

LepideAuditor

Configure Mailbox Access
Auditing

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1. Introduction

LepideAuditor lets you audit the owners' and non-owners' accesses to the mailboxes in the Exchange Server. This useful guide will take you through how to enable this feature.

2. Configure Mailbox Access Auditing

LepideAuditor allows you to configure the auditing of Exchange Mailboxes while adding a domain or modifying its listing. Follow the steps below to configure these settings,

1. While adding or modifying the listing of a domain, "Advanced Domain Configuration" appears up.

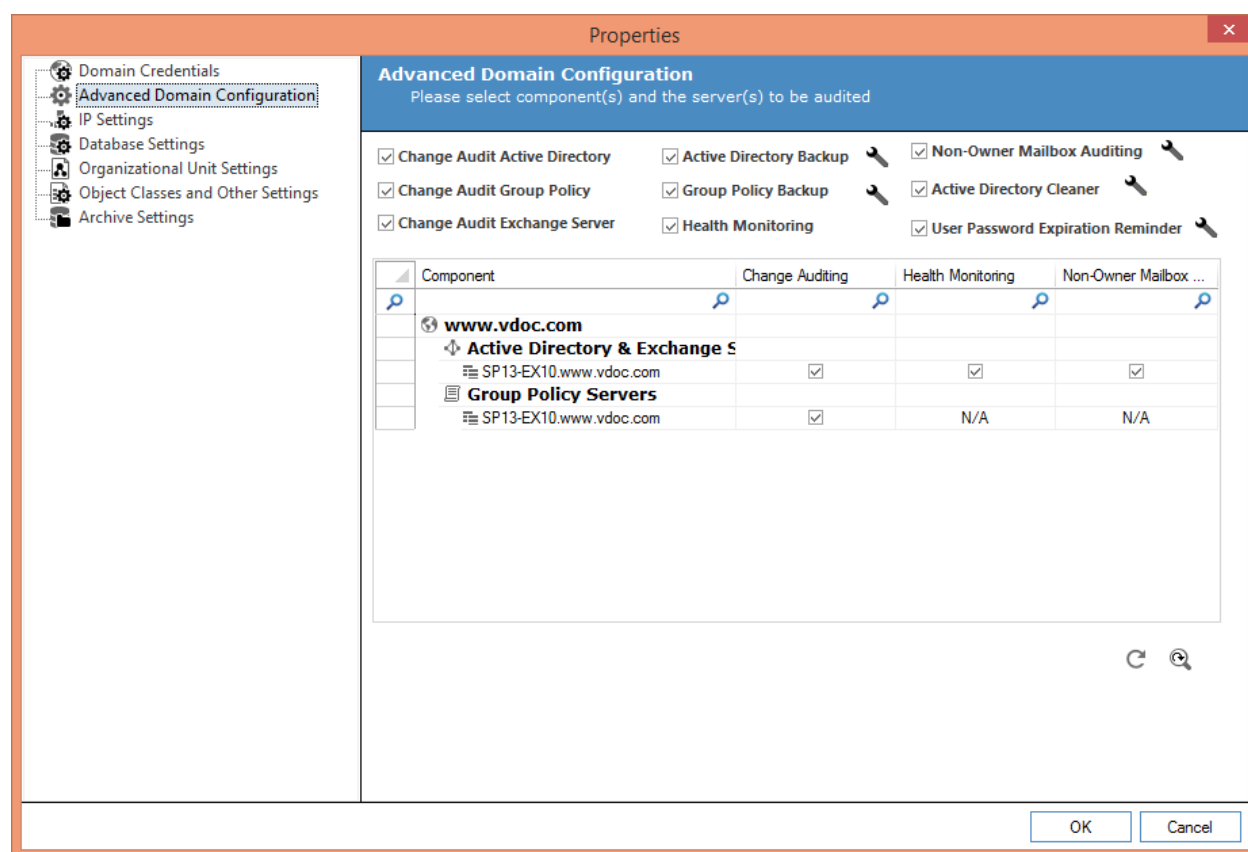



Figure 1: Options to audit Exchange Server and Mailbox Access Auditing are enabled.

Make sure that "Change Audit Exchange Server" and "Non-owner Mailbox Access Auditing" boxes are checked both on top and in the list.

2. Now, click  icon for "Non-Owner Mailbox Auditing" to configure the auditing options for Exchange Mailboxes. It displays the following wizard.

