

ManageEngine 
Exchange Reporter Plus

WORKBOOK

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1. INTRODUCTION

Exchange Reporter Plus workbook assists you in deciding on what information you should look for during various Exchange scenarios. It helps you exercise the product features that you learnt of during the Phase 2 of project implementation.

The exercises are created keeping in mind the most frequently sought information by Exchange administrators around the world.

As you progress through this workbook, you will realize how the simple UIs of Exchange Reporter Plus help you monitor, audit and report on your Exchange environment, comprehensively.

2. EXCHANGE REPORTS

Exercise 1: Mailbox Permission Report

Objective: To find non-owners' permissions on others' mailboxes

Steps:

- Click on Reports tab.
- Click on Mailboxes in the left pane.
- Click on Non-Owner Mailbox Permission under Permission Reports column.
- You will now be on the following page.

User/Group Name	Mailbox	Access Rights	Domain Name
erpdemo	AidenKnott	FullAccess	EXCHANGE
erpdemo	ArunKumar	FullAccess	EXCHANGE
erpdemo	arunthathi	FullAccess	EXCHANGE
erpdemo	Atrium1	FullAccess	EXCHANGE
erpdemo	AuditoriumHall1	FullAccess	EXCHANGE
erpdemo	AuditoriumHall2	FullAccess	EXCHANGE
erpdemo	BarnesReed	FullAccess	EXCHANGE
erpdemo	CharlesStewart	FullAccess	EXCHANGE
erpdemo	ConferenceHall2	FullAccess	EXCHANGE
erpdemo	ConferenceHall1	FullAccess	EXCHANGE
erpdemo	CreativeRoom	FullAccess	EXCHANGE
erpdemo	DavidSmith	FullAccess	EXCHANGE
arunthathi	DavidSmith	FullAccess	EXCHANGE
Discovery Management	DiscoverySearchMailbox{D919BA05-46A6-415F-80AD-7E09334BB852}	FullAccess	EXCHANGE

- Select the Organization for which you want to extract details.

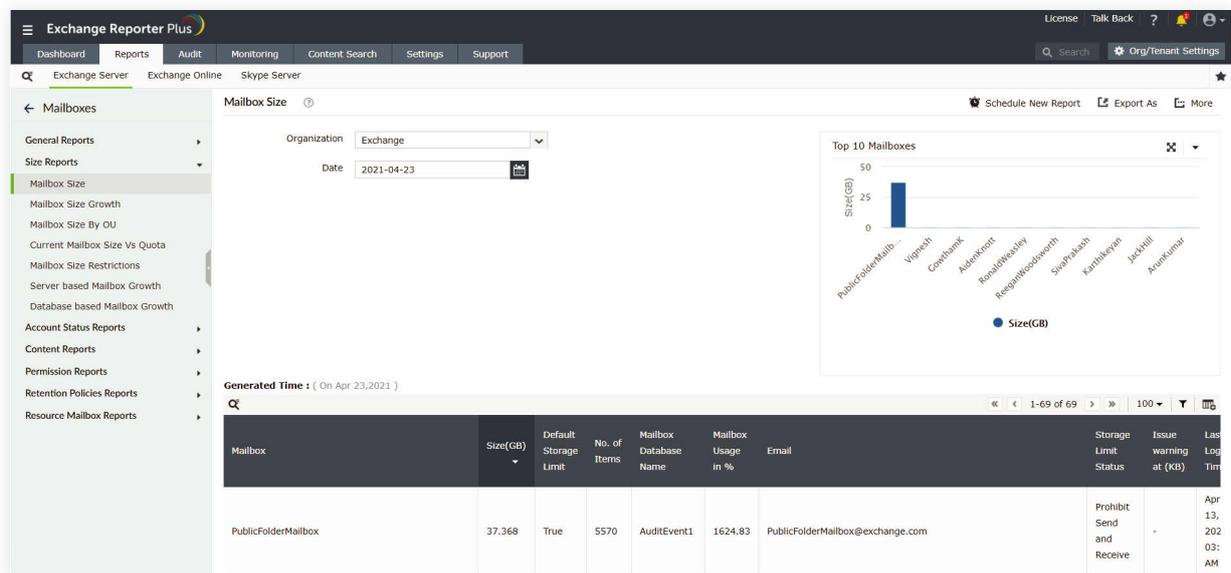
The tool shall show the permissions that non-owners have on others' mailboxes.

Exercise 2: User Mailbox Reports

Objective: To view a list of mailboxes belonging to users alone (excluding other mailboxes such as shared, legacy, system, health, etc.), and to export the list in pdf.

Steps:

- Click on **Reports** tab.
- Click on **Mailboxes** in the left pane.
- Click on **Mailbox Size** under the **Size Reports** column.
- You will now be on the following page



- Select the **Organization** for which you want to extract details.
- In the Filters section, click on the first drop-down box to choose **Recipient Type**
- Use the following condition:
 - <Recipient Type - Equals - User Mailbox>
- Click on **Apply Filter**.

The tool shall show size reports only on user mailboxes.

To export the report,

- Navigate to the top-right section of the UI.
- Click on **Export As**, and select **PDF**
- The report shall be downloaded and stored in your desired destination folder.

Exercise 3: Client IP based logon for OWA

Objective: To view a list of top client IPs from which OWA was accessed.

Steps:

- Click on **Reports** tab.
- Click on **OWA & ActiveSync** in the left pane.
- Under the **OWA General Reports** column, click on **Client IP based Log on**
- You will now be on the following page.

