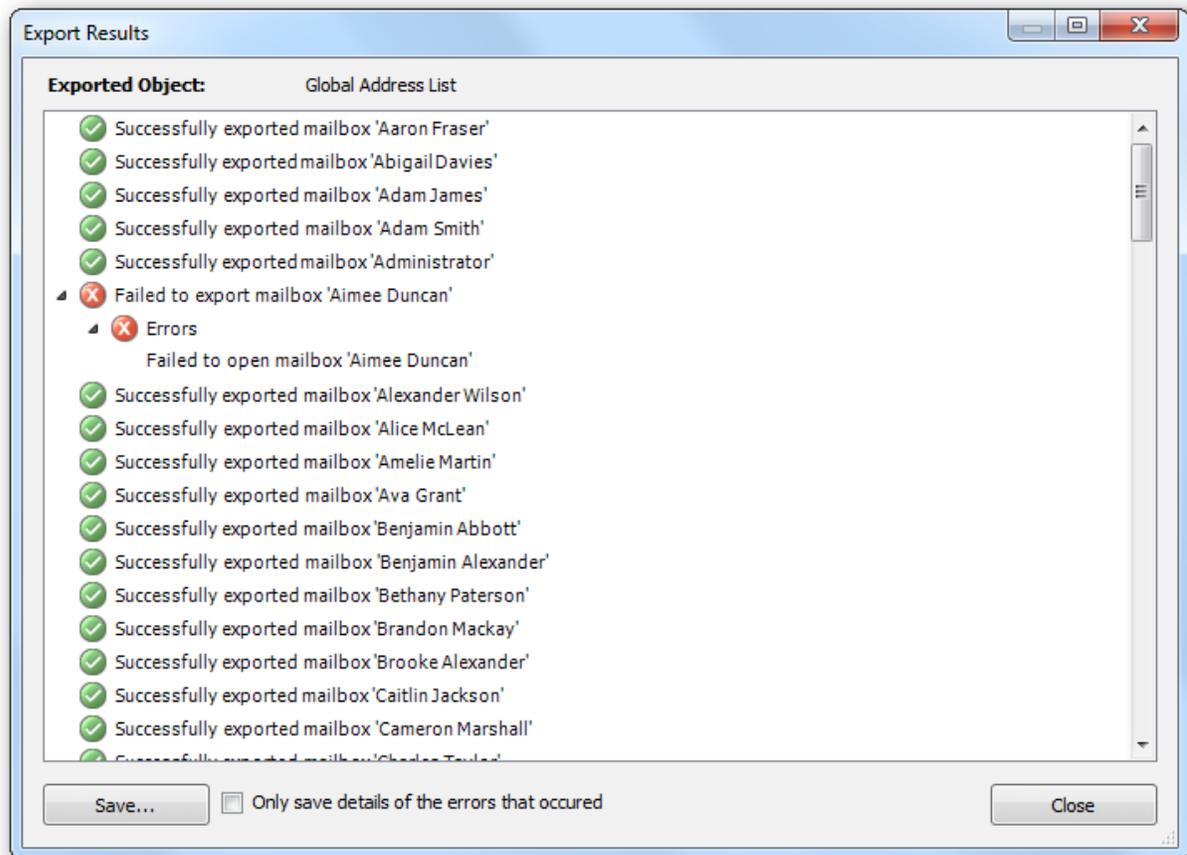
The dialog displays a list of all of the mailboxes or Public Folders that were included in the export, and the status for each object. If an object fails to be exported, the relevant node can be expanded to obtain further details. Any of the nodes under the **Errors** node can be double-clicked to view 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 main application window
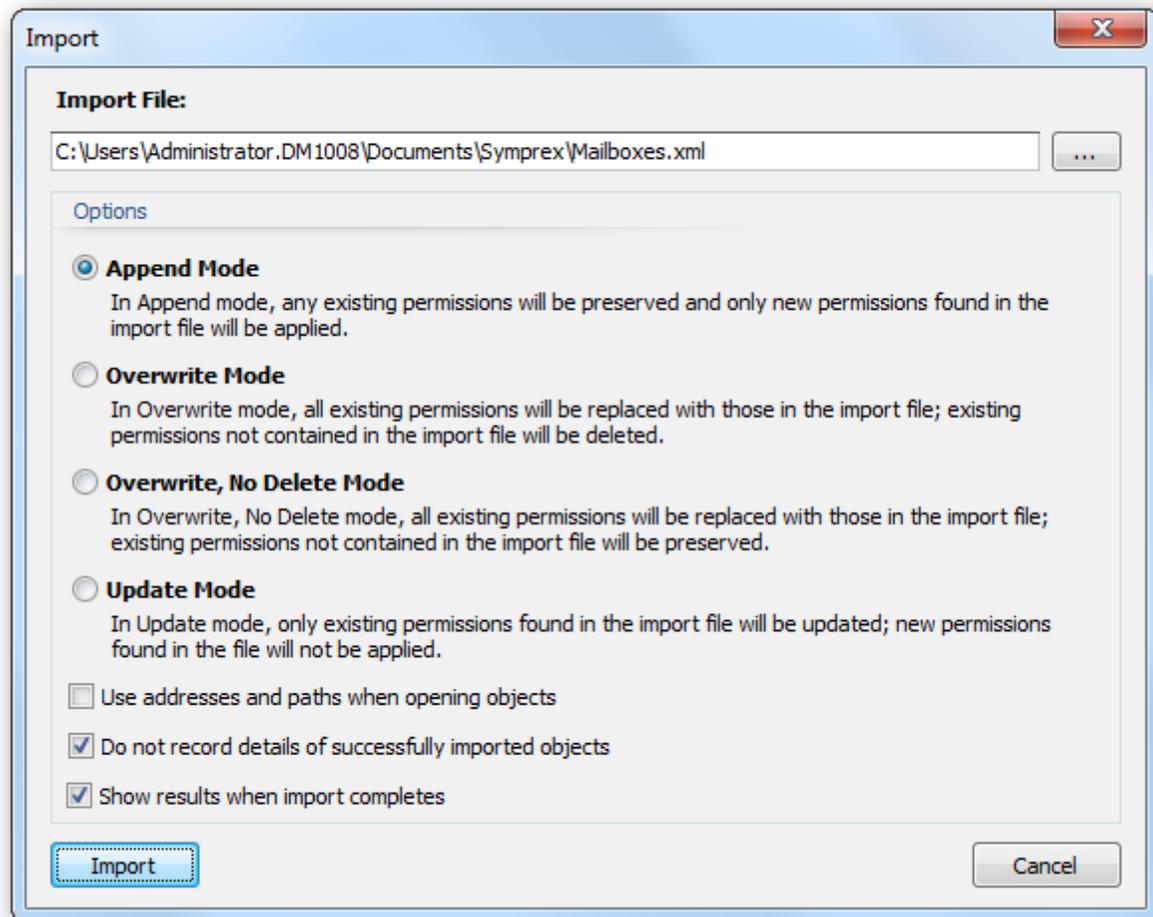
The dialog can import any file previous exported using the Export dialog, either in XML or CSV format. Notice that the original object that was exported does *not* need to be selected to perform an import; the contents of the file will be examined and the appropriate objects updated according to the 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 address and paths when opening objects**: By default, the import will be performed using the Entry IDs of the objects contained in the file. However, in some circumstances (such as migrating between Exchange Servers), the Entry IDs can change and hence, the import will fail. By selecting this object, mailboxes will be identified using their Active Directory address, and mailbox folders and Public Folders will be identified using their path.
- **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.
- **Show results when import completes**: Specifies the Import Results dialog will be displayed on the import has completed.

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

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.
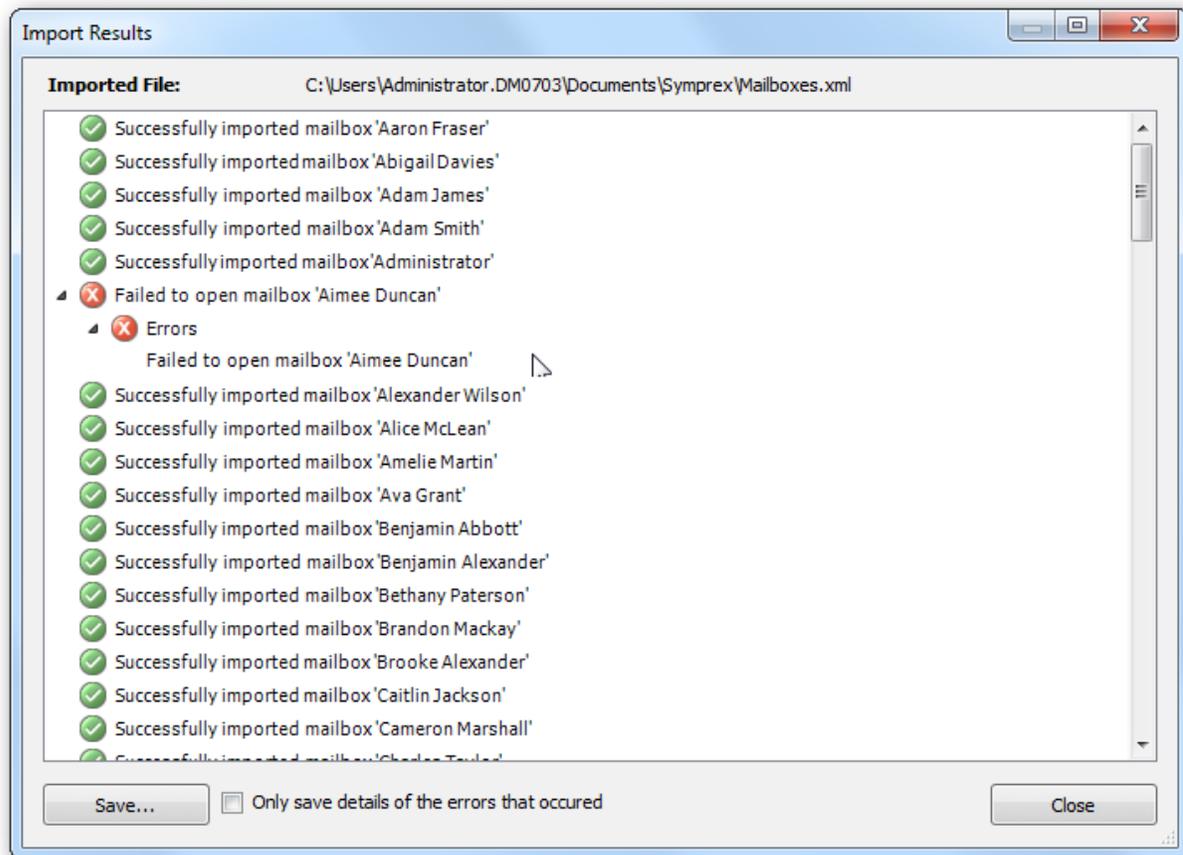
The dialog displays a list of all of the mailboxes or Public Folders that were imported, and the status of each object. If an object fails to be imported, the relevant node can be expanded to obtain further details. Any of the nodes under the **Errors** node can be double-clicked to view the details 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.

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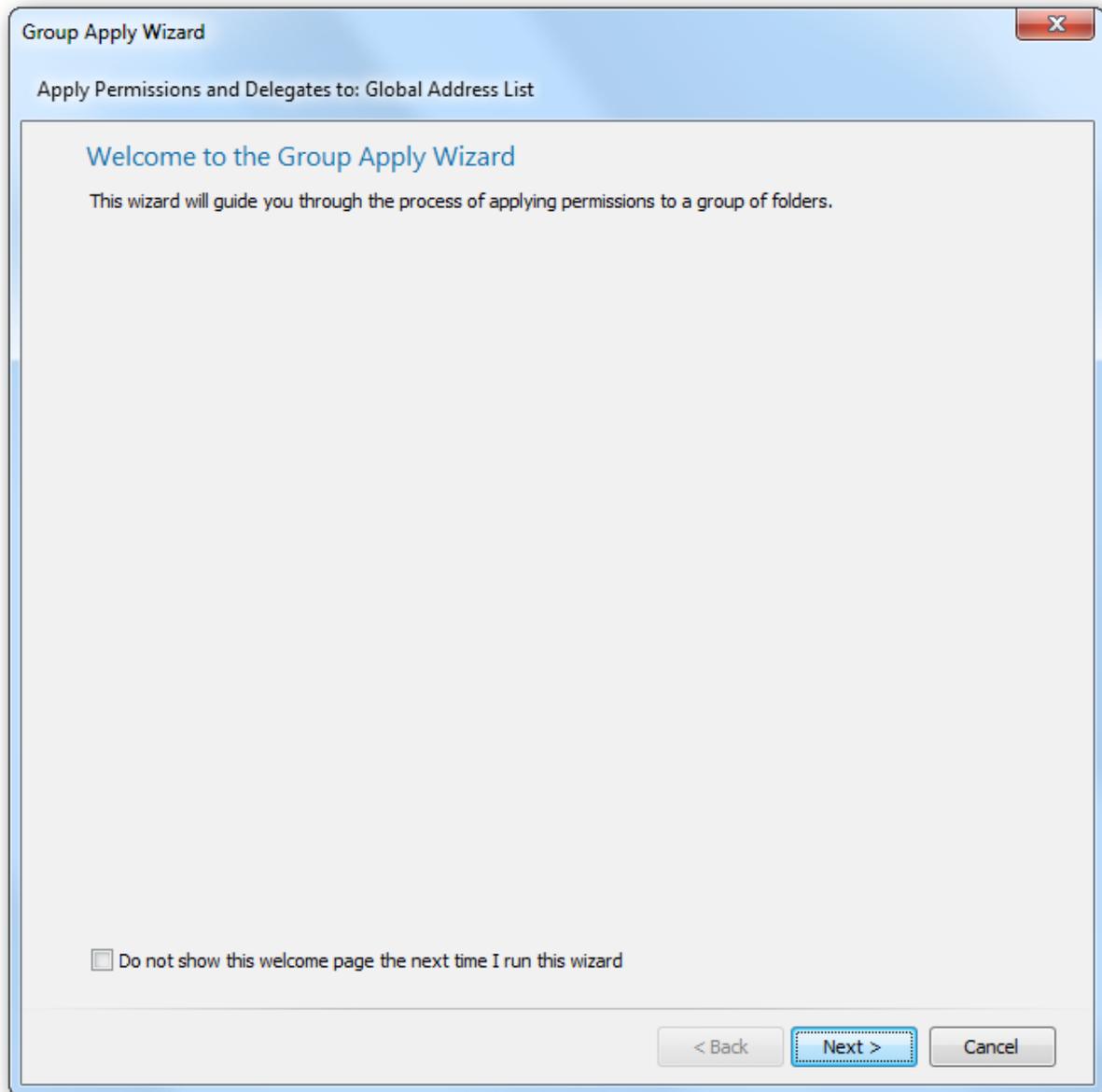
When the wizard is started for the first time, the Welcome page is displayed. To prevent it from being displayed again in the future, select the **Do not show this welcome page the next time I run this wizard** option.