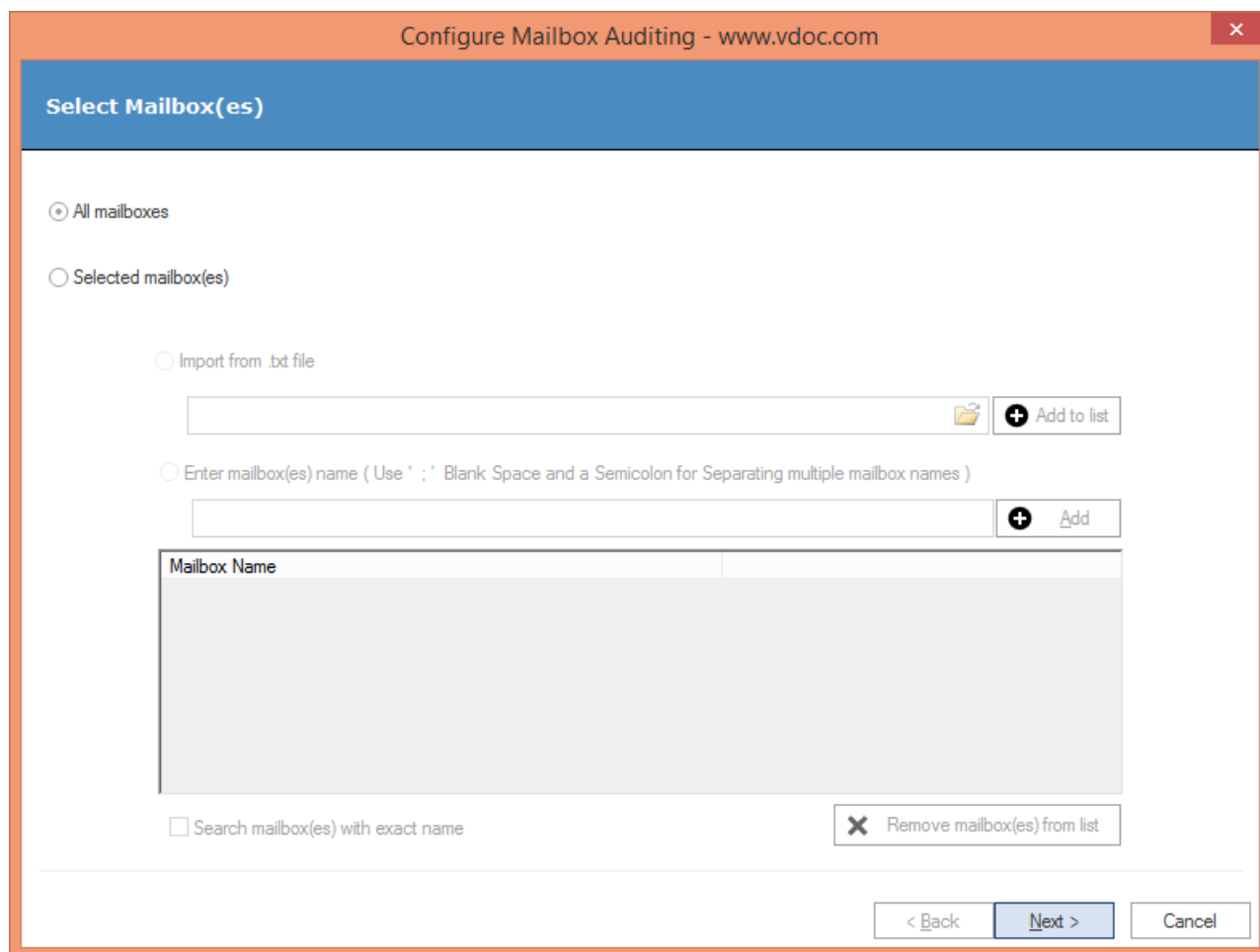



Figure 2: Dialog box to customize the auditing of Exchange Mailboxes

3. Select any of the following options.
 - A. **All Mailboxes:** Select this option to audit the accesses to all mailboxes by default.
 - B. **Selected Mailbox(es):** Select this option to audit the selected mailbox(es). Follow the steps below to choose the mailbox(es).
 - I. Select the option "Selected Mailbox(es)". It enables the further two more options located below.
 - a. **Import from Text (txt) File:** Select this option to import the names of mailboxes from a text file. Click  icon to access the following dialog box.

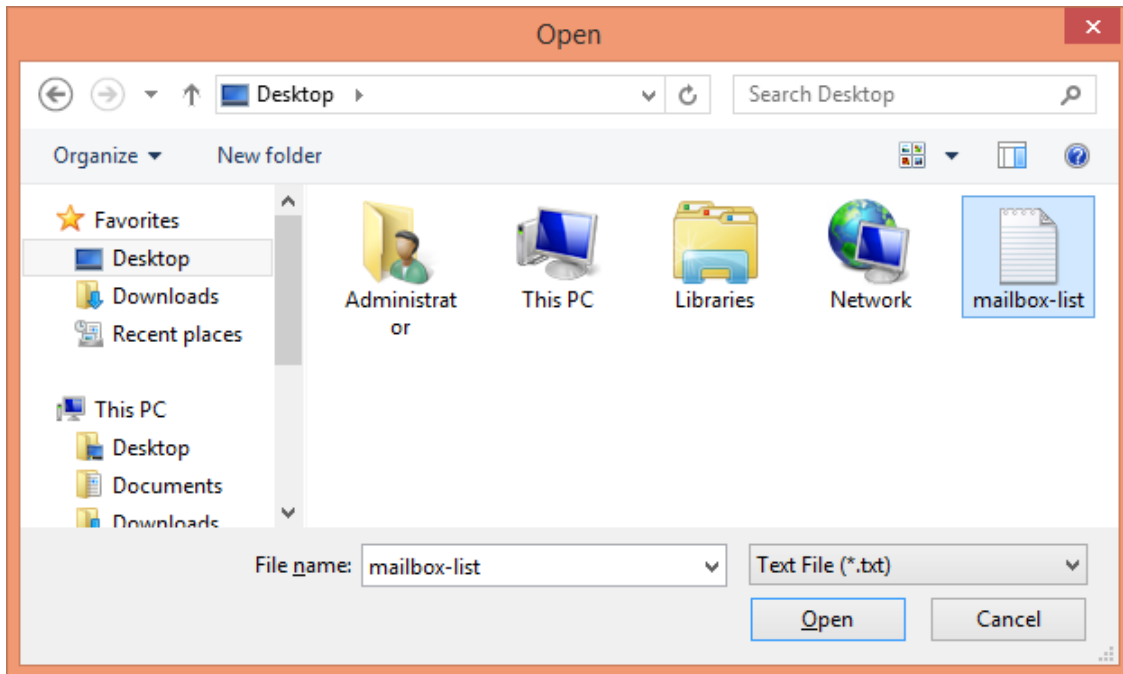


Figure 3: Dialog box to open the text file

Select the location where the file is stored and then select the required txt file. Click "Open" to open the file and go back to the previous dialog box, which now shows the selected txt file.

