

# Exchange Naming Conventions

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ITCS has established the following Naming Conventions to be used with the Exchange Service. Exchange objects include mailboxes and groups and have a User login name or an Alias. They also have a Display name, which is what appears in the Global Address List.

It is important to adhere to these naming conventions whether you are creating Exchange mailboxes for your users (Self Serve) or requesting them from ITCS (Full Serve).

When you set up Exchange or Active Directory for your department, you will choose a department prefix to be used for certain types of users, groups, etc. You will also choose a preferred Department Name. In this example we used *dept-* to indicate the prefix and *Department* to refer to the Department Name. It is important that these are used exactly as requested, with exact spelling. These are used in scripts for things like creating departmental address books and these scripts will not understand variations in spelling. See <http://www.umich.edu/~lannos/windows/w2k-orgprefixes.html> for a table of registered prefixes.

The remainder of this document has two sections. The first describes when each convention is used. The second is arranged by type of Exchange object and describes how to name them.

## How to name Exchange objects

### Uniquename Mailboxes

1. User login name: *uniquename*
2. Display Name: **LastName, FirstName**
3. Department: *Department*

**Note 1:** The user login name can not be edited because the account resides in the Accounts OU or the People OU and is a centrally provided account that receives user account information from UMOD.

**Note 2:** Self Serve departments may request the ability to change their users' Display names. Usually this is done to reflect a nickname for the First Name, rather than their formal name. Do not change the Last Name or use anything other than LastName, FirstName for this field. If you have a unique situation, please contact [exchange.support@umich.edu](mailto:exchange.support@umich.edu).

**Note 3:** The name of the department must be added to the Department field of the user account with the mailbox for inclusion in the department's address book and for billing purposes.

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## Department Mailboxes or Calendar Resources

1. User login name: *dept-mailboxname*
2. Display name: *Department Mailbox Name*  
or  
Display name: *dept-mailboxname*
3. Department: *Department*

**Note 1:** User login names must be less than 20 characters.

**Note 2:** Department mailboxes can be used for test accounts. See below for naming.

## Test Accounts

1. User login name: **username-test**
2. Display name: **LastName, FirstName (Test)**  
or  
Display name: **username-test**

OR

1. User login name: **username-something**
2. Display name: **LastName, FirstName (Something)**  
or  
Display name: **username-something**

## Email Groups

1. Group name: *dept-groupname*  
or  
Group name: *Department Group Name*

**Note 1:** The name you enter as the Group name is automatically used to form the Alias and Display name of the group. The Alias is the Group name with spaces removed. The Display name is identical to the Group name. While you can change the Alias and/or Display name, this is not recommended.

**Note 2:** You can choose to use either *Department* or *dept-* to begin group display names, but a department must be consistent and always use one or always use the other.

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## Using the Naming Conventions

### Uniqname

- **User login name** for Personal Mailboxes
- begin **User login name** of Test Accounts

### Department Prefix

- begin **User login name** of Department Mailboxes and Calendar Resources
- may begin **Display name** of Department Mailboxes and Calendar Resources
- may begin **Group name** of Email Groups (used to form Alias and Display name)

### Department Name

- **Organizational Unit (OU)** name in Exchange OU
- **Department** of Personal Mailboxes, Department Mailboxes and Calendar Resources
- may begin **Display name** of Department Mailboxes and Calendar Resources
- may begin **Group name** of Email Groups (used to form Alias and Display name)