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.

Note Delegates can only be modified through the Group Apply wizard if the current session was established with delegate management enabled; please refer to the Logon dialog for more details.

Group Apply Wizard - Delegates Mode

The Delegates Mode page of the Group Apply Wizard determines how delegates will be applied to selected object.
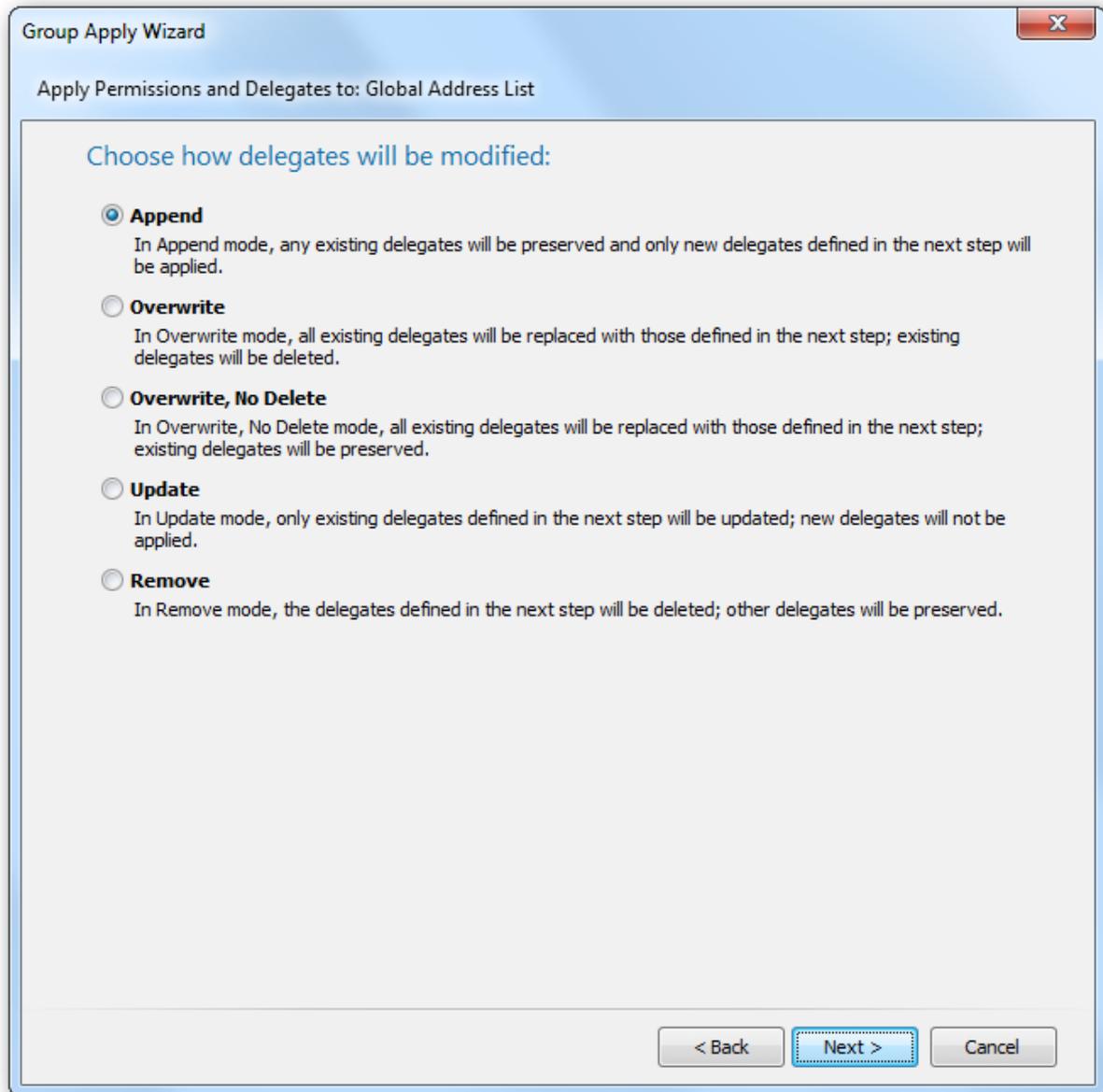
Choose the appropriate mode from the options available and then either click the **Next** button to proceed to the Delegates page, the **Back** button to return to the Welcome page, or the **Cancel** button to close the wizard.

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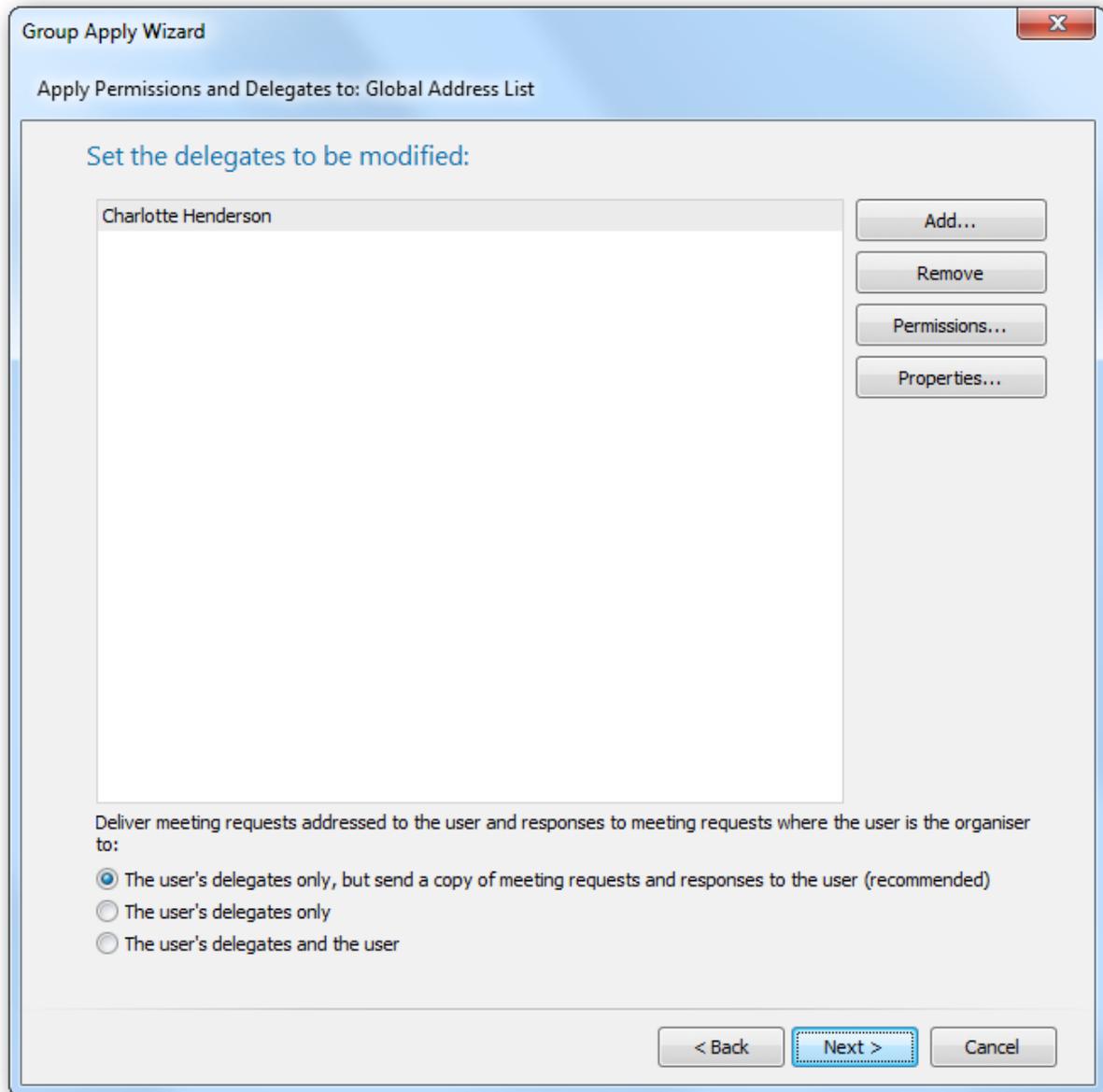
The left side of the page lists the user who will have delegate access to each mailbox. The list may be changed by using the **Add...** and **Remove** buttons. To view the permissions that will be assigned to a delegate, select one or more delegates and click the **Permissions...** button; this will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

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.

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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.
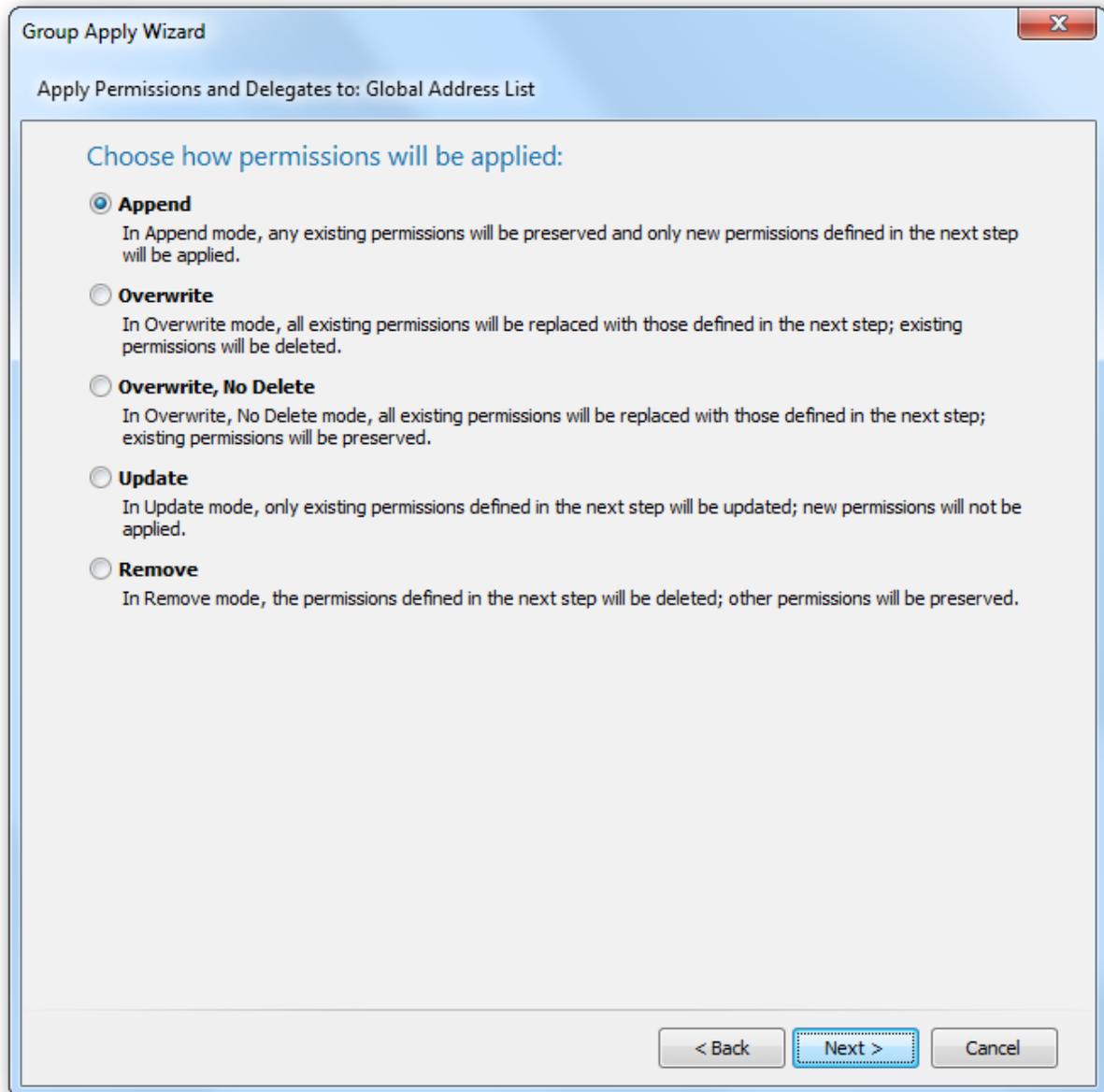

Choose the appropriate mode from the options available and then either click the **Next** button to proceed to the Permissions page, the **Back** button to return to either the Delegates page or the Welcome page, or the **Cancel** button to close the wizard.

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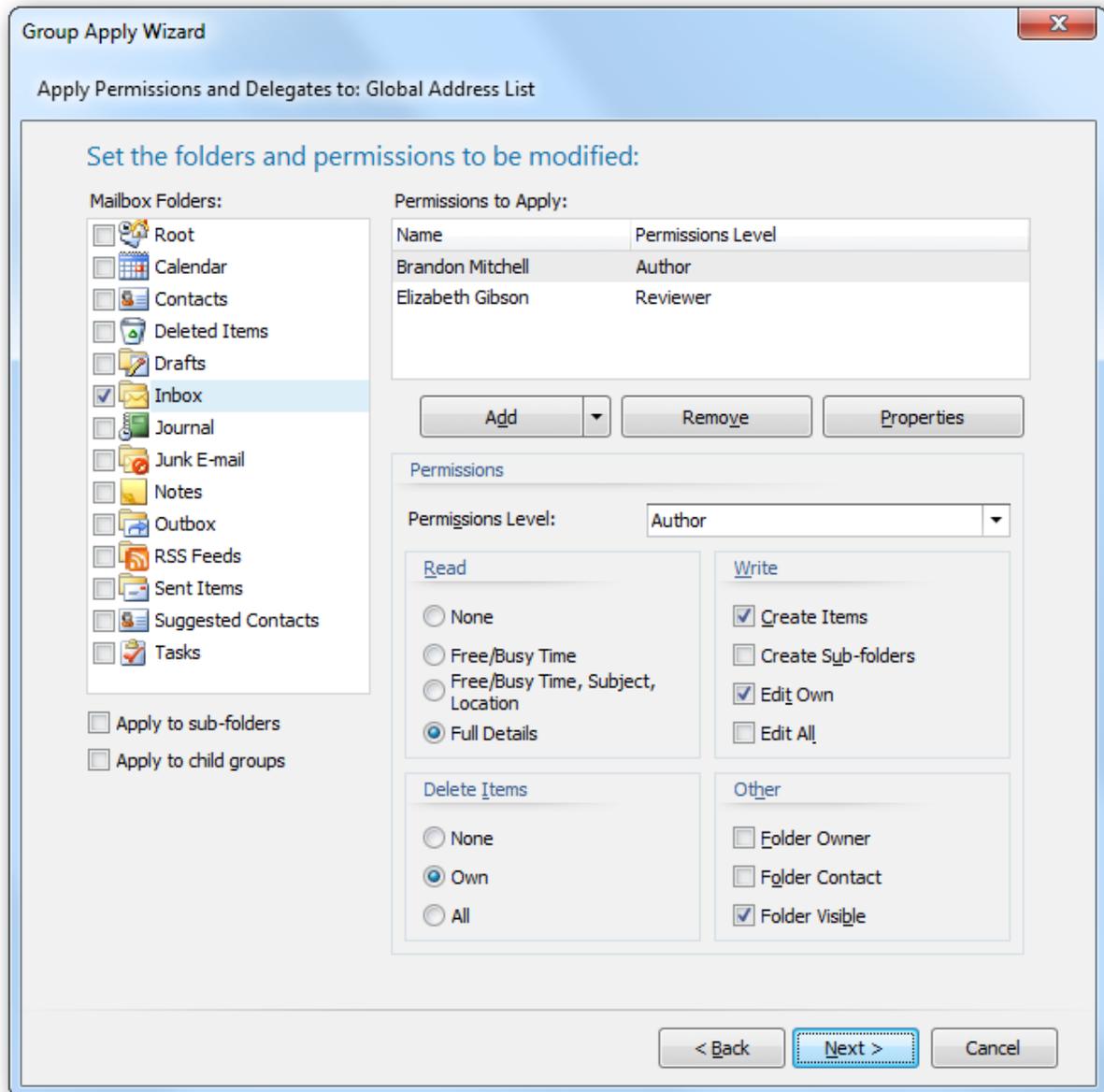
The left side of the page displays the folder types appropriate to the object being update:

- 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.