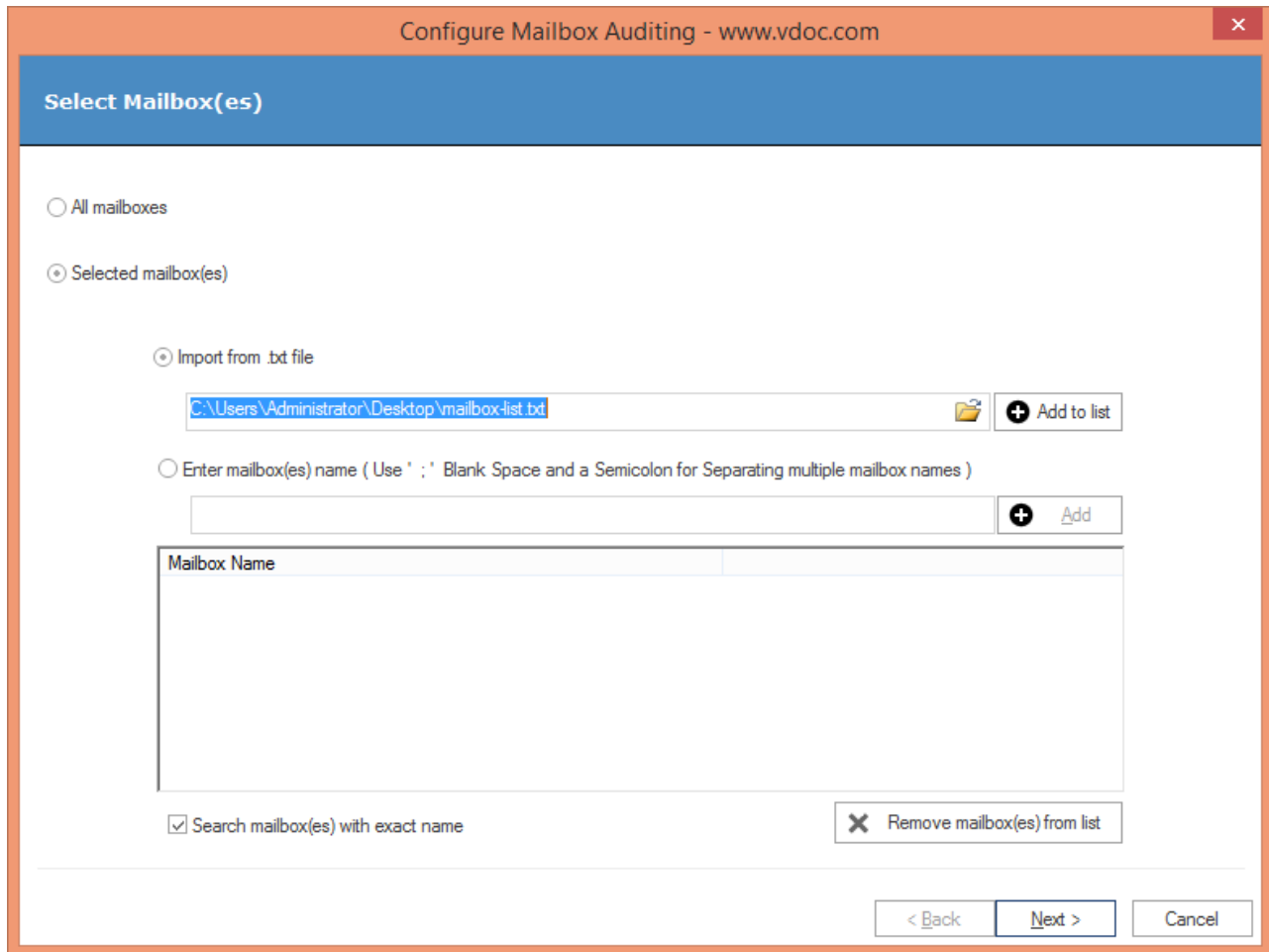



Figure 4: Text file has been selected

Click  button to add the names of mailboxes from the text file to the table.

- b. **Enter Mailboxes Names:** Select this option to type the names of mailboxes in the text box itself. Make sure to separate the mailboxes' names with a space and semicolon (;).

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Select Mailbox(es)

All mailboxes

Selected mailbox(es)

Import from .txt file

Enter mailbox(es) name (Use ' ' Blank Space and a Semicolon for Separating multiple mailbox names)

TestUser4 ; TestUser5 ; TestUser6 ; TestUser


Mailbox Name
TestUser4
Administrator
TestAdmin
TestUser1
TestUser2
TestUser3

Search mailbox(es) with exact name

X Remove mailbox(es) from list

< Back Next > Cancel

Figure 5: Option to type the names of the mailboxes

Click  button to add the mailboxes, whose name are entered in the text box.

- II. The mailboxes added using any of the above methods are displayed in the table at the bottom.

