

# Enable Audit and Export Audit Logs to Mailbox(es)

## Summary

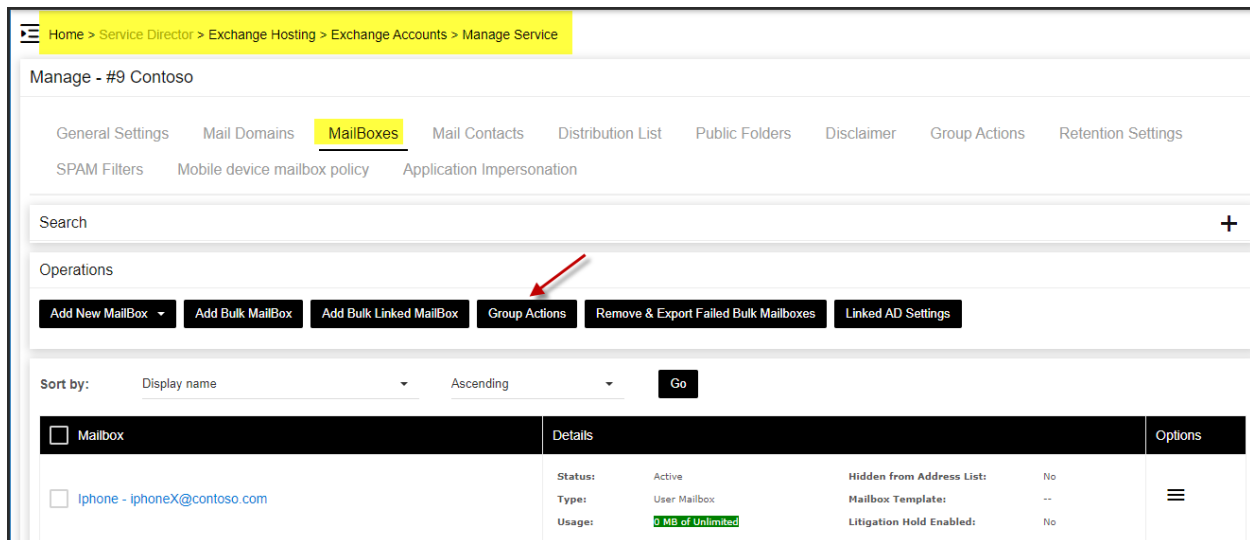
This article provides a summary on how to Enable Audit and Export Audit logs to Mailbox(es).

## 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 path is **Home > Service Director > Exchange Hosting > Exchange Accounts > Manage Service**. The page title is **Manage - #9 Contoso**. The **MailBoxes** tab is selected. The **Group Actions** button is highlighted with a red arrow. Below the buttons, there is a table with columns for **Mailbox**, **Details**, and **Options**. The table contains one entry for **lphone - lphoneX@contoso.com** with details such as **Status: Active**, **Type: User Mailbox**, and **Usage: 0 MB of Unlimited**.

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



The screenshot shows the **Group Actions** page in MachPanel. The breadcrumb path is **Home > Service Director > Exchange Hosting > Exchange Accounts > Manage Service > Group Actions**. The page title is **Group Actions**. The **Enable Audit** button is highlighted with a red arrow. Below the buttons, there is a table with columns for **Mailbox**, **Details**, and **Options**. The table contains one entry for **lphone - lphoneX@contoso.com** with details such as **Status: Active**, **Type: User Mailbox**, and **Usage: 0 MB of Unlimited**.

# Enable Audit and Export Audit Logs to Mailbox(es)

## 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 Set as Home Page

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: 4dmvrfy.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:  |

Type and press enter to search

Selectable Selected

A. Pohl - a.pohl@4dmvrfy.com (Mailbox)  
Aussenwohngruppe - awg@4dmvrfy.com (Mailbox)  
B. Beckers - b.beckers@4dmvrfy.com (Mailbox)  
B. Hoffmann - b.hoffmann@4dmvrfy.com (Mailbox)  
B. Hoffmann - b.hoermann@4dmvrfy.com (Mailbox)  
C. Koehler - c.koehler@4dmvrfy.com (Mailbox)  
D. Berberich - d.berberich@4dmvrfy.com (Mailbox)

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

Select Server Group: Exchange-000010

Admin Audit Log Enabled:

Start Date: 08.08.2022 End Date: 23.08.2022

Send the audit report to:

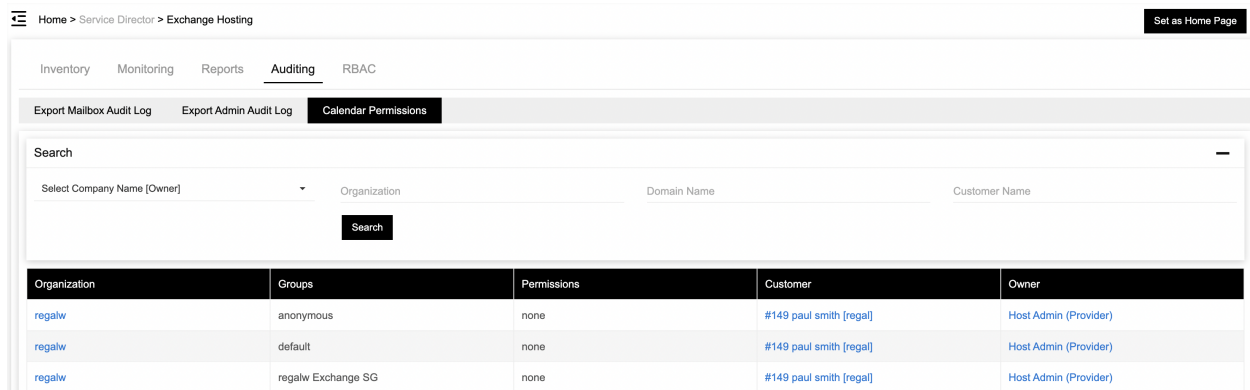
(Contains separated email addresses)

**Export**

# Enable Audit and Export Audit Logs to Mailbox(es)

## Calendar Permissions:

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



The screenshot shows the MachPanel interface for 'Exchange Hosting' under the 'Auditing' section. The 'Calendar Permissions' tab is active. A search bar is present with fields for 'Select Company Name [Owner]', 'Organization', 'Domain Name', and 'Customer Name'. Below the search bar is a table with the following data:

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...>