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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>".

Important If the wizard is running in Overwrite mode, the Anonymous user will be removed unless it is explicitly added to the list. If Overwrite mode is selected, the Default and Anonymous users will be automatically included in the list unless they are manually removed.

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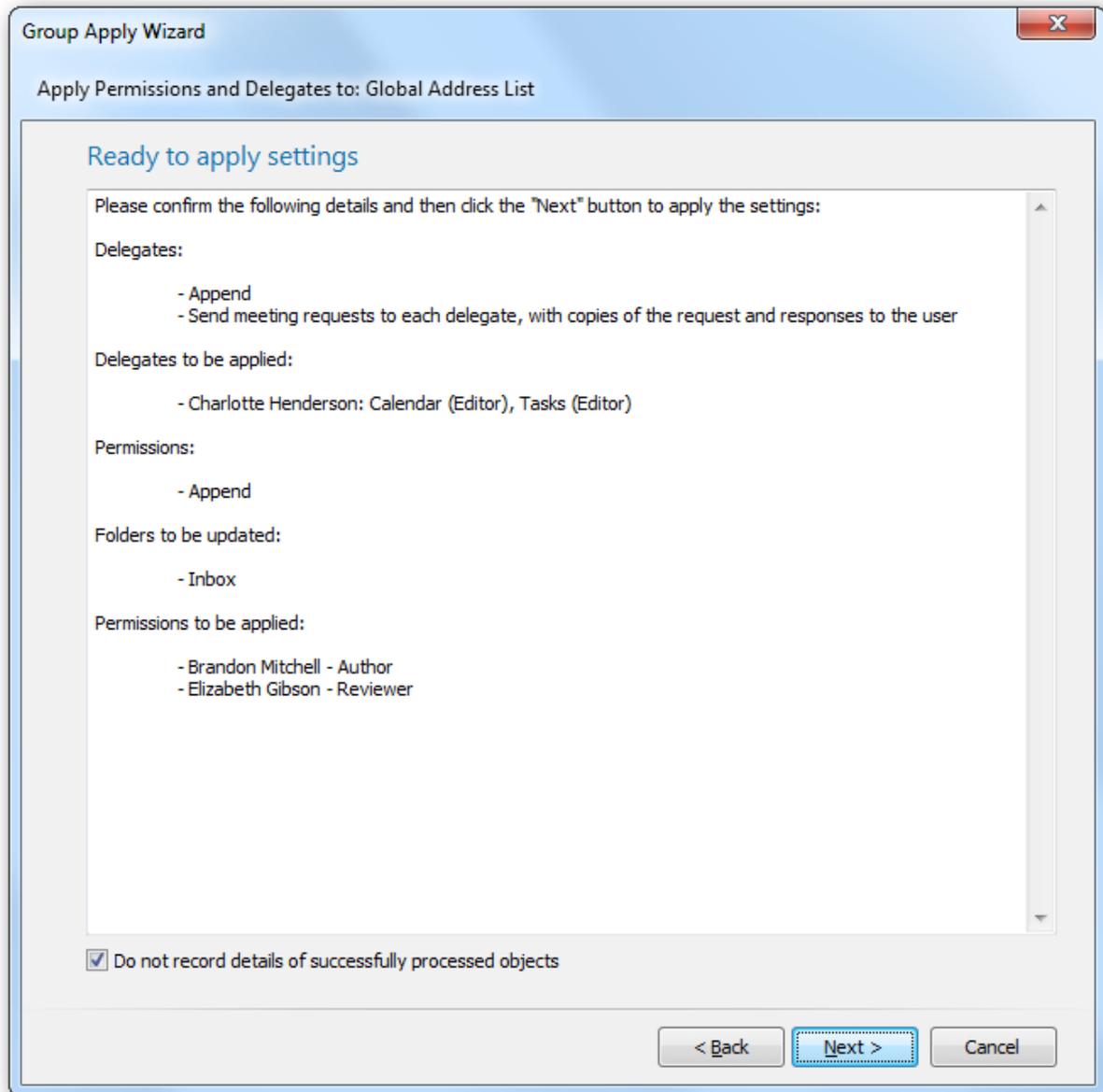
If the settings have been configured as required, click the **Next** button to start the wizard, which will display the Working page. Otherwise, click the **Back** button to return to either the Delegates page or the Permissions page, or the **Cancel** button to close the wizard.

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.

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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.
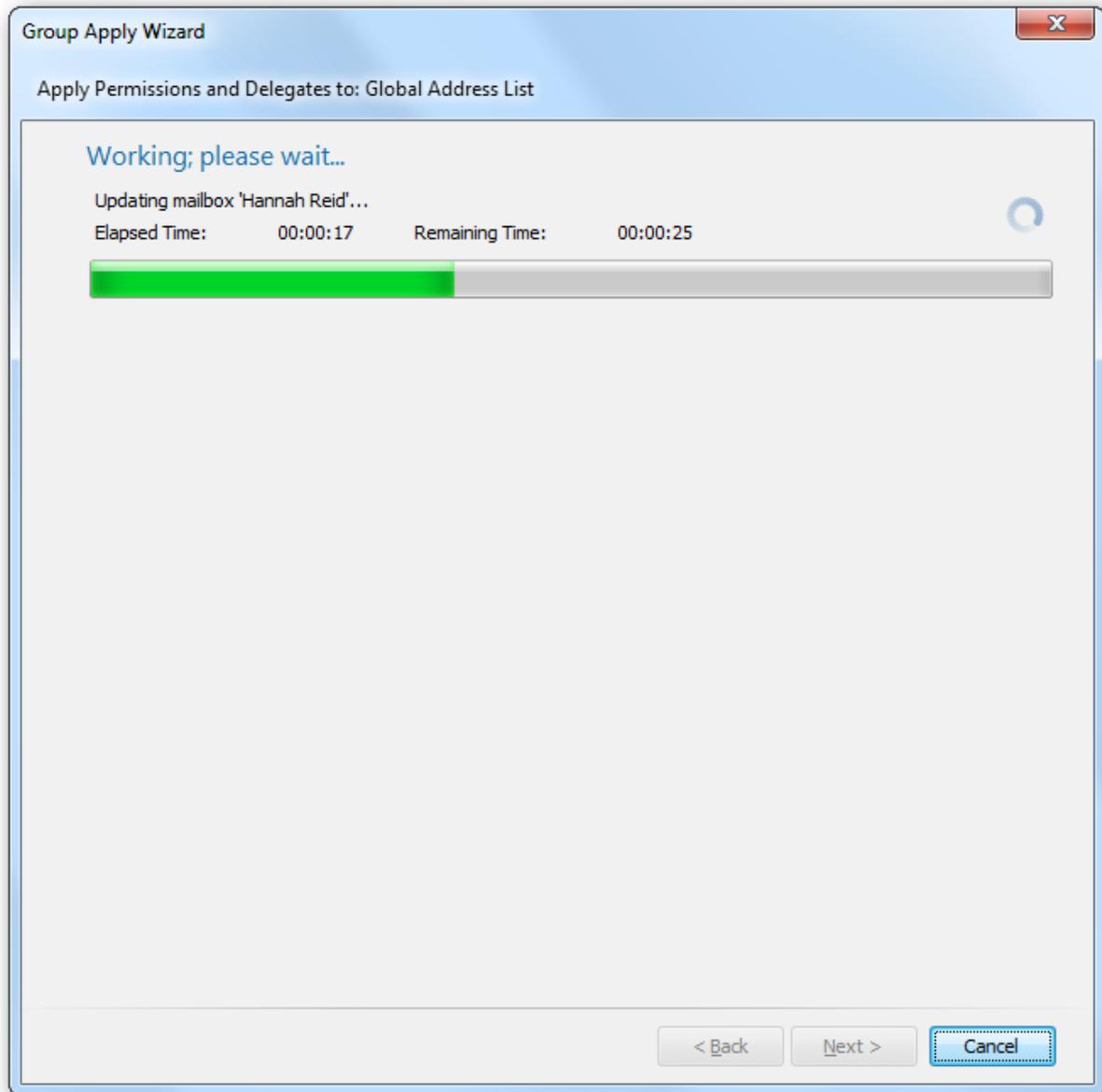
The bar gives an indication of how much progress the wizard has made and once enough objects have been processed, an estimate of the remaining time will be displayed. If necessary, click the **Cancel** button to stop the wizard and return to the Confirmation page. When the wizard has completed, the Finished 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.
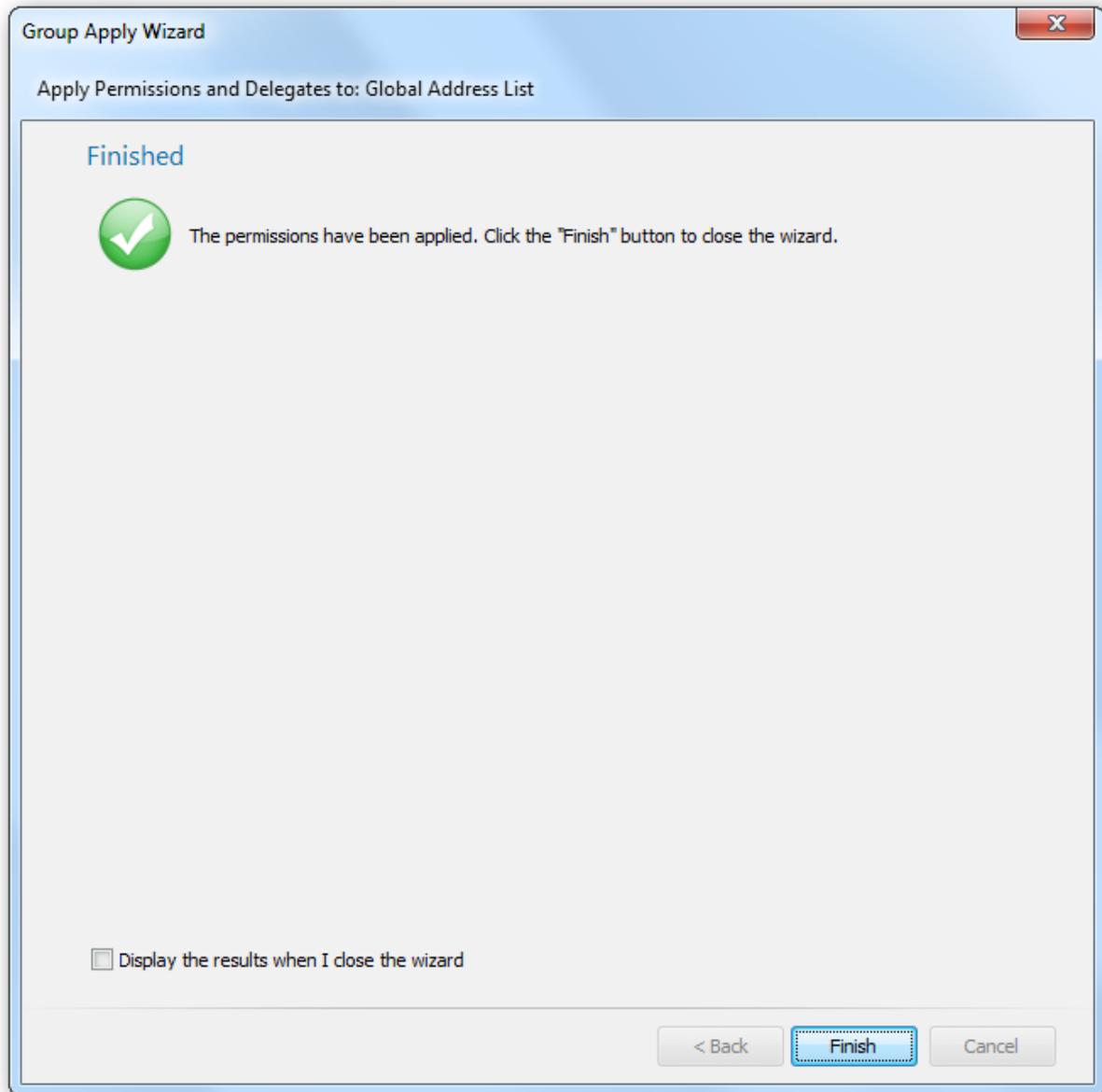
The overall result of the wizard will be displayed as appropriate. To view the results of applying the permissions in the Results dialog, select the **Display the results when I close the wizard** option. When ready, click the **Finish** button to close the wizard.