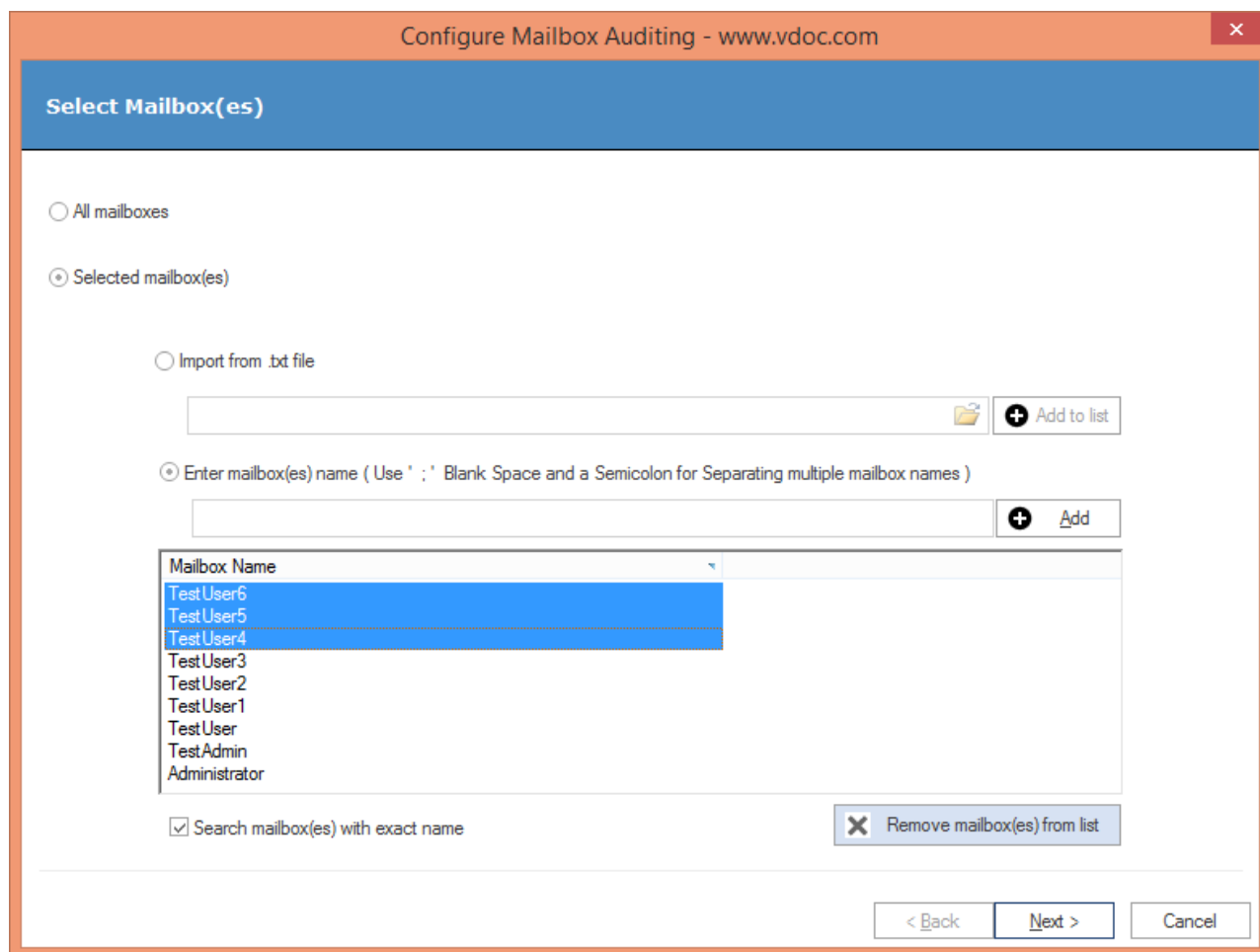



Figure 6: Names of mailboxes added

- III. To remove any of the listed mailboxes' names, select a mailbox from the list and click  button. An attempt to remove a name from the list triggers the following warning message.

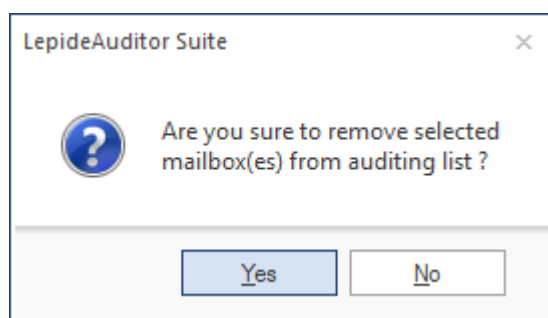


Figure 7: Warning message before deleting the mailbox(es) from the list

Click "Yes" to remove the selected mailbox(es) from this list.

- IV. Check the option "Search Mailbox(es) with exact name" to search the mailboxes that contain exactly the words you have entered.
4. In this test case, we are selecting the option "All Mailboxes".

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Select Mailbox(es)

All mailboxes

Selected mailbox(es)

Import from .txt file

Enter mailbox(es) name (Use ' ; ' Blank Space and a Semicolon for Separating multiple mailbox names)

Mailbox Name

- TestUser3
- TestUser2
- TestUser1
- TestUser
- TestAdmin
- Administrator

Search mailbox(es) with exact name

< Back Next > Cancel

Figure 8: All mailboxes are selected to configure their access auditing.

5. Once you are done, click "Next" to proceed.

6. The option to select audit types appears where you have to select the audit types for which the auditing has to be performed on the selected mailboxes.

