

Enable Audit and Export Audit Logs to Mailbox(es)

Summary

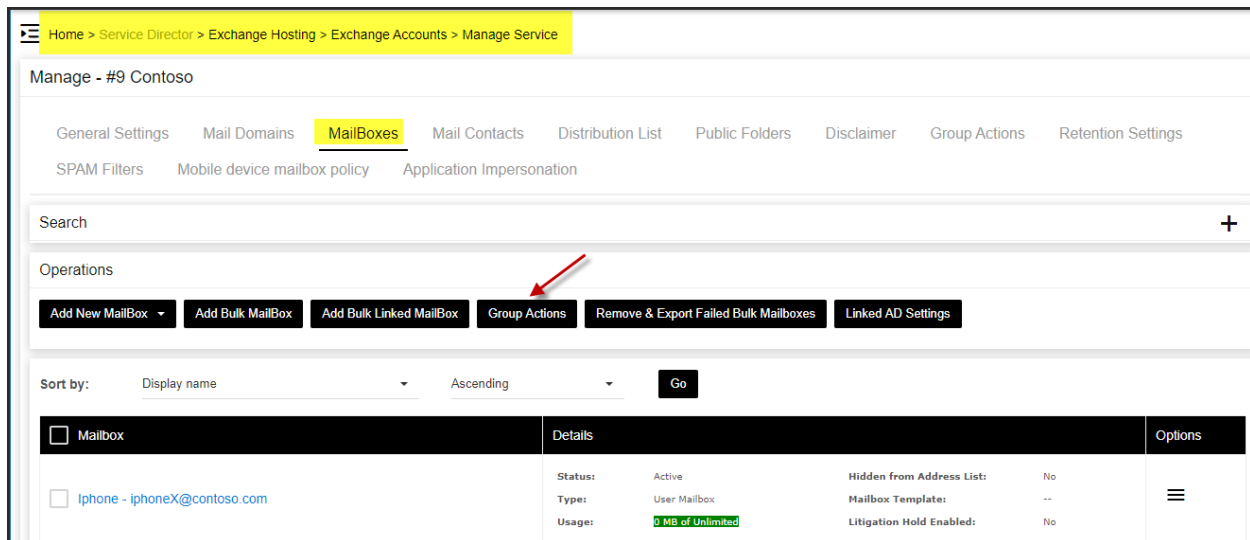
This article provides a summary on how to Enable Audit and Export Audit logs to Mailbox(es).

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:



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



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' page in the Service Director console. The breadcrumb path is 'Home > Service Director > Exchange Hosting'. The 'Auditing' tab is selected in the top navigation bar. The page has three sub-tabs: 'Export Mailbox Audit Log' (active), 'Export Admin Audit Log', and 'Calendar Permissions'. The main form includes fields for 'Start Date' (08.08.2022) and 'End Date' (23.08.2022). Below these is a 'Select organization:' dropdown menu with '4dmnvrfy.com' selected. A 'Mailboxes:' section contains a search input and a list of selectable mailboxes. 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 options: 'All non-owners' (selected), 'Administrators and delegated users', and 'Administrators'. At the bottom, there is an 'Export' button.

Export Admin Audit Logs:

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

The screenshot shows the 'Export Admin Audit Log' page in the Service Director console. The breadcrumb path is 'Home > Service Director > Exchange Hosting'. The 'Auditing' tab is selected in the top navigation bar. The page has three sub-tabs: 'Export Mailbox Audit Log', 'Export Admin Audit Log' (active), and 'Calendar Permissions'. The main form includes a 'Select Server Group:' dropdown menu with 'Exchange-000119' selected. Below this is a 'Admin Audit Log Enabled:' checkbox, which is checked. The 'Start Date' is 08.08.2022 and the 'End Date' is 23.08.2022. There is a text input field for 'Send the audit report to:' with a placeholder '(Comma separated email addresses)'. At the bottom, there is an 'Export' button.

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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...>