Mailbox	Server Name	Last Logon User	Last Logon Time	Email Proxy	Name	SAM Account Name
AidenKnott	EXCHANGE-DC1	-	Dec 09, 2020 12:00 AM	SMTP:AidenKnott@exchange.com	AidenKnott	AidenKnott
ArunKumar	EXCHANGE-DC1	-	Dec 09, 2020 12:00 AM	SMTP:ArunKumar@exchange.com	ArunKumar	ArunKumar
	EXCHANGE-		Dec 09,			

- Select the **Organization** for which you want to extract details.
- Select the **Period**

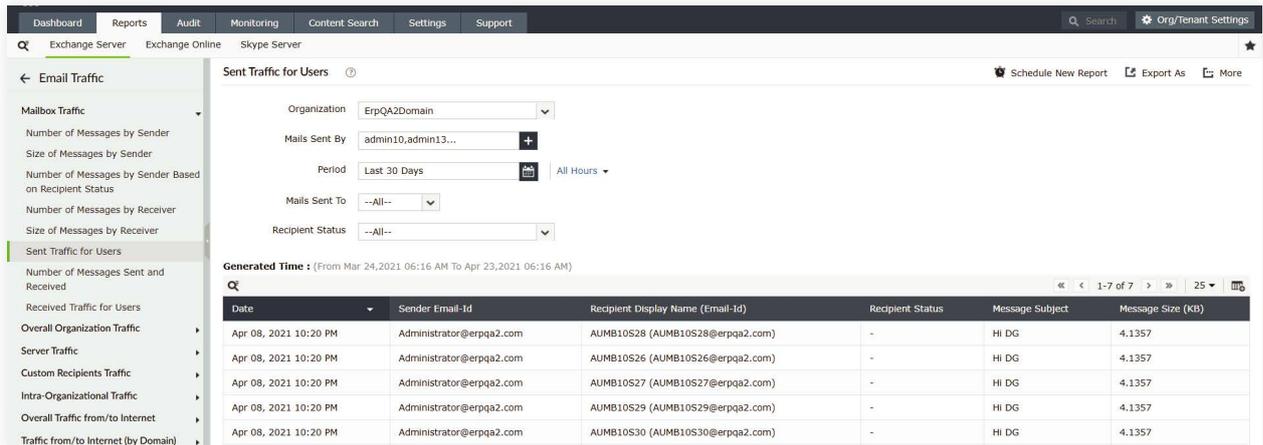
The tool shall show required details on OWA logon.

Exercise 4: Sent Traffic for Users

Objective: To find sender information, subject line, and message size for each user.

Steps:

- Click on **Reports** tab
- Click on **Email Traffic** in the left pane.
- Under the **Mailbox Traffic** column, click on **Sent Traffic for Users**
- You will now be on the following page.



- Select the **Organization** for which you want to extract details.
- Select the concerned mailbox(es).
- Select the **Period** for which you want to view traffic details.
- Choose the type of traffic viz. **internal** and **external**.

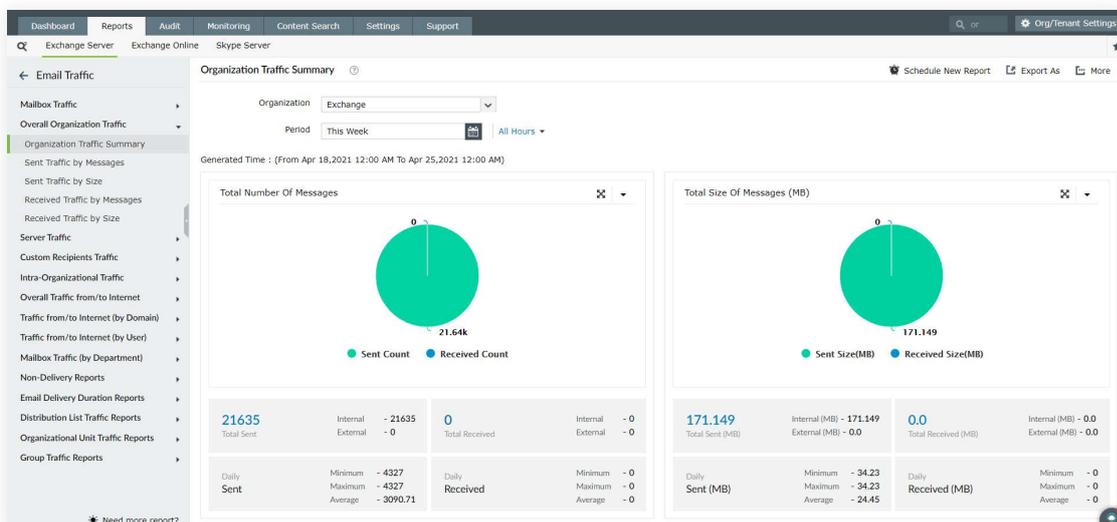
The report shall display the required details.

Exercise 5: Overall Organization Traffic

Objective: To extract overall traffic summary for an organization, and schedule a weekly report.

Steps:

- Click on **Reports** tab
- Click on **Email Traffic** in the left pane
- Under the **Overall Organization Traffic** column, click on **Organization Traffic Summary**
- You will now be on the following page.



- Select the **Organization** for which you want to extract details.
- Select the **Period** for which you want to view traffic details.