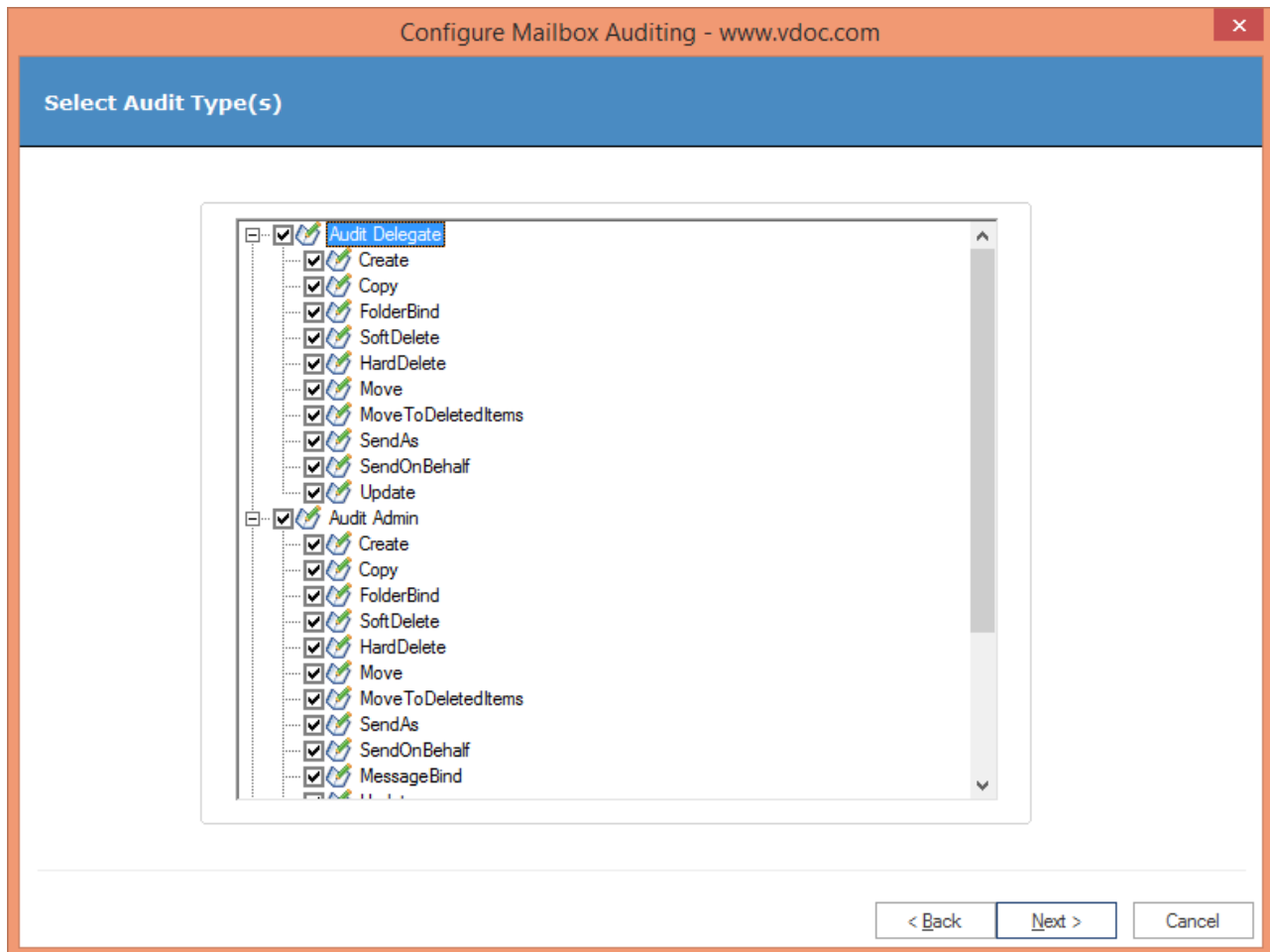


Figure 9: Select the types of auditing

7. Let us have a look at the available auditing type categories.
 - A. **Audit Delegate:** This lets you audit the selected mailboxes for access by the delegated users. It contains the following auditing types:
 - i. Create
 - ii. Copy
 - iii. FolderBind
 - iv. SoftDelete
 - v. HardDelete
 - vi. Move
 - vii. MoveToDeletedItems

- viii. SendAs
 - ix. SendOnBehalf
 - x. Update
- B. **Audit Admin:** This lets you audit the selected mailboxes for access by Exchange Administrators. It contains the following auditing types:
- i. Create
 - ii. Copy
 - iii. FolderBind
 - iv. SoftDelete
 - v. HardDelete
 - vi. Move
 - vii. MoveToDeletedItems
 - viii. SendAs
 - ix. SendOnBehalf
 - x. MessageBind
 - xi. Update
- C. **Audit Owner:** This lets you audit the selected mailboxes for access by the mailbox owners themselves. It contains the following auditing types:
- i. Create
 - ii. SoftDelete
 - iii. HardDelete
 - iv. Move
 - v. MoveToDeletedItems
 - vi. Update
8. As the option of "Non-Owner Mailbox" auditing was checked while adding or modifying the domain, the non-owner audit types such "Audit Delegate" and "Audit Admin" types are already selected.