Note If an errors were encountered by the wizard, the **Display the results when I close the wizard** option will be 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.
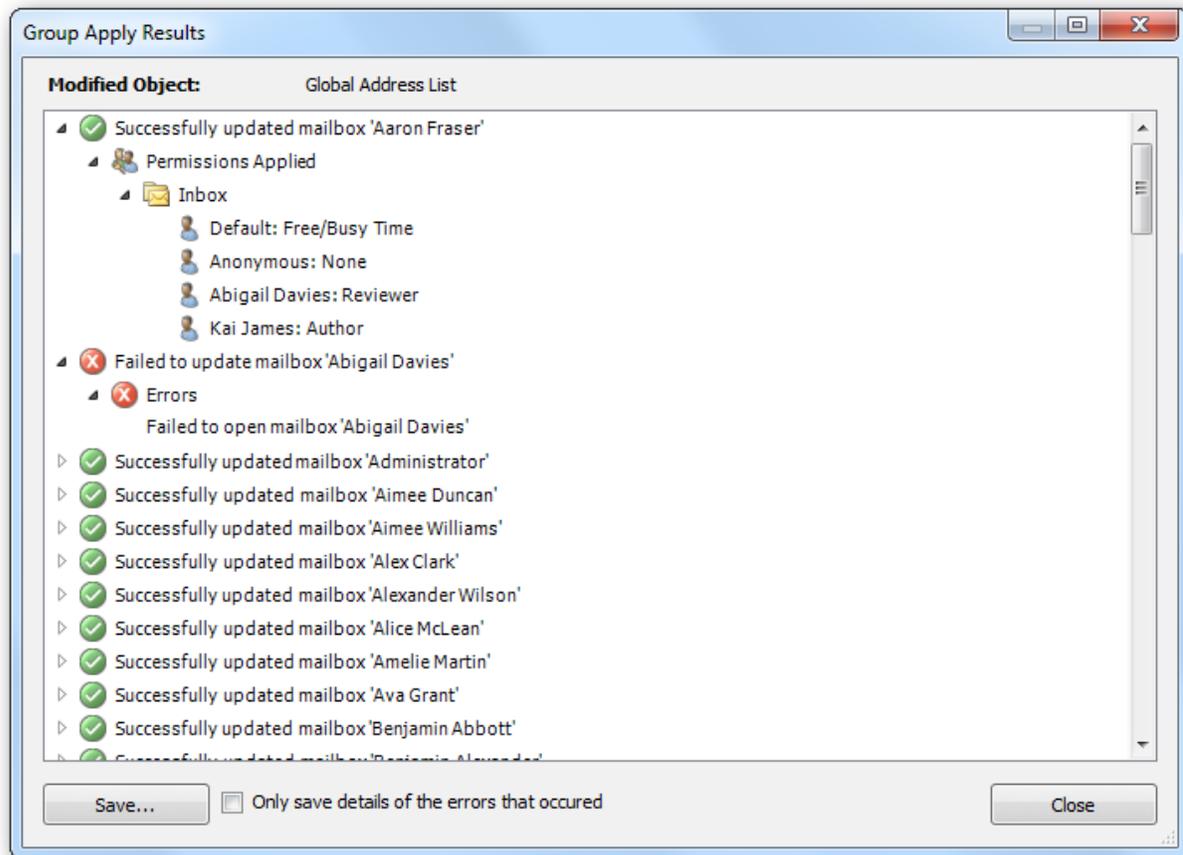

The dialog displays a list of all of the mailboxes or Public Folders that were updated by the wizard, and the status for each object. For each object, there is a node that can be expanded to display the permissions that were applied and/or any errors that occurred. Any of the nodes under the **Errors** 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 main application window.
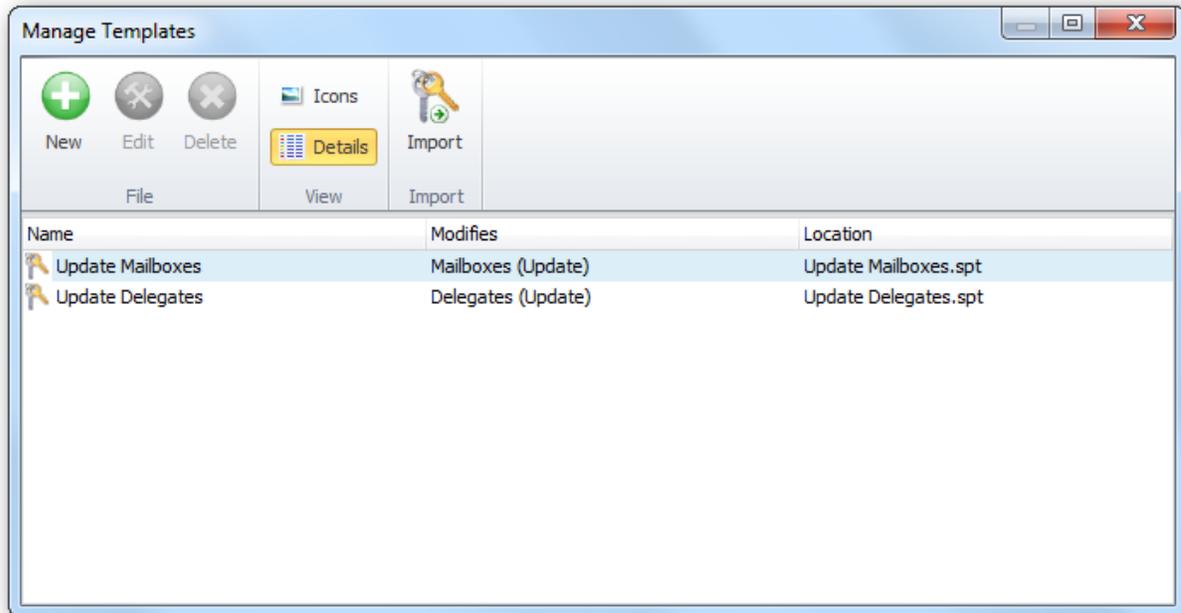
The main part of the dialog displays a list of the templates available in the templates directory. The view can be changed by clicking either the **Icons** or **Details** button.

**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.

If templates have been created in a previous version of Symprex Folder Permissions Manager, they can be imported by clicking the **Import** button. A dialog will be displayed to select the existing templates database. Once the database has been processed, a confirmation dialog will be displayed confirming the number of templates imported. The imported templates will automatically appear in the list.

Note If there are templates in the import template which have names that match any existing templates, then the imported templates will be updated with a unique number to identify them.

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Manage Template Wizard

The Manage Template Wizard is started using the [Manage Templates dialog](#).
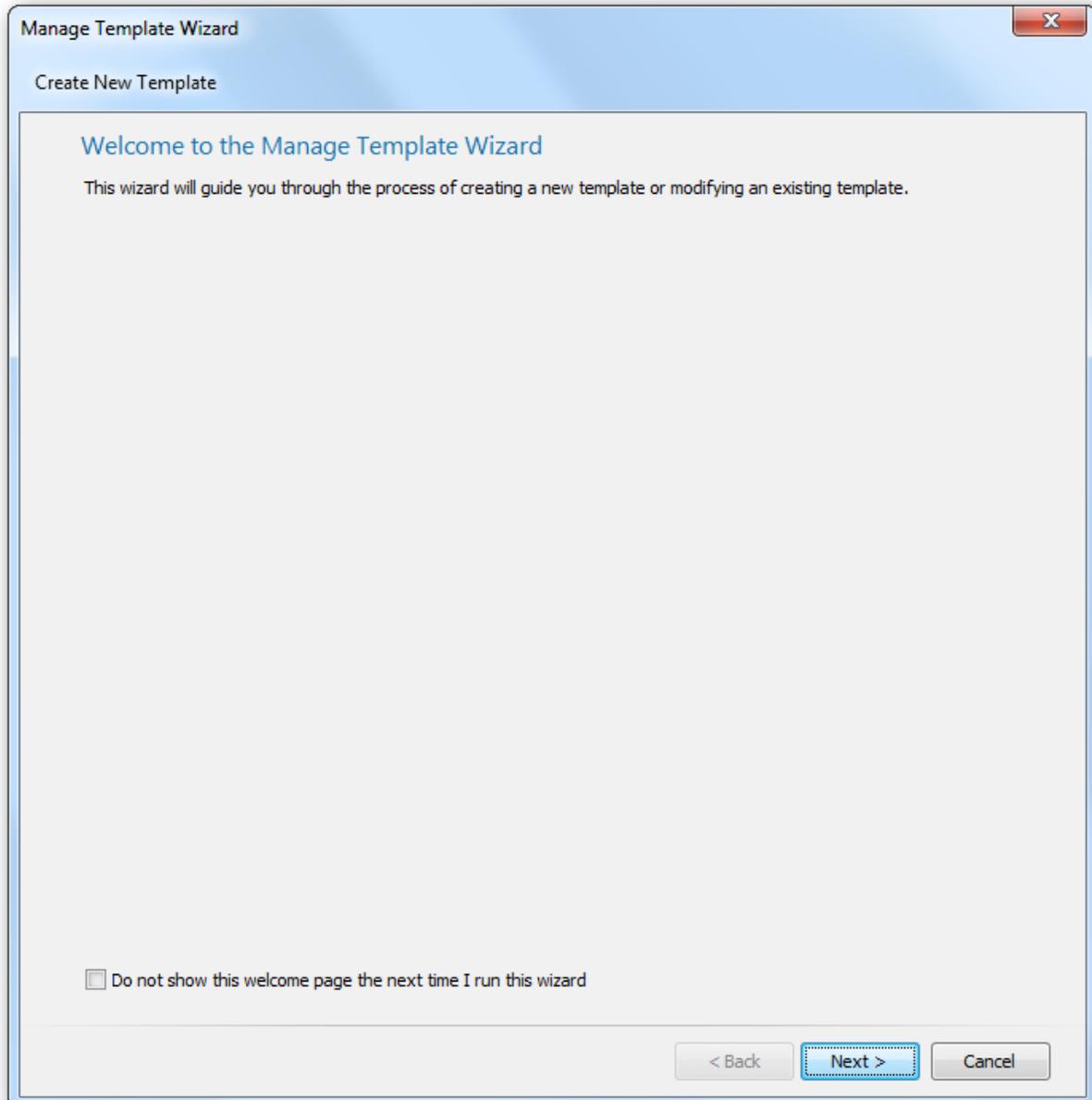
The wizard can either create a new template or modify an existing template. The chapters in this section describe the process for creating a new template; when modifying an existing template, the wizard behaves in much the same way.

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.
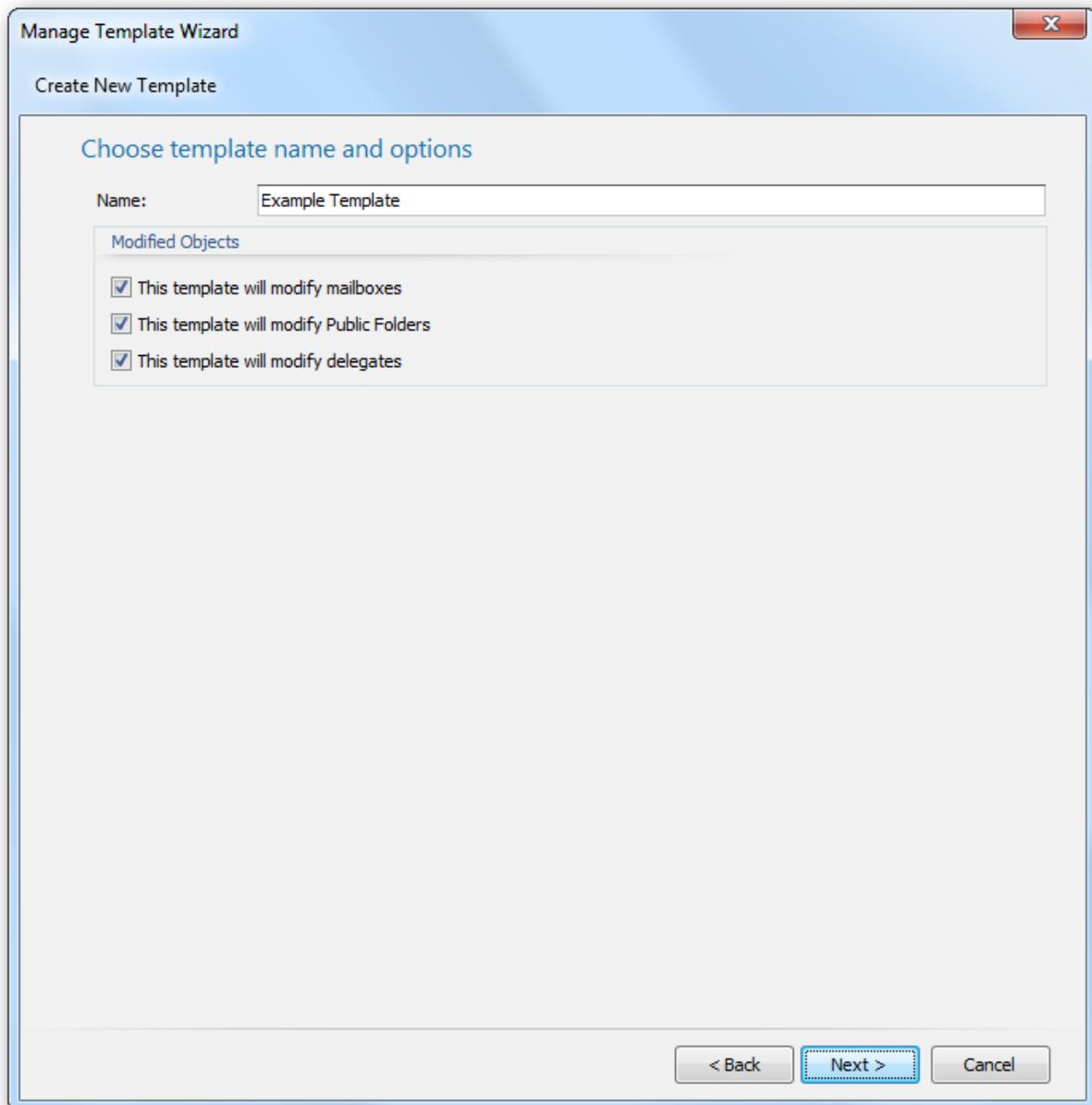
The following options can be configured for the template:

- **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.