The report shall display the mail traffic summary for the chosen organization

To schedule a weekly report,

- Go to **Settings** tab
- Navigate to **Scheduling**-->**Report Scheduling** in the left tree.
- On the top-right section of the UI, click on **Schedule New Report**
- You will be on the following page

- Enter a **Schedule Name**
- Enter a **Schedule Description**
- Select the **Organization name**
- In the **Schedule a Report** section,
 - Select **Report Category** as **Email Traffic**
 - Select **Report** as **Organization Traffic Summary**
 - Specify the report generation interval as 'Weekly', and provide a time.
 - Specify the **Report Format**
 - Select the **Email this scheduled report option**, and provide the email address to which the report must be sent.
 - Click **Save**

Exercise 6: Attachment size related content reports

Objective: To populate a list of all mailbox messages arranged based on attachment sizes.

Steps:

- Click on **Reports** tab
- Click on **Mailboxes** in the left pane
- Under the **Content Reports** column, click on **Attachments by File Size**
- You will now be on the following page.

Mailbox	Folder Name	Message Subject	Message Originator	Message Recipient
BarnesReed	Inbox	Undeliverable: Ticket id:112323	MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@exchange.com	documents@exchange.com , others@exchange.com , pdf@exchange.com , tex
BarnesReed	Inbox	Undeliverable: Ticket id:112323	MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@exchange.com	documents@exchange.com , others@exchange.com , pdf@exchange.com , tex
BarnesReed	Inbox	Undeliverable: Ticket id:112323	MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@exchange.com	documents@exchange.com , others@exchange.com , pdf@exchange.com , tex
BarnesReed	Inbox	Undeliverable: Ticket id:112323	MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@exchange.com	documents@exchange.com , others@exchange.com , pdf@exchange.com , tex
BarnesReed	Inbox	Undeliverable: Ticket id:112323	MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@exchange.com	documents@exchange.com , others@exchange.com , pdf@exchange.com , tex
BarnesReed	Inbox	Undeliverable: Ticket id:112323	MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@exchange.com	documents@exchange.com , others@exchange.com , pdf@exchange.com , tex
BarnesReed	Inbox	Undeliverable: Ticket id:112323	MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@exchange.com	documents@exchange.com , others@exchange.com , pdf@exchange.com , tex

The report shall display all mailbox messages filtered based on attachment size

Exercise 7: OWA Logon failures using IIS Trace

Objective: To track all the OWA logon failures.

Steps:

- Click on **Reports** tab
- Click on **OWA & ActiveSync** in the left pane.
- Under the **OWA General Reports** column, click on **Logon Failure**
- You will now be on the following page.

User Name	Date	Client IP Address	Error Description	Browser Name	HTTP Status Code	Application Pool	Request URI
-	Mar 10, 2021 06:26 AM	:::1	Logon failed due to server configuration	Internet Explorer	401.2	MSEExchangeOWAAppPool	https://exchange-dc1:443/owa/logoff.owa
-	Mar 10, 2021 06:25 AM	127.0.0.1	Logon failed due to server configuration	Internet Explorer	401.2	MSEExchangeOWAAppPool	https://localhost:443/owa/
-	Mar 10, 2021 06:25 AM	127.0.0.1	Logon failed due to server configuration	Internet Explorer	401.2	MSEExchangeOWAAppPool	https://localhost:443/owa/
-	Mar 10, 2021 06:24 AM	:::1	Logon failed due to server configuration	Internet Explorer	401.2	MSEExchangeOWAAppPool	https://localhost:443/owa/
-	Mar 10, 2021 06:24 AM	:::1	Logon failed due to server configuration	Internet Explorer	401.2	MSEExchangeOWAAppPool	https://localhost:443/owa/
-	Mar 10, 2021 06:24 AM	:::1	Logon failed due to server configuration	Internet Explorer	401.2	MSEExchangeOWAAppPool	https://exchange-dc1:443/owa/logoff.owa
-	Mar 10, 2021 06:24 AM	127.0.0.1	Logon failed due to server configuration	Internet Explorer	401.2	MSEExchangeOWAAppPool	https://localhost:443/owa/
-	Mar 10, 2021 06:24 AM	127.0.0.1	Logon failed due to server configuration	Internet Explorer	401.2	MSEExchangeOWAAppPool	https://localhost:443/owa/
-	Mar 10, 2021 06:24 AM	127.0.0.1	Logon failed due to server configuration	Internet Explorer	401.2	MSEExchangeOWAAppPool	https://localhost:443/owa/
-	Mar 10, 2021 06:24 AM	127.0.0.1	Logon failed due to server configuration	Internet Explorer	401.2	MSEExchangeOWAAppPool	https://localhost:443/owa/
-	Mar 10, 2021 06:24 AM	127.0.0.1	Logon failed due to server configuration	Internet Explorer	401.2	MSEExchangeOWAAppPool	https://localhost:443/owa/
-	Mar 10, 2021 06:24 AM	127.0.0.1	Logon failed due to server configuration	Internet Explorer	401.2	MSEExchangeOWAAppPool	https://localhost:443/owa/
-	Mar 10, 2021 06:24 AM	127.0.0.1	Logon failed due to server configuration	Internet Explorer	401.2	MSEExchangeOWAAppPool	https://localhost:443/owa/
-	Mar 10, 2021 06:23 AM	127.0.0.1	Logon failed due to server configuration	Internet Explorer	401.2	MSEExchangeOWAAppPool	https://localhost:443/owa/

- Select the **Organization** for which you want to extract details.
- In the **Filters** section, Select [error description → equals → Logon failed:server configuration]
- Select the **Period** for which you want to view failures.

The report shall display the required details.

Exercise 8: Room Mailbox Utilization Reports

Objective: To find resource mailbox utilization.

Steps:

- Click on **Reports** tab.
- Click on **Mailboxes** from the left pane.
- Under **Resource Mailbox Reports** column, click on **Room Mailbox Details**
- You will now be on the following page.

