



Access Rights Management. **Only much Smarter.**



Access Rights Management

8MATE for Exchange Manual

Version 9

© 2018 Protected Networks GmbH

1	8MATE for Exchange	4
2	System requirements	5
2.1	The 8MAN architecture	5
2.2	Exchange requirements	6
2.3	8MAN service account permissions	7
3	Load the license file and check covered features	9
4	Exchange Scans	11
4.1	Prepare Exchange scans	11
4.1.1	Prepare the PowerShell website	12
4.1.2	Set up required permissions	14
4.1.3	Exchange Web Services - Impersonation	15
4.1.3.1	Identify connection problems	16
4.1.4	Test the Exchange PowerShell connection	17
4.2	Configure Exchange scans	18
4.2.1	Add an Exchange scan	19
4.2.2	Customize an Exchange scan configuration	20
4.2.3	Assign resources to a domain	24
4.3	Advanced Exchange scan settings in the configuration files	25
4.3.1	Change the attribute for the creation of mailbox categories	25
4.3.2	Change rule for shortened naming conventions of mailbox categories	26
4.3.3	Prevent the creation of mailbox categories	27
4.3.4	Adjust the throttling factor	28
5	Exchange change configuration	29
5.1	Create an Exchange change configuration	30
5.2	Customize an Exchange change configuration	31
5.3	Delete an Exchange change configuration	33
6	Using the 8MATE for Exchange	34
6.1	Permission Analysis	34
6.1.1	Identify access rights on mailboxes	34
6.1.2	Identify mailbox properties	35
6.1.3	Identify access rights to calendars	36
6.1.4	Identify access rights on mailbox folders	37
6.1.5	Identify access rights on public folders	38
6.1.6	Display distribution group properties	39
6.1.7	Identify members of distribution groups	40
6.1.8	Identify distribution group permissions	42

- 6.1.9 Analyze historical access rights situations 43
- 6.2 Documentation & Reporting 45
 - 6.2.1 Who has access to what? 45
 - 6.2.2 Identify mailbox permissions 46
- 6.3 User Provisioning 48
 - 6.3.1 Create a mailbox (e-mail enable users) 48
 - 6.3.2 Change mailbox permissions 49
 - 6.3.3 Manage out of office notices 51
 - 6.3.4 Manage mailbox and e-mail size 53
 - 6.3.5 Manage e-mail addresses 55
 - 6.3.6 Manage distribution group memberships 57
 - 6.3.7 Manage distribution group permissions 59
 - 6.3.8 Change the moderation of distribution groups 61
 - 6.3.9 Change the manager of distribution groups 63
 - 6.3.10 Create and delete contacts 65
- 7 Contacting 8MAN support 68**
- 8 Disclaimer 69**
- 9 Software license acknowledgments 70**

1 8MATE for Exchange

8MATE for Exchange expands 8MAN to include Exchange resources. This way the analysis and administration of access rights are standardized across various resources and systems. 8MAN shows you an overview, where you can see access rights to folders, email accounts, email folders or calendars on one easy to read screen.

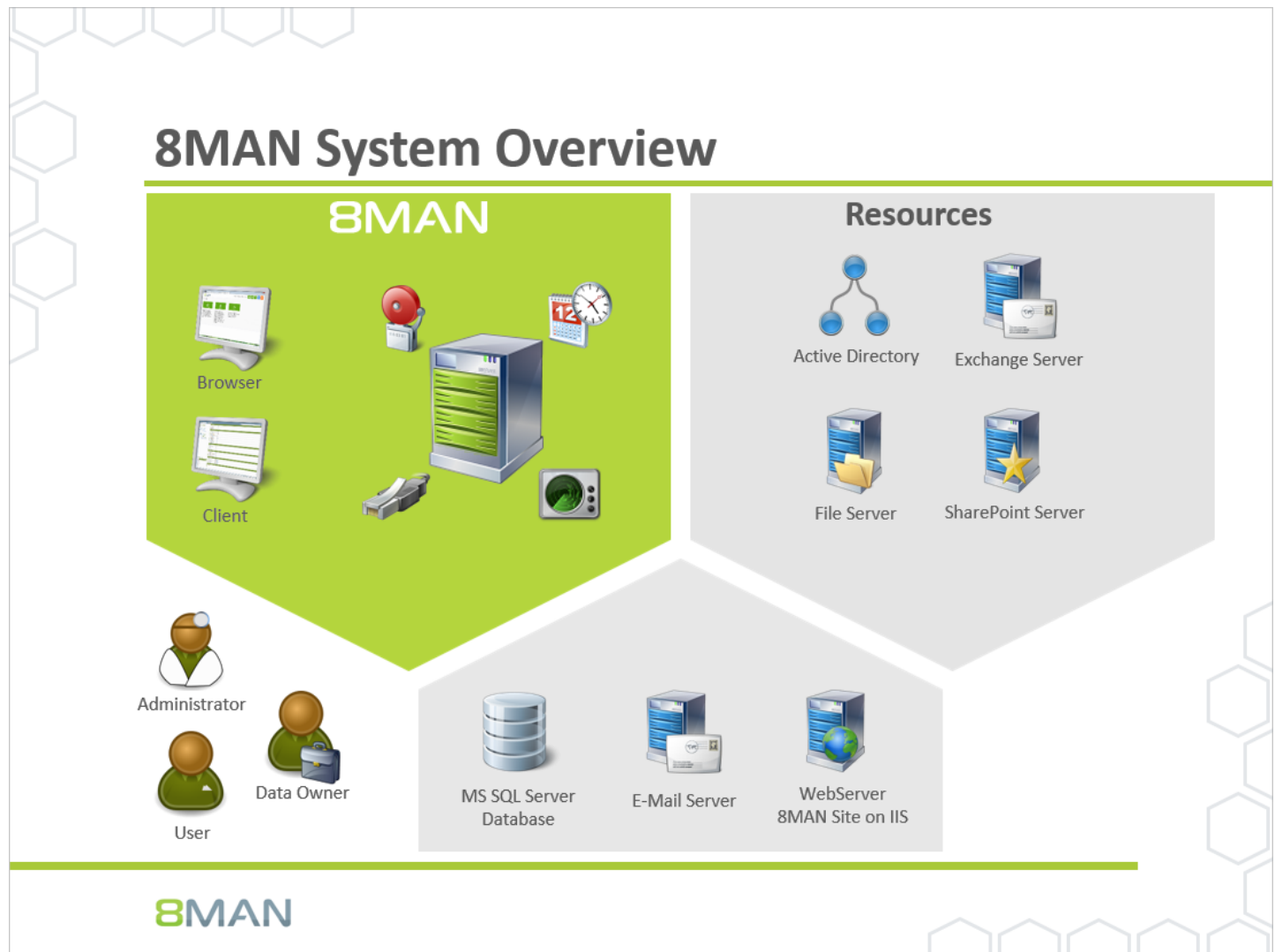
The administration of exchange is closely connected to the onboarding process. The creation of Email Inboxes and the assignment of access rights happens directly in 8MAN. All changes are documented in revision proof reports.

Besides analysis and administration of access rights for Exchange, 8MATE for Exchange contains additional features:

- Generation of out-of-office messages without having access to the Emailaccount
- Listing of substitutes and deputies for Inboxes and "send as" access rights
- Administration of Account size and storage
- Management of mailing lists incl. members, managers and moderators
- Management of contacts
- Management of Mailboxes
- Making changes to Email addresses

2 System requirements

2.1 The 8MAN architecture



The 8MAN Suite is comprised of three components:

- 8MAN server to process new data and requests from the 8MAN GUI
- Collectors to connect your resource and data systems
- 8MAN graphical user interface (application and configuration module, web interface)

The 8MAN component architecture allows you to run installations across a variety of remote resources in an extremely efficient manner. All individual components are connected with each other via network interfaces. You can even run several components on the same computer.

2.2 Exchange requirements

Das 8MATE for Exchange supports the following Exchange versions:

- Exchange Server 2010, 2013, 2016
- Exchange Online

Exchange 2016 Cumulative Update 2 is needed to modify out of office notices.

If you are using a hybrid variation, please contact [support](#).

2.3 8MAN service account permissions

We recommend using service accounts (dedicated user accounts for 8MAN). This ensures that:

- the access rights of the service accounts are used by 8MAN, for example Active Directory read only without change rights
- it is easy to identify whether an action was performed by 8MAN or by a domain admin
- if the domain admin changes his password, the 8MAN configuration is not affected
- Avoid restrictions through activity limits (for example, Exchange Online allows only three parallel requests).

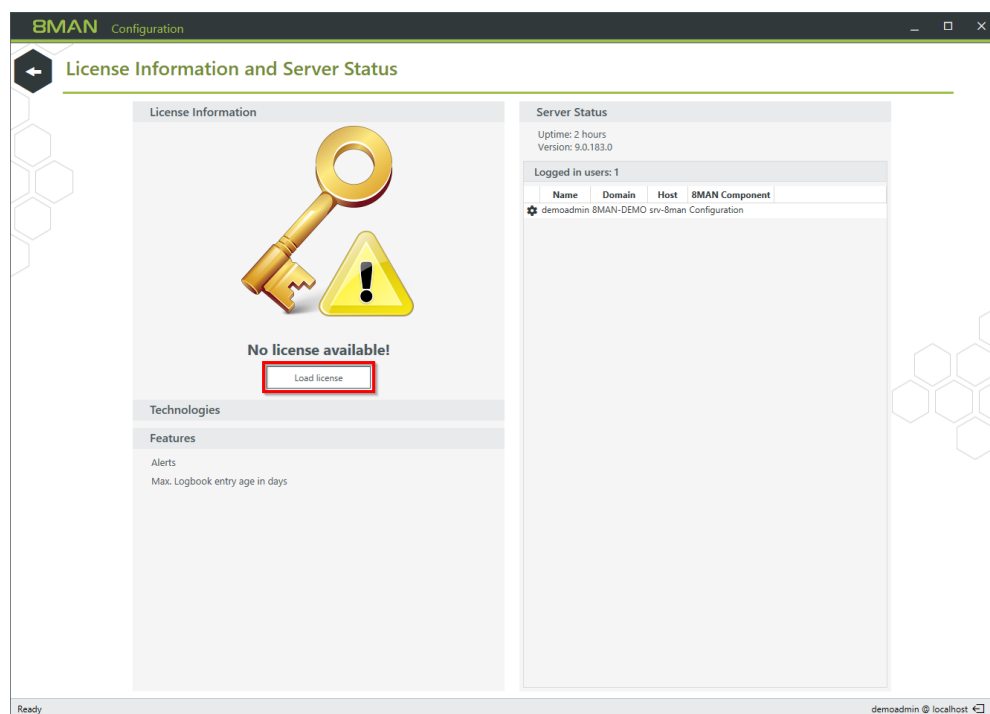
This approach allows for more detailed concepts by using several service accounts. In general, the more service accounts, the better you can fine tune and keep track of access rights. Please note that more detailed concepts generally also require more administrative efforts. The most basic concept only required one service account whom all required access rights are assigned to.

For 8MAN service accounts, please be sure to activate the option "Password never expires".

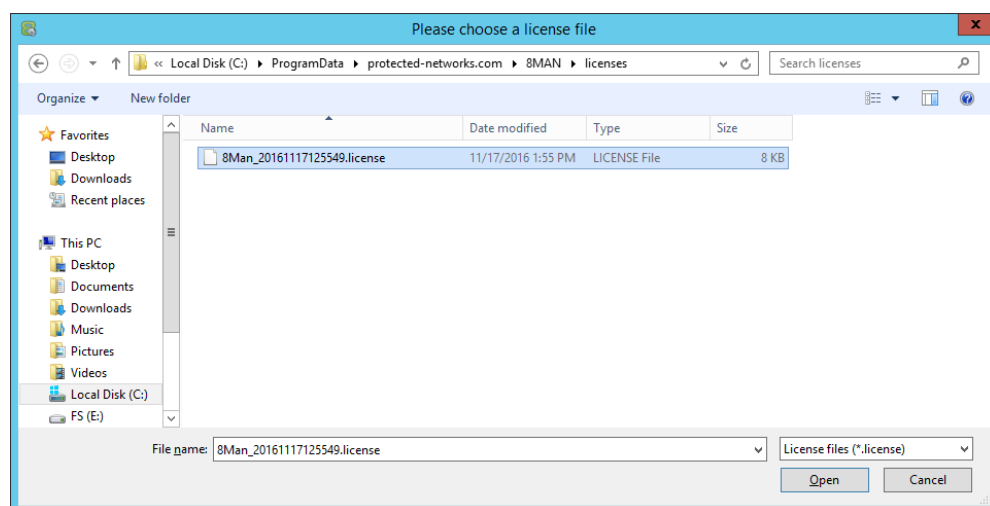
Feature	required access rights
8MAN server	<p>The service account requires local administrator rights on the 8MAN server.</p> <p>If the service account is a member of the domain Admin group, then this requirement is automatically fulfilled. If a server computer becomes a member of the domain (domain join) then the group Domain Admins will become a member of the local administrator group.</p>
SQL Server	<p>The 8MAN setup requires the role "dbcreator" on the SQL server. If you create a data base before, then 8MAN requires the role "dbowner". You can work with either Windows or SQL-server authorization.</p>
Active Directory (AD)-Scan	<p>Every user account requires at least read-only rights in order to be able to generate an AD scan.</p> <p>If you utilize delegation in your organization, then you must add the service account to a group that can read the required OUs.</p>
AD Modify (8MAN Enterprise)	<p>If you work with delegation in your company, you must assign the service account to a group that is allowed to change the relevant OUs.</p> <p>Without delegation: The service account becomes a member of the Domain admin group.</p>
File Server (FS)-Scan	<p>The user account requires access rights in order to be able to read NTFS permissions as well as traverse folder so that it can access the required folders. The service account can become a member of the domain admin group. If the domain admin account does not have access to all folders (for example user folders) then add the service account to the backup operators on the file server.</p>

Feature	required access rights
AD Logga	The service account must be a member of the group "event log reader". Members of the domain admin group also have the required access rights to be able to read event protocols.
FS Logga	No service account is required for the FS-Logga functionality. The "NT Authority system" must have access to the monitored directories. You can find more information regarding required settings in the FS Logga handbook.
8MATE Exchange	<p>To read exchange access rights please add the service account to the group "View-Only Organization Management".</p> <p>To be able to change access rights on the Exchange server please add the service account to the group "Organization Management" (read only rights are included).</p> <p>The service account requires admin rights on the collector server.</p> <p>Further access settings (impersonation, own mailbox) may be required and are contained in the section "Exchange Scans".</p>
8MATE SharePoint	<p>The service account must be a member of the group "local administrator" of the SharePoint server.</p> <p>The service account must be a member of the SharePoint farm administrator group.</p> <p>The service account requires the special access right "SharePoint_Shell_Access" and must be a member of the local group "WSS_Admin_WPG".</p> <p>The service account requires "full access" to run the web interface.</p> <p>Further access settings are required (Authorization of the SharePoint data base, which is further described in the SharePoint handbook).</p>
8MATE SharePoint (site collection)	The required permissions are described in chapter Accounts for a SharePoint scan via Remote Connector.
8MATE Exchange Logga	The logon account must be a member of the Organization Management and Records Management roles on the selected Exchange Server.

3 Load the license file and check covered features



Click on "Load license".



Select the path where your license key is stored.

8MAN license files have the file extension ".license".

After clicking on open, the license key will be copied to

%ProgramData%protected-networks.com\8MAN\licenses

All licensed features are activated immediately.

8MAN Configuration

License Information and Server Status

CustomerProtected Networks GmbH

Licensed:Yes

Licensed sinceWednesday, September 20, 2017 11:58 AM

Load license

Technologies

Domains

*8man-demo.local,*protected-networks.local,8man-demo.local,musterfirma.local,octo.local,protected-networks.local

User count

unlimited

File server count

unlimited

Active Directory Logga count

8

File server Logga count

8

Exchange Logga count

8

SharePoint (Web Applications)

8

Exchange Forests

8

More Technologies

8MAN EasyConnect CSV

8MAN EasyConnect SQL

8MATE SharePoint

8MATE SharePoint Online

Features

GrantMA

Yes

Programming Interface

Yes (read and modify)

Alerts

Yes

Analyze and Act

Yes

More Features

8MAN Clean! (9/21/2018 9:58:51 AM)

Server Status

Uptime: 2 hours

Version: 9.0.183.0

Logged in users: 1

Name	Domain	Host	8MAN Component
demoadmin	8MAN-DEMO	srv-8man Configuration	

Documentation

Easy Connect - SQL

[How to documentation](#)

[Example SQL command files](#)

Easy Connect - CSV

[How to documentation](#)

[Example CSV files](#)

Microsoft Dynamics NAV

[description smart-it4.com](#)

[pdf files](#)

Readydemoadmin @ localhost

If the license file has been successfully loaded you will see detailed information on licensed features.

4 Exchange Scans

8MATE for Exchange allows you to integrate Exchange into the 8MAN Access Rights Management system as a resource.

8MATE for Exchange requires the appropriate license. You can find more information on how to verify your license status and load a new license in the following chapter: "[Loading the Product License](#)"

All system requirements must be adhered to. Please reference the following chapter: "[Exchange Requirements](#)".

An overview of the required permissions can be found in the following chapter: "[Service Account Permissions](#)". There are some more settings required as described on the following pages.

4.1 Prepare Exchange scans

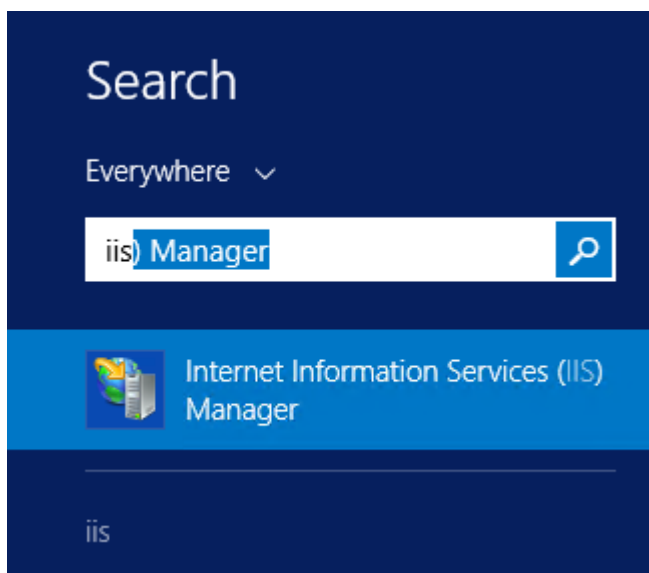
8MATE reads information from the Exchange server via a remote PowerShell connection.

An Exchange scan can be performed by any collector. The connection is established using a client access server or a DAG (database availability group).