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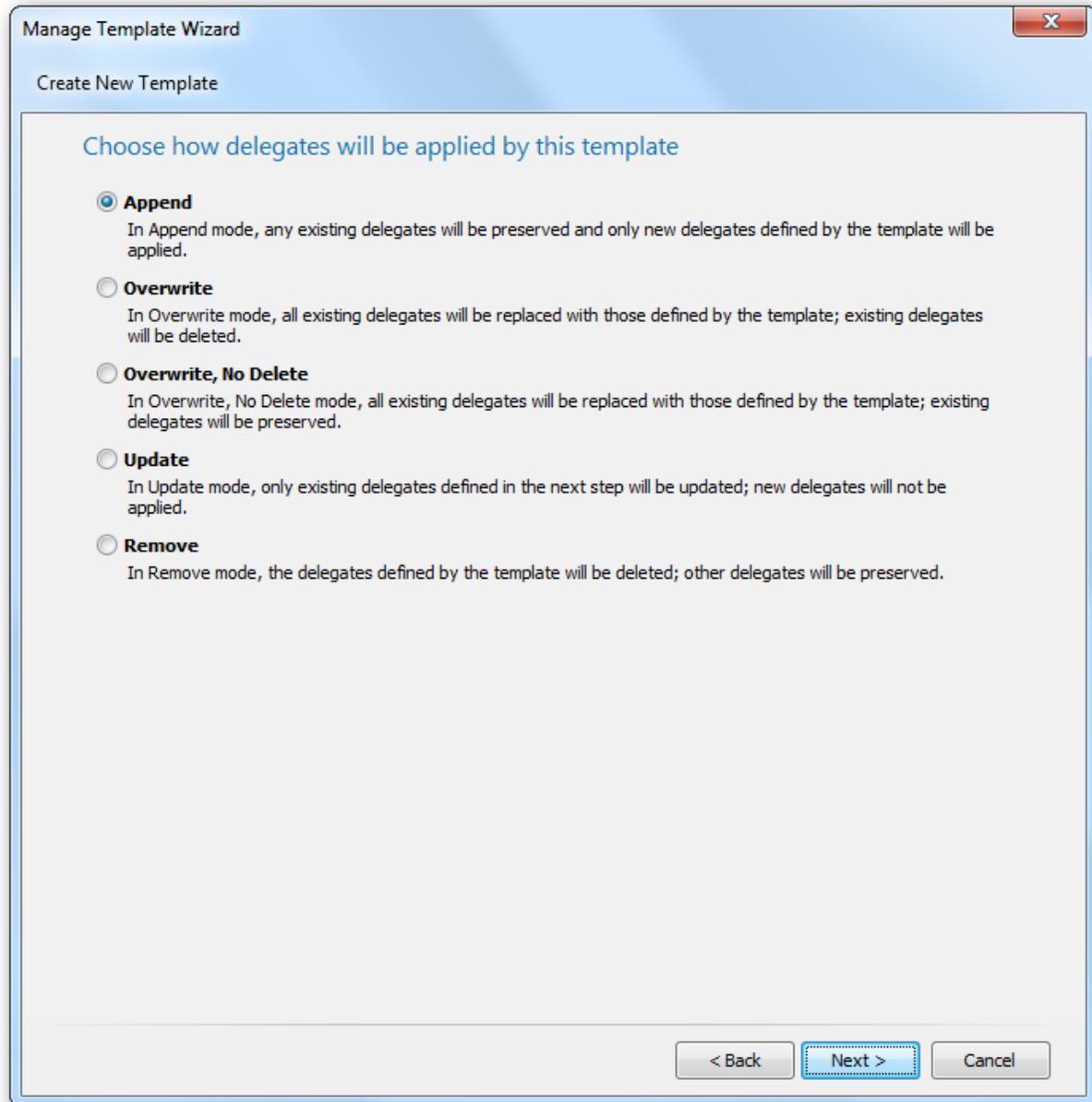
Choose the appropriate mode from the options available and then either click the **Next** button to proceed to the Delegates page, the **Back** button to return to the Options page, or the **Cancel** button to close the wizard.

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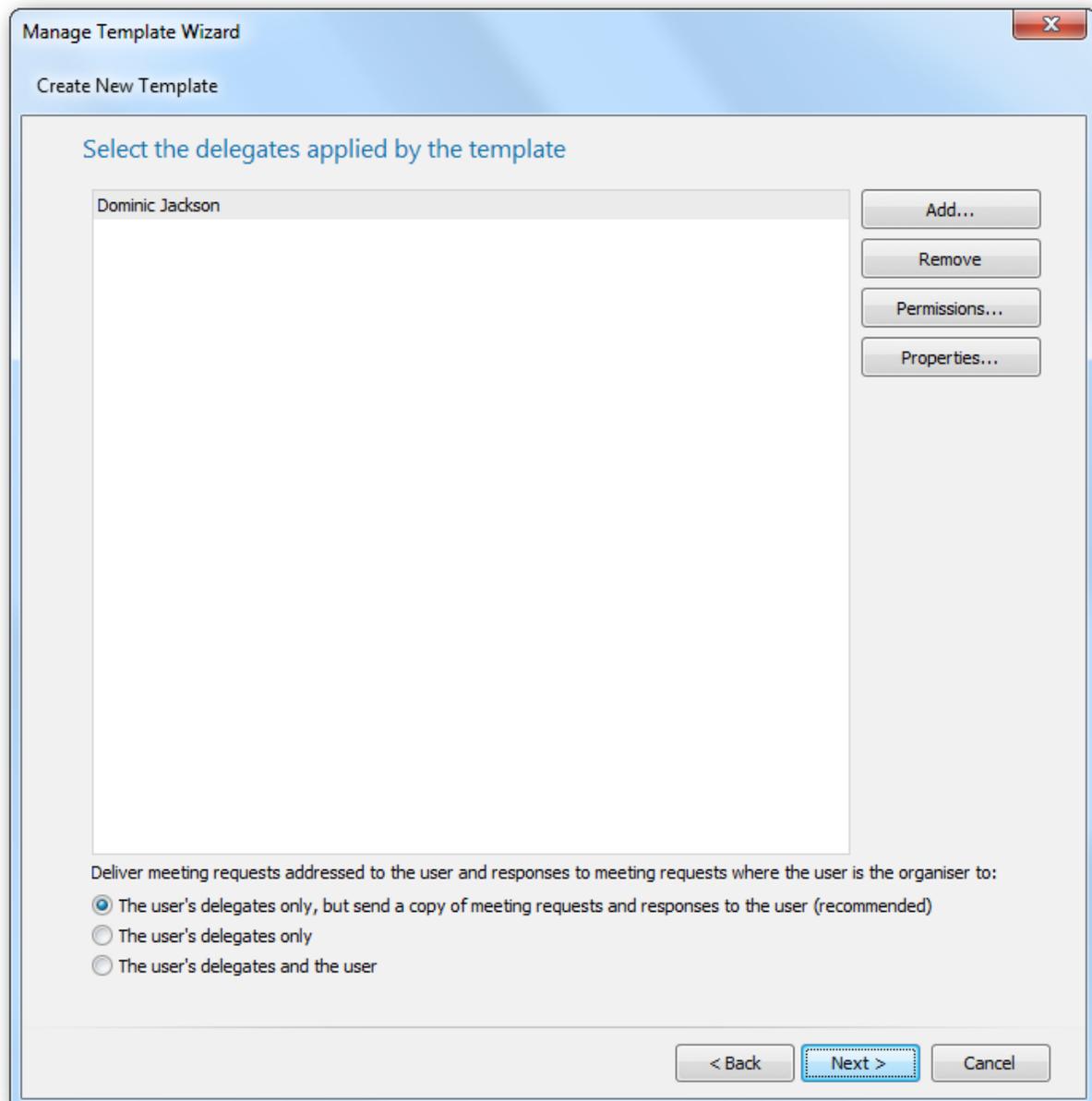
The left side of the page lists the user who will have delegate access to each mailbox to which the template is applied. The list may be changed by using the **Add...** and **Remove** buttons. To view the permissions that will be assigned to a delegate, select one or more delegates and click the **Permissions...**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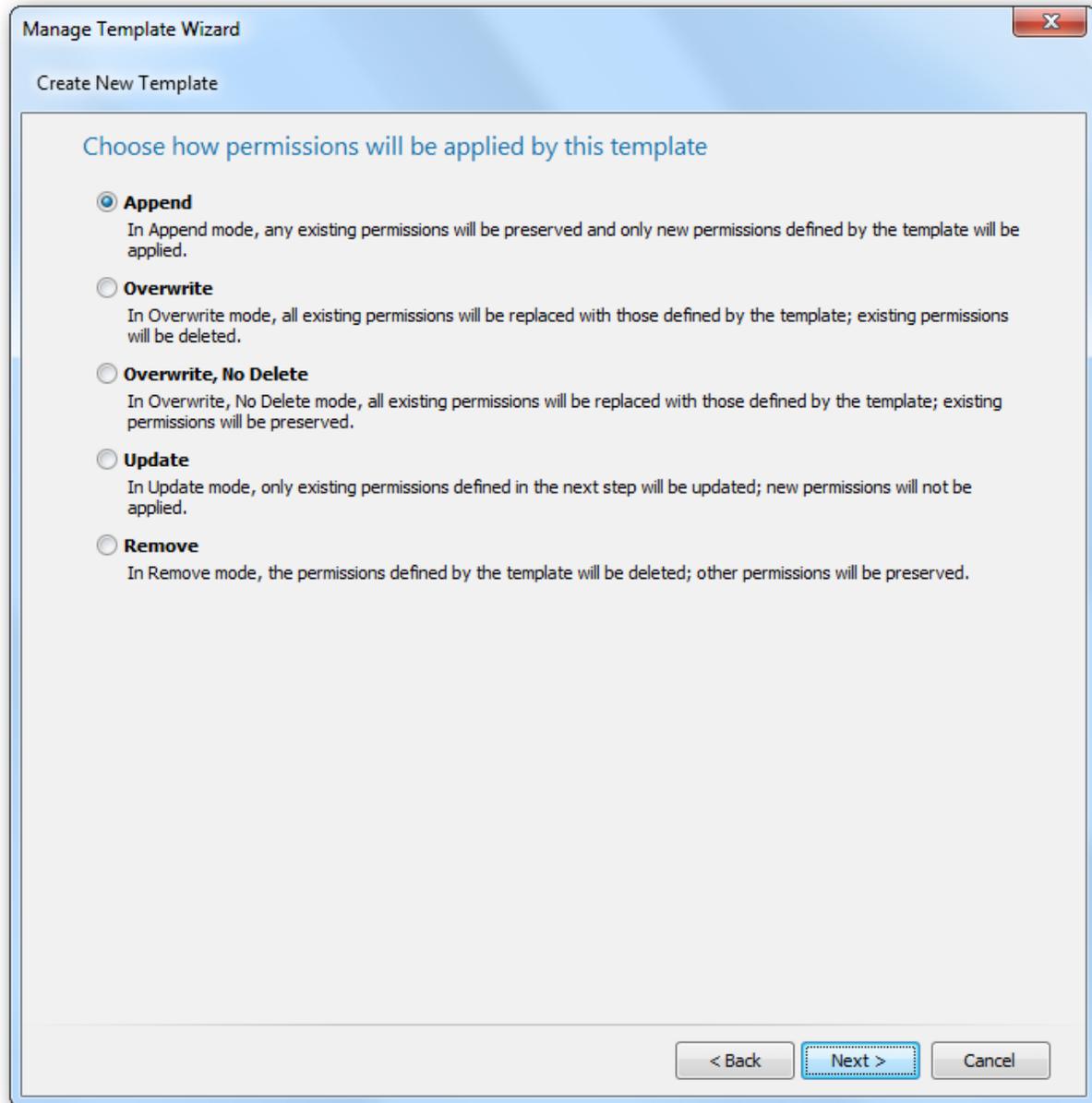

Choose the appropriate mode from the options available and then either click the **Next** button to proceed to the Permissions page, the **Back** button to return to either the Delegates page or the Options page, or the **Cancel** button to close the wizard.

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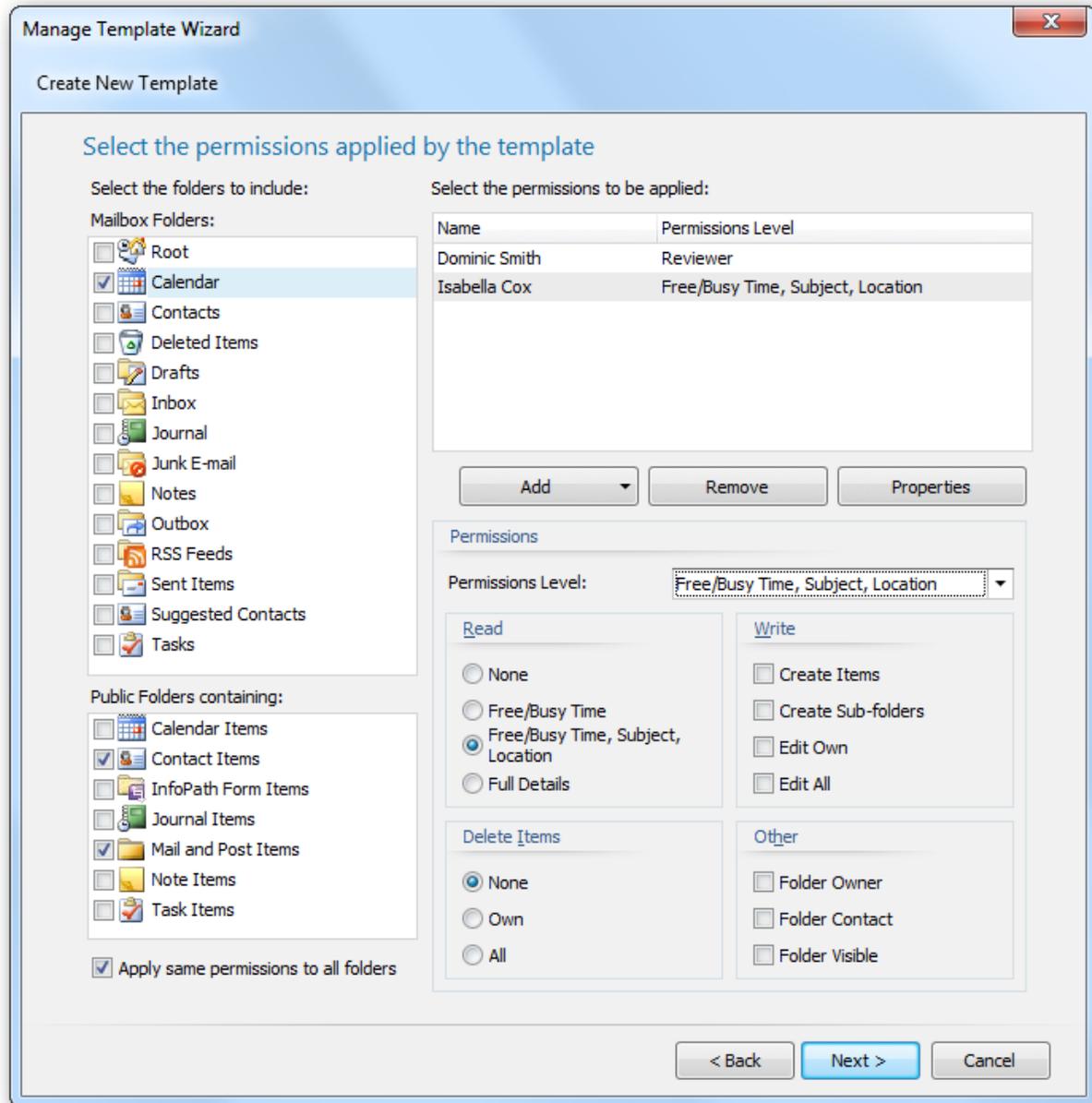
The left side of the page displays the folder types appropriate to the configuration of the template:

- 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.