Room Name	Booking Window (Days)	Room Delegates	Room Capacity	Allow Schedule Only During Working Hours	Maximum Duration (Minutes)	Resource Booking Agent	Add Organizer Name to
Atrium1	180	-	-	False	1440	AutoUpdate	True
AuditoriumHall1	180	-	-	False	1440	AutoUpdate	True
AuditoriumHall2	180	-	-	False	1440	AutoUpdate	True
ConferenceHall2	180	-	-	False	1440	AutoUpdate	True
ConferenceHall1	180	-	-	False	1440	AutoUpdate	True
CreativeRoom	180	-	-	False	1440	AutoUpdate	True
DiscussionRoom	180	-	-	False	1440	AutoUpdate	True
ReverieRoom	180	-	-	False	1440	AutoUpdate	True
SmallConferenceRoom1	180	-	-	False	1440	AutoUpdate	True
SmallConferenceRoom2	180	-	-	False	1440	AutoUpdate	True

- Select the **organization** for which you want to extract details.

The report shall display resource mailbox capacity, delegates, duration and other details.

To find utilization of resource mailbox

Steps:

- Click on **Reports** tab
- Click on **Create New Report** option found at the top right corner of the page.
- Select the **Organization**, and provide a report name of your choice.
- Select the Report Type as **Room Mailbox Usage**
- Select the room mailboxes for which you want to view the usage details.
- Select a **Date Range** and a **Gathering Interval**
- Click on **Create**

You find this report in the reporting tab under Room Mailbox Reports column.

To view the aggregate booking count

Steps:

- Click on **Reports** tab
- Click on **Create New Report** option found at the top right corner of the page.
- Select the **Organization**, and provide a report name of your choice.
- Select the Report Type as **User Booking Count**
- Select the room mailboxes for which you want to view the usage details.
- Select a **Date Range** and a **Gathering Interval**
- Click on **Create**

You find this report in the reporting tab under Room Mailbox Reports column.

3. EXCHANGE AUDIT

Exercise 9: Mails deleted or moved

Objective: To identify which user deleted or moved a particular mail in a mailbox.

- Click on **Audit** tab
- Go to **Advanced Audit Reports** in the left pane.
- Under the **Mailbox Audit Logging** column, click on **Mails deleted or moved**
- You will now be on the following page.

Mailbox	Server Name	Time	Caller User Name	Client IP	Operation	Operation Result	Source Folder Path List	Destination Folder Path	Subject List
Arunthathi	EXCHANGE-DC1	Oct 16, 2019 06:47 PM	Arunthathi	:::1	MoveToDeletedItems	Succeeded	Inbox	\Deleted Items	1
Arunthathi	EXCHANGE-DC1	Oct 16, 2019 06:47 PM	Arunthathi	:::1	MoveToDeletedItems	Succeeded	Inbox	\Deleted Items	Re:Ticket id:123442
Arunthathi	EXCHANGE-DC1	Oct 16, 2019 06:47 PM	Arunthathi	:::1	MoveToDeletedItems	Succeeded	Inbox	\Deleted Items	ManageEngine
Arunthathi	EXCHANGE-DC1	Oct 16, 2019 06:47 PM	Arunthathi	:::1	MoveToDeletedItems	Succeeded	Inbox	\Deleted Items	Celebrations
Arunthathi	EXCHANGE-DC1	Oct 16, 2019 06:47 PM	Arunthathi	:::1	MoveToDeletedItems	Succeeded	Inbox	\Deleted Items	Best Sellers
Arunthathi	EXCHANGE-DC1	Oct 16, 2019 06:47 PM	Arunthathi	:::1	MoveToDeletedItems	Succeeded	Inbox	\Deleted Items	Ticket id:223211
Arunthathi	EXCHANGE-DC1	Oct 16, 2019 06:47 PM	Arunthathi	:::1	MoveToDeletedItems	Succeeded	Inbox	\Deleted Items	Ticket id:888231
Arunthathi	EXCHANGE-DC1	Oct 16, 2019 06:46 PM	Arunthathi	:::1	MoveToDeletedItems	Succeeded	Inbox	\Deleted Items	Feature Request
Arunthathi	EXCHANGE-DC1	Oct 16, 2019 06:46 PM	Arunthathi	:::1	Move	Succeeded	Inbox	\Drafts	Request support
Arunthathi	EXCHANGE-DC1	Oct 16, 2019 06:46 PM	Arunthathi	:::1	Move	Succeeded	Inbox	\Drafts	Ticket id:112323
Arunthathi	EXCHANGE-DC1	Oct 16, 2019 06:46 PM	Arunthathi	:::1	Move	Succeeded	Inbox	\Drafts	Release status
Arunthathi	EXCHANGE-DC1	Oct 16, 2019 06:46 PM	Arunthathi	:::1	Move	Succeeded	Inbox	\Drafts	Re:Ticket id:888231

- Choose the Period.

The '**Default View**' shall display a list of all 'caller user names' that performed deletion or movement of emails in a mailbox. The UI also allows you to create new view(s) and construct a report based on customized needs.

Exercise 10: Track Mailbox Permission Changes

Objective: To audit modifications made in mailbox permissions.

Steps:

- Click on **Audit** tab
- Go to **Advanced Audit Reports** in the left pane.
- Under the **Admin Audit Log** column, click on **Mailbox permission Changes**
- You will now be on the following page.

