

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, and the 'Group Actions' button is highlighted with a red arrow. Below the 'Operations' section, there are several buttons: 'Add New MailBox', 'Add Bulk MailBox', 'Add Bulk Linked MailBox', 'Group Actions', 'Remove & Export Failed Bulk Mailboxes', and 'Linked AD Settings'. The 'Sort by' section shows 'Display name' and 'Ascending' with a 'Go' button. Below this is a table with columns for 'Mailbox', 'Details', and 'Options'. The table contains one entry for 'Iphone - IphoneX@contoso.com' with details such as Status: Active, Type: User Mailbox, Usage: 0 MB of Unlimited, Hidden from Address List: No, Mailbox Template: --, and Litigation Hold Enabled: No.

- 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'. There is a search bar and a 'Go Back to Listing' button. Below the search bar, there are two lists of mailboxes: 'Mailboxes:' and 'Selected'. The 'Selected' list contains two entries: 'Iphone: (IphoneX@contoso.com)' and 'testdemo1 (testdemo1@contoso.com)'. Below the lists are navigation buttons: '>', '<', '>>', and '<<'. The 'Operations' section at the bottom contains several buttons: 'Disable Archive', 'Disable', 'Enable', 'Remove', 'Disable Litigation Hold', 'Disable Journaling', 'Enable in-place hold', 'Disable in-place hold', 'Enable Audit', and 'Disable Audit'. The 'Enable Audit' button is highlighted with a red arrow.

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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 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. Köhler - 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-063019

Admin Audit Log Enabled:

Start Date: 08.08.2022

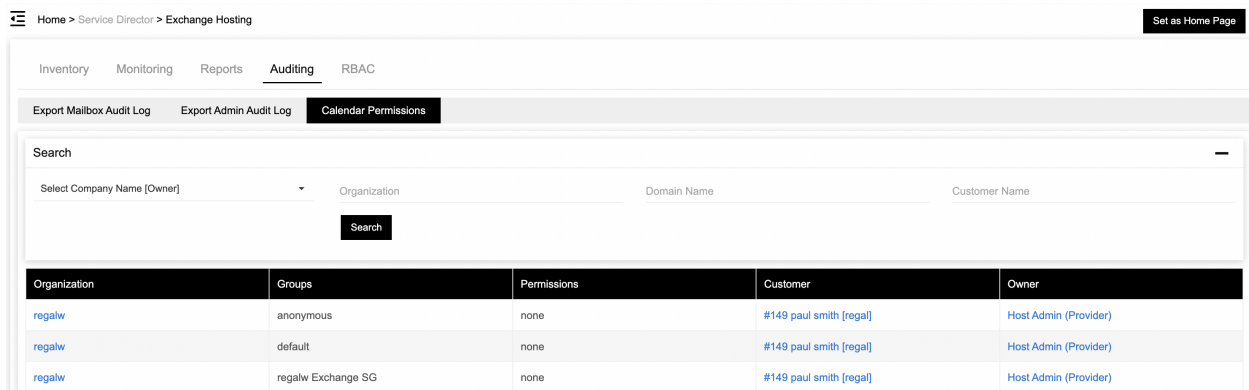
Send the audit report to: Exchange-063019

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

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...>