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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>".

Important If the template has been configured to use Overwrite mode, the Anonymous user will be removed unless it is explicitly added to the list. If Overwrite mode is used, the Default and Anonymous users will be automatically included in the list unless they are manually removed.

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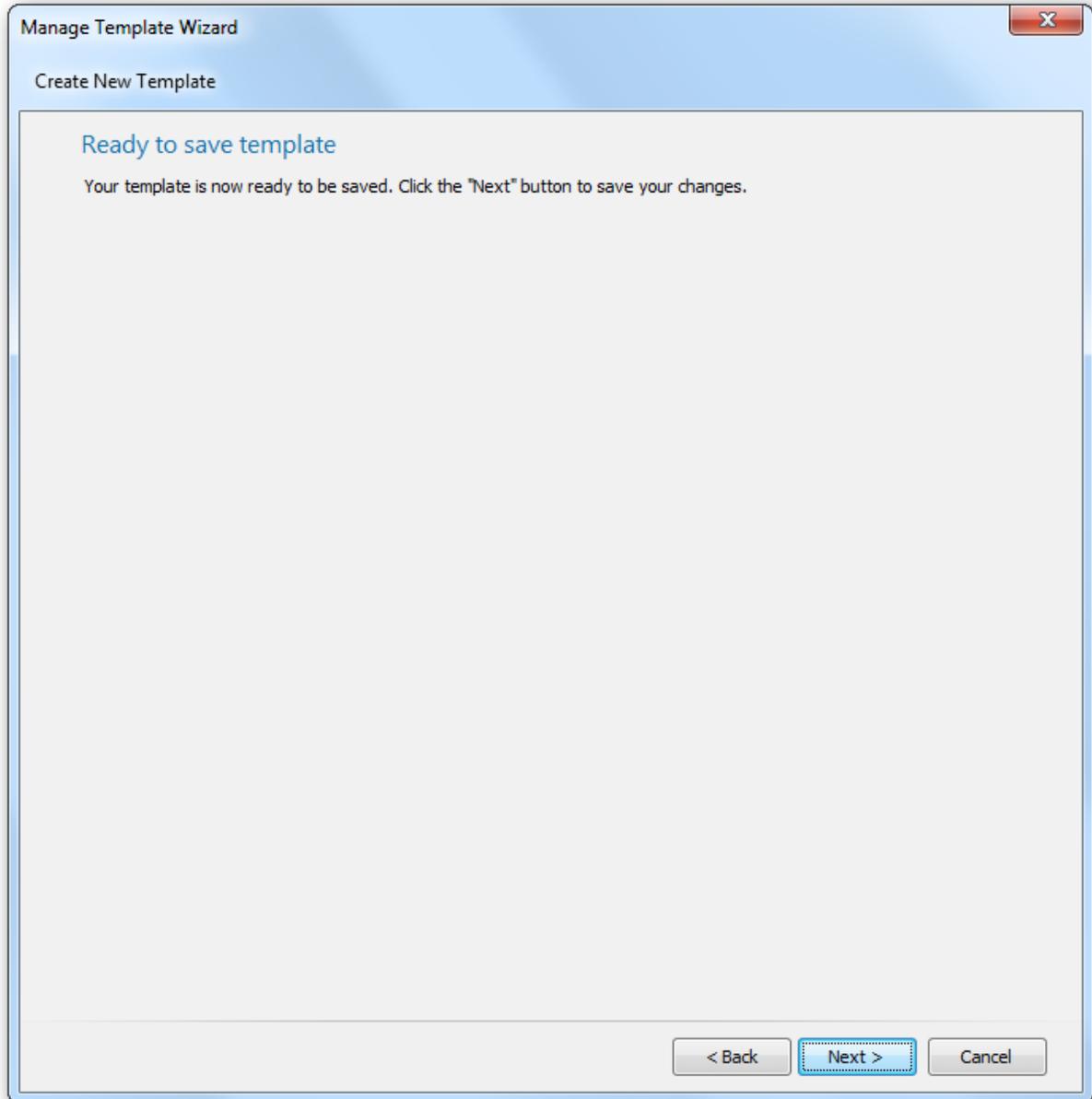
If the template is configured as required, click the **Next** button to save the template, which will display the Finished page. Otherwise, click the **Back** button to return to the Permissions page, or the **Cancel** button to close the wizard.

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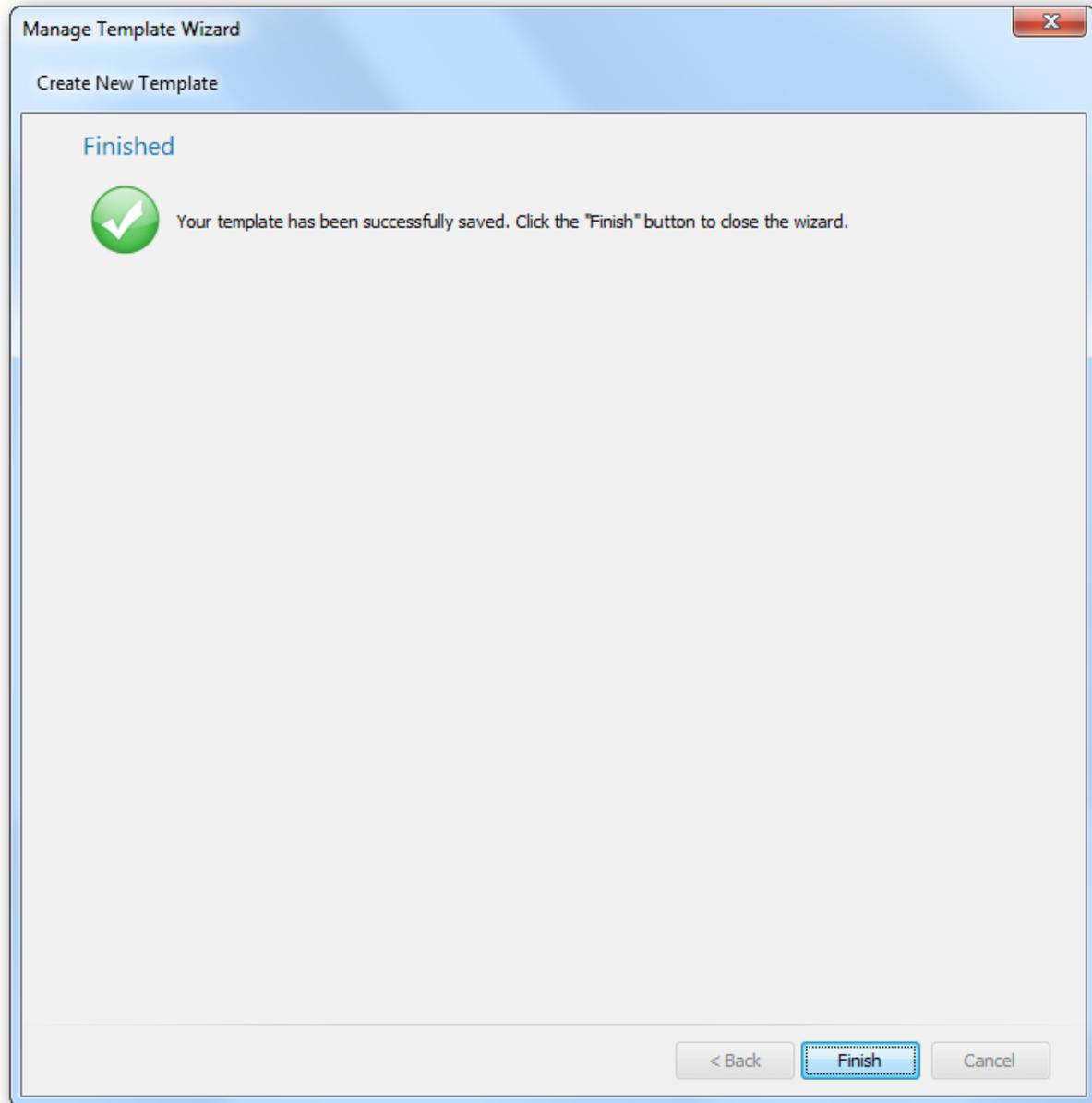
When ready, click the **Finish** button to close the wizard and return the Manage Templates dialog. If a new template has been created, it will be added to the list of templates.

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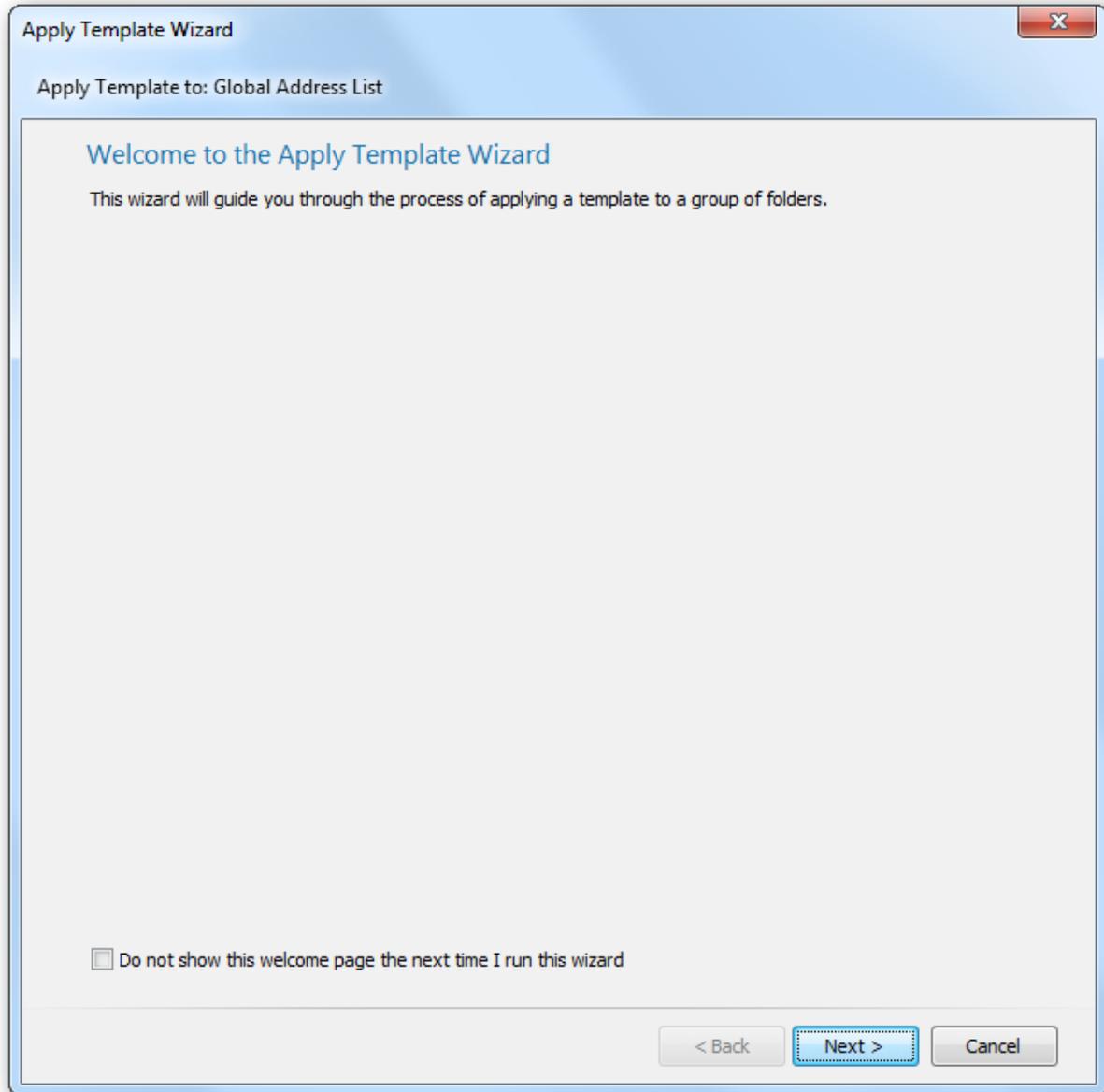
When the wizard is started for the first time, the Welcome page is displayed. To prevent it from being displayed again in the future, select the **Do not show this welcome page the next time I run this wizard** option.

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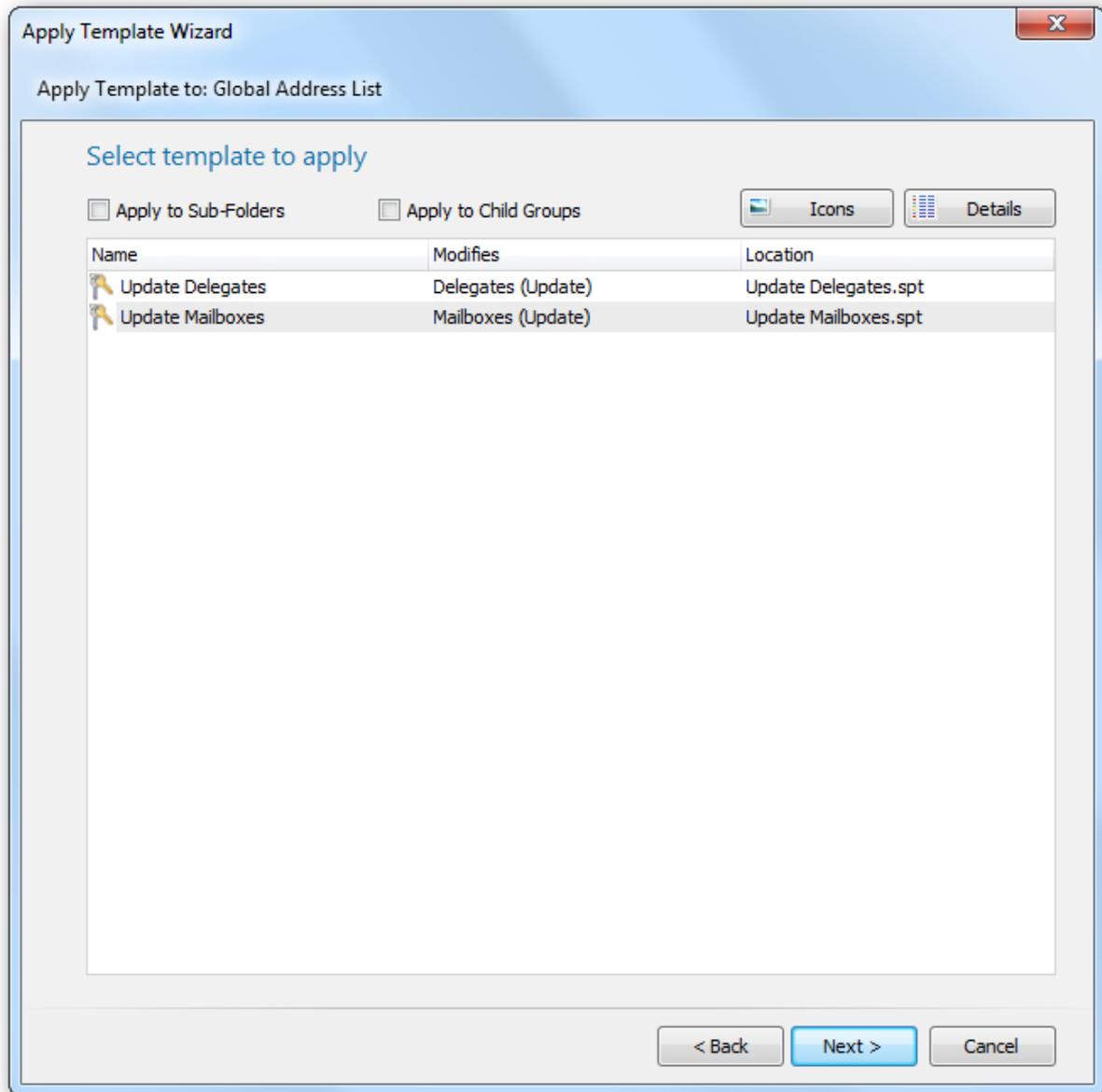
The main part of the page lists the templates that can be applied to the selected object (for example, if a Public Folder is selected, only templates that are configured to modify Public Folders will be displayed). The view can be changed by clicking either the **Icons** or **Details** button.