Mailbox	Server Name	Cndlet Name	Time	Attributes Modified	Caller User Name
exchange.com/Users/DemoUser1	EXCHANGE-DC1	Remove-ADPermission	Apr 23, 2021 05:18 PM	4 attributes modified More	exchange.com/Users/erpdemo
exchange.com/Users/DemoUser1	EXCHANGE-DC1	Remove-ADPermission	Apr 23, 2021 05:18 PM	4 attributes modified More	exchange.com/Users/erpdemo
exchange.com/Users/DemoUser1	EXCHANGE-DC1	Add-ADPermission	Apr 23, 2021 05:18 PM	3 attributes modified More	exchange.com/Users/erpdemo
exchange.com/Users/DemoUser1	EXCHANGE-DC1	Add-MailboxPermission	Apr 23, 2021 05:18 PM	4 attributes modified More	exchange.com/Users/erpdemo
exchange.com/Users/DemoUser1	EXCHANGE-DC1	Add-MailboxPermission	Apr 23, 2021 05:18 PM	4 attributes modified More	exchange.com/Users/erpdemo
exchange.com/Users/DemoUser1	EXCHANGE-DC1	Add-ADPermission	Apr 23, 2021 05:18 PM	3 attributes modified More	exchange.com/Users/erpdemo
exchange.com/Users/DemoUser1	EXCHANGE-DC1	Remove-ADPermission	Apr 23, 2021 09:08 AM	4 attributes modified More	exchange.com/Users/erpdemo
exchange.com/Users/DemoUser1	EXCHANGE-DC1	Remove-ADPermission	Apr 23, 2021 09:08 AM	4 attributes modified More	exchange.com/Users/erpdemo
exchange.com/Users/DemoUser1	EXCHANGE-DC1	Add-ADPermission	Apr 23, 2021 09:08 AM	3 attributes modified More	exchange.com/Users/erpdemo
exchange.com/Users/DemoUser1	EXCHANGE-DC1	Add-MailboxPermission	Apr 23, 2021 09:08 AM	4 attributes modified More	exchange.com/Users/erpdemo
exchange.com/Users/DemoUser1	EXCHANGE-DC1	Add-MailboxPermission	Apr 23, 2021 09:08 AM	4 attributes modified More	exchange.com/Users/erpdemo

- Choose the **Period**.

The reports show the new value of the 'Attributes Modified' for each mailbox.

Exercise 11: Non-Owner Activity

Objective: To track non-owner activity on mailboxes.

Steps:

- Click on **Audit** tab
- Go to **Advanced Audit Reports** in the left pane.
- Under the **Mailbox Audit Logging** column, click on **Non owner Activity on Mailbox**
- You will now be on the following page.

Exchange Server Exchange Online

Non Owner Activity on Mailbox

Period: This Week

Select View: Default View

Generated Time: (From Apr 18, 2021 12:00 AM To Apr 25, 2021 12:00 AM)

Mailbox	Server Name	Time	Caller User Name	Client Details	Client IP	Operation	Operation Result	Folder Accessed	Email
BarnesReed	EXCHANGE-DC1	Apr 24, 2021 12:00 AM	erpdemo	Client=WebServices;ExchangeServicesClient/15.00.0913.015;	::1	FolderBind	Succeeded	\Inbox	BarnesReed@exchange.com
BarnesReed	EXCHANGE-DC1	Apr 24, 2021 12:00 AM	erpdemo	Client=WebServices;ExchangeServicesClient/15.00.0913.015;	::1	FolderBind	Succeeded	\Inbox	BarnesReed@exchange.com
BarnesReed	EXCHANGE-DC1	Apr 23, 2021 12:00 AM	erpdemo	Client=WebServices;ExchangeServicesClient/15.00.0913.015;	::1	FolderBind	Succeeded	\Inbox	BarnesReed@exchange.com

- Choose the **Period**.

The reports shall return you with information that lets you monitor overall non - owner activity.

Exercise 12: Alerts for database mount and dismount

Objective: To raise an alert when database mount/dismount status is altered.

Steps:

- Click on **Audit** tab
- Go to **Alerts** on the left tree.
- Click on **New Alert Profile** on the top right section.
- You will now be on the following page.

Dashboard Reports Audit Monitoring Content Search Settings Support

Exchange Server Exchange Online

Add Alert Profile

Alert Profile Name: Test alert

Severity: Critical Trouble Attention

Select Category: Mailbox Audit Logging Reports

Select Reports: Select Reports

Message: Sample: The User %CALLER_USER_NAME% changed permission for the mailbox %MAILBOX_ALIAS_NAME%

Advanced Settings

Notification Filter Criteria

Enable E-Mail Notification

Please configure the Email server to enable Email alerts. [Configure Email Server](#)

Enable SMS Notification

Phone Numbers: [Configure SMS Server](#)

Use "*" to separate Multiple Phone Numbers

Create Cancel

- Enter name of the Alert. For example: database Dismount 1
- Enter a description that explains the purpose of the alert.
- Set the **Severity** level based on your organization standards.
- In the **Select Report** section, add **Exchange Databases Dismounted**.
- Construct the **Macro** to compile the appropriate alert **Message**.
- If you need to be notified via email, click on **E-mail Notification**. If not, in case of an alert being triggered, it will appear on the **Alerts Received** dashboard.

4. EXCHANGE MONITORING

Exercise 13: Mailflow Health - Server Monitoring

Objective: To get alerts when the mailflow latency is more than 20 seconds.