9. You can scroll down in the dialog box and can select the audit types for "Audit Owner".

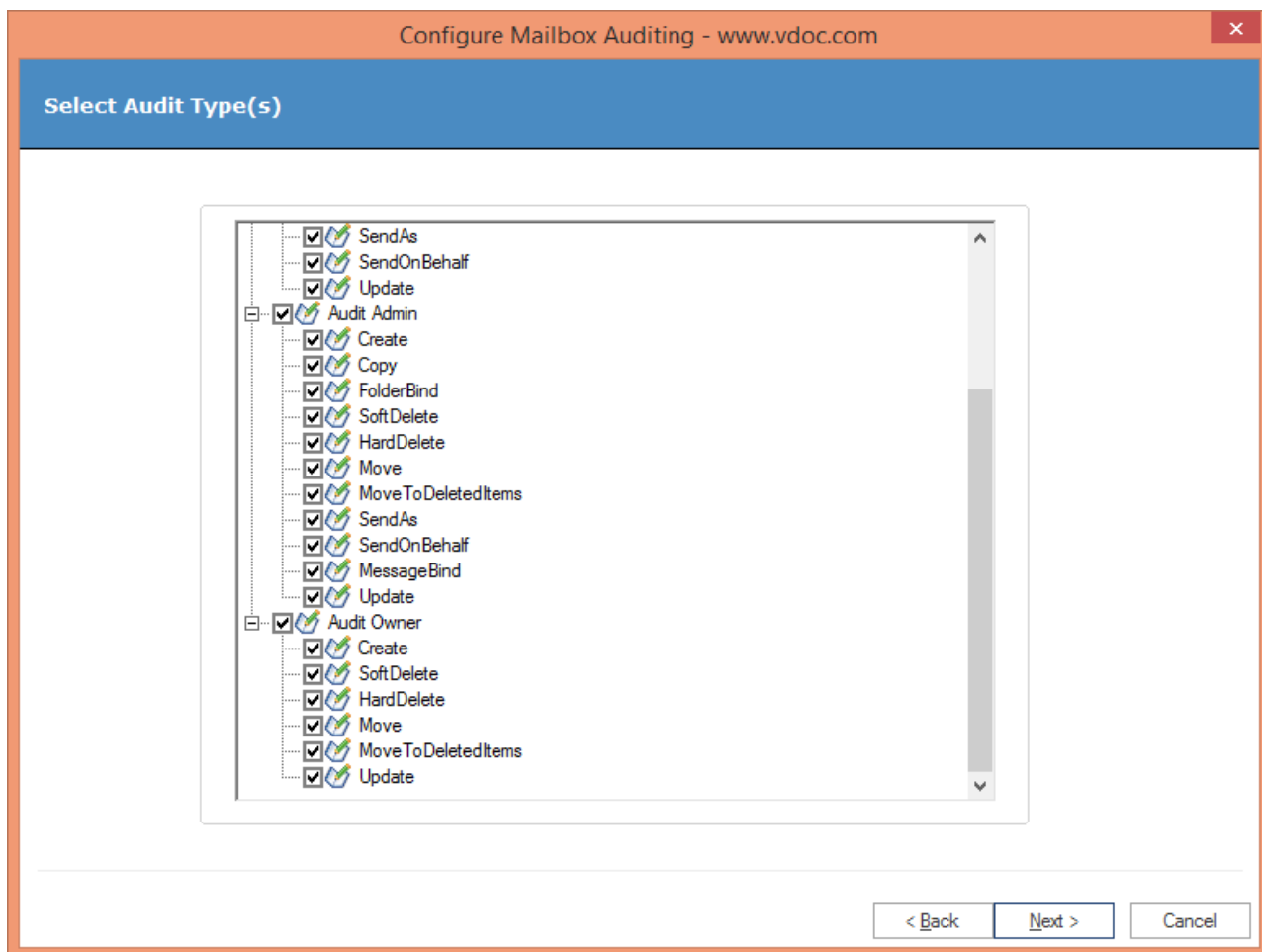


Figure 10: Selecting the owner audit types

10. Click "Next" once you have selected the required Auditing Types.

11. Now, the last step to configure the mailbox auditing appears.

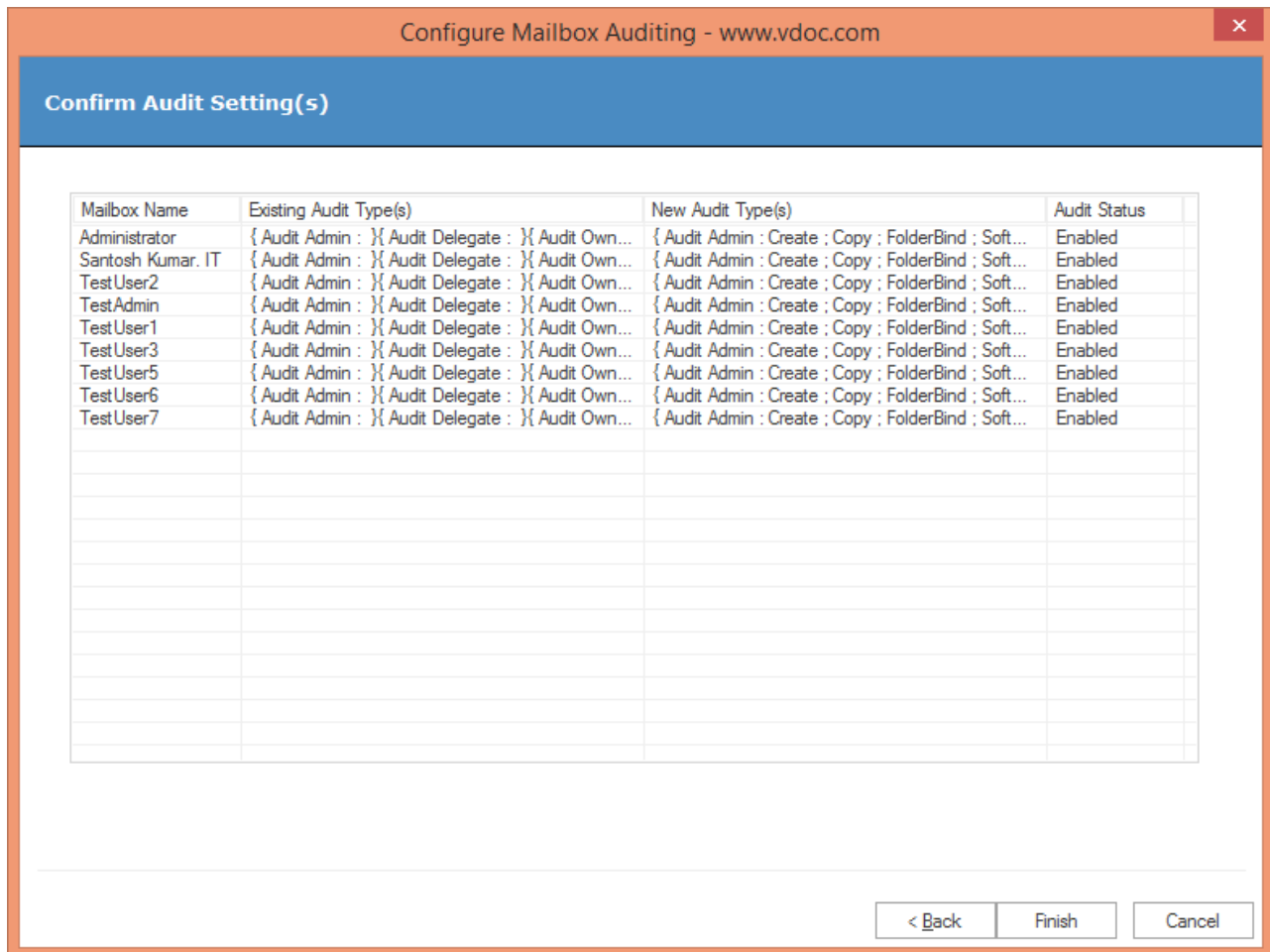


Figure 11: Last step to configure the mailbox auditing

It displays the existing auditing types, newly selected auditing types, and the auditing status for the mailboxes.

- You can click any individual entry in the "Existing Auditing Type(s)" column to view the already existing auditing types for a mailbox.

