

Enable Audit and Export Audit Logs to Mailbox(es)

Summary

This article provides a summary on how to Enable Audit and Export Audit logs to Mailbox(es).

Applies To

This article applies to MachPanel build v6 and later.

Enable Audit on Mailbox(es)

- Navigate to the following path: **Home > Service Director > Exchange Hosting > Exchange Accounts**
- Click **Manage** link in front of the organization.
- Select **Mailboxes** tab and click **Group Actions** as shown below:

The screenshot shows the MachPanel interface for managing Exchange accounts. The breadcrumb trail is **Home > Service Director > Exchange Hosting > Exchange Accounts > Manage Service**. The page title is **Manage - #9 Contoso**. The **MailBoxes** tab is selected. Below the tabs, there is a search bar and a list of operations. The **Group Actions** button is highlighted with a red arrow. Below the operations, there is a table with columns for Mailbox, Details, and Options. The table contains one entry for **lphone - lphoneX@contoso.com**.

Mailbox	Details	Options
<input type="checkbox"/> lphone - lphoneX@contoso.com	Status: Active Type: User Mailbox Usage: 0 MB of Unlimited Hidden from Address List: No Mailbox Template: -- Litigation Hold Enabled: No	

- Select Mailboxes and **Enable Audit** as shown below:

The screenshot shows the **Group Actions** page. The breadcrumb trail is **Home > Service Director > Exchange Hosting > Exchange Accounts > Manage Service > Group Actions**. The page title is **Group Actions**. There is a search bar and a list of mailboxes. The **Enable Audit** button is highlighted with a red arrow. Below the mailboxes, there is a table with columns for Mailbox, Details, and Options. The table contains one entry for **lphone - lphoneX@contoso.com**.

Mailbox	Details	Options
<input type="checkbox"/> lphone - lphoneX@contoso.com	Status: Active Type: User Mailbox Usage: 0 MB of Unlimited Hidden from Address List: No Mailbox Template: -- Litigation Hold Enabled: No	

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Export Mailbox Audit Log

Navigate to following path: **Home > Service Director > Exchange Hosting > Auditing**

Under **Export Mailbox Audit Log** select following:

1. **Select Organization:** Select Exchange organization from dropdown.
2. **Search for Access by:** All Non Owners, Administrators and delegated users, Administrators
3. **Send Report to:** Select Mailboxes
4. Click **Export** when done.

Home > Service Director > Exchange Hosting

Inventory Monitoring Reports **Auditing** RBAC

Export Mailbox Audit Log Export Admin Audit Log Calendar Permissions

Start Date: 08.08.2022 End Date: 23.08.2022

Select organization: 4dmnvrfy.com

Mailboxes:

Type and press enter to search

Selectable

Selected

Note: Please enable audit for mailbox from organization management interface, if required mailbox is not visible here.

Search for access by: All non-owners

Send report to: All non-owners

Type and press enter to search

Selectable

Selected

Export

Export Admin Audit Logs:

Similarly you can Export Admin Audit logs to a provided email address.

Home > Service Director > Exchange Hosting

Inventory Monitoring Reports **Auditing** RBAC

Export Mailbox Audit Log **Export Admin Audit Log** Calendar Permissions

Select Server Group: Exchange-000119

Admin Audit Log Enabled: ☒

Start Date: 08.08.2022 End Date: 23.08.2022

Send the audit report to: (Comma separated email addresses)

Export

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Calendar Permissions:

You also have a detailed view of accounts having calendar permissions under **Auditing >> Calendar Permissions**.

Home > Service Director > Exchange Hosting

Set as Home Page

InventoryMonitoringReportsAuditingRBAC

Export Mailbox Audit LogExport Admin Audit LogCalendar Permissions

Search

Select Company Name [Owner]

Organization

Domain Name

Customer Name

Search

Organization	Groups	Permissions	Customer	Owner
regalw	anonymous	none	#149 paul smith [regal]	Host Admin (Provider)
regalw	default	none	#149 paul smith [regal]	Host Admin (Provider)
regalw	regalw Exchange SG	none	#149 paul smith [regal]	Host Admin (Provider)

MachPanel Knowledgebase

<https://kb.machsol.com/Knowledgebase/55614/Enable-Audit-and-Export-Audit-Lo...>