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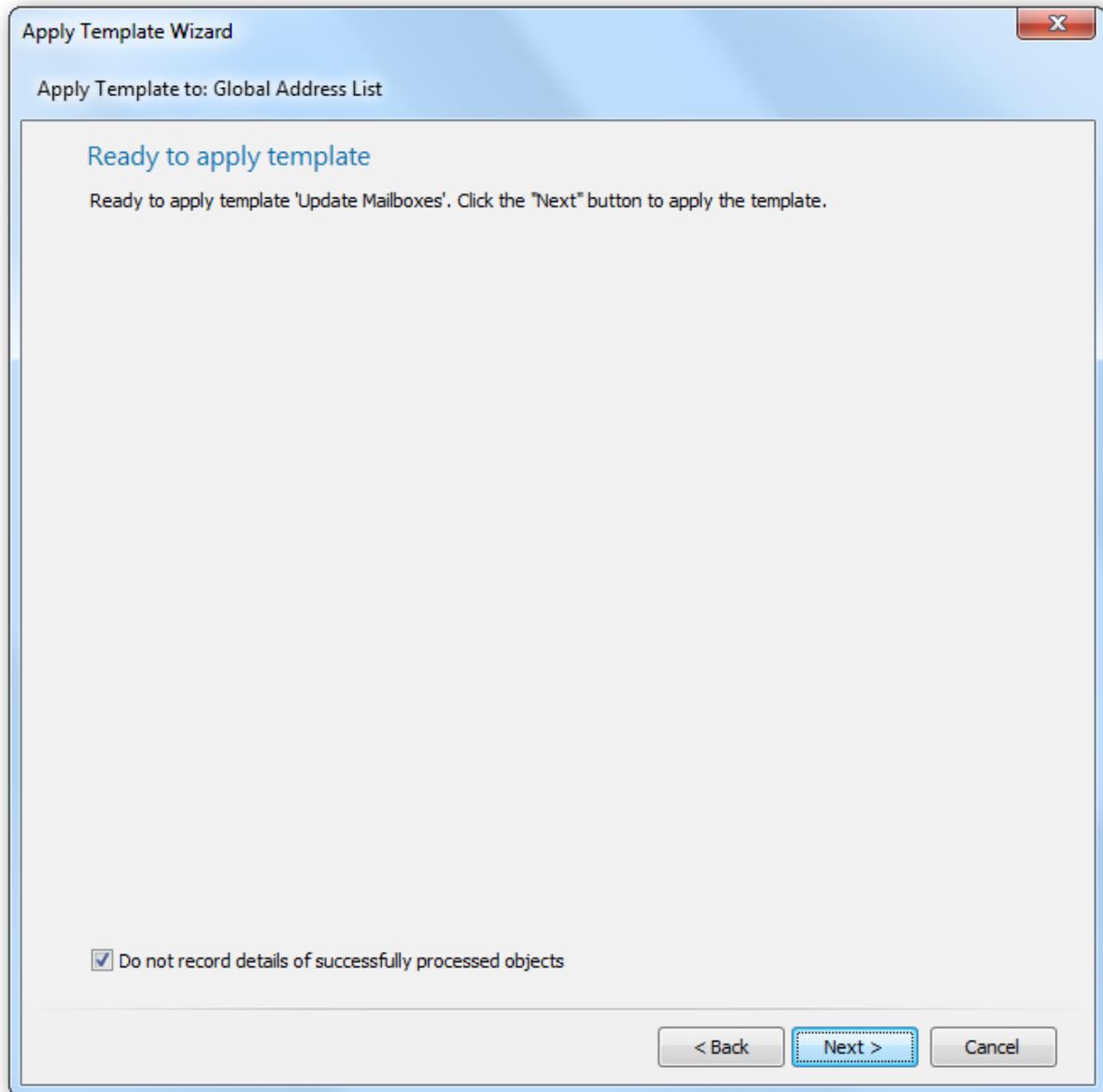
If the correct template has been selected, click the **Next** button to start the wizard, which will display the Working page. Otherwise, click the **Back** button to return to the Select Template page, or the **Cancel** button to close the wizard.

Important On large address 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.
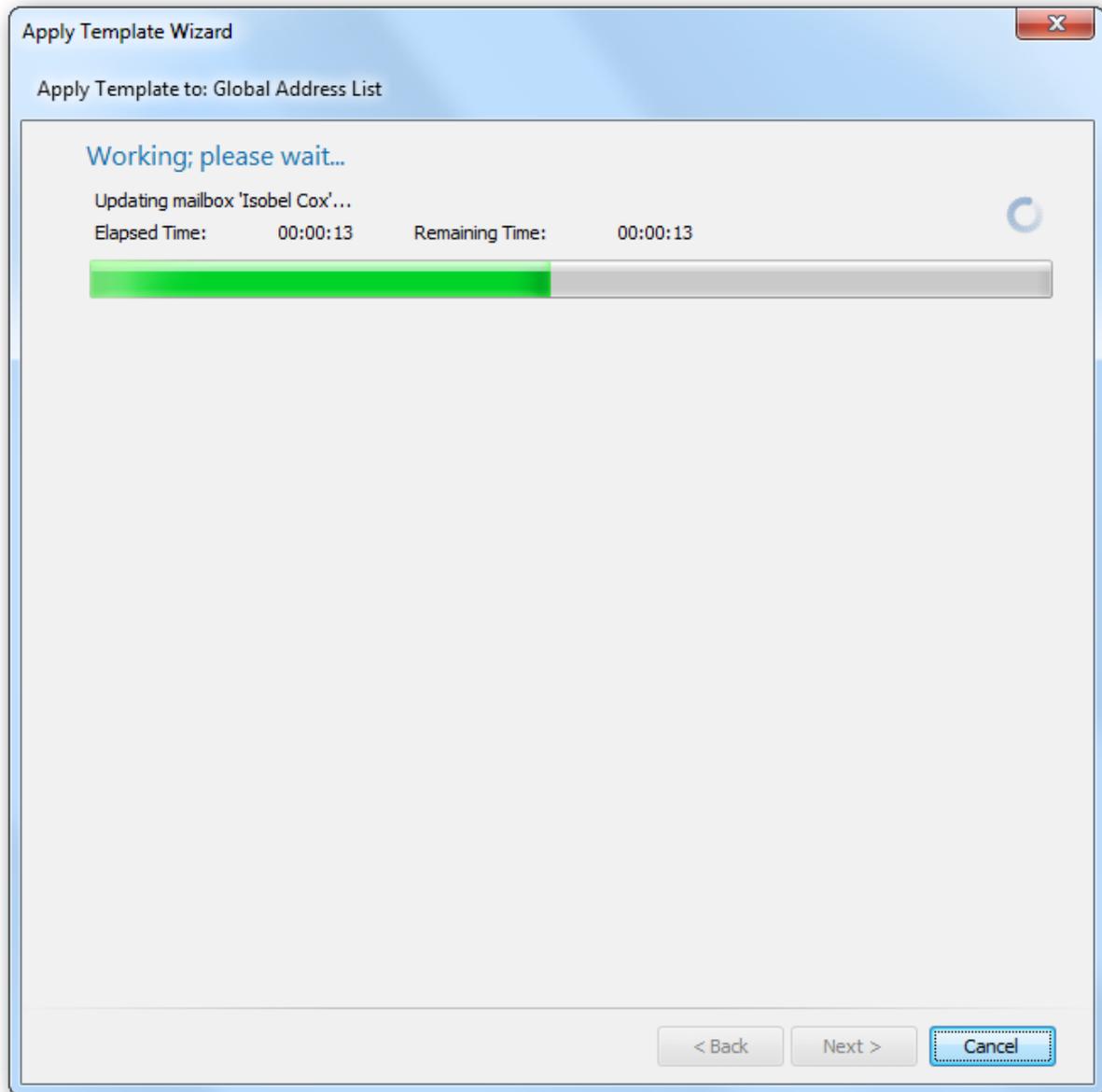
The bar gives an indication of how much progress the wizard has made and once enough objects have been processed, an estimate of the remaining time will be displayed. If necessary, click the **Cancel** button to stop the wizard and return to the Ready To Apply page. When the wizard has completed, the 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.
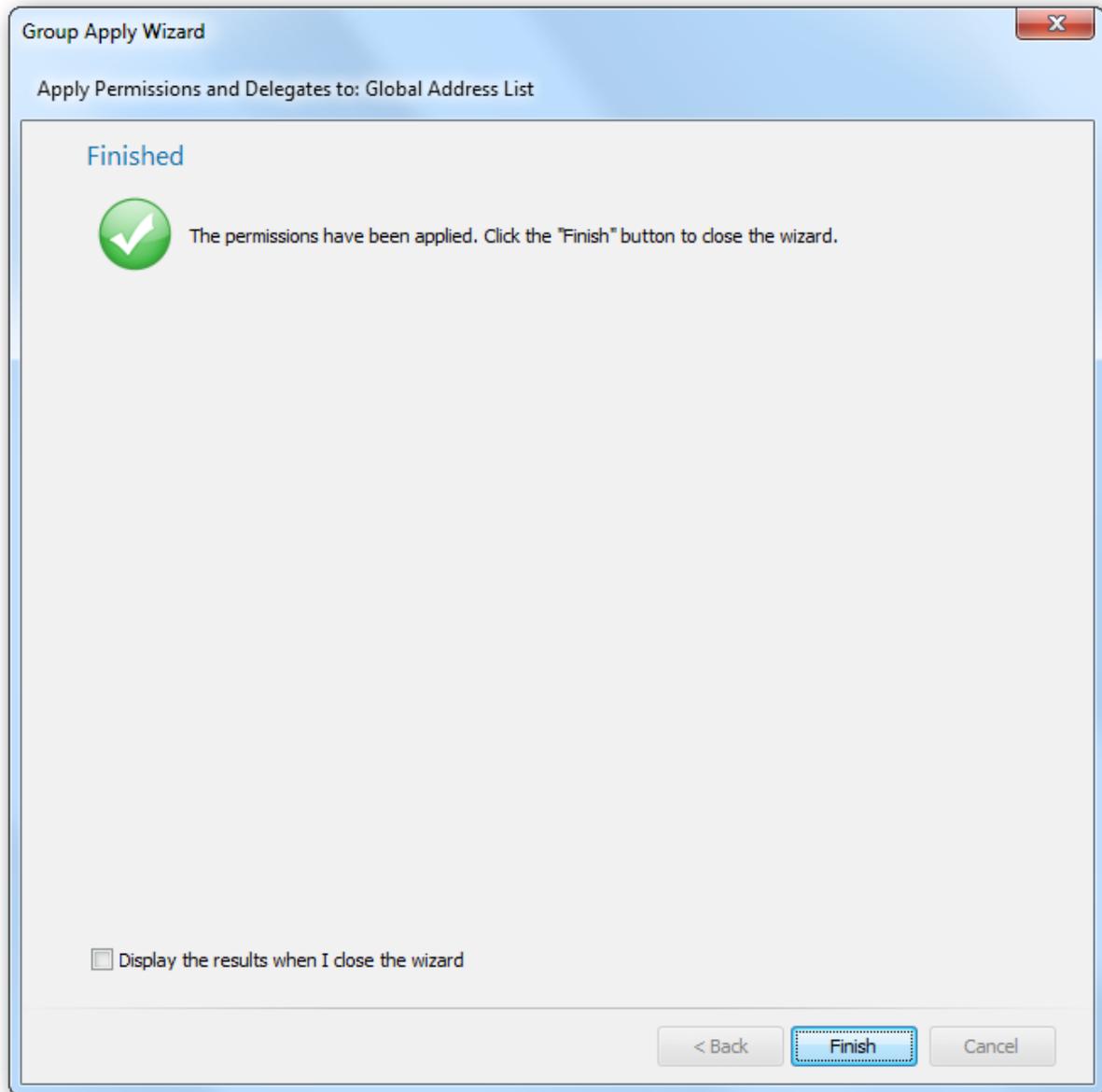
The overall result of the wizard will be displayed as appropriate. To view the results of applying the template in the Results dialog, select the **Display the results when I close the wizard** option. When ready, click the **Finish** button to close the wizard.