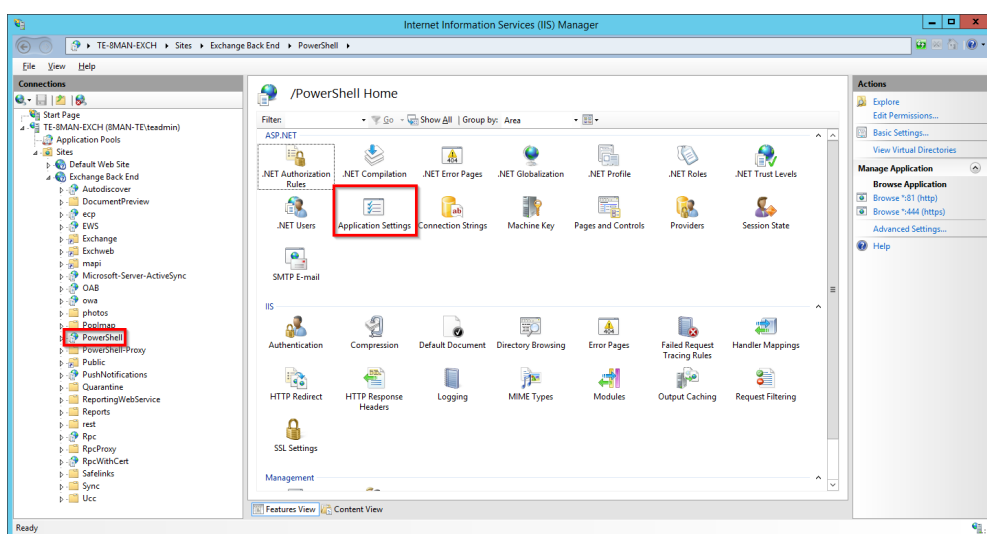
4.1.1 Prepare the PowerShell website

The steps described in this chapter are not required for Exchange Online.

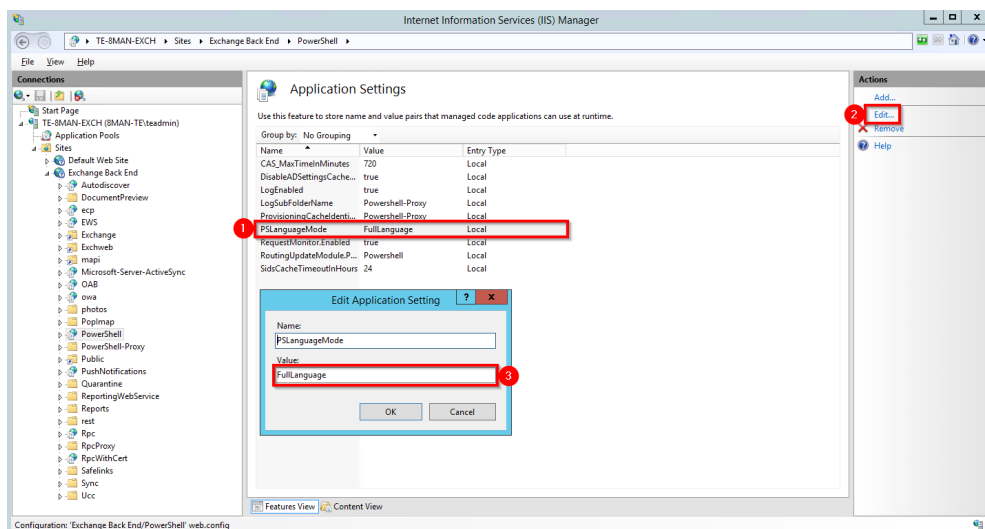
The Exchange Client Access Server (CAS) hosts a site within the IIS, that allows users to access the Exchange Server. It is called „Default Web Site" (2010) or „Exchange Back End" (2013 and higher) and includes the sub-site "PowerShell". This must be configured to allow 8MATE Exchange access.



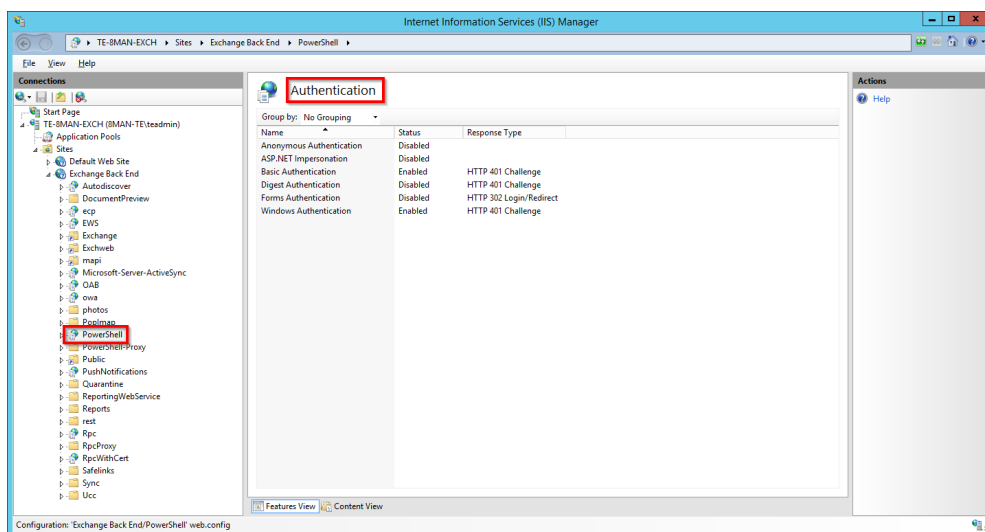
Start the IIS Manager on the CAS.



Navigate to "Powershell". In Exchange 2010 this can be found under "Default Web Site". In Exchange 2013 it is found under „Exchange Back End". Double-click "Application Settings".



1. Select "PS LanguageMode"
2. Click "Edit"
3. Enter the value "FullLanguage".



Activate the desired authentication method. You must later select the same authentication method in the [Exchange scan configuration](#) that you activate here.

More useful information on authentication can be found at [Microsoft](#).

Alternatively you can activate the authentication with PowerShell.

For example: Activate Windows-authentication (Kerberos)

`Get-PowerShellVirtualDirectory | Set-PowerShellVirtualDirectory -WindowsAuthentication $true`



You must restart the IIS in order to apply any changes.

For example in the command line or PowerShell:

`iisreset`

4.1.2 Set up required permissions

The service account that is used to scan Exchange requires the following access rights:

1. Membership in the Exchange security group "View-Only Organization Management"
2. Read permissions in Active Directory (During the scan distinguished names are resolved and access rights are partially read from the mailbox user)
3. Impersonation rights to recall deputy rules, mailbox folders. Please see the following chapter: "[Exchange Web Service – Impersonation](#)"
4. Its own mailbox to scan public folders

The service account that you want to use to modify Exchange requires additional different rights:

Membership in the Exchange security group "Organization Management"

Please note that deny rights applied to mailbox content may hinder successful scans.

For Exchange Online, create a user (with an email address) that is "Global Administrator" on the server and does not need to be licensed. Add the user to the group "View-Only Organization Management" for read only access, "Organization Management" for modify access.

4.1.3 Exchange Web Services - Impersonation

PowerShell allows you to recall administrative information, such as the structure and permissions of objects, from Exchange, via mailboxes and public folders. The Exchange Web Service allows you to access their content.

Substitution rules can currently only be recalled from the Exchange Web Service.



Before you decide to recall and view mailbox folders, you should ensure that this adheres to your company data security policy. You may be able to view sensitive information by only viewing folder structures.

Access to the Exchange Web Service always happen in context with the mailbox user. This requires that the scan account (service account) has the right to impersonate.

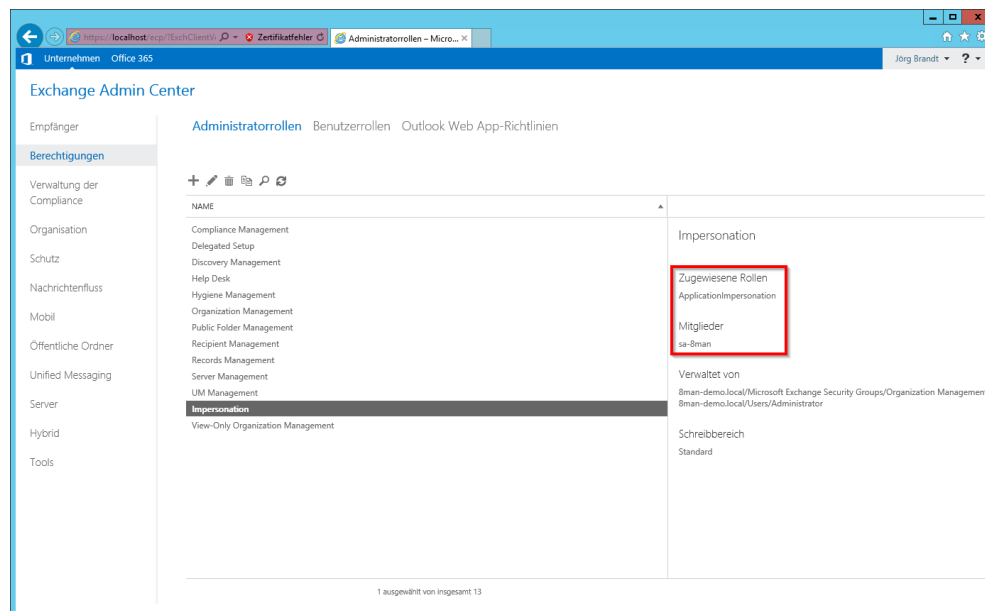
Please note that impersonation only works on *active* Active Directory accounts.

Examples for the configuration of impersonations via Power Shell can be found here:

Exchange 2010 (en): [https://msdn.microsoft.com/en-us/library/office/bb204095\(v=exchg.140\).aspx](https://msdn.microsoft.com/en-us/library/office/bb204095(v=exchg.140).aspx)

Exchange 2013, online und Office 365 (de): [https://msdn.microsoft.com/de-de/library/office/dn722376\(v=exchg.150\).aspx](https://msdn.microsoft.com/de-de/library/office/dn722376(v=exchg.150).aspx)

Alternatively to the process described by Microsoft you can use the GUI of the Exchange Admin Center:



You can define a new Administrator role (Group) in the Exchange Admin Center. Assign "ApplicationImpersonation" to the new role.

Alternatively, you can also assign "ApplicationImpersonation" to the built-in role "Discovery Management".

Add the service account as a member of the appropriate role.

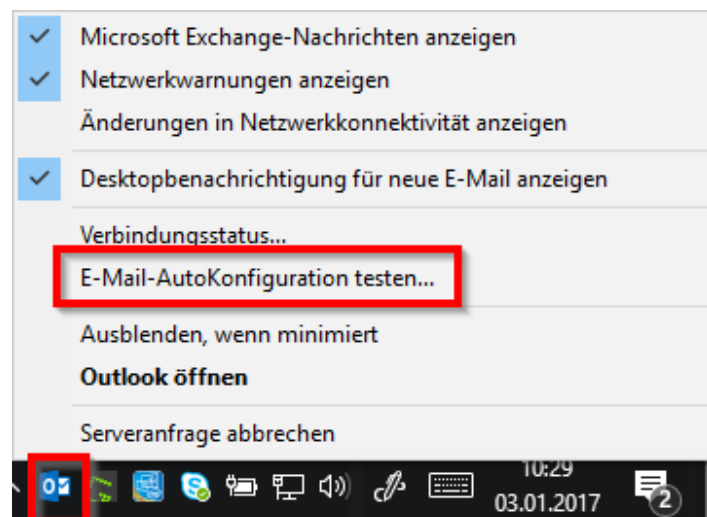
Summary: The scan account must be assigned a management role, including the explicit impersonation right.

4.1.3.1 Identify connection problems

The following solutions can help with connection problems:

1. A firewall prevents the Autodiscovery function from being used
Check for discarded packets in the firewall.

2. The responsible CAS is not available
Test the email autoconfiguration with Outlook.



Start Outlook.

Hold down the CTRL key and right-click the Outlook icon in the Systray area.

Select "Test E-Mail AutoConfiguration ..." from the context menu.

4.1.4 Test the Exchange PowerShell connection

Please use the following process to test the connection to PowerShell:

1. Start a power shell console with the credentials that are also used for the remote session. (STRG+SHIFT+right-click on the PowerShell-Icon -> "Run as different user")

2. Create a credential object.

```
$cred = get-credential
```

3. Create a SessionOption Objekt (Turn off all checks for the test).

```
$so = New-PSSessionOption -SkipCACheck -SkipCNCheck -SkipRevocationCheck
```

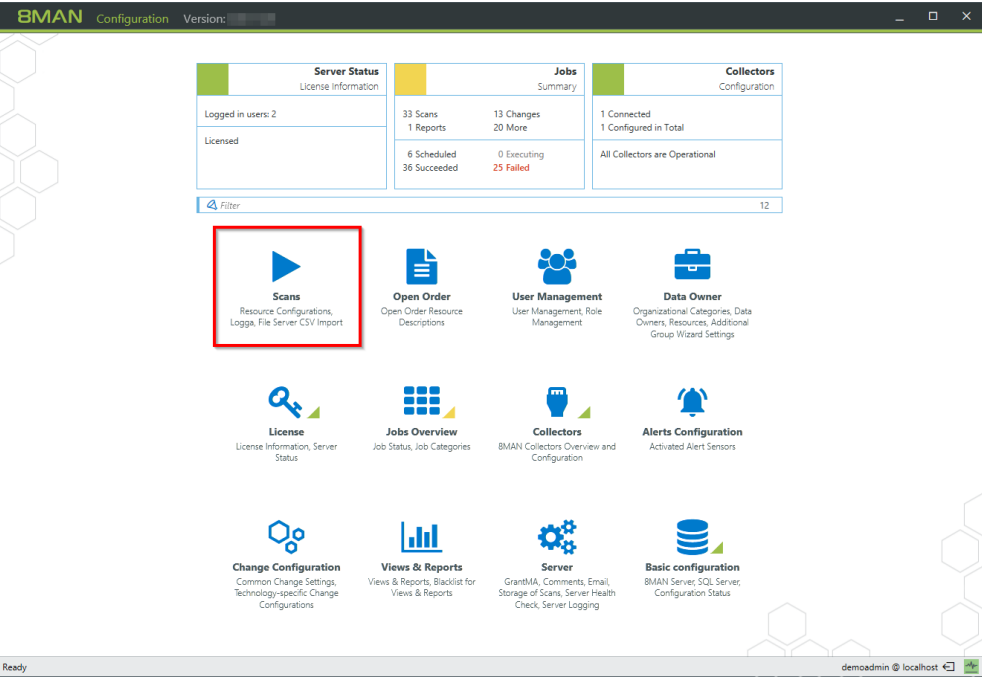
3. Create a session. Adjust the URI, Authentication (authentication mechanism) and encryption http(s).

```
$session = New-PSSession -configurationname Microsoft.Exchange -connectionURI https://srv-ex01/PowerShell/ -Credential $cred -SessionOption $so -Authentication Default
```

4. Starting the session. You can execute cmdlets (which ones, depends on their rights).

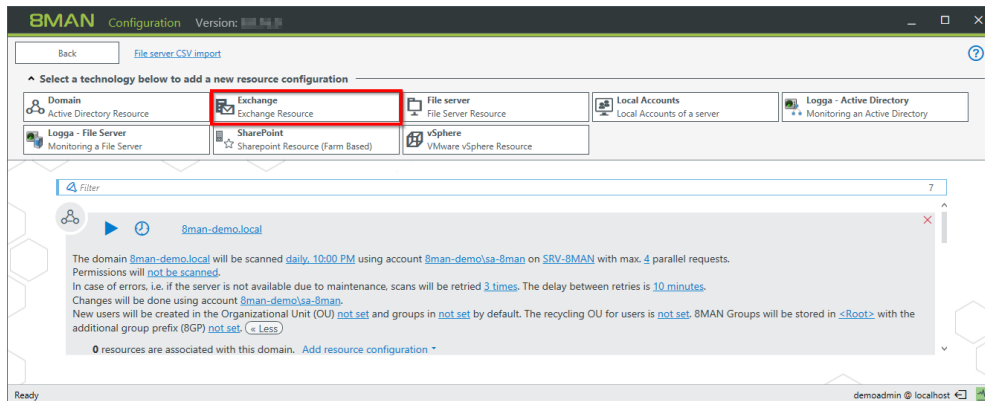
```
Enter-PSSession $session
```

4.2 Configure Exchange scans

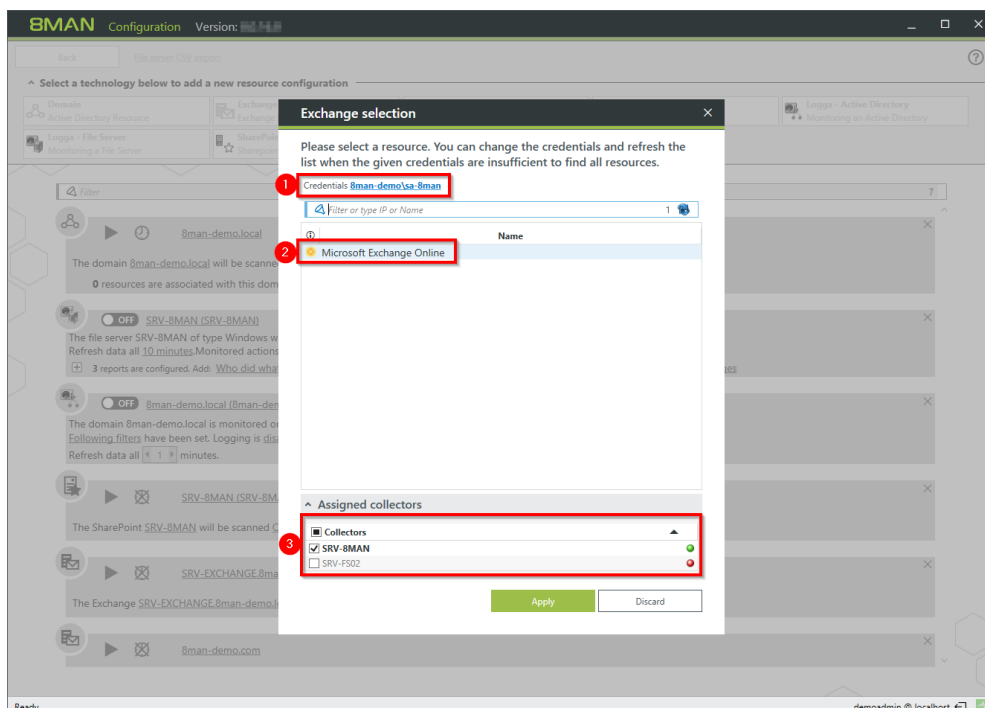


Select "scans" from the home page of the configuration module.

4.2.1 Add an Exchange scan



Select "Exchange".



1. Enter the account information for the account that should be used to execute the Exchange scan. The credentials from the basic configuration will be suggested automatically.
2. Select the Exchange Server. All DAGs* or servers that are contained in the current Active Directory site will be listed. Enter the desired server into the search field (this is possible even when it is not listed).
3. Assign a collector.

