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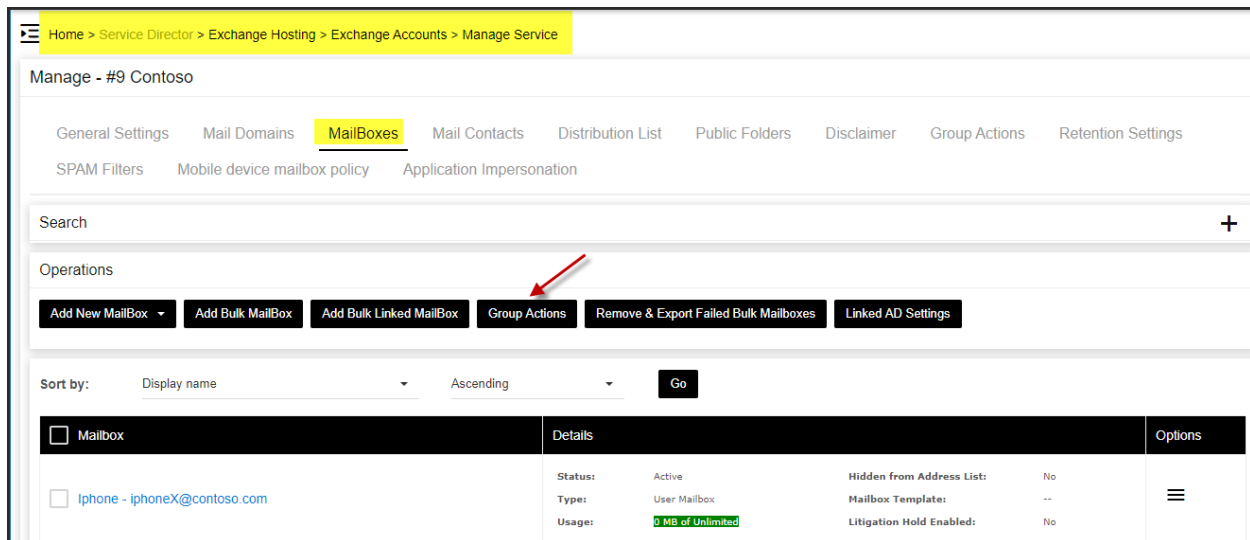
- Select Mailboxes and **Enable Audit** as shown below:

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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.

Export Admin Audit Logs:

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

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Calendar Permissions:

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

MachPanel Knowledgebase

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