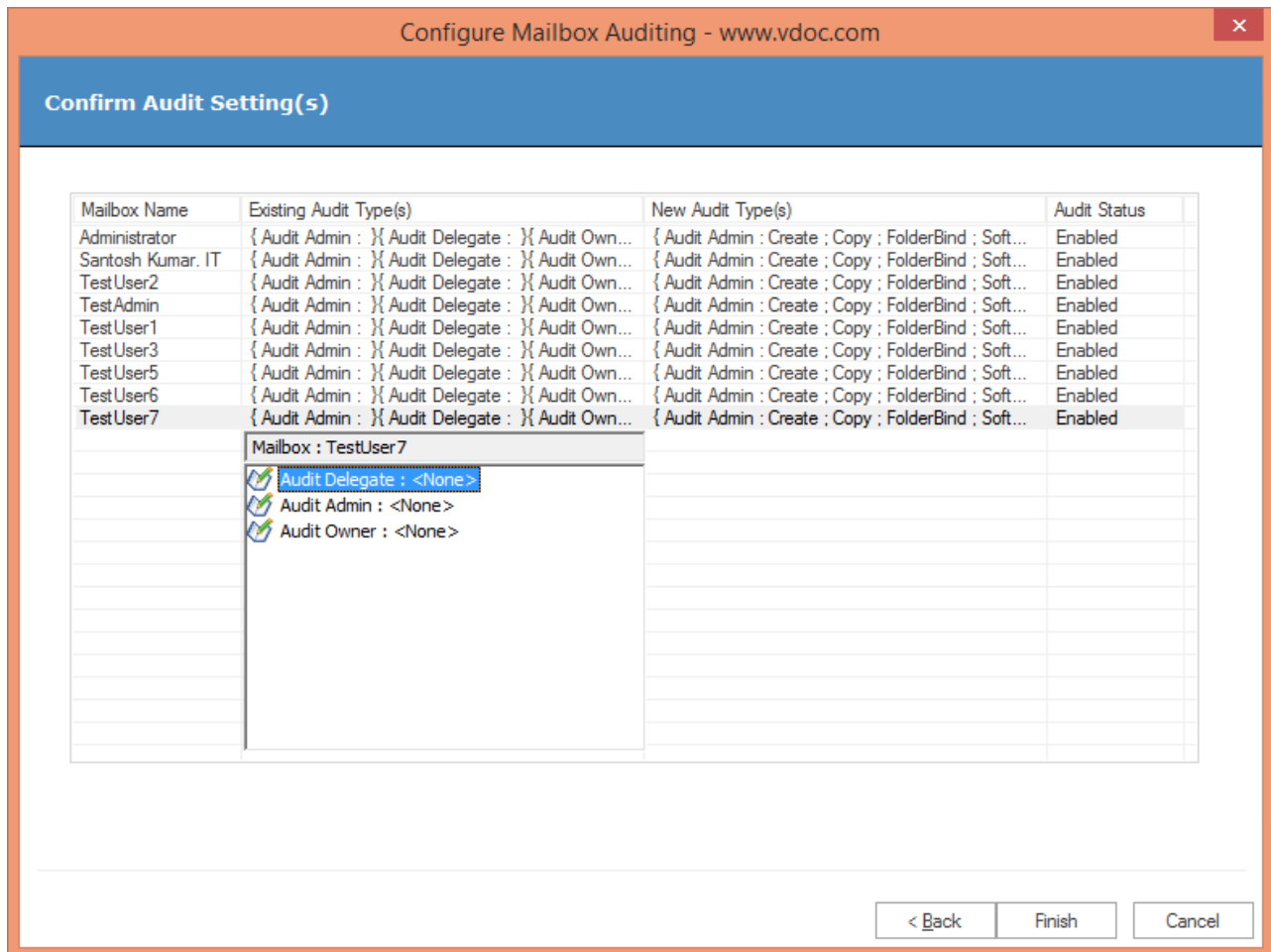


Figure 12: Displaying the existing auditing types

13. Click the same entry in the "New Audit Type(s)" cell to view the newly selected auditing types.

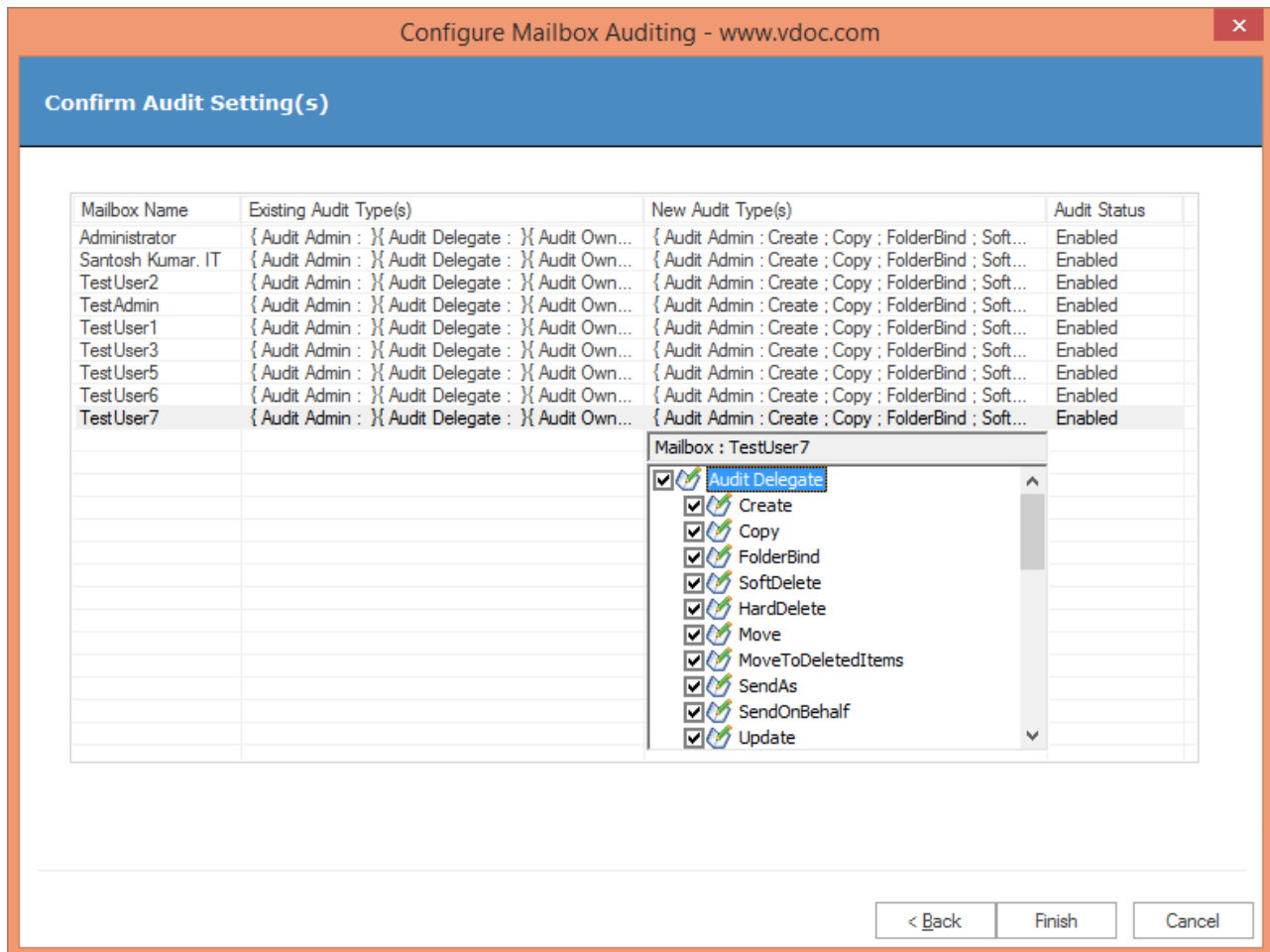


Figure 13: Displaying the new auditing types

You can modify the audit types by checking the unselected audit types and unchecking the selected types.

