How to Apply Your Exclaimer Alias Manager for Exchange License

If your computer is connected to the Internet

1. **Launch** the Email Alias Manager for Exchange **Console** application on your Exchange server
2. Click **Apply License.**
3. **Enter** or **Paste** your **25 digit key** into the space provided.
4. Click **Next**
5. If your Internet connection uses a **proxy server** then check 'Use proxy server' and enter the required details. Otherwise, leave **Automatically detect settings** selected.
6. Click **Next**
7. Check you have a **confirmation** that your license has been activated.
8. Click **Finish** to finish applying your license.
9. The Alias Manager console will now **display** your **license details** and **support status**.

If your computer is not connected to the Internet or you receive an error using the steps above.

1. Please **contact** your sales representative who will guide you through the **manual activation** process.

Contact Exclaimer Sales

User Management

If you have a site license then all your users are licensed to use Alias Manager.
Otherwise, you will need to:

1. **Launch** the Email Alias Manager for Exchange **Console** application on your Exchange server.
2. Click the **User Management** Tab.
3. Click **Add** to manually add each user you would like to license by typing their addresses. You can click **Advanced** and then **Find Now** to select from a list of users. Hold **Ctrl** while clicking to select multiple users at once.
4. Alternatively, click **Import from CSV** to import a CSV with a list of the users you would like to license. Simply include a column of email addresses for each user you would like to license, no additional details are necessary (such as display name).
5. If needed, a list of your licensed users can be exported to CSV by clicking the **Export to CSV** button.
6. When finished, click **Apply** and then **OK**.

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