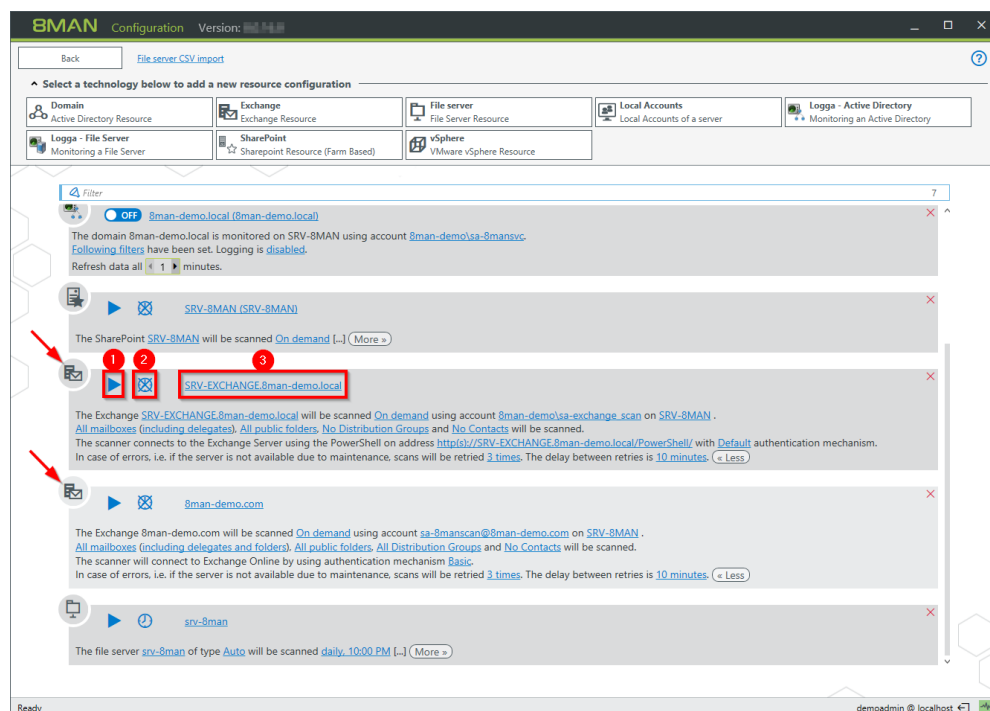
Special considerations for Exchange Online:

1. The credentials displayed here are not relevant for Exchange Online. They must be adjusted later in the [Scan configuration](#).
2. Exchange Online is always shown.
3. For Exchange Online the collector requires internet access.

* 8MAN can connect to DAG servers (Database Availability Groups) and execute scans on them. You are able to select the DAG server directly in the scan configuration. Please note that you have to adjust the settings described in the chapter "[Preparing the PowerShell Website](#)" on every involved DAG Exchange server. The decision, which server the collector establishes a connection with is made by the DAG during the initial connection build up. This means that successive scans may take place on different servers.

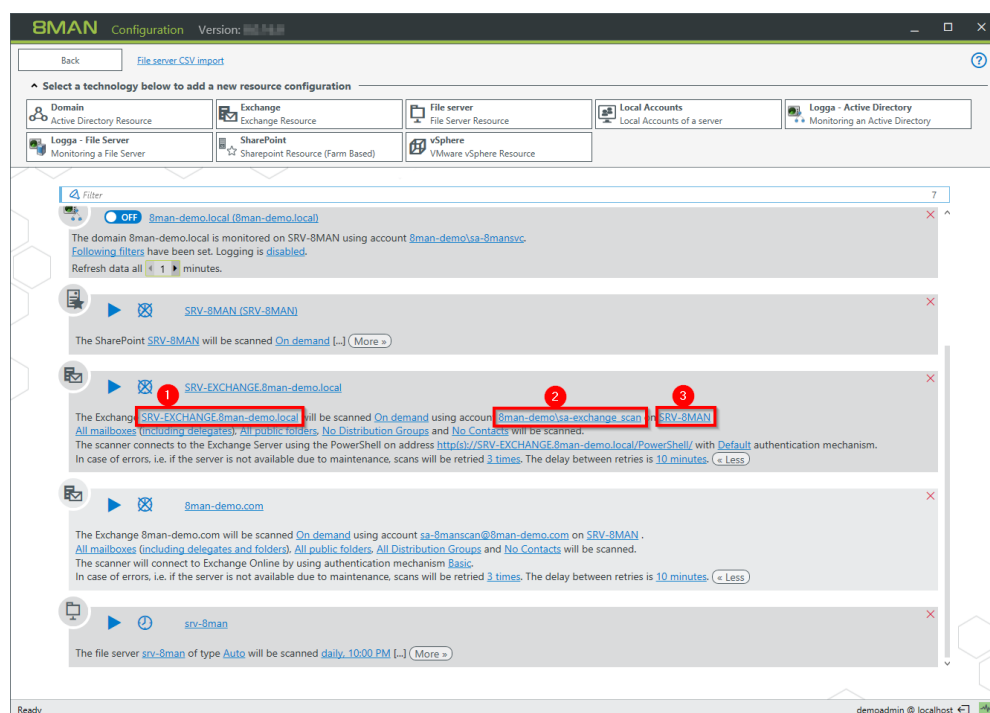
Since IP less DAGs (from Exchange 2016 Default Setting, optional in Exchange 2013) do not have an Administrative Access Point (AAP), the Exchange server cannot be managed via this DAG. In this case, specify an Exchange server directly or use the load balancing namespace.

4.2.2 Customize an Exchange scan configuration

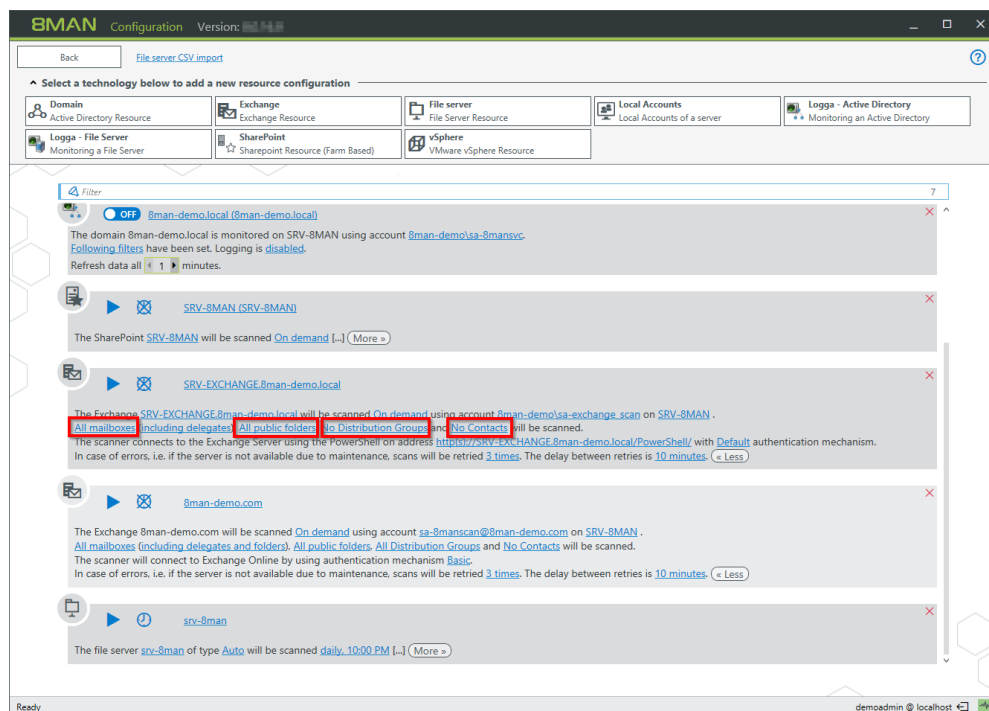


1. You can start an Exchange Scan in the configuration menu. The typical scan speed is around 10 elements per second. You can interrupt a running scan.
2. Schedule regular scans.
3. Change the name of the configuration.

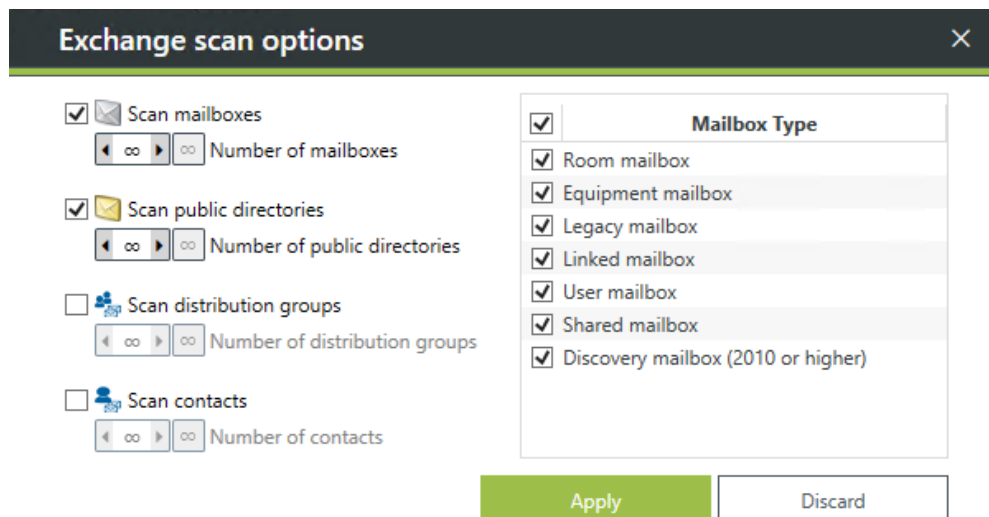
Arrows: The symbol allows you to quickly identify an Exchange scan configuration.



1. Change the Exchange Server that you want to scan.
2. Change the credentials that are used to execute the scan.
3. Switch the collector server. Please note that the collector server requires internet access when using Exchange Online.



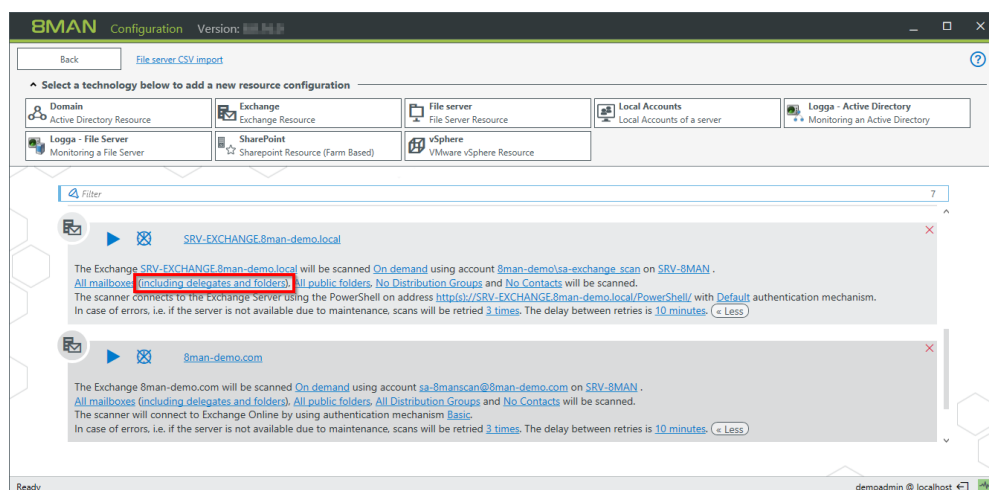
Define the range of the scan
The links lead to the following dialog...



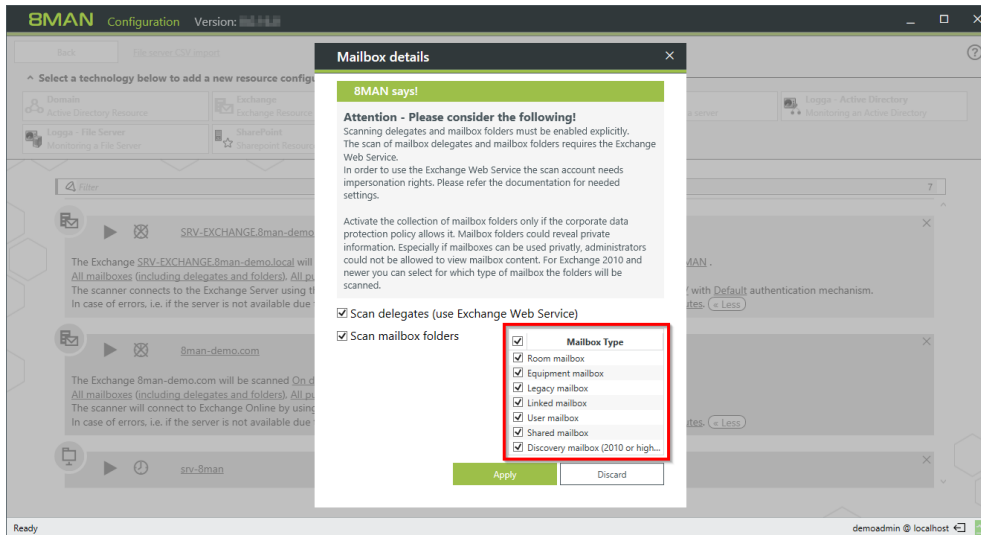
If you select only a subset of folders for readable public folders, then no statistical data will be available.

Administrative permissions to public folders are not available (since Exchange 2013).

A filter is applied to the mailbox property "RecipientTypeDetails", to select the mailbox type.

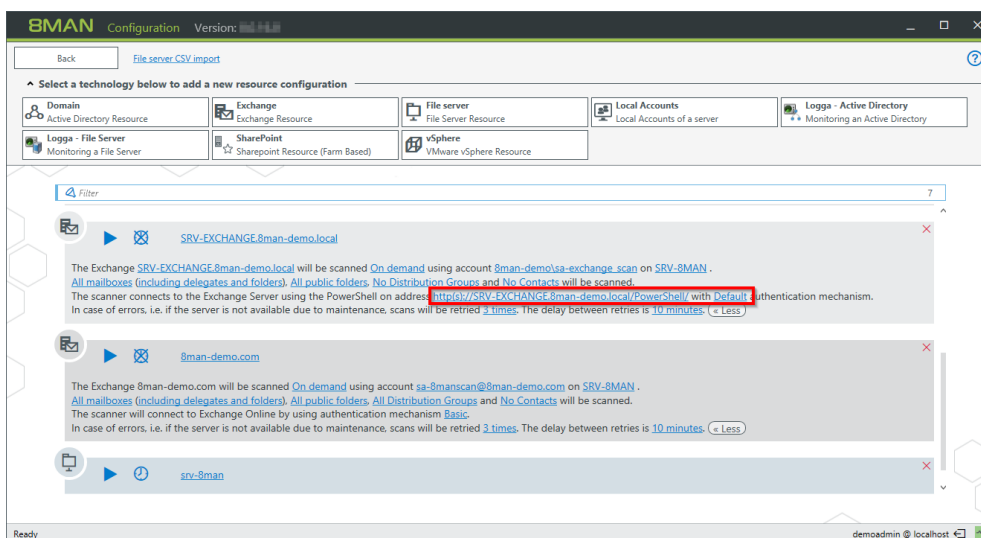


You can determine if substitution rules and mailbox folders are read.
Please note that "Exchange Web Services - Impersonation" is used.

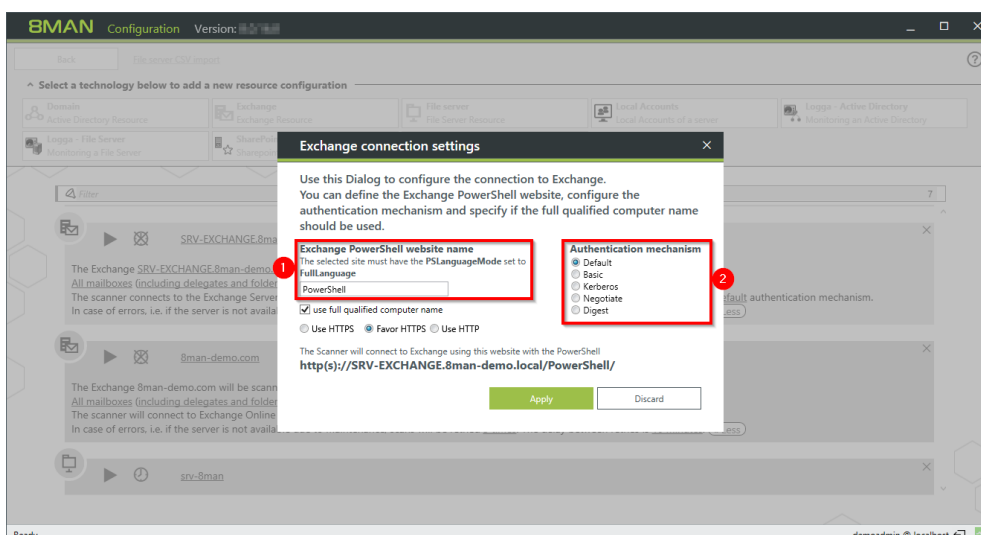


Determine the range in which mailbox details are read with Exchange Web Service (EWS).

The selection of mailbox type is independent for scans with PowerShell and EWS. This means that you can determine which mailbox types are scanned and for which mailbox types the mailbox folders are scanned.

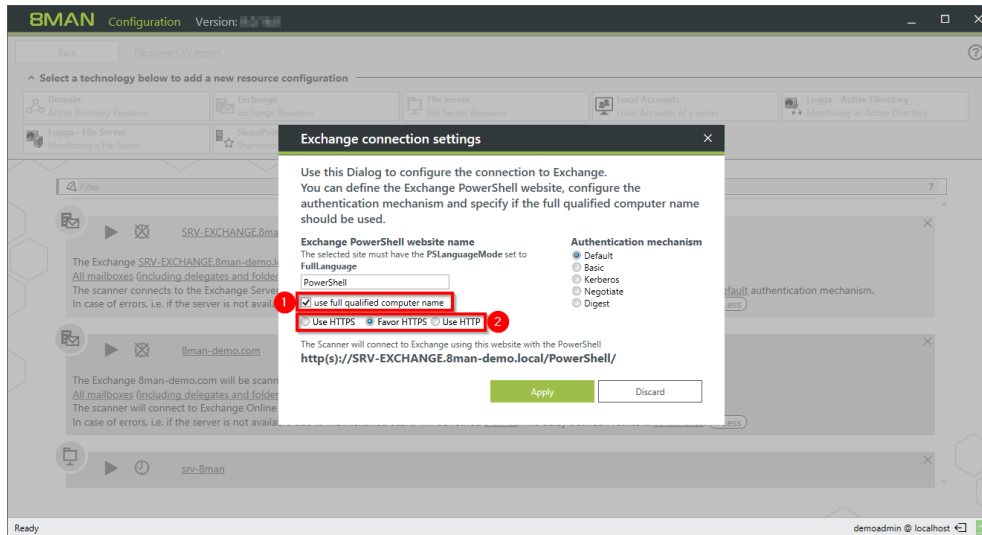


Click one of the links to configure the connections settings for the Exchange scan.



The following settings must match those of the IIS-website. These are described in the chapter "Preparation of the PowerShell website".

