

Enable Audit and Export Audit Logs to Mailbox(es)

Summary

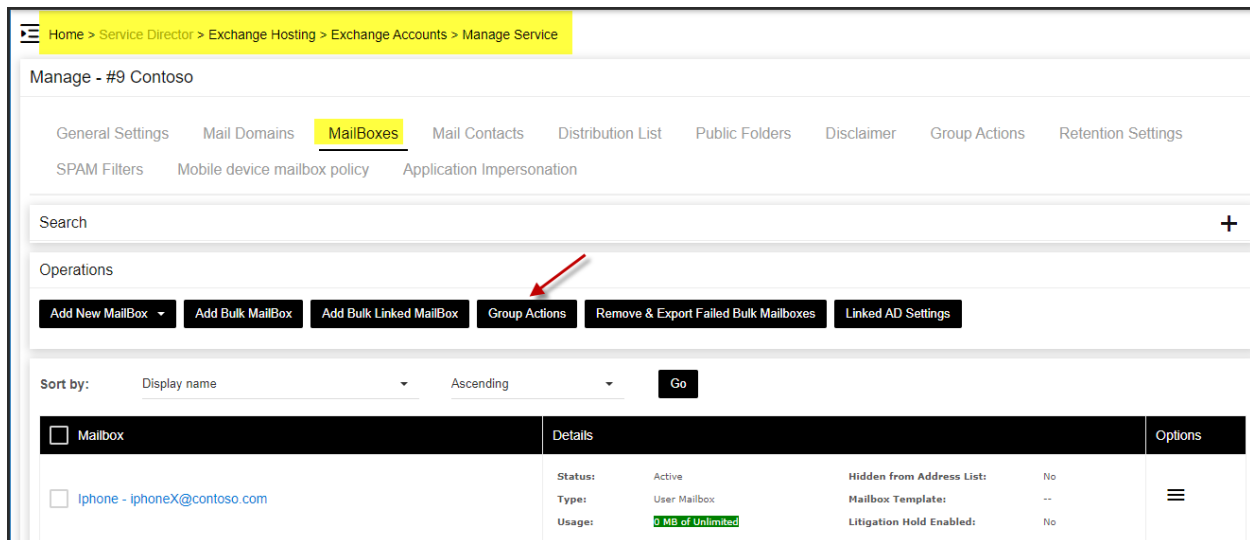
This article provides a summary on how to Enable Audit and Export Audit logs to Mailbox(es).

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** menu. The **Enable Audit** button is highlighted with a red arrow. The menu also includes buttons for **Disable Archive**, **Disable**, **Enable**, **Remove**, **Disable Litigation Hold**, **Disable Journaling**, **Enable in-place hold**, **Disable in-place hold**, and **Disable Audit**. The **Selected** list contains two mailboxes: **lphone (lphoneX@contoso.com)** and **testdemo1 (testdemo1@contoso.com)**.

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.

The screenshot shows the 'Export Mailbox Audit Log' configuration page. The breadcrumb path is 'Home > Service Director > Exchange Hosting'. The 'Auditing' tab is selected and circled in red. Below the navigation tabs, there are three sub-sections: 'Export Mailbox Audit Log', 'Export Admin Audit Log', and 'Calendar Permissions'. The 'Export Mailbox Audit Log' section is active. It includes a 'Start Date' field set to '08.08.2022' and an 'End Date' field set to '23.08.2022'. The 'Select organization:' dropdown is set to '4dmvrfy.com'. Below this is a search box for mailboxes with the text 'Type and press enter to search'. A 'Selectable' list is empty, and a 'Selected' list is also empty. A note states: 'Please enable audit for mailbox from organization management interface, if required mailbox is not visible here.' The 'Search for access by:' dropdown is set to 'All non-owners'. The 'Send report to:' dropdown is open, showing a search bar and a list of options: 'All non-owners' (checked), 'Administrators and delegated users', and 'Administrators'. Below this is another search box for mailboxes with the text 'Type and press enter to search'. A 'Selectable' list contains four mailboxes: 'A. Pohl - a.pohl@4dmvrfy.com (Mailbox)', 'Aussenwohngruppe - awg@4dmvrfy.com (Mailbox)', 'B. Beckers - b.beckers@4dmvrfy.com (Mailbox)', and 'B. Hoffmann - b.hoffmann@4dmvrfy.com (Mailbox)'. The 'Selected' list is empty. An 'Export' button is located at the bottom left of the form.

Export Admin Audit Logs:

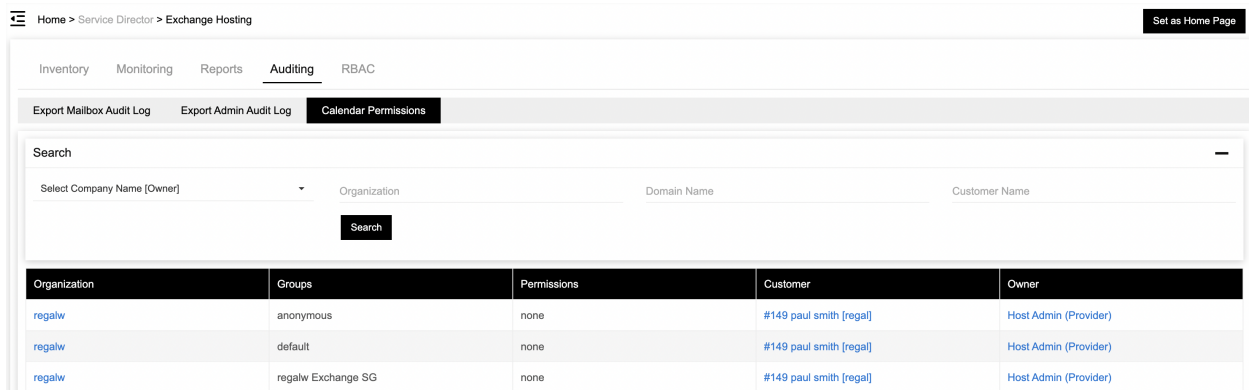
Similarly you can Export Admin Audit logs to a provided email address.

The screenshot shows the 'Export Admin Audit Log' configuration page. The breadcrumb path is 'Home > Service Director > Exchange Hosting'. The 'Auditing' tab is selected. Below the navigation tabs, there are three sub-sections: 'Export Mailbox Audit Log', 'Export Admin Audit Log', and 'Calendar Permissions'. The 'Export Admin Audit Log' section is active. It includes a 'Select Server Group:' dropdown set to 'Exchange-083019'. The 'Admin Audit Log Enabled:' checkbox is checked. The 'Start Date:' field is set to '08.08.2022' and the 'End Date:' field is set to '23.08.2022'. Below these is a search box for email addresses with the text 'Type and press enter to search'. A 'Selectable' list is empty, and a 'Selected' list is also empty. An 'Export' button is located at the bottom left of the form.

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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

Inventory Monitoring Reports **Auditing** RBAC

Export Mailbox Audit Log Export Admin Audit Log **Calendar 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...>