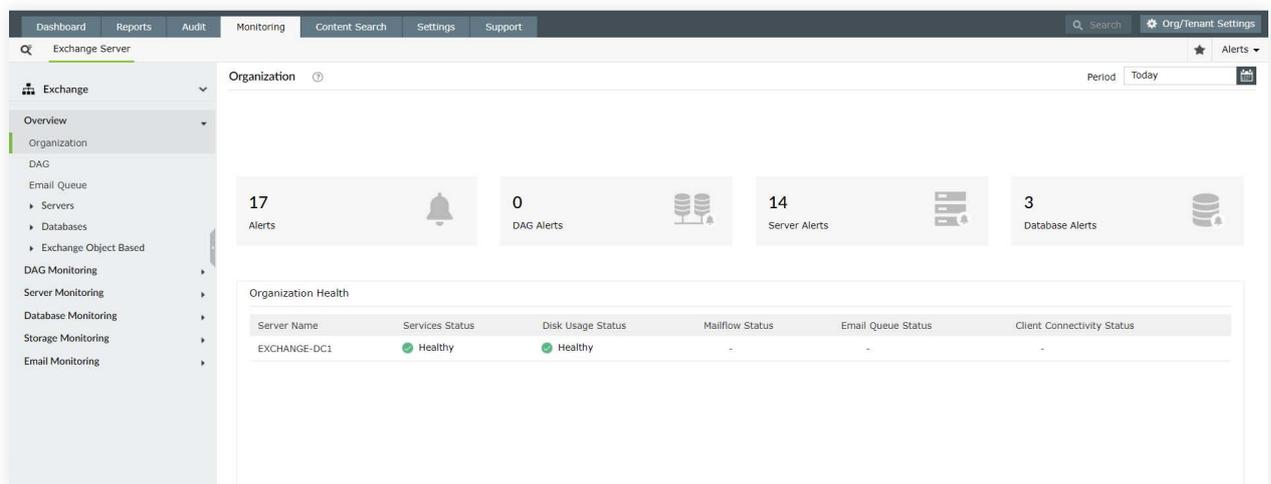
Steps:

- Click on **Monitoring** tab
- Go to **Alerts** on the left tree.
- Click on **Customize Alert Profile** on the top right section.
- Scroll down to **Mailflow Failure Alert** and click on the **Modify** icon.
- You will now be on the following page.

- There's a given name of the Alert. You may choose to modify it.
- A description is already in place that explains the purpose of the alert.
- You may change the **Severity** level based on your requirement.

- Make sure that the **Select Report** section contains **Mailflow Health**.
- Construct the **Macro** to compile the appropriate alert **Message**, if required.
- If you need to be notified via email, click on **E-mail Notification**.
- Under **Advanced Settings**, configure the filter rules to the following – MAILFLOW LATENCY TIME → GREATER THAN → NUMERICAL VALUE.
- Below that you can set the alert condition, i.e. “more than 20 seconds” in the following manner – Alert when [5] events occur within [2] minutes.
- Click on **Modify**

The alert will be triggered as and when the conditions are met. In case an alert gets triggered, it will appear on the 'monitoring dashboard'.



The above dashboard shall appear as soon as you click on the **Monitoring** tab.

The 'Organization' dashboard shall display highlights of relevant events that have occurred in the entire Exchange organization which include:

- Aggregate alert count.
- Categorization of alerts based on Exchange components.
- Organization health based on parameters such as service status, connectivity status, mailflow status, etc.
- Charts showing criticality of Exchange components.

You can navigate to other Exchange components such as DAG, Server, database, Storage, etc and view highlights specific to each component.

Exercise 14: Connectivity Reports - Server Monitoring

Objective: To schedule an alert when the web service connectivity for Exchange is down.

Steps:

- Click on **Monitoring** tab
- Go to **Alerts** on the left tree.
- Click on **Customize Alert Profiles** on the top right section.
- In the **Available Alert Profiles table**, move to **Web Service Connectivity Failure Alert** and click on the **Modify** icon.
- You will now be on the following page.

- There's a given name of the Alert. You may choose to modify it.
- A description is already in place that explains the purpose of the alert.
- You may change the **Severity** level based on your requirement.
- Make sure that the **Select Report** section contains **Web Service Connectivity**.
- Construct the **Macro** to compile the appropriate alert **Message**, if required.
- If you need to be notified via email, click on **E-mail Notification**. If not, in case of an alert being triggered, it will appear on the **Alerts Received** dashboard.
- Under **Advanced Settings**, configure the filter rules to the following – RESULT → EQUALS → FAILURE
- Below that you can set an alert condition. For Example – Alert when [5] events occur within [2] minutes.
- Click on **Modify**

The alert will be triggered as and when the conditions are met.

Exercise 15: Track and get alerts when an Exchange service is down

Objective: To monitor Exchange service health, and schedule an alert in case of a service failure in your Exchange server.

Steps:

- Click on **Monitoring** tab
- In the left tree, click on **Server Monitoring Reports** and navigate to **Service Health**
- You will now be on the following page.

Server Name	Time	Role Name	Required Services Running	Services Not Running
EXCHANGE-DC1	Apr 24, 2021 02:14 AM	Mailbox Server Role	True	-
EXCHANGE-DC1	Apr 24, 2021 02:14 AM	Unified Messaging Server Role	True	-
EXCHANGE-DC1	Apr 24, 2021 02:14 AM	Hub Transport Server Role	True	-
EXCHANGE-DC1	Apr 24, 2021 02:14 AM	Client Access Server Role	True	-
EXCHANGE-DC1	Apr 23, 2021 11:04 PM	Client Access Server Role	True	-
EXCHANGE-DC1	Apr 23, 2021 11:04 PM	Hub Transport Server Role	True	-
EXCHANGE-DC1	Apr 23, 2021 11:04 PM	Unified Messaging Server Role	True	-
EXCHANGE-DC1	Apr 23, 2021 11:04 PM	Mailbox Server Role	True	-
EXCHANGE-DC1	Apr 23, 2021 10:24 PM	Client Access Server Role	True	-
EXCHANGE-DC1	Apr 23, 2021 10:24 PM	Hub Transport Server Role	True	-
EXCHANGE-DC1	Apr 23, 2021 10:24 PM	Unified Messaging Server Role	True	-
EXCHANGE-DC1	Apr 23, 2021 10:24 PM	Mailbox Server Role	True	-