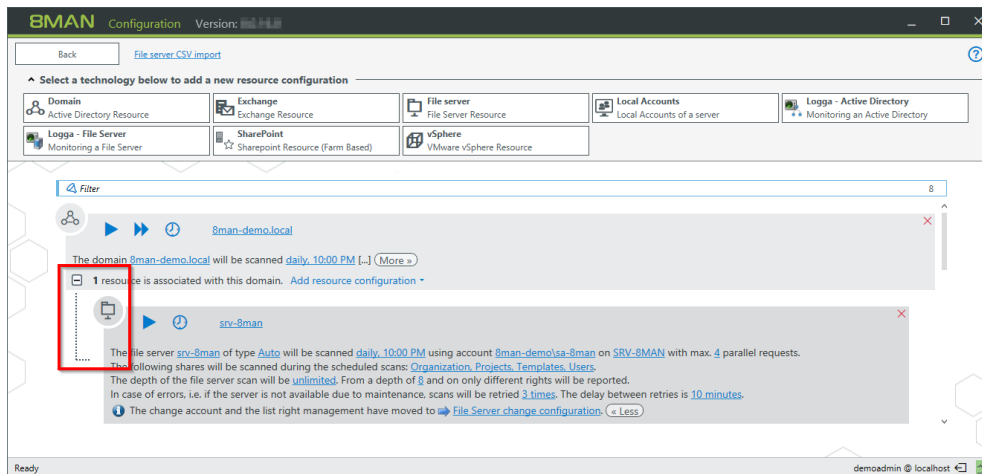
1. Enter the name of the Exchange PowerShell website. In standard settings this is "PowerShell".
2. Select an authentication mechanism. For Exchange Online select "Basic".



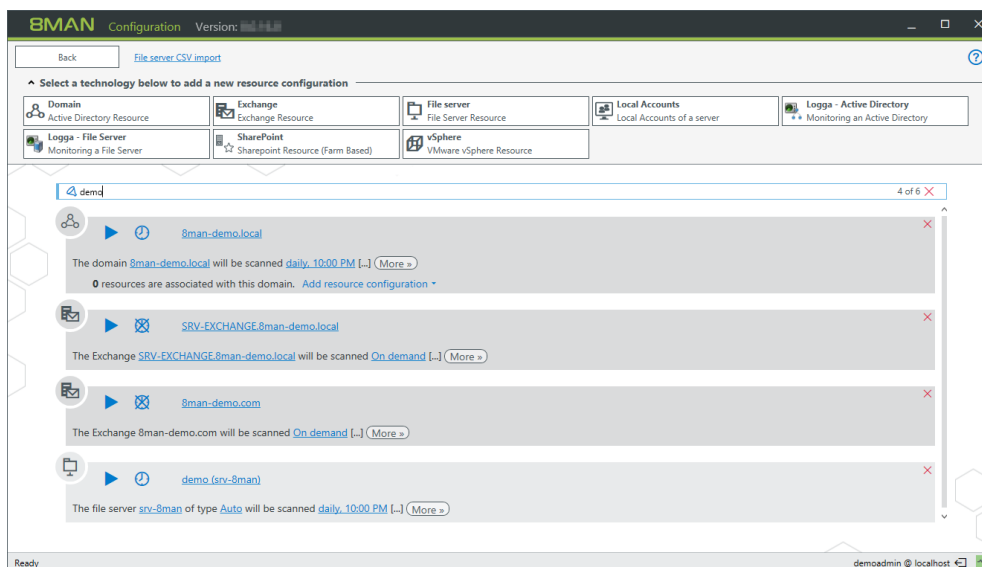
1. In some cases the client access server is not reachable via the fully qualified computer name. In this scenario, deactivate this option. Please note the preview.
2. Select if an encrypted connection should be used. This setting must match those of the PowerShell website.

4.2.3 Assign resources to a domain

You can assign a file server, Exchange or SharePoint scan to a domain. Use drag & drop in order to make this assignment, or to remove it.



8MAN will only show any added resources in the 8MAN GUI, if the appropriate domain has been selected.



Resources that have not been assigned are always shown by 8MAN GUI, regardless of which domain is selected by the user.

4.3 Advanced Exchange scan settings in the configuration files

Some settings can not be made in the graphical configuration interface. Advanced settings must be adjusted in the configuration files.

The settings are only effective after a new scan.

4.3.1 Change the attribute for the creation of mailbox categories

By default 8MAN sorts mailboxes into categories, upwards of 1000 mailboxes, according to the Active Directory property "sn".

The selected property can be changed to any desired text attribute from Active Directory, via the configuration file.

Configuration file:

pnJob.config.xml

Computer:

Collector server which is configured for the Exchange Scan.

Path:

%ProgramData%\protected-networks.com\8MAN\cfg

If the file is not available, copy the "template" from the following path, delete the content and enter the code.

%ProgramFiles%\protected-networks.com\8MAN\etc

Code:

```
<?xml version="1.0" encoding="utf-8"?>
```

```
<config>
```

```
  <collector.scanner.exchange.sortingProperty  
    type="System.String">sn</collector.scanner.exchange.sortingProperty>
```

```
</config>
```

Possible Values:

Replace "sn" with any desired text attribute.

4.3.2 Change rule for shortened naming conventions of mailbox categories

By default the category descriptions are generated from the first 10 characters of the first and last mailbox. You can change the length of utilized descriptions.

Configuration file:

pnServer.config.xml

Computer:

8MAN-Server

Path:

%ProgramData%\protected-networks.com\8MAN\cfg

Code:

in the section <config>

```
<exchange.CategoryLength type="System.Int32">10</exchange.CategoryLength>
```

Possible values:

1 to 500

4.3.3 Prevent the creation of mailbox categories

By default 8MAN sorts mailboxes into categories, upwards of 1000 mailboxes. You can turn off the creation of categories.

Configuration file:

pnServer.config.xml

Computer:

8MAN-Server

Path:

%ProgramData%\protected-networks.com\8MAN\cfg

Code:

in the section <config>

```
<exchange.makeMailBoxCategories type="System.Boolean">false</exchange.makeMailBoxCategories>
```

Possible values:

false no categories (flat list of mailboxes in the resource view) eine Kategorien (flache Liste von Postfächern in der Ressourcen-Ansicht)

true Utilize categories

4.3.4 Adjust the throttling factor

The Exchange Web-Service is used for the recalling of delegations. The scan orients itself based on the throttling settings of the Exchange server for the scan account (service account).

The scan can be accelerated with an optimal throttling setting. Please also see: [http://technet.microsoft.com/en-us/library/dd298094\(v=exchg.150\).aspx](http://technet.microsoft.com/en-us/library/dd298094(v=exchg.150).aspx).

The setting „EWSMaxConcurrency" is important. It affects the number of parallel requests used by the scan to recall delegation rules.

By default 8MAN uses the maximum number of possible parallel requests allowed by the throttling policy. If the throttling policy allows for an unlimited number of parallel requests, then the number of processors is multiplied by 8. You are able to change this value.

Configuration file:

pnJob.config.xml

Computer:

Kollektor-Server, der für den Exchange-Scan konfiguriert ist.

Path:

%ProgramData%\protected-networks.com\8MAN\cfg

Code:

in the section <config>

```
<?xml version="1.0" encoding="utf-8"?>
```

```
<config>
```

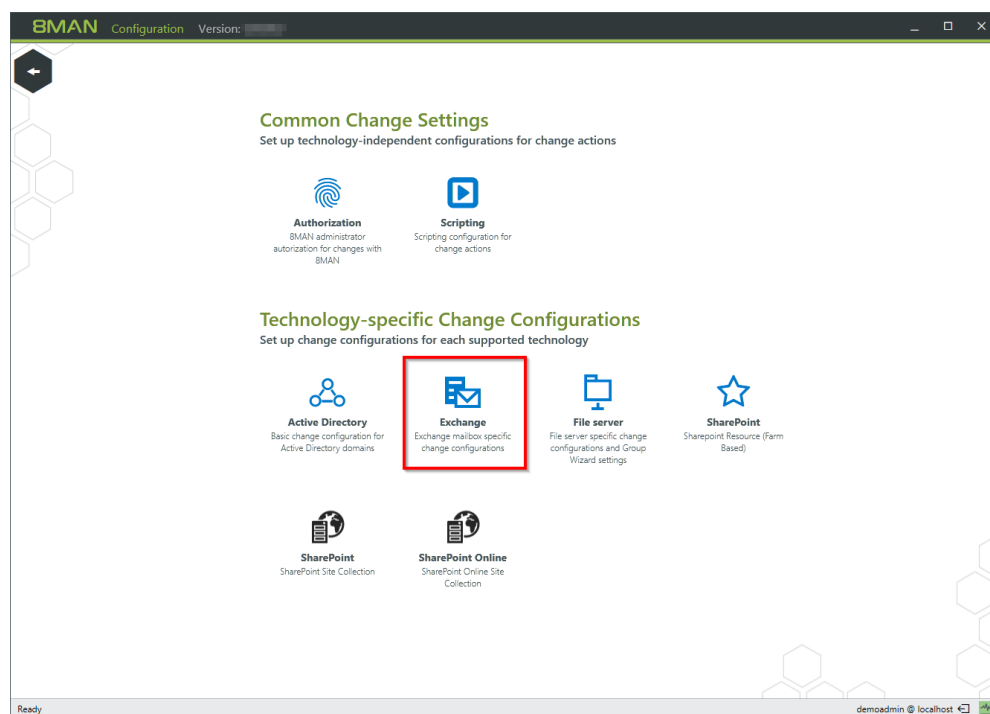
```
  <collector.scanner.exchange.processormultiplierForUnlimitedThrottling
    type="System.Int32">8</collector.scanner.exchange.processormultiplierForUnlimitedThrottling>
```

```
</config>
```

Possible values:

Replace the value "8" with your desired number. The entered number will be multiplied with the number of processors and its product indicates the number of parallel requests to the Exchange Web Service.

5 Exchange change configuration

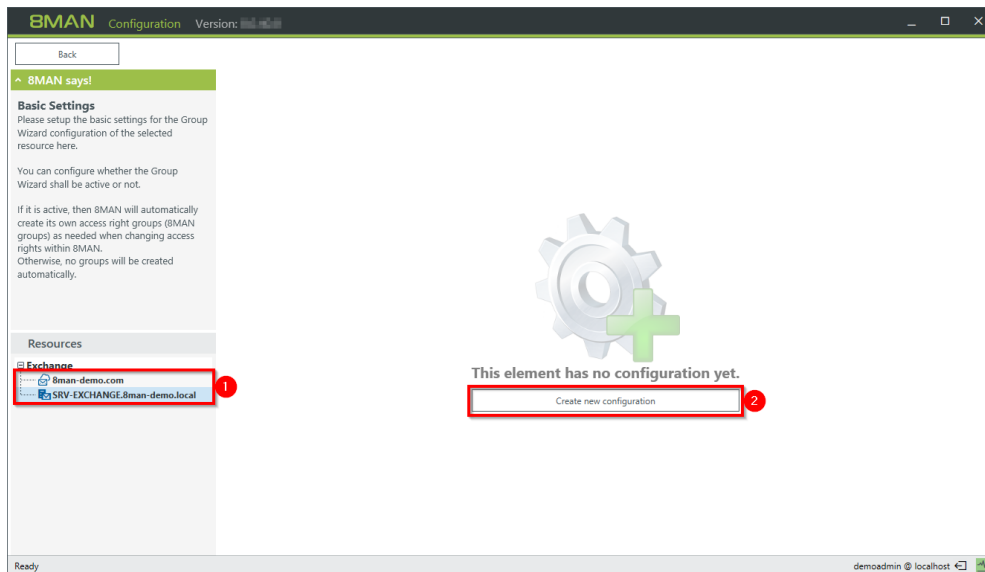


Select "Change configuration" from the 8MAN configuration home menu.

Click "Exchange".

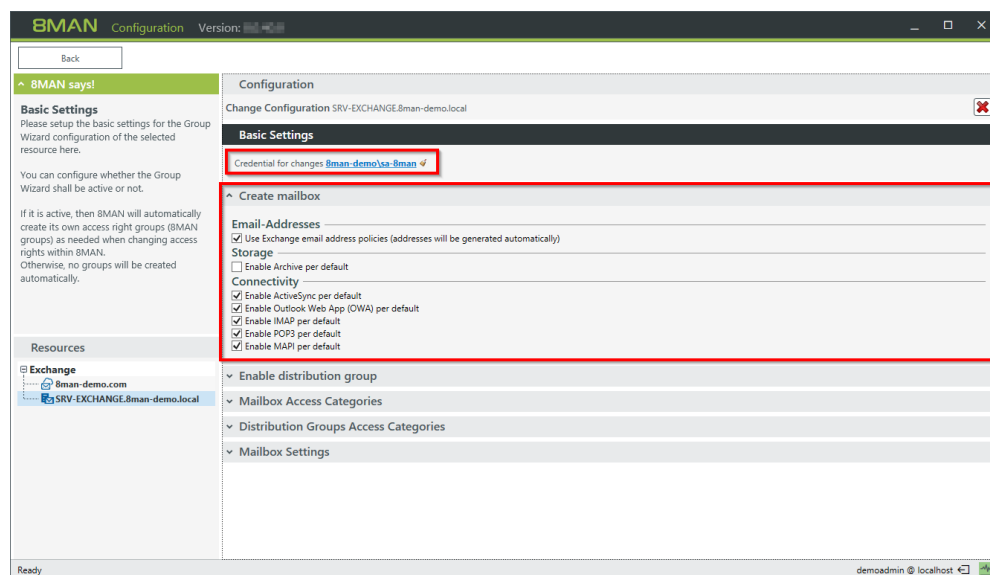
5.1 Create an Exchange change configuration

After creating an [Exchange Scan](#), the Exchange resource does not have a valid change configuration. You must have executed an Exchange scan in order to create a change configuration.



1. Select an (already scanned) Exchange server.
2. Click "Create new configuration".

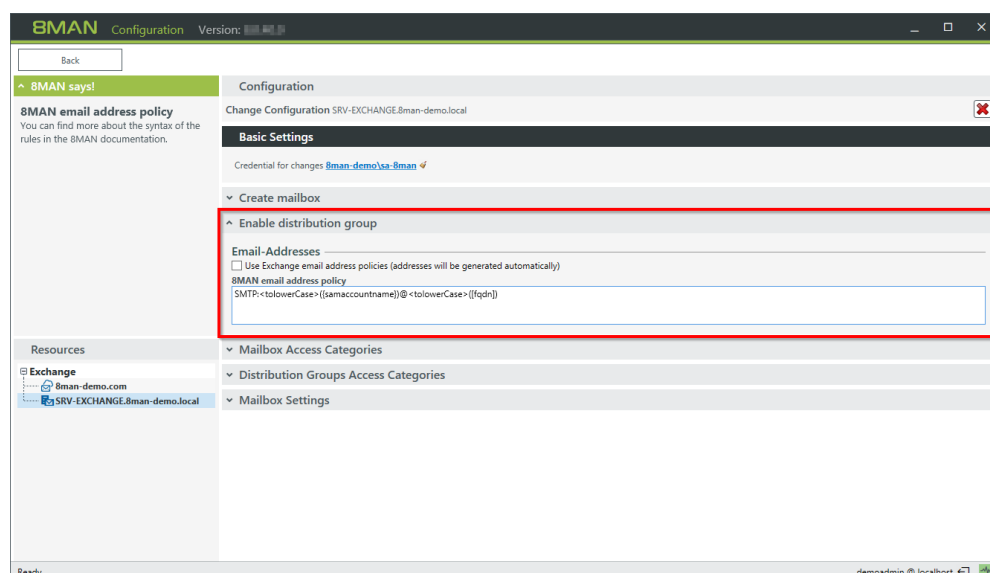
5.2 Customize an Exchange change configuration



1. Enter the desired credentials to make changes to Exchange. Please note additional information in the following sections: [Service accounts](#) and [required permissions](#). If you don't enter any credentials, users will be requested to enter this information for every change or session.

2. Designate the settings for the creation of a mailbox.

Creating mailboxes for Exchange Online is not supported.



Determine how email addresses for mailing lists are built.

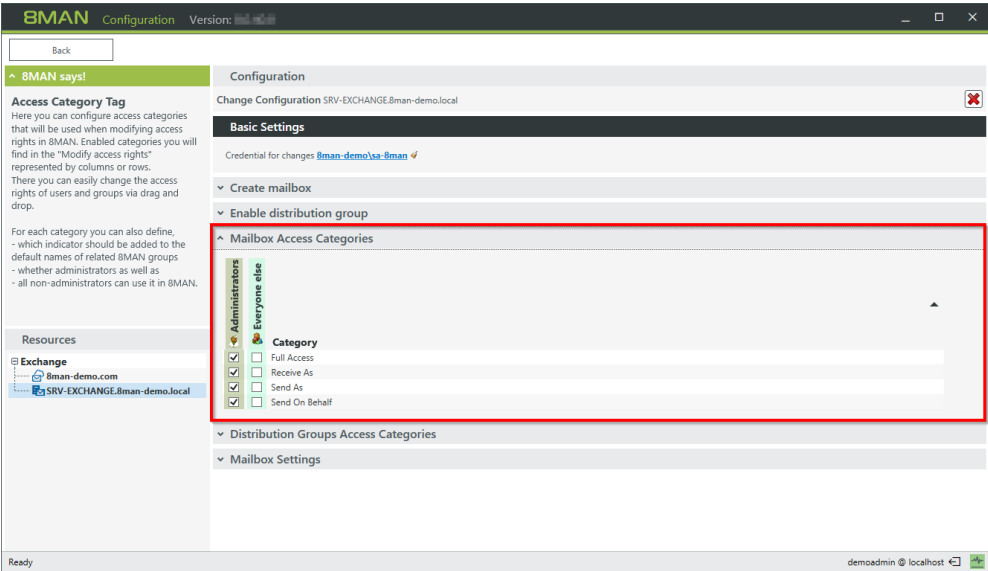
Option activated:

E-Mail-Addresses are automatically built based on Exchange guidelines. When activating emails for mailing lists the email address can not be changed.

Option deactivated:

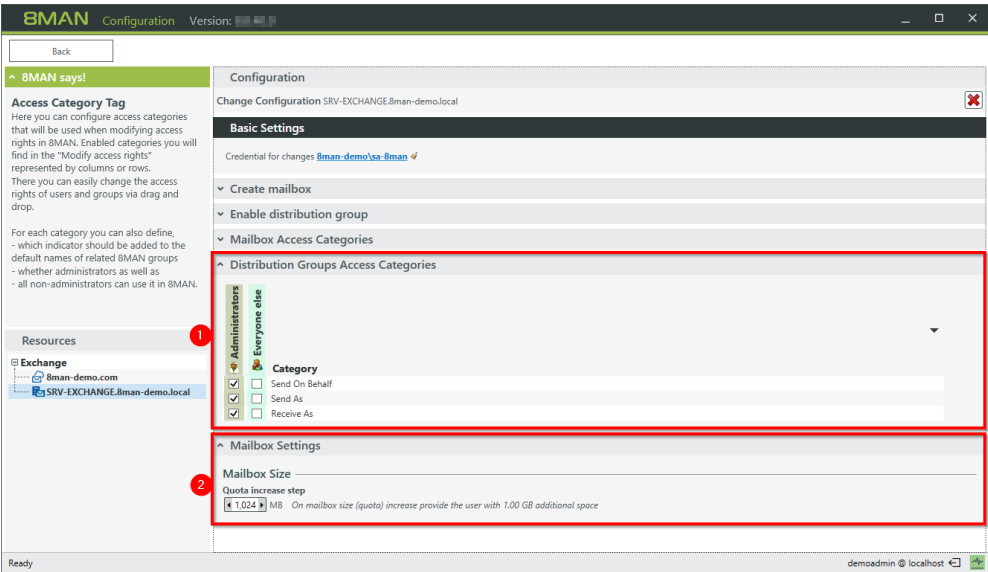
Email addresses are generated based upon the defined settings. For example, you can use the OU instead of the group name. You may define email addresses differently than allowed by standard Exchange guidelines. When activating emails for mailing lists, the email address can be changed.

