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:

| Home > Service Director > Exchange Hosting > Exchange Accounts > Manage Service | | | | | |
|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------------|--------------------|--|--|
| Manage - #9 Contoso | | | | | |
| General Settings Mail Domains MailBoxes Mail Contacts SPAM Filters Mobile device mailbox policy Application Imperso | Distribution List Public Folders nation | Disclaimer Group Actions | Retention Settings | | |
| Search | | | + | | |
| Operations | | | | | |
| Add New MailBox - Add Bulk MailBox Add Bulk Linked MailBox Group Ad | ctions Remove & Export Failed Bulk Mailboxes | Linked AD Settings | | | |
| Sort by: Display name - Ascending | ← Go | | | | |
| Mailbox | Details | | Options | | |
| Iphone - iphoneX@contoso.com | Status: Active Type: User Mailbox Usage: O MB of Unimited | Hidden from Address List: Mailbox Template: Litigation Hold Enabled: | No 🗮 | | |

• Select Mailboxes and Enable Audit as shown below:

| Group Actions | | Go Back to Listing |
|-----------------------------------------------|-------------------------------------------|-------------------------------------------------------------------|
| Search | | + |
| Mailboxes: | | |
| Type to search | | |
| Selectable | | Selected |
| Conference Room (Conference@contoso.com) |) IC | Iphone (iphoneX@contoso.com) lestdemo1 (lestdemo1@contoso.com) |
| | - | * |
| Operations | | |
| Disable Archive Disable Enable Remove Disable | e Litigation Hold Disable Journaling Enab | le in-place hold Disable in-place hold Enable Audit Disable Audit |

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: | 4dmnvrfy.com | • | | |
| Mailboxes: | | | | |
| Type and press enter to search | | | | |
| Selectable | | эт іс Э с | Senecieu | |
| 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: | Q | | | |
| Type and press enter to search | All non-owners | 4 | | |
| Selectable A. Pohl - a.pohl@4dmnvrfy.com (Mailbox) Aussenwohngruppe - awg@4dmnvrfy.com (Mailbox) B. Beckers - b.beckers@4dmnvrfy.com (Mailbox) B. Hoffmann - b.hoffmann@4dmnvrfy.com (Mailbox) | Administrators and delegated users Administrators | | Selected | |
| B. H@rmann - b.hoermann@4dmnvrfy.com (Mailbox) C. K@hler - c.koehler@4dmnvrfy.com (Mailbox) D. Berberich - d.berberich@4dmnvrfy.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 | |
| Esport Mailloos Audit Log Esport Admin Audit Log | Calendar Permissions | |
| Releat Berver Group: | Exchange-eas2019 - | |
| Admin Audit Log Enabled: | Disable | |
| Start Date: 05.05.2022 [11] | End Date: 23.08.2022 [1]] | |
| Bend the audit report to: | | |
| | | |
| | (Correna asparatesi email asistesses) | |
| Export | | |

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 Audi | Export Mailbox Audit Log Export Admin Audit Log Calendar Permissions | | | | | |
| Search | | | | | | - |
| Select Company Name [Owner] | Select Company Name [Owner] Customer 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...