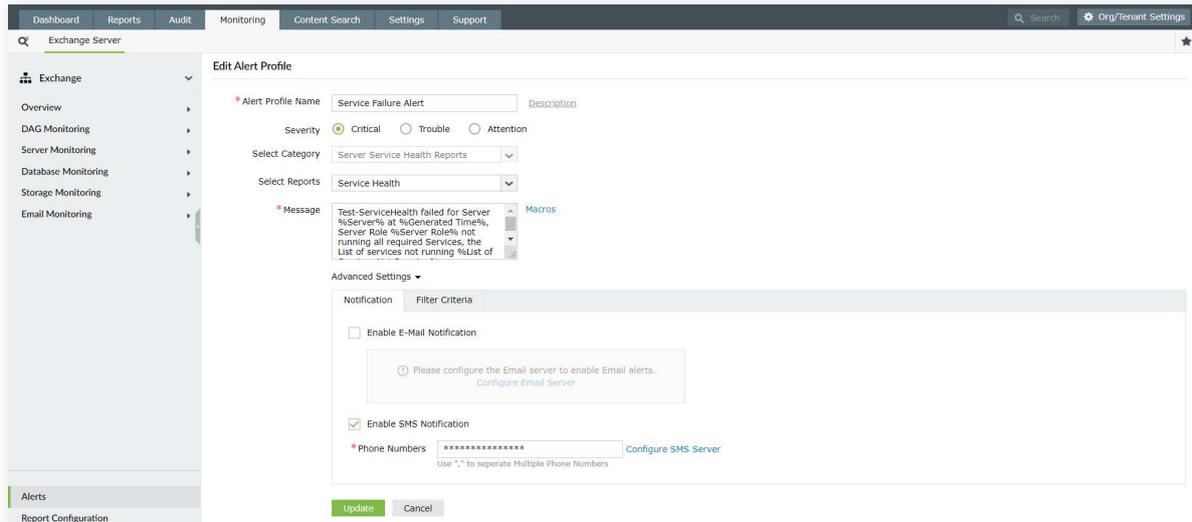
- Specify the **Period**.

The tool shall generate a report to display the running status of essential Exchange services, and shall also identify the services that are not running in your servers.

To configure an alert,

Steps:

- Click on **Monitoring** tab
- Go to **Alerts** on the left tree.
- Click on **Customize Alert Profile** on the top right section.
- In the **Available Alert Profiles** table, move to **Service Failure Alert** and click on the **Modify** icon.
- You will now be on the following page.



- There's a given name of the Alert. You may choose to modify it.
- A description is already in place that explains the purpose of the alert.
- You may change the **Severity** level based on your requirement.
- Make sure that the **Select Report** section contains **Service Health**.
- Construct the **Macro** to compile the appropriate alert **Message**, if required.
- If you need to be notified via email, click on **E-mail Notification**. If not, in case of an alert being triggered, it will appear on the **Alerts Received** dashboard.
- Under **Advanced Settings**, configure the filter rules to the following –SERVICE RUNNING → EQUALS → FALSE
- Below that you can set an alert condition. For Example – Alert when [5] events occur within [2] minutes.
- Click on **Modify**

The alert will be triggered as and when the conditions are met.

Exercise 16: Track the DAG replication status and get alerts when replication fails.

Objective: To view reports on DAG replication health and configure an alert to notify replication failure.

Steps:

- Click on the **Monitoring** tab.
- In the left tree, click on **DAG Monitoring Reports** and navigate to **Replication Health**
- You will now be on the following page.

The screenshot shows the 'Replication Health' monitoring page. At the top, there are navigation tabs: Dashboard, Reports, Audit, Monitoring (selected), Content Search, Settings, and Support. The left sidebar shows a tree view with 'Exchange Server' selected. The main content area has a 'Replication Health' title and a 'Period' dropdown set to 'Today'. Below this is a 'Generated Time' indicator showing 'On Apr 23, 2021'. A table lists various checks with columns for Server Name, Check Name, Result, and Error. The table shows several failed checks with detailed error messages.

Server Name	Check Name	Result	Error
ERPQA2-13	DBCopySuspended	*FAILED*	Failures: \ Communication with the Microsoft Exchange Replication service didn't return a Continuous Replication copy status for database 'Mailbox Database 0953319645'
ERPQA2-13	DatabaseAvailability	*FAILED*	Failures: \ There were database availability check failures for database 'Mailbox Database 0953319645' that may be lowering its availability. Availability Count: 1. E
ERPQA2-13	DatabaseRedundancy	*FAILED*	Failures: \ There were database redundancy check failures for database 'Mailbox Database 0953319645' that may be lowering its redundancy and putting the data
ERPQA2-13	DBDisconnected	Passed	-
ERPQA2-13	DBInitializing	Passed	-
ERPQA2-13	DBCopyFailed	Passed	-
ERPQA2-13	DBLogReplayKeepingUp	Passed	-
ERPQA2-13	DBLogCopyKeepingUp	Passed	-
ERPQA2-13	ClusterService	Passed	-
ERPQA2-13	ReplayService	*FAILED*	The Microsoft Exchange Replication service is not running on server 'ERPQA2-13'.
ERPQA2-13	DagMembersUp	Passed	-
ERPQA2-13	DBDisconnected	Passed	-

- Specify the **Period**

The tool shall generate a report to display the result of each replication that has occurred, across all servers in your organization.