Creating distribution groups in Exchange Online is not supported.



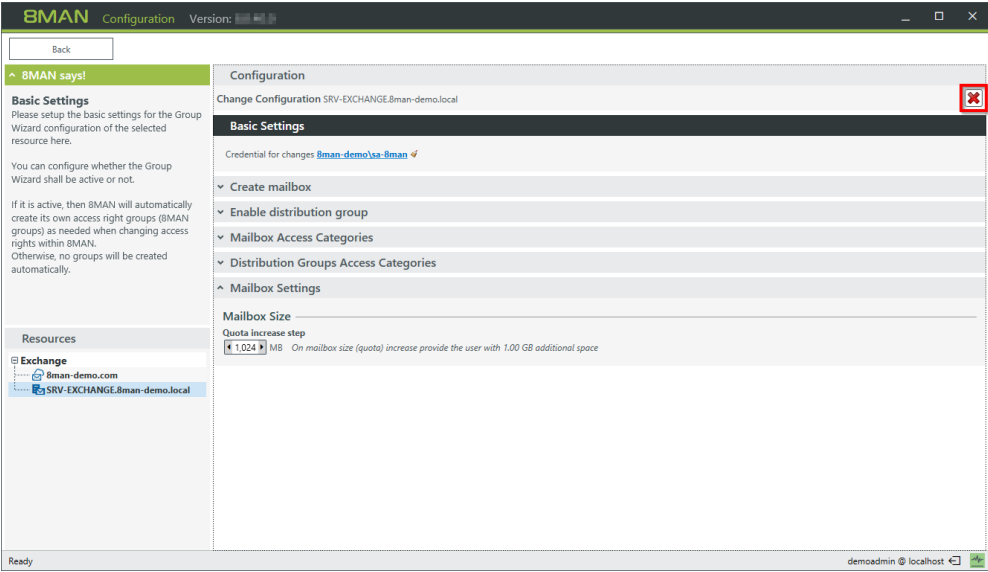
Determine which mailbox access categories are available to 8MAN users.

The category "Receive As" is not supported by Exchange Online.



1. Determine which distribution group access categories are available to 8MAN users.
2. Determine the increments that will be used to increase mailbox size.

5.3 Delete an Exchange change configuration



If you delete an Exchange change configuration you lose all customized settings and can create a new configuration with default settings.

6 Using the 8MATE for Exchange

6.1 Permission Analysis

6.1.1 Identify access rights on mailboxes

Background / Purpose

Who has access to which mailbox? 8MATE Exchange shows you all access rights in the resources view.

Additional Services

Report: ["Who has access to what?"](#)

Report ["Identifying mailbox permissions"](#)

Step by step process

The screenshot shows the 8MAN software interface. The top menu bar includes 'Start', 'Resources', 'Permissions', 'Accounts', 'Dashboard', 'Multiselection', 'Logbook', and 'Scan comparison'. The 'Resources' menu item is highlighted with a red box and a red circle with the number 1. The left sidebar shows a tree view of resources, including 'Active Directory', 'File server', 'SharePoint', and 'Exchange'. Under 'Exchange', the mailbox 'Delmar Atkins' is selected, highlighted with a red box and a red circle with the number 2. The main central pane displays the properties of the selected mailbox, including its full path, description, access rights, and folder size. The right pane shows a detailed list of permissions for the selected mailbox, including 'All permissions' and 'Accounts with permissions'. The 'Accounts with permissions' section shows a list of users/groups with access rights, including 'EURPRD08\Administrator', 'EURPRD08\Domain Admins', 'EURPRD08\Enterprise Admins', 'EURPRD08\Exchange Servers', 'EURPRD08\Exchange Trusted Subsystem', and 'EURPRD08\Managed Availability Servers'.

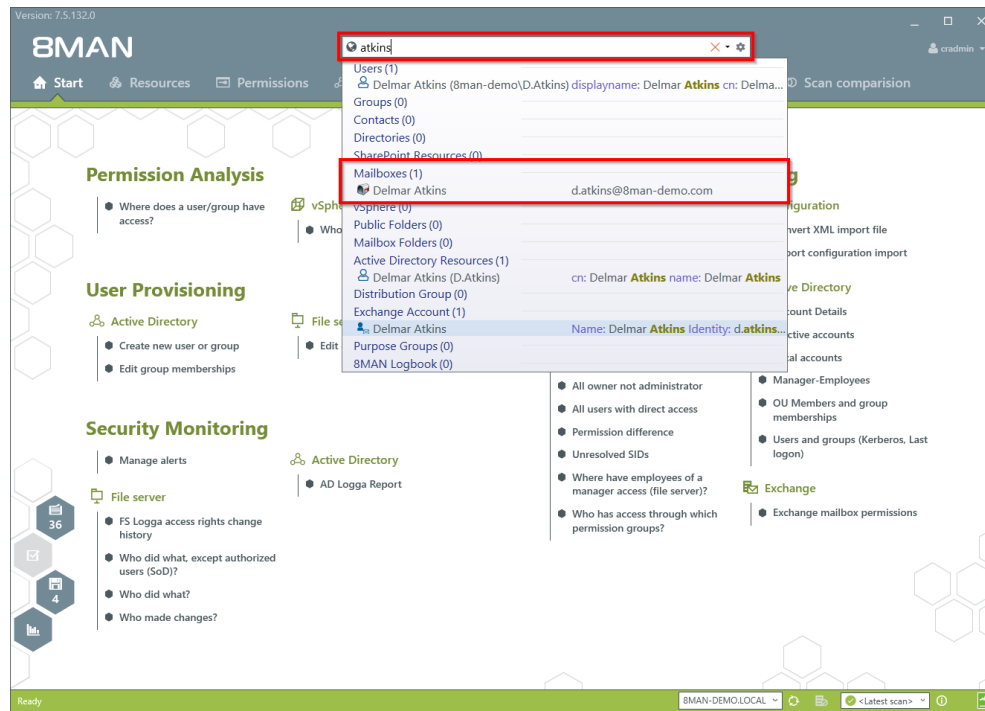
1. Select "Resources".
2. Navigate to the desired mailbox.
3. 8MAN shows you which users/groups have which rights.
4. 8MAN shows all accounts with access rights in a flat list.

6.1.2 Identify mailbox properties

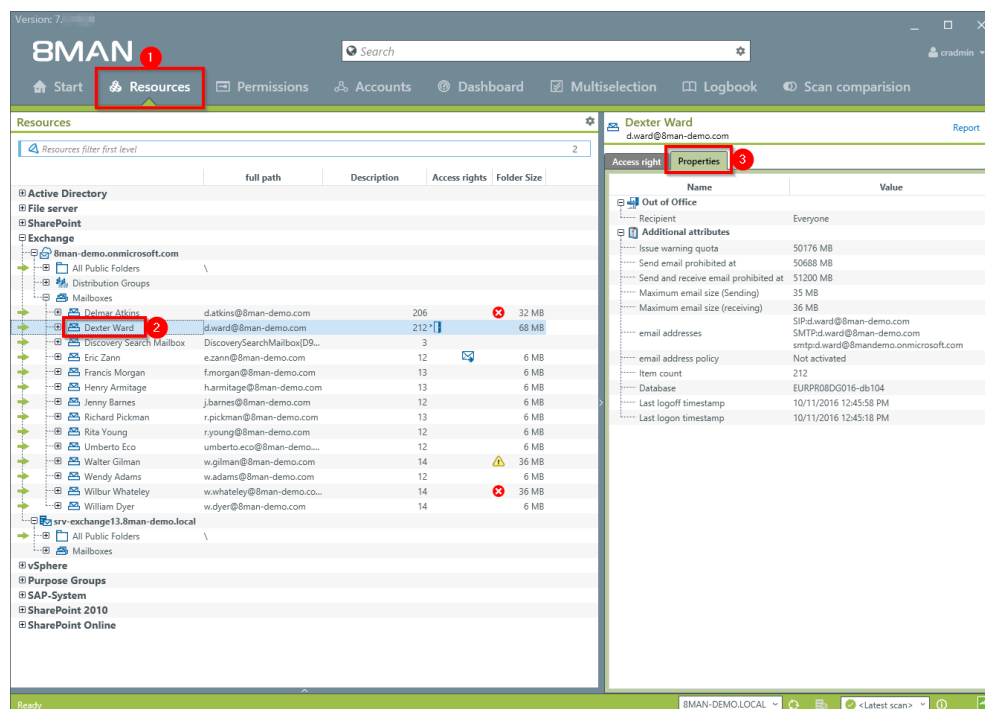
Background / Purpose

8MATE Exchange shows the properties of individual mailboxes.

Step by step process



Use the search field to find the desired mailbox.



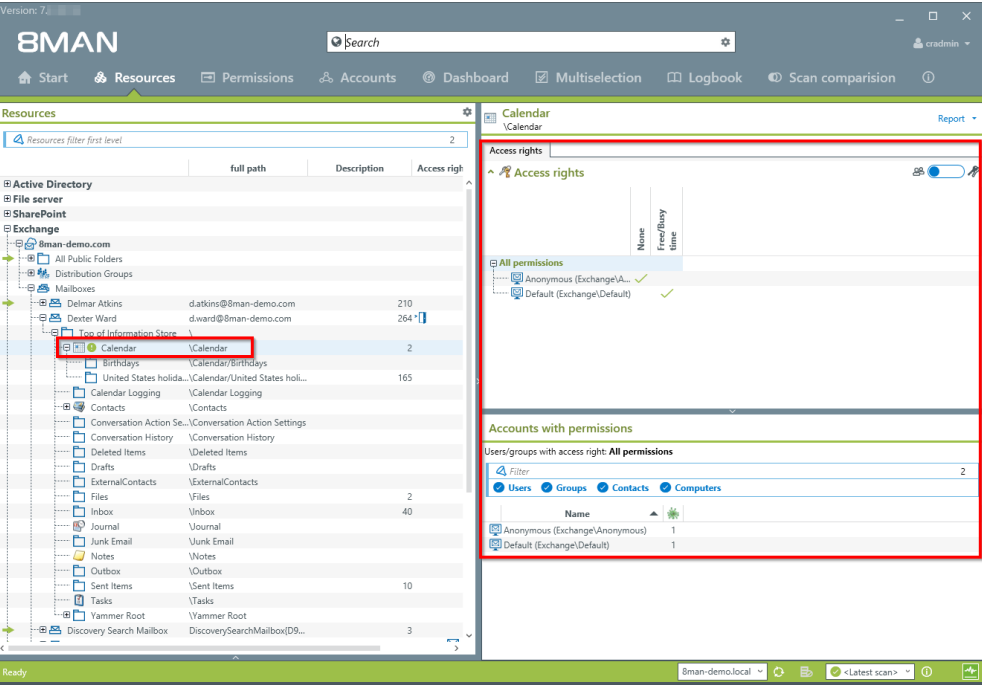
1. 8MAN automatically changes to the resource view.
2. You are focusing on the desired mailbox.
3. Click on the tab "properties".

6.1.3 Identify access rights to calendars

Background / Value

A calendar shows a lot of information. For this reason 8MATE for Exchange includes access rights to calendars. You can find these in the resource view below the mailboxes.

Step by step process



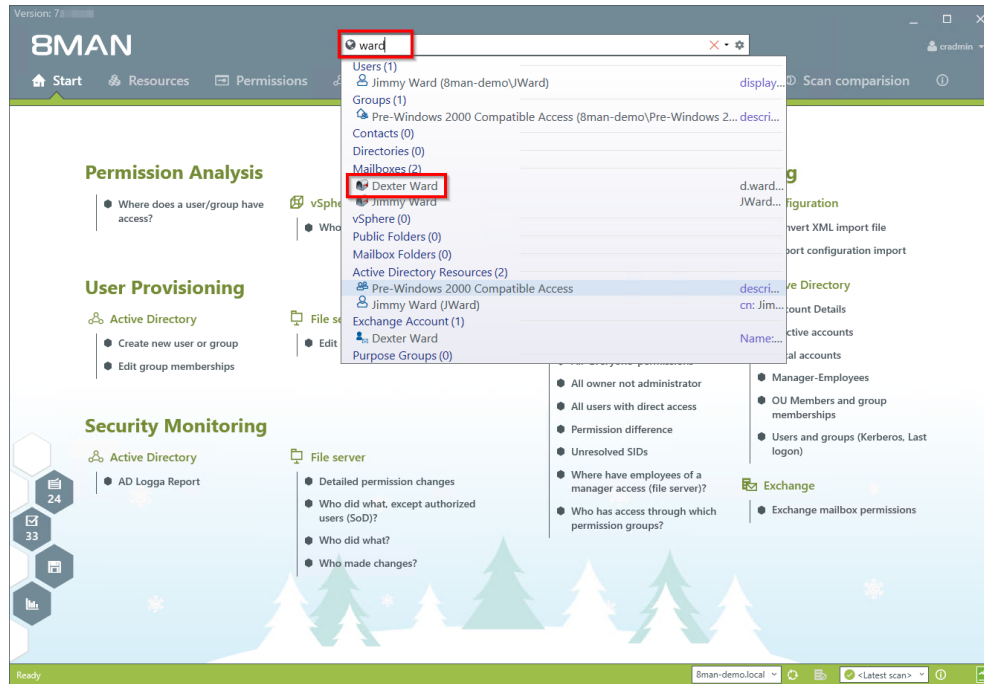
Select the desired calendar. 8MAN shows you all access rights.

6.1.4 Identify access rights on mailbox folders

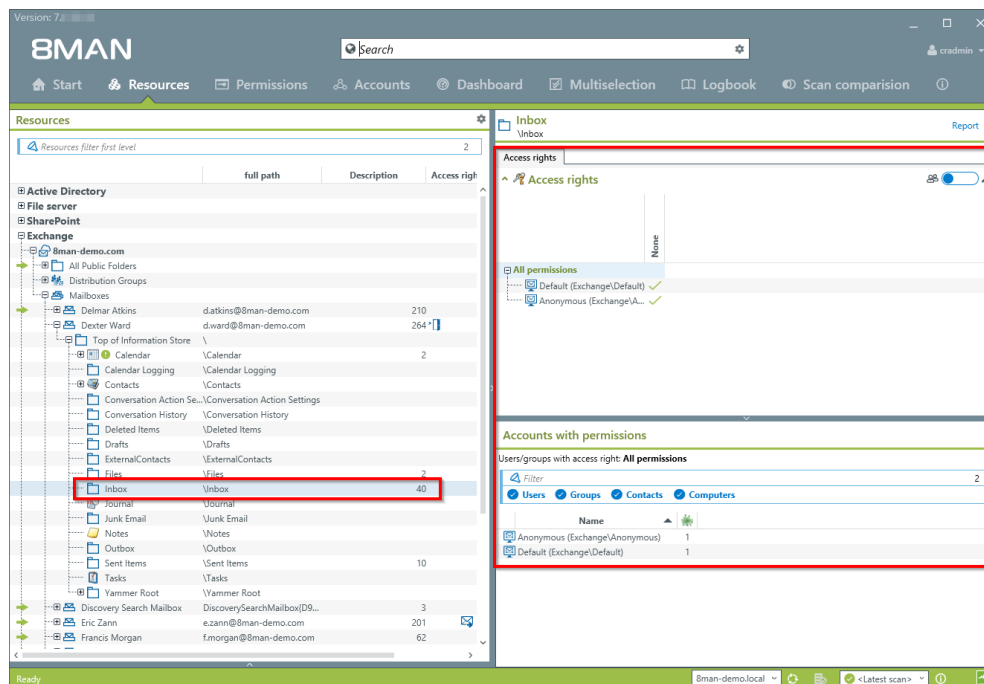
Background / Value

Exchange allows you to create folders to facilitate collaboration and sharing. These are assigned to the individual users and are also managed via access rights. 8MATE Exchange displays the access rights situation on every folder.

Step by step process



Use the search field to find the desired mailbox.



Navigate to the desired mailbox folder. 8MAN shows you all access rights.

6.1.5 Identify access rights on public folders

Background / Value

Keeping an overview of access rights to public folders can be extremely challenging with native tools. 8MAN shows you the access rights situation to public folders in the resource view.

Additional services

Report: [Who has access to what?](#)

Report: [Identifying Mailbox access rights](#)

[Creating a Mailbox](#)

[Changing access rights to email accounts](#)

[Changing out-of office notice](#)

[Changing Mailbox size](#)

Step by step process

The screenshot shows the 8MAN interface with the following components:

- Top Navigation Bar:** Contains tabs for Start, Resources (selected), Permissions, Accounts, Dashboard, Multiselection, Logbook, Scan comparison, and a user profile dropdown.
- Left Sidebar:** A tree view showing the hierarchy of resources. The 'Support' folder is selected.
- Main Content Area:** Displays the 'Access rights' for the selected 'Support' folder. It includes a table with columns for 'Author', 'Owner', and 'Create Items'. The table lists several users and their permissions.
- Right Sidebar:** Displays a table titled 'Accounts with permissions'. It shows a list of users/groups and their access rights.

1. Select "Resources".
2. Navigate to the desired public folder.
3. 8MAN shows which users/groups have which access rights.
4. 8MAN shows accounts with access rights in a flat list view.

6.1.6 Display distribution group properties

Background / Value

8MAN allows you to quickly identify properties of mailing lists. In an easy to read overview you can see moderation settings, maximum Email size, Email addresses and other properties.