Note If an errors were encountered by the wizard, the **Display the results when I close the wizard** option will be 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.
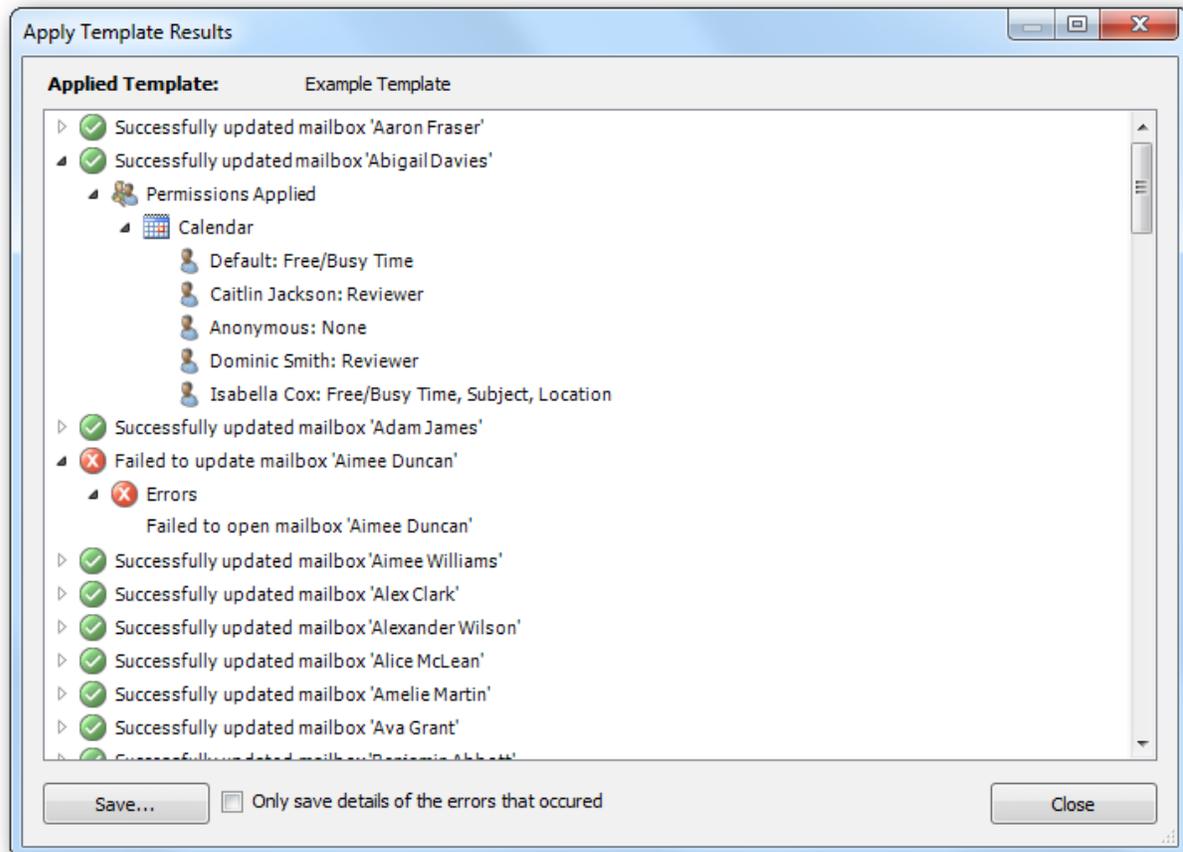
The dialog displays a list of all of the mailboxes or Public Folders that were updated by the template, and the status for each object. For each object, there is a node that can be expanded to display the permissions that were applied and/or any errors that occurred. Any of the nodes under the **Errors** 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

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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

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
`/P=<profile>`	Specifies the profile to logon to Exchange Server.
`/U=<user>`	Specifies the user to logon to Exchange Server.
`/S=<server>`	Specifies the Exchange Server; this switch is optional and if omitted, the appropriate server will be automatically detected.
`/ROH`	Logon to Exchange Server using RPC-over-HTTP/HTTPS.
`/PWD=<password>`	Specifies the password for the logon to Exchange Server.
`/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.
`/MB=<path>`	Specifies the path to the mailbox to be exported, for example: `/MB="Global Address List\Adam James"`.
`/AL=<path>`	Specifies the path to the address list to be exported, for example: `/AL="All Address Lists\Sales Team"`.
`/DL=<path>`	Specifies the path to the distribution list to be exported, for example: `/DL="All Address Lists\All Groups\Support Team"`.
`/PF=<path>`	Specifies the path to the Public Folder to be exported, for example: `/PF="Public Folders\All Public Folders"`.
`/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

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	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 user specified by the `/U` argument *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 Support Team distribution list to an XML file, the following command could be used:

```
fpmcmd.exe export /U=Administrator /EF="C:\Exports\Support Team.xml" /DL="All
Address Lists\All Groups\Support Team"
```

Logon to Exchange Server

The Export command does *not* export delegates and therefore, does not use Exchange Web Services (EWS). Hence, the following should be noted:

- When a profile is specified (using the `/P` switch), it is not necessary to specify the `/U` and `/PWD` switches.
- When TCP or HTTPS logon is used, the account specified by the `/U` and `/PWD` switches should have the appropriate MAPI permissions.

Note For further information about the required permissions, please refer to the Permissions Requirements chapter.

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
```

Command Line Tool

The command supports the following switches:

Switch	Description
`/P=<profile>`	Specifies the profile to logon to Exchange Server.
`/U=<user>`	Specifies the user to logon to Exchange Server.
`/S=<server>`	Specifies the Exchange Server; this switch is optional and if omitted, the appropriate server will be automatically detected.
`/ROH`	Logon to Exchange Server using RPC-over-HTTP/HTTPS.
`/PWD=<password>`	Specifies the password for the logon to Exchange Server.
`/T=<template>`	Specifies the full path to the template.
`/MB=<path>`	Specifies the path to the mailbox to which the template will be applied, for example: `/MB="Global Address List\Adam James"`.
`/AL=<path>`	Specifies the path to the address list to which the template will be applied, for example: `/AL="All Address Lists\Sales Team"`.
`/DL=<path>`	Specifies the path to the distribution list to which the template will be applied, for example: `/DL="All Address Lists\All Groups\Support Team"`.
`/PF=<path>`	Specifies the path to the Public Folder to which the template will be applied, for example: `/PF="Public Folders\All Public Folders"`.
`/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 and mailboxes, this switch has no effect and is ignored.
`/SF[=Yes/No]`	Specifies if sub-folders of mailbox folders should be modified (default is Yes)
`/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 user specified by the `/U` argument *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.

Command Line Tool 3

For example, to apply a template to the Support Team distribution list, the following command could be used:

```
fpmcmd.exe applytemplate /U=Administrator /T="C:\Templates\Sample Template.
spt" /DL="All Address Lists\All Groups\Support Team" /SF=Yes
```

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

Logon to Exchange Server

The Apply Template command will update mailbox delegates (if the template is configured to modify delegates) and therefore, requires the appropriate Exchange Web Services (EWS) rights. Hence, the following should be noted:

- When a profile is specified (using the `/P` switch), the `/U` and `/PWD` switches should be used to specify the account that has been assigned the appropriate EWS rights.
- When TCP or HTTPS logon is used, the account specified by the `/U` and `/PWD` switches should have both the appropriate MAPI permissions and and EWS rights.

Note For further information about the required permissions, please refer to the Permissions Requirements chapter.

Appendices

<div style="text-align: right">**4**</div>

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:

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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

Appendices 4

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

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This section of the help file describes how Symprex 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 **File** tab in the main application window 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).
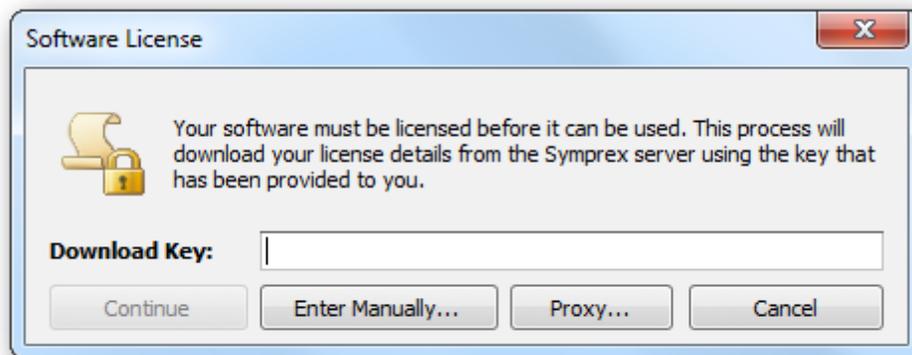
When you purchased the license for your software, you should have been provided with a unique download key. Enter this key into the **Download Key** textbox and click the **Continue** button. The software will then connect to the Symprex licensing server to download and install your license.

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.

In some organisations, the computer you wish to license may connect to the Internet through a proxy server that requires authentication. If this is the case, click the **Proxy...** button to open the Proxy Details dialog.

If you experience any problems in licensing your software, please contact Symprex or your distributor 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.

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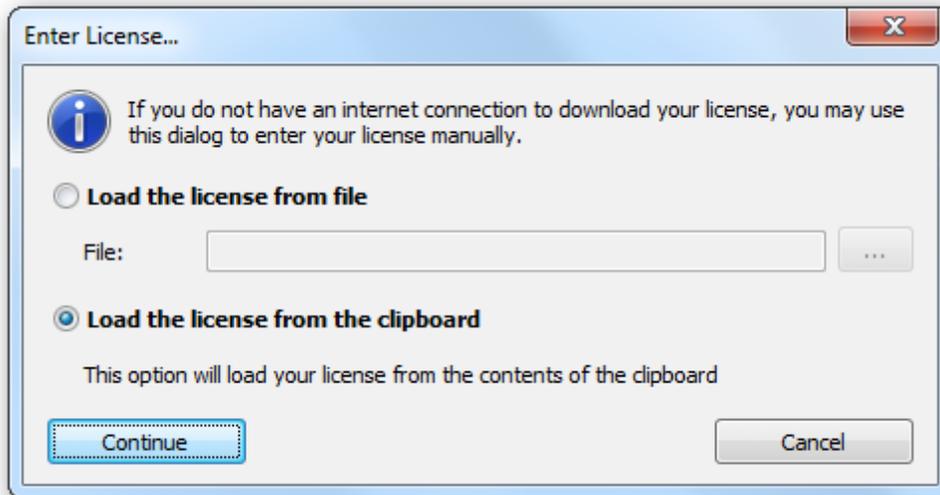
- If you have been provided with a file containing your license, select **Load the license from file** and locate the appropriate file.
- If you have been provided with a text-based version of your license (for example, in an e-mail), copy the text into the clipboard.

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 distributor for assistance.

Proxy Details Dialog

If necessary, the details of your default proxy server (as configured using Microsoft Internet Explorer) for connecting to the Internet can be entered manually by clicking the **Proxy...** button on the License dialog and the Upgrade License dialog.
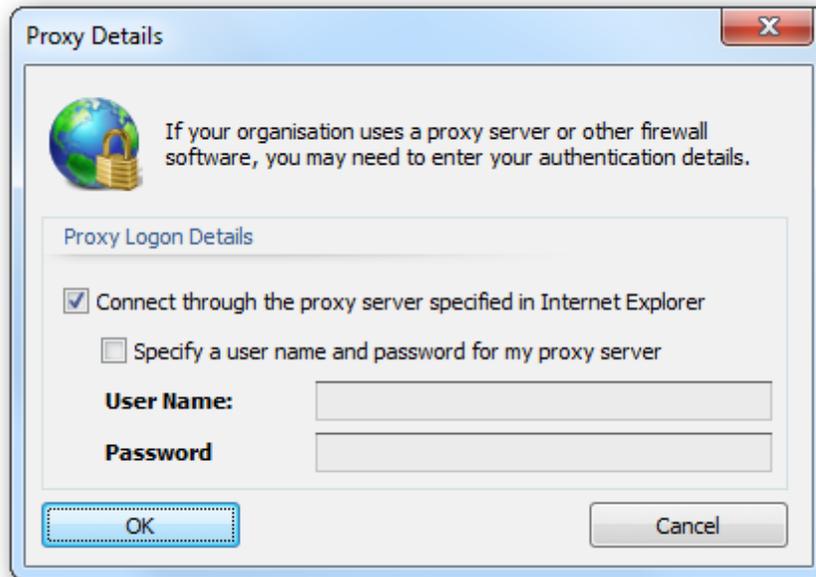
To connect through your default proxy server using your Windows logon credentials, check the **Connect through the proxy server specified in Internet Explorer** checkbox. If you need to specify your authentication details, check the **Specify a user name and password for my proxy server** checkbox, and then enter the appropriate details in the **User Name** and **Password** boxes. When ready, click the **OK** button to accept the changes or click the **Cancel** button to close the dialog without saving any changes.

Note: The details you enter will be stored in the registry of your computer and will be re-used amongst all Symprex products.

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.

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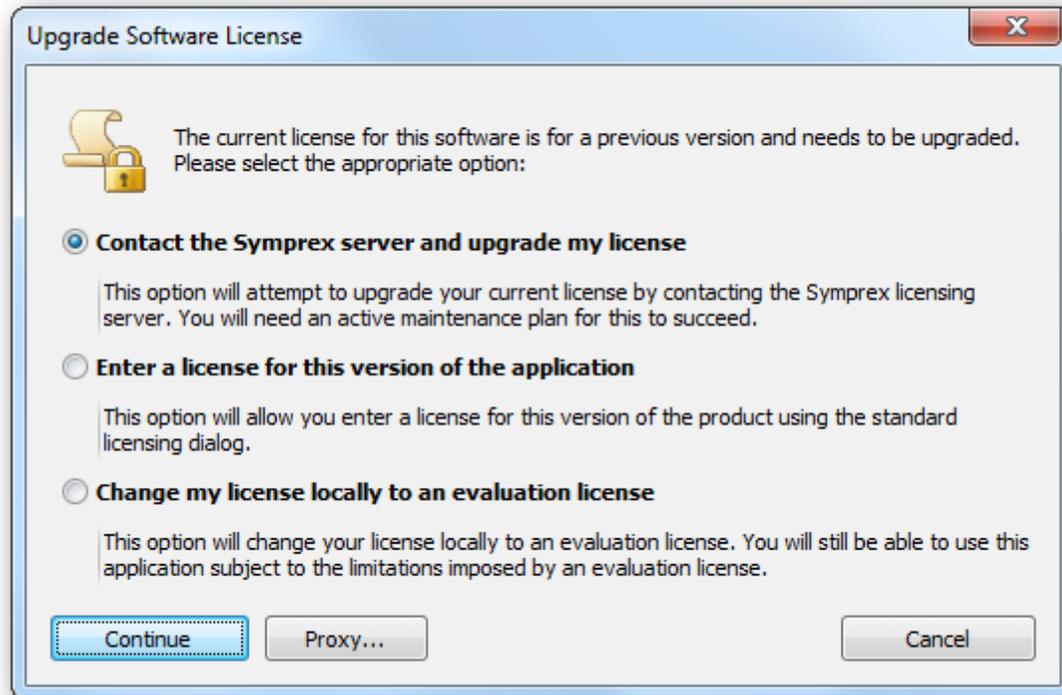
There are three options available:

- **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 your distributor to restart maintenance and obtain an upgraded license. In some organisations, the computer you wish to license may connect to the Internet through a proxy server that requires authentication. If this is the case, click the **Proxy...** button to open the Proxy Details dialog.

- **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

<div style="text-align: right; font-size: 2em;">6</div>

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Applies To: Symprex Folder Permissions Manager 6.2.0

Contacting Symprex

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There are several ways to contact Symprex.

Visit Our Web Site

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

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

Contact Us by Email

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Please email sales enquiries to:
sales@symprex.com

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support@symprex.com

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Alternatively, check for an authorised distributor here:
http://www.symprex.com/partners/distributors