To configure an alert,

Steps:

- Click on **Monitoring** tab
- Go to **Alerts** on the left tree.
- Click on **Customize Alert Profiles** on the top right section.
- In the **Available Alert Profiles** table, move to **Server Replication Health Alert** and click on the **Modify** icon.
- You will now be on the following page.

The screenshot shows the 'Edit Alert Profile' configuration page. The 'Alert Profile Name' is 'Service Replication Failure Alert'. The 'Severity' is set to 'Critical'. The 'Select Category' is 'Mailbox Replication Reports' and 'Select Reports' is 'Mailbox Replication Health'. The 'Message' field contains a macro-based alert message: 'Test-MRSHealth failed for server %Server% at %Generated Time%, Check Name : %Check Name% and Message : %Message%'. The 'Advanced Settings' section shows a 'Threshold' notification rule set to trigger when 100 events occur within 300 minutes. The rule is configured with '1' as the count, 'Passed' as the status, 'not equals' as the comparison, and 'True' as the condition.

- There's a given name of the Alert. You may choose to modify it.
- A description is already in place that explains the purpose of the alert.
- You may change the **Severity** level based on your requirement.
- Make sure that the **Select Report** section contains **Replication Helath**.
- Construct the **Macro** to compile the appropriate alert **Message**, if required.
- If you need to be notified via email, click on **E-mail Notification**. If not, in case of an alert being triggered, it will appear on the **Alerts Received** dashboard.
- Under **Advanced Settings**, configure the filter rules to the following –SERVICE RUNNING → EQUALS → FALSE
- Below that you can set an alert condition. For Example – Alert when [5] events occur within [2] minutes.
- Click on **Modify**

The alert will be triggered as and when the conditions are met.

Exercise 17: Storage Monitoring Reports - Alerts

Objective: To view server volume and drive volume, and configure alerts to notify when mailbox size goes beyond a certain threshold.

Steps:

- Click on **Monitoring** tab
- In the left tree, click on **Storage Monitoring Reports** and navigate to **Server Volume**
- You will now be on the following page.

Server Name	Total Volume Size(GB)	Free Size(GB)	Time
EXCHANGE-DC1	349.656	168.028	Mar 31, 2021 09:56 AM
EXCHANGE-DC1	349.656	168.306	Mar 30, 2021 07:38 AM
EXCHANGE-DC1	349.656	168.672	Mar 29, 2021 10:33 AM
EXCHANGE-DC1	349.656	169.271	Mar 25, 2021 10:28 AM

- Specify the **Period**

The report shall display the total volume size and available space for each server.

To view drive volume,

Steps:

- Click on **Monitoring** tab
- In the left tree, click on **Storage Monitoring Reports** and navigate to **Drive Volume**
- You will now be on the following page.

Server Name	Drive Letter	Total Volume Size(GB)	Free Size(GB)	Time	Drive Name
EXCHANGE-DC1	C:	349.656	168.028	Mar 31, 2021 09:56 AM	-
EXCHANGE-DC1	C:	349.656	168.306	Mar 30, 2021 07:37 AM	-
EXCHANGE-DC1	C:	349.656	168.672	Mar 29, 2021 10:33 AM	-
EXCHANGE-DC1	C:	349.656	169.271	Mar 25, 2021 10:28 AM	-

- Specify the **Period**

The report shall display the total volume size and available space for each drive.

To configure an alert,

Steps:

- Click on **Monitoring** tab
- Go to **Alerts** on the left tree.
- Click on **Customize Alert Profiles** on the top right section.
- In the **Available Alert Profiles** table, move to **Mailbox Size Alert** and click on the **Modify** icon.
- You will now be on the following page.

Edit Alert Profile

*Alert Profile Name: Mailbox Size Alert Description

Severity: Critical Trouble Attention

Select Category: Mailbox Size Reports

Select Reports: Mailbox Size

*Threshold: Issue Warning Quota Exceeds
 Prohibit send Quota Exceeds
 Prohibit send and receive Quota Exceeds
 Size Exceeds GB

Advanced Settings

Notification

Enable E-Mail Notification

Please configure the Email server to enable Email alerts.
Configure Email Server

Enable SMS Notification

*Phone Numbers: Configure SMS Server
Use "," to separate Multiple Phone Numbers

- There's a given name of the Alert. You may choose to modify it.
- A description is already in place that explains the purpose of the alert.
- You may change the **Severity** level based on your requirement.
- Make sure that the **Select Report** section contains **Mailbox Size**.
- In the **Threshold' section**, select the radio button against **Size Exceeds**.
- Enter your desired threshold value in the box.
- If you need to be notified via email, click on **E-mail Notification**. If not, in case of an alert being triggered, it will appear on the **Alerts Received** dashboard.
- Click on **Modify**

The alert will be triggered as and when a mailbox exceeds the given threshold size.

5. CONCLUSION

We are sure these exercises have helped you gain a better understanding of Exchange Reporter Plus. By now you would have realized how simple and easy Exchange reporting can be with Exchange Reporter Plus.

If you have come across any use-case(s) which you think would be a worthwhile addition(s) to this workbook, please be kind enough to share with us.

Do not hesitate to write back to support@exchangereporterplus.com or call us on

Direct: +1-408-916-9890

Toll Free:

US: +1 888 720 9500

UK: 0800 028 6590

Aus: +1 800 631 268

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