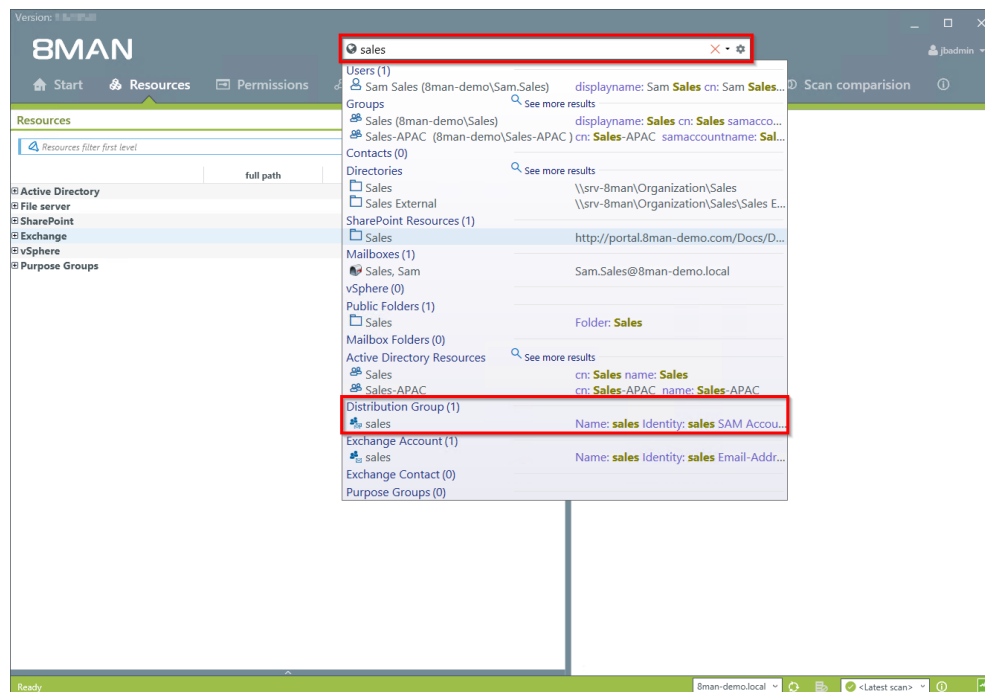
Additional services

[Making changes to the moderation of mailing lists](#)

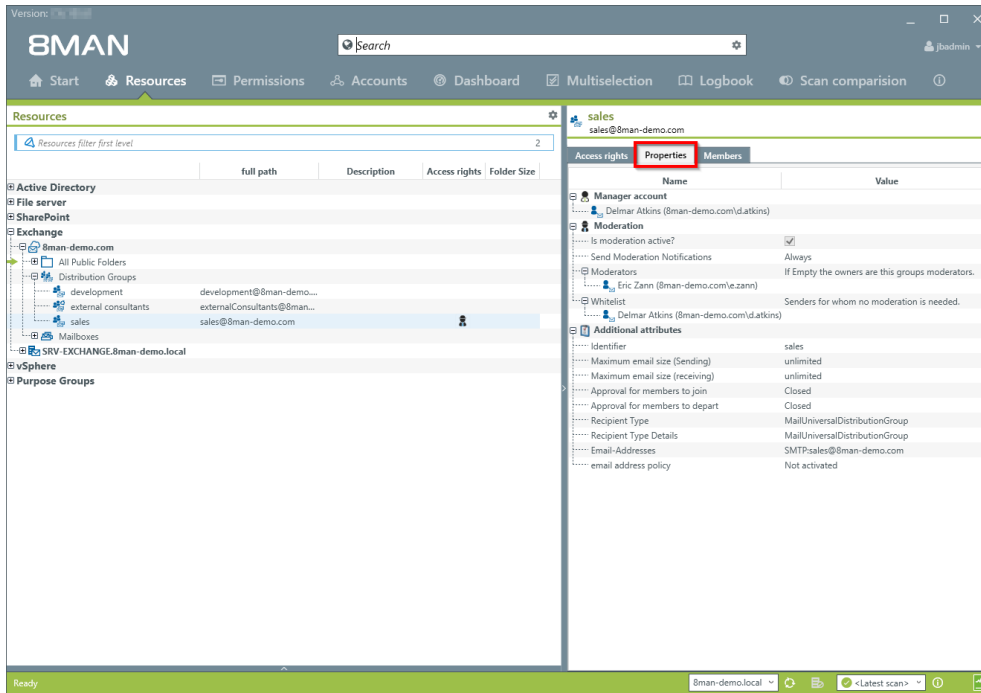
[Making changes to managers of mailing lists](#)

This is also possible for dynamic Exchange groups.

Step by step process



Use the search field to find the desired distribution group.



Click the "properties" tab. 8MAN shows you managers, moderators and maximum email sizes.

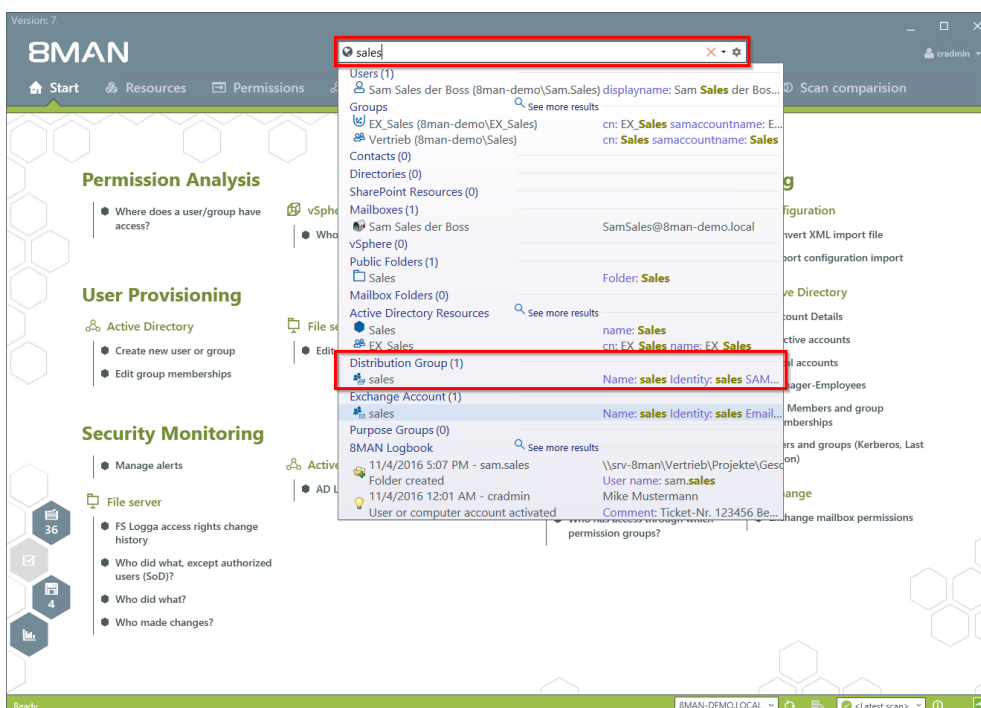
6.1.7 Identify members of distribution groups

Background / Purpose

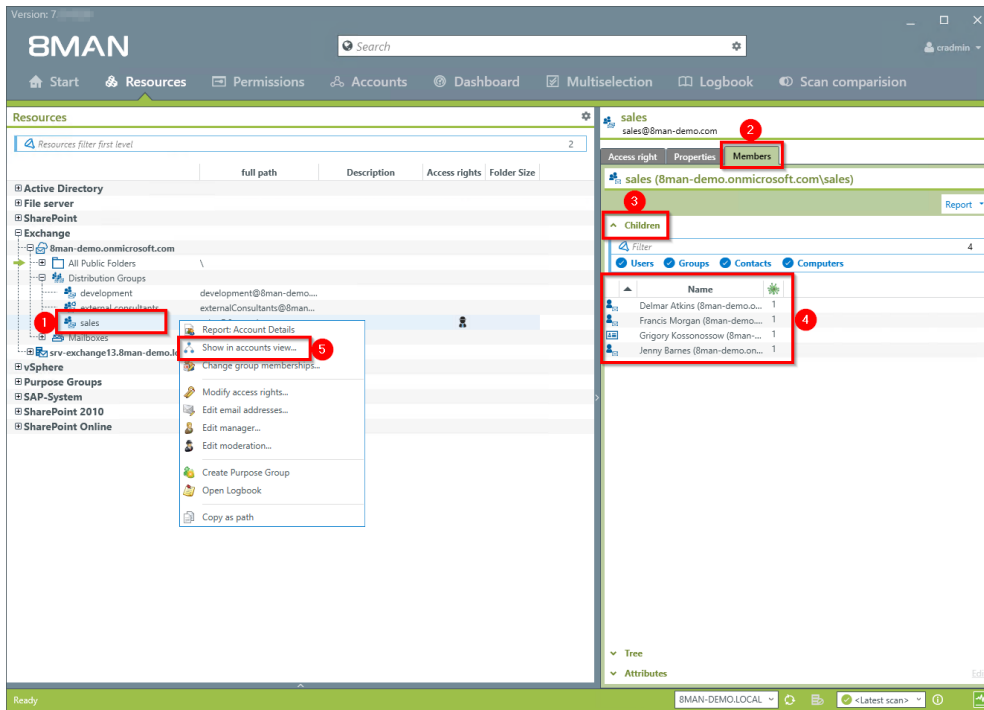
8MAN allows you to display all members and / or recipients of distribution lists. In typical 8MAN fashion this also includes nested group memberships.

This is also possible for dynamic Exchange groups.

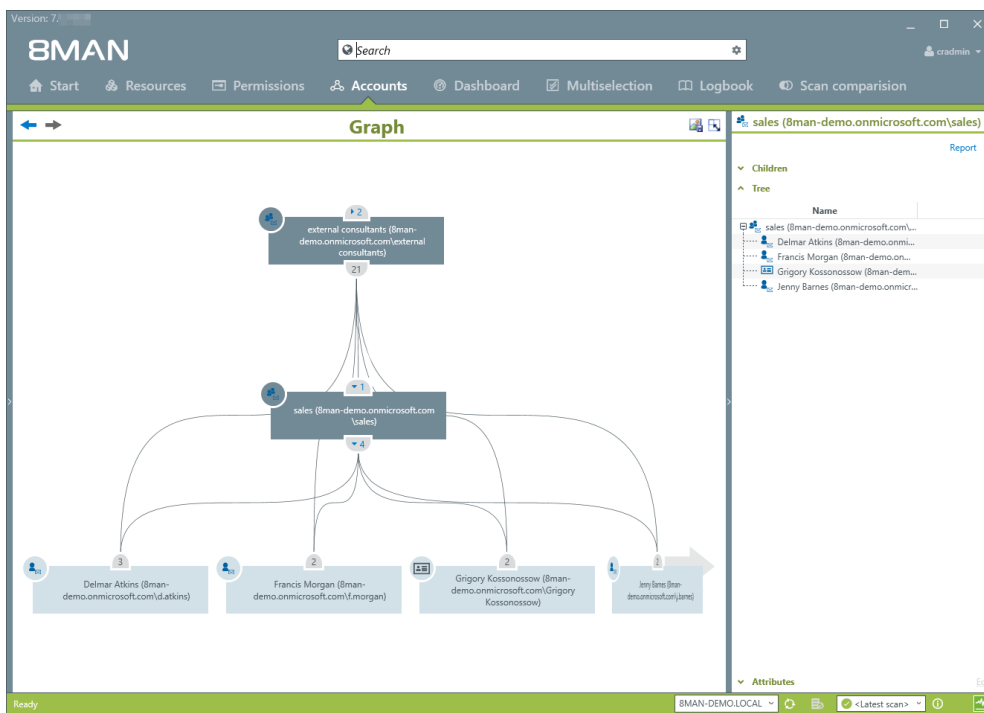
Step by step process



Use the search field to find the desired Distribution group.



1. Focus on the desired distribution group.
2. Select the tab "Members".
3. Open the "Children" area.
4. You can then see all members of the distribution group in a flat list.
5. Alternatively you can analyze the group in the accounts view. Right-click on the distribution group and select "Show in accounts view" from the context menu.



Use the accounts view to analyze recursions and group memberships.

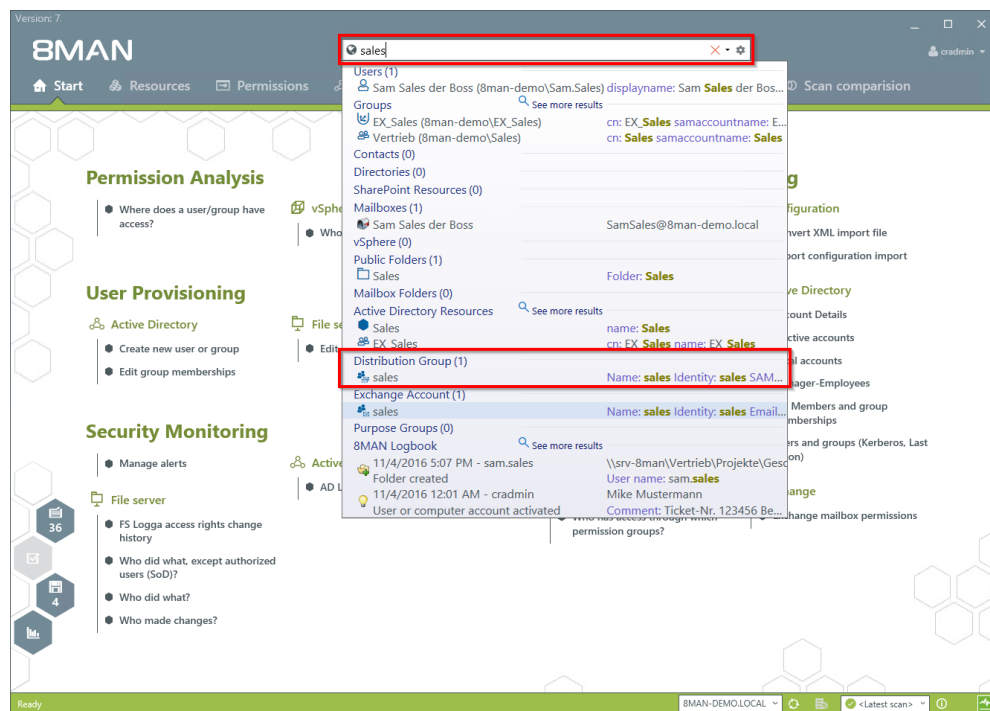
6.1.8 Identify distribution group permissions

Background / Value

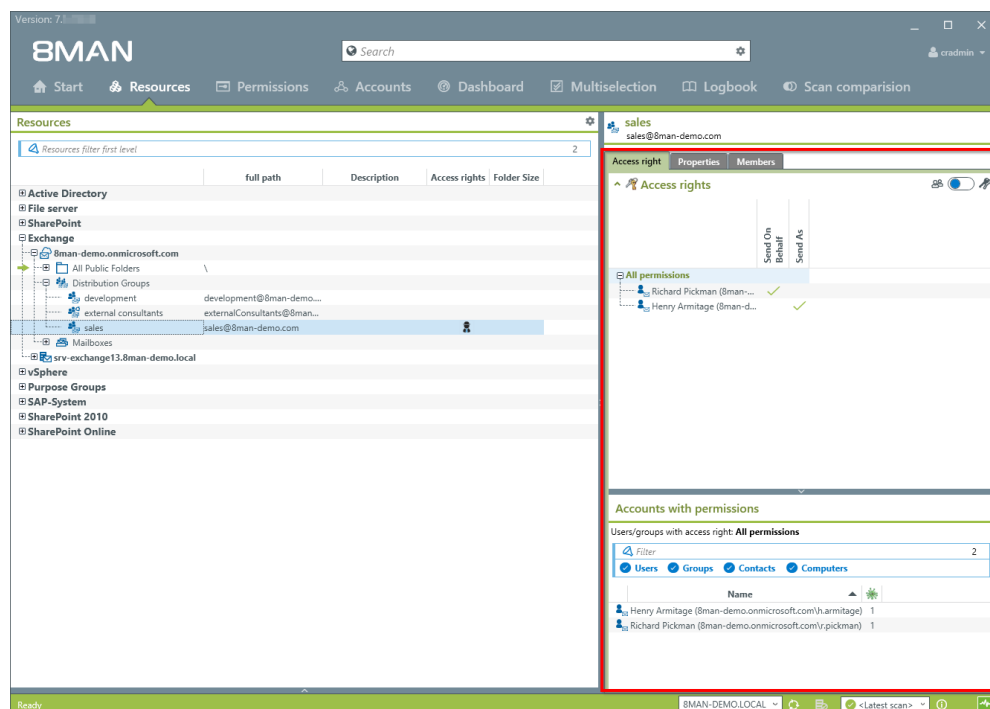
With 8MAN you can quickly check who is allowed to send Emails from which distribution list. The relevant cases are "send as" and "send on behalf of". The former is the most critical, since it is not easy to identify who actually sent the Email. In the scenario for "send on behalf" the PA or deputy sending the email is clearly recognizable.

Displaying these access rights is also possible with dynamic Exchange groups.

Step by step process



Use the search field to find the desired Distribution group.



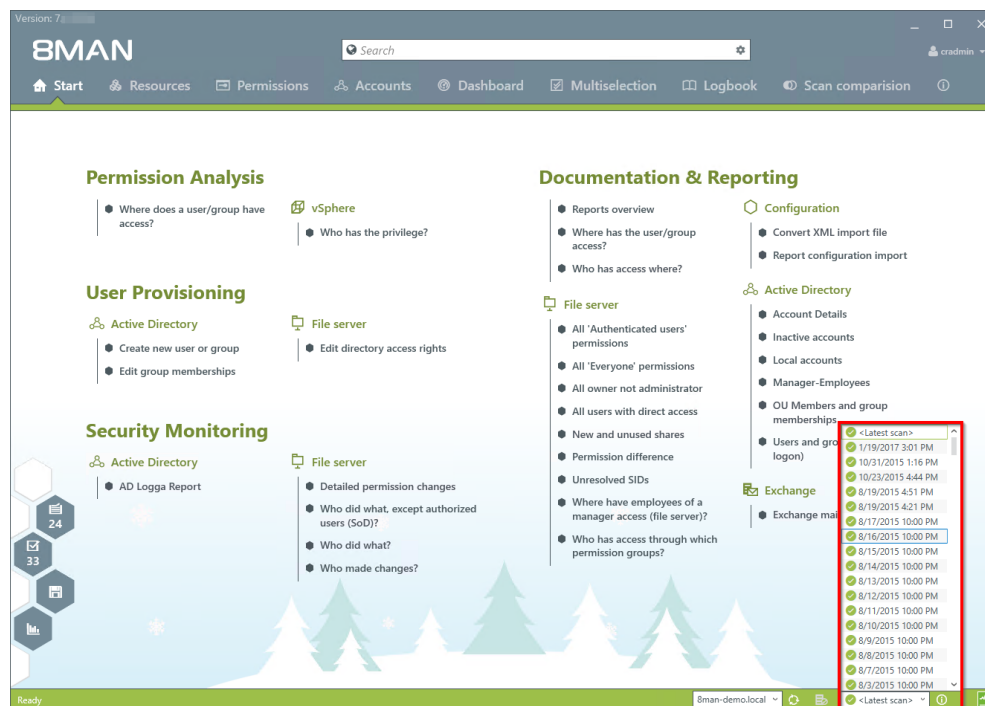
8MAN shows all access rights on the right-hand side.