If the auditing status of any selected mailbox is "Disabled" then it will be enabled once you click "Finish" button.

14. Click "Finish" to apply the selected auditing types on the selected mailboxes.

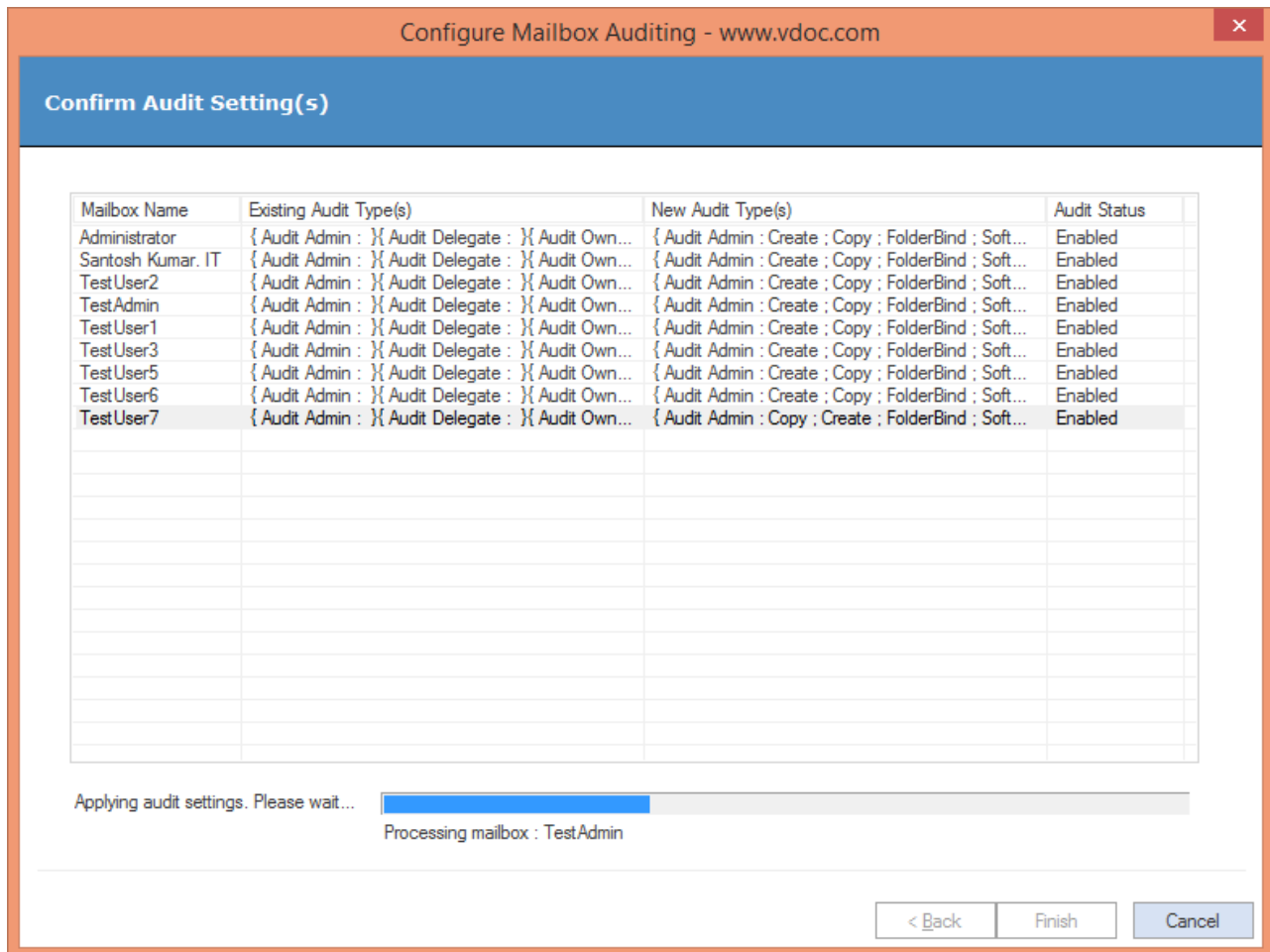


Figure 14: Process to enable and applying the auditing types on the selected mailboxes

15. Once finished, a successful message confirming the process completion is displayed onscreen.

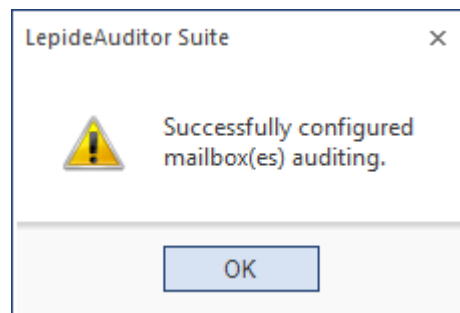


Figure 15: The selected Auditing Types has been applied on the listed mailboxes.

16. Click "OK" to complete the process and close the "Configure Mailbox Auditing" wizard.

You can follow the same steps to enable the auditing for all mailboxes.

4. Support

If you are facing any issues whilst installing, configuring or using the solution, you can connect with our team using the below contact information.

Product experts

USA/Canada: +1(0)-800-814-0578

UK/Europe: +44 (0) -208-099-5403

Rest of the World: +91 (0) -991-004-9028

Technical gurus

USA/Canada: +1(0)-800-814-0578

UK/Europe: +44 (0) -208-099-5403

Rest of the World: +91(0)-991-085-4291

Alternatively, visit <http://www.lepide.com/contactus.html> to chat live with our team. You can also email your queries to the following addresses:

sales@Lepide.com

support@Lepide.com

To read more about the solution, visit <http://www.lepide.com/lepideauditor/>.

5. Copyright

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