6.1.9 Analyze historical access rights situations

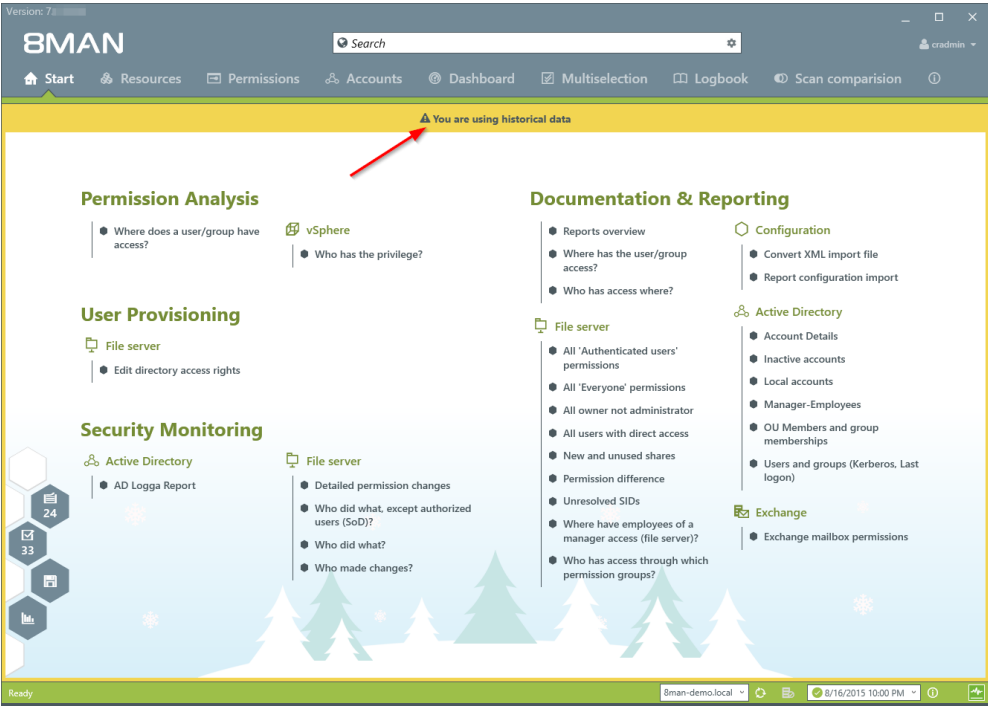
Background / Value

After the occurrence of data breaches and other security incidents it is often useful to review historical access rights situations. This allows you to understand who had access and who could not possibly have had access during a given point in time. 8MAN allows you to access historical scans in the usual "Look and Feel" to understand the security implications of access rights situations at the time of the incident.

Step by step process



Select the desired scan date.



The warning and the orange frame indicates that you are viewing historical information.

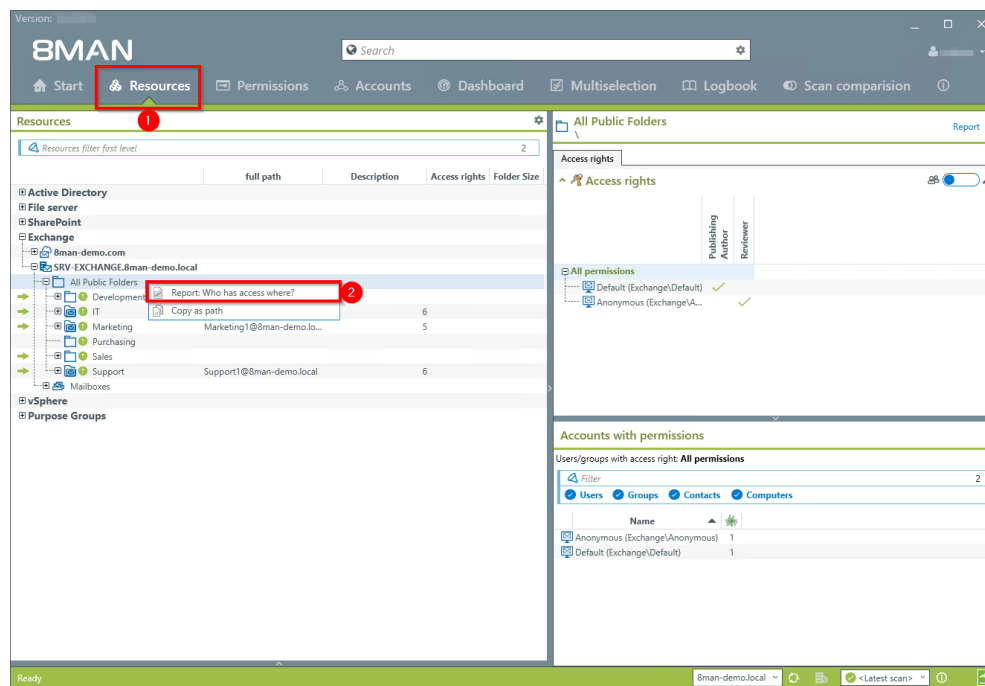
6.2 Documentation & Reporting

6.2.1 Who has access to what?

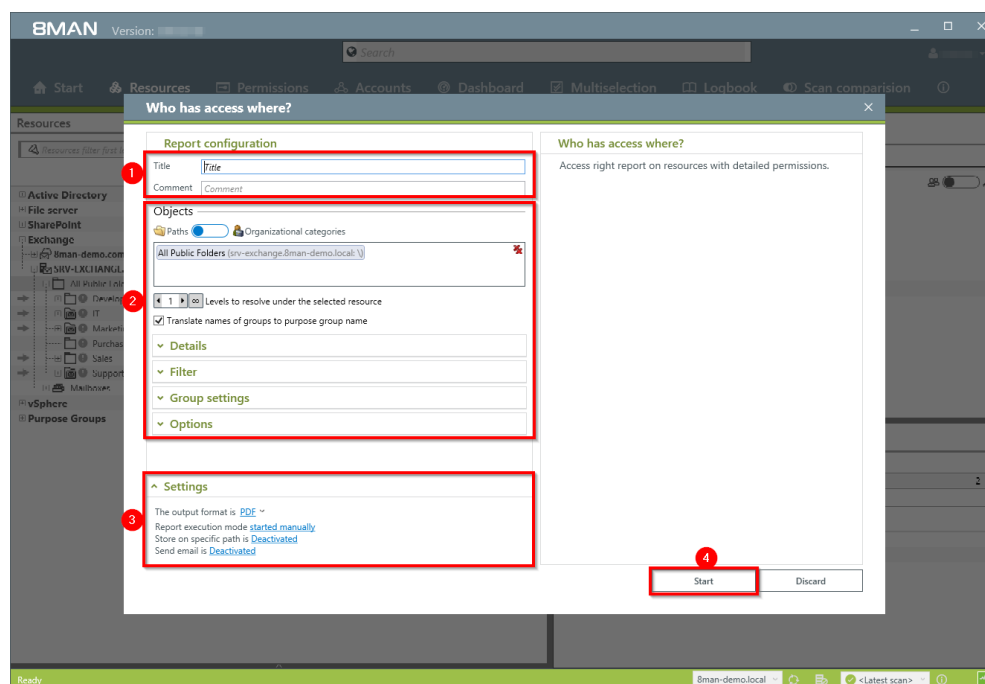
Background / Value

Managers and team leads know best who should have access to what. Having an understanding of your access rights situation is extremely important, especially for public Exchange folders and mailboxes. The report "who has access to what?" provides an overview of all users and their access to public folders. In addition 8MAN highlight the access right "send as", due to its potential risk.

Step by step process



1. Select "Resources".
2. Right click on any or all public folders. Select the report "Who has access where?" from the context menu.



1. Enter a title for the report and add a comment.
2. Define the range of the report. In order to reduce complexity, we recommend selecting "user view" in the "group settings" area. All other settings are targeted at expert users.
3. Define the desired report settings.
4. Start the report.

6.2.2 Identify mailbox permissions

Background / Value

8MAN generates a variety of reports that shows Mailbox access rights. These include:

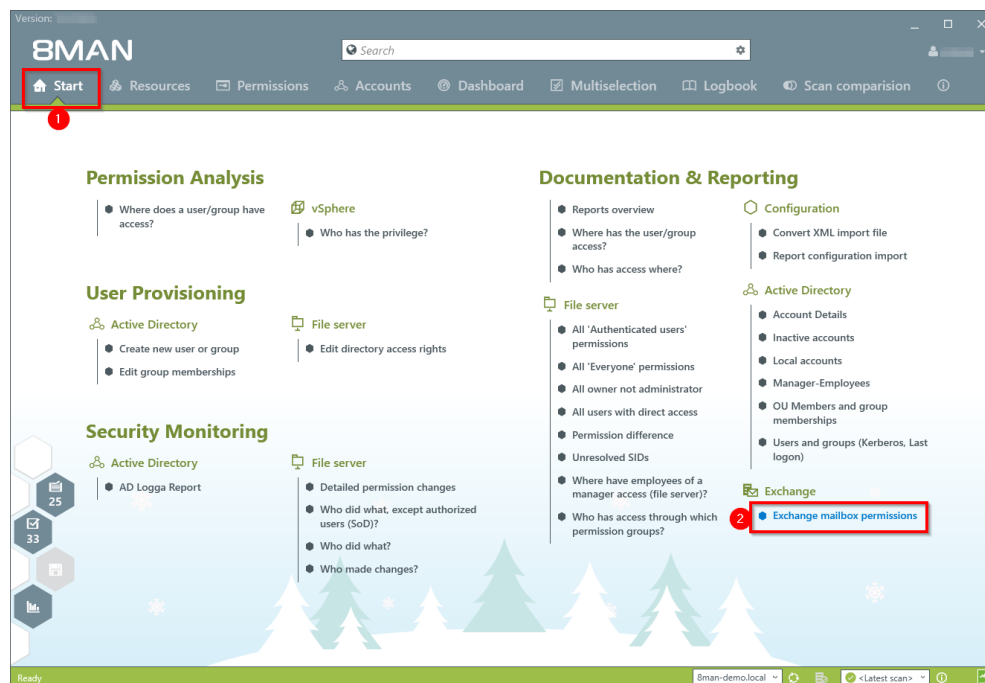
- Mailbox directories and their access rights
- Properties (Mailbox size)
- Deputies for Mailboxes
- Out of Office notices

Mailboxes and their directories require a high degree of security. However, in practice they often contain excessive access rights. It is extremely important to maintain an overview of these rights as folders often contain sensitive Emails.

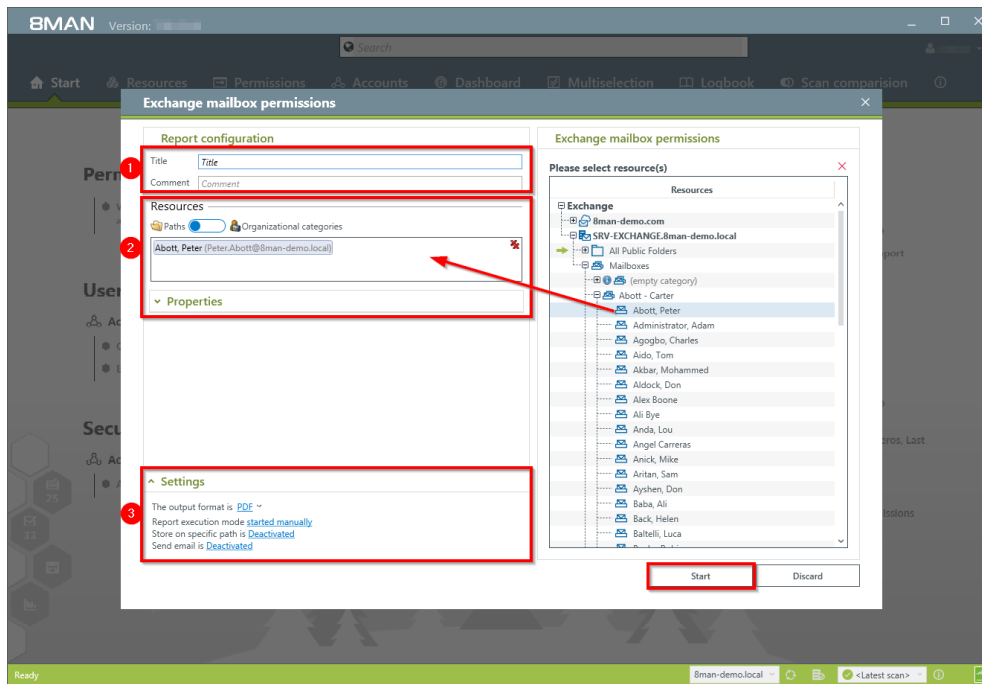
Additional Services

"Send As" access rights are shown in the report ["Who has access to what?"](#).

Step by step process



1. Select "Start".
2. Click on "Exchange Mailbox permissions".



1. Enter a title for the report and add a comment.
2. Define the range of the report.
3. Define the desired report settings.
4. Start the report.

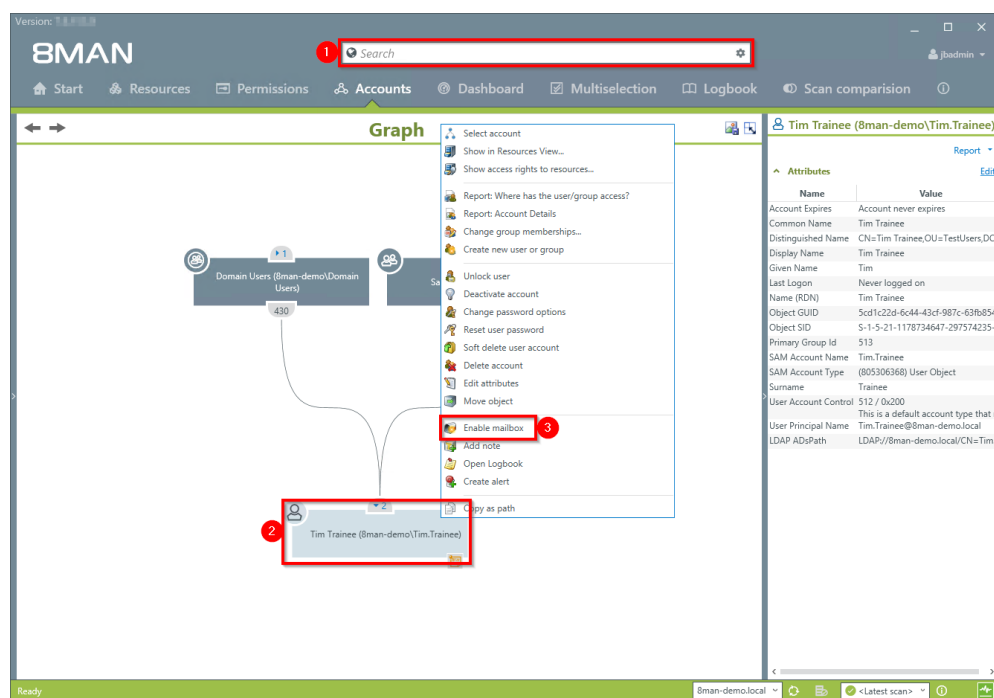
6.3 User Provisioning

6.3.1 Create a mailbox (e-mail enable users)

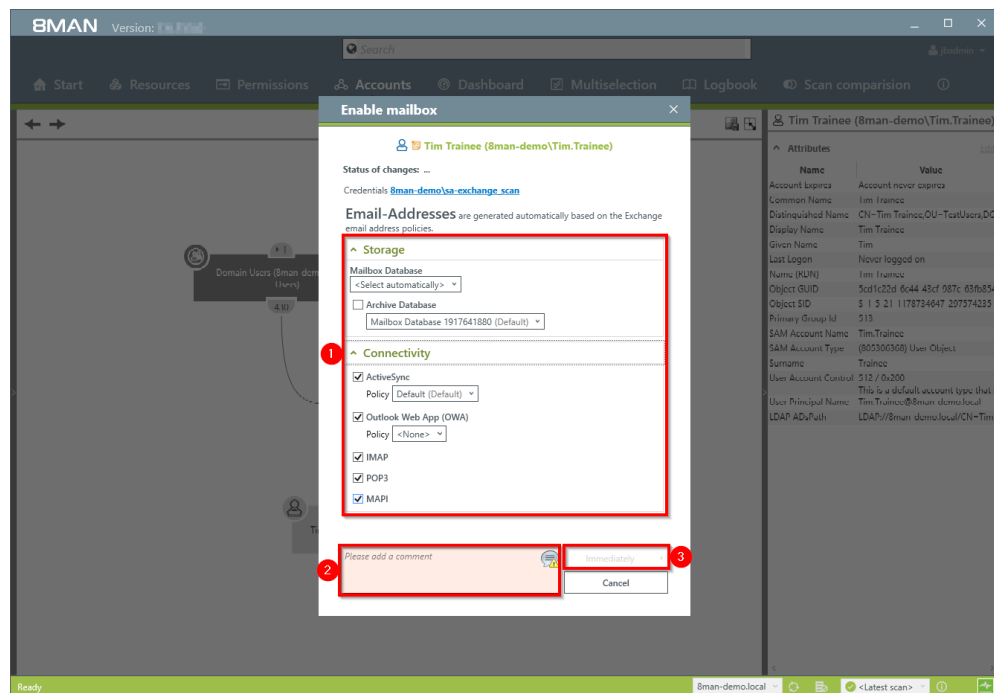
Background / Value

If your license agreement includes 8MATE for Exchange you can create Mailboxes (email enable users) with 8MAN.

Step by step process



1. Select the desired User or distribution group (type: universal).
2. Right-click on the user. You can do this in the Accounts view.
3. Click on "Enable mailbox" from the context menu. This option is only available if no mailbox has been created yet.



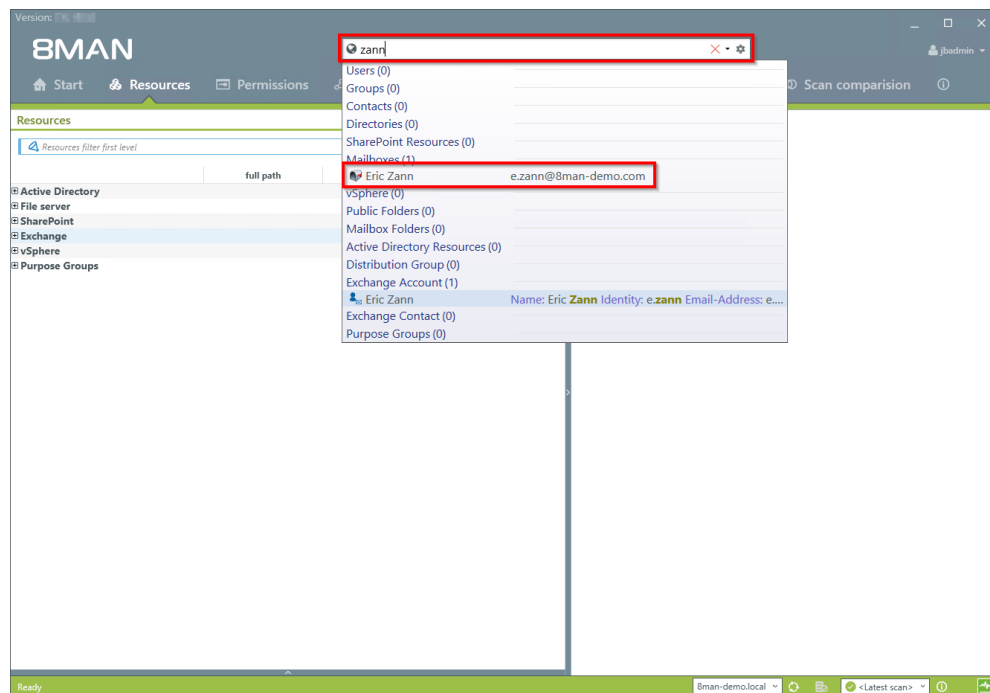
1. Determine the Exchange options.
2. You must enter a comment, for example a ticket number.
3. Start the creation of the mailbox.

6.3.2 Change mailbox permissions

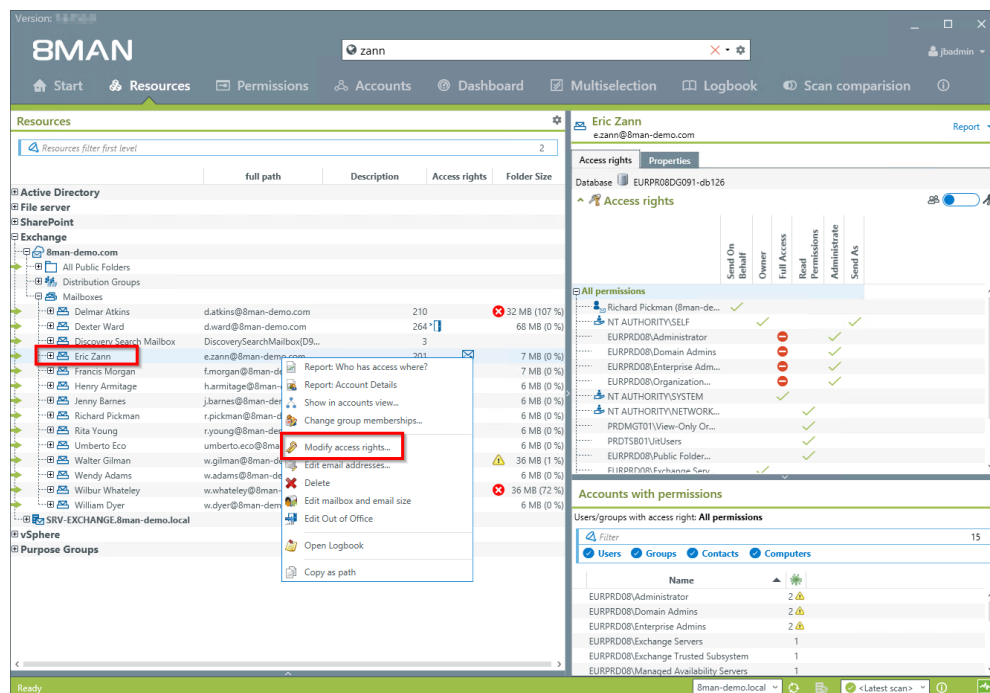
Background / Value

8MATE Exchange displays the access rights to Mailboxes in the resource view. Mailbox access rights are shown as follows: "Owner", "Full access", "Read Access rights" and "Administrate". Additionally you can also assign the following access rights to individual users: "Full access", "Send as" and "Receive as".

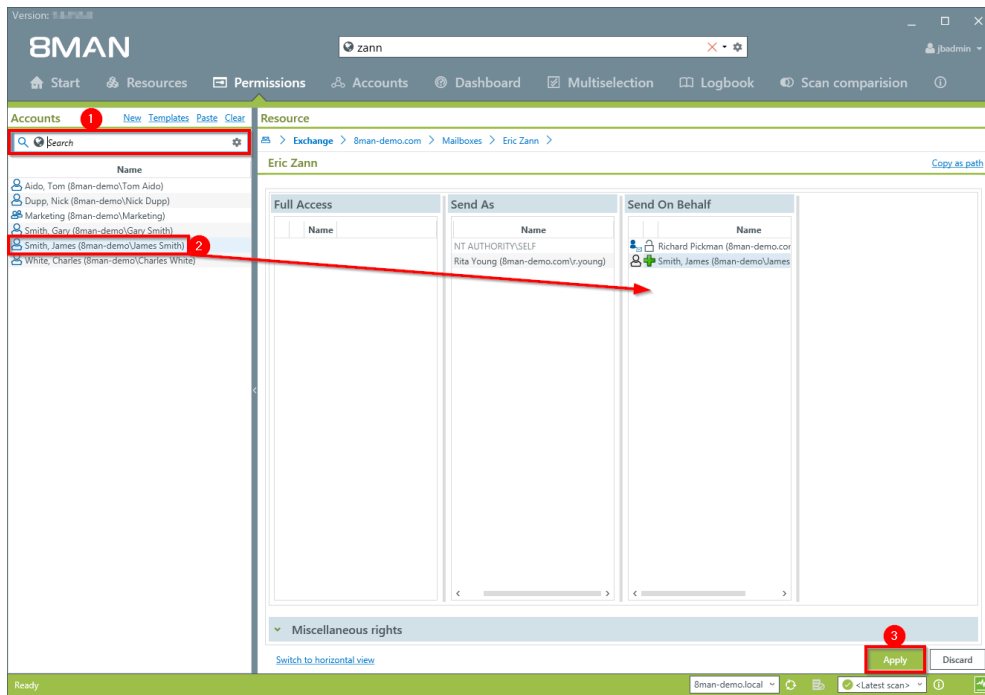
Step by step process



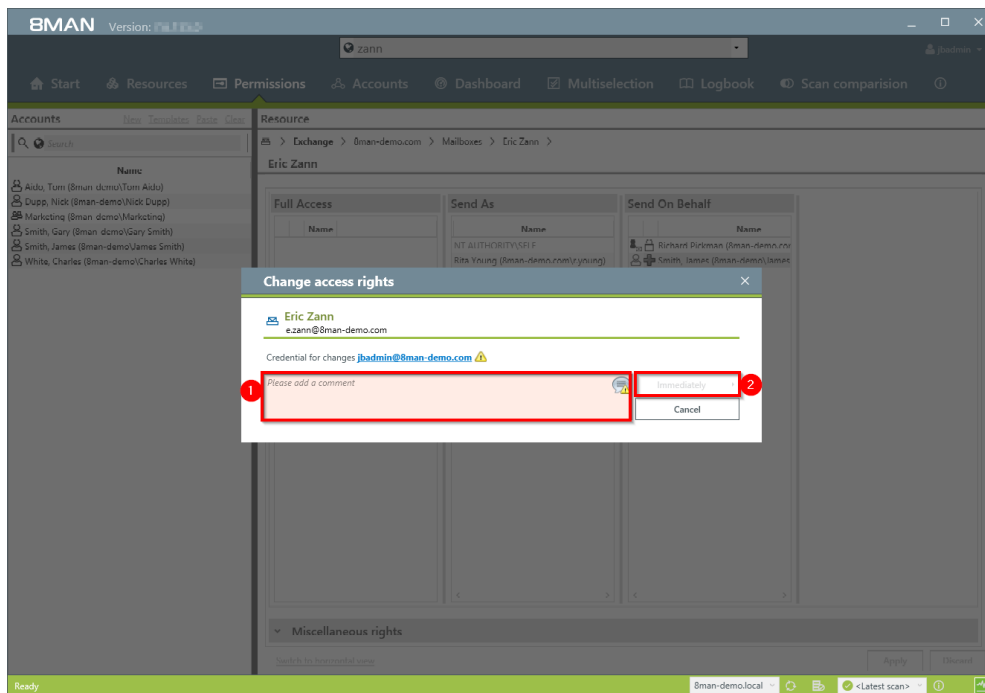
Use the search field to find the desired mailbox.



Right-click on the mailbox and select "Modify access rights" from the context menu.



1. Use the search field to find the desired account.
2. Use drag & drop to move the account to an access rights column.
3. Click on "Apply".



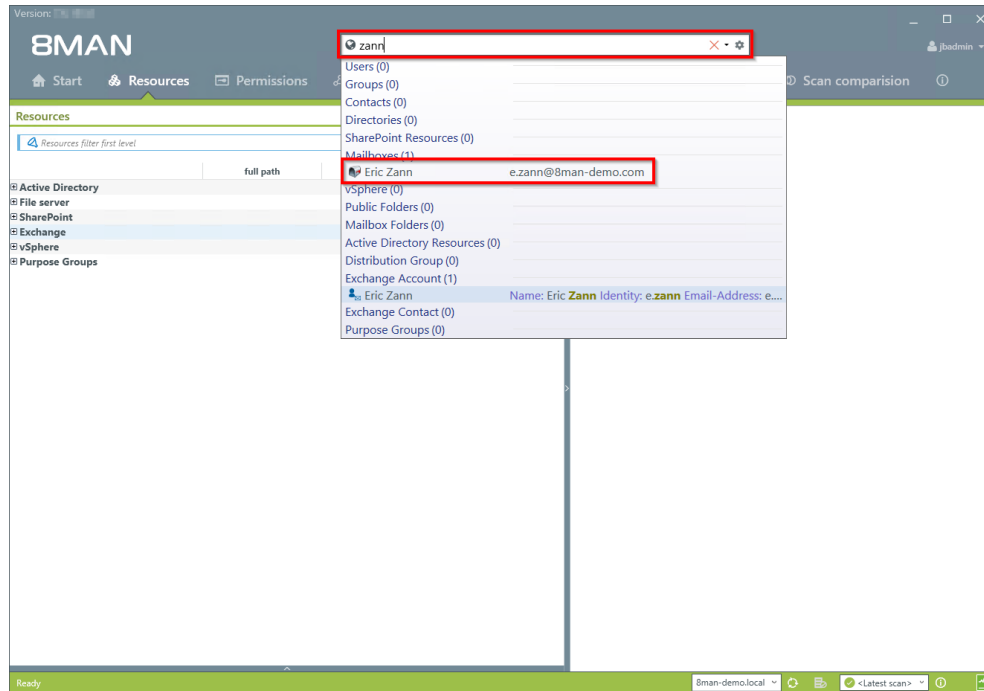
1. You must enter a comment, for example a ticket number.
2. Start the access rights change.

6.3.3 Manage out of office notices

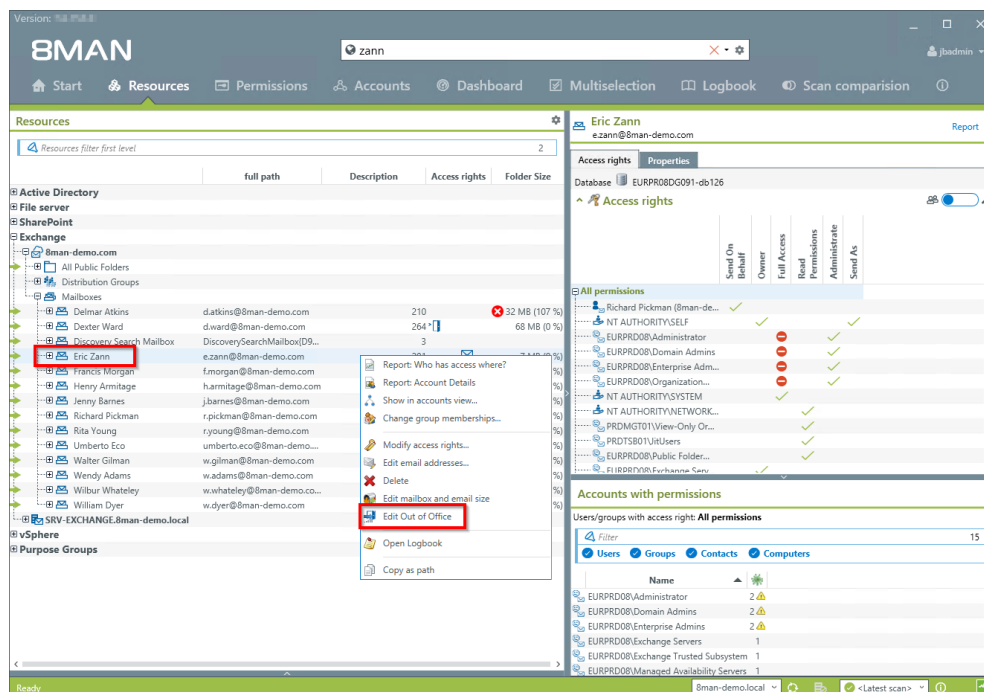
Background / Value

8MAN allows help desk to set out of office notices for employees without gaining access to email content.

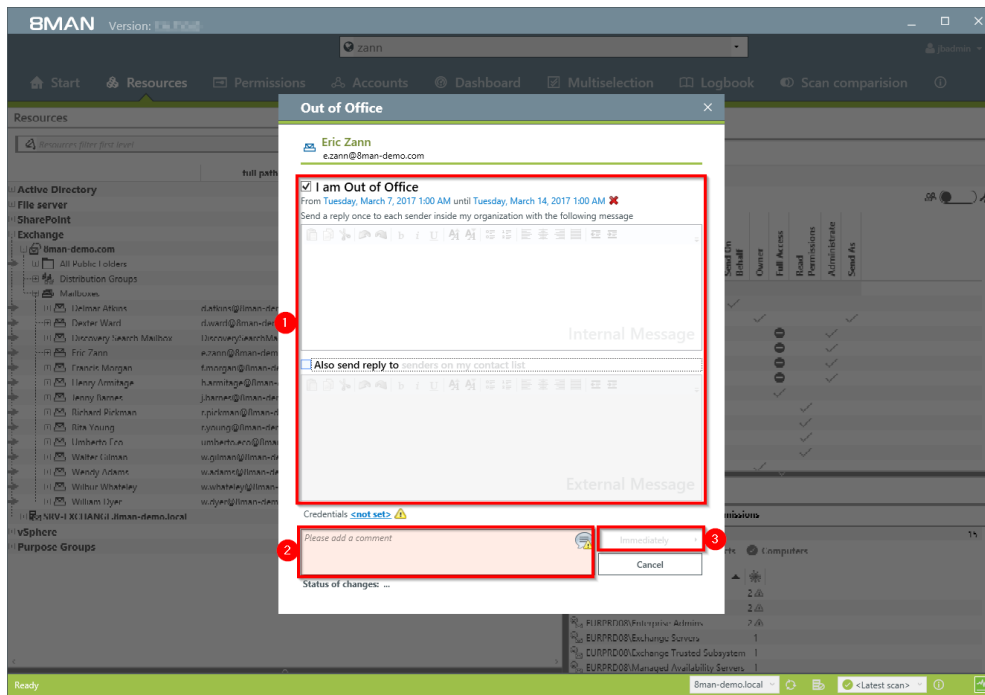
Step by step process



Use the search field to find the desired mailbox.



Right-click on the mailbox and select "Edit Out of Office" from the context menu.



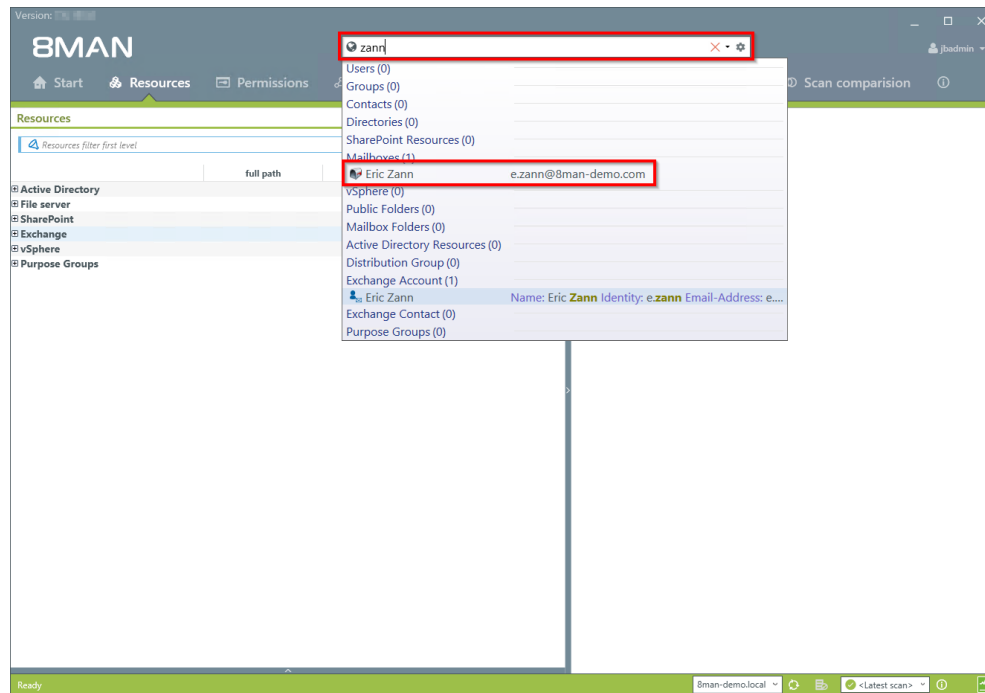
1. Determine the out of office settings.
2. You must enter a comment, for example a ticket number.
3. Start the process.

6.3.4 Manage mailbox and e-mail size

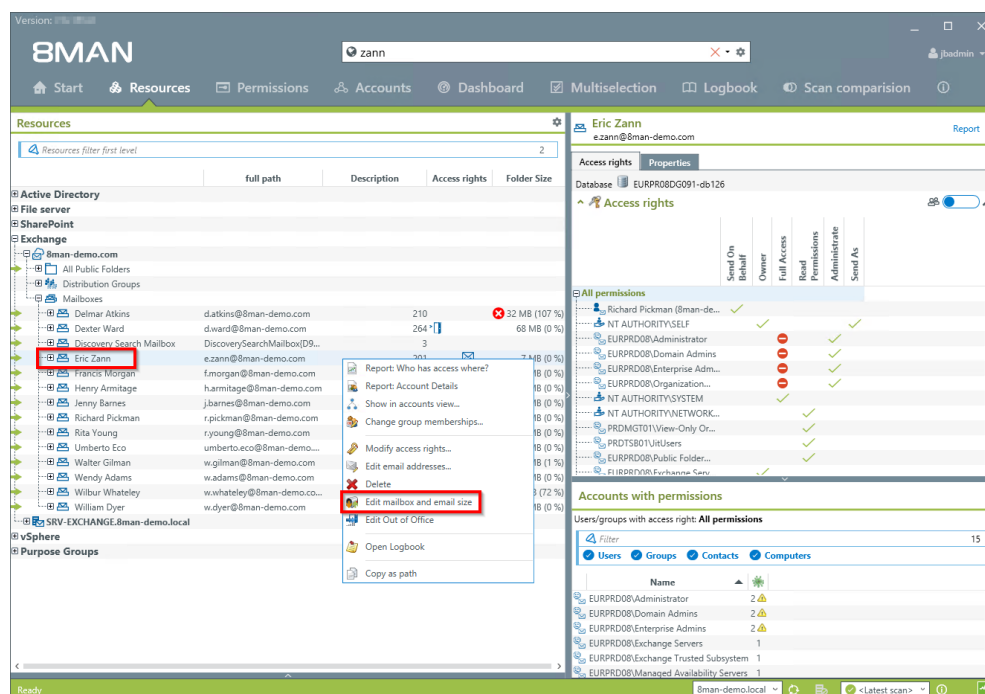
Background / Value

Managing mailbox size is a common task for help desk. 8MAN allows you to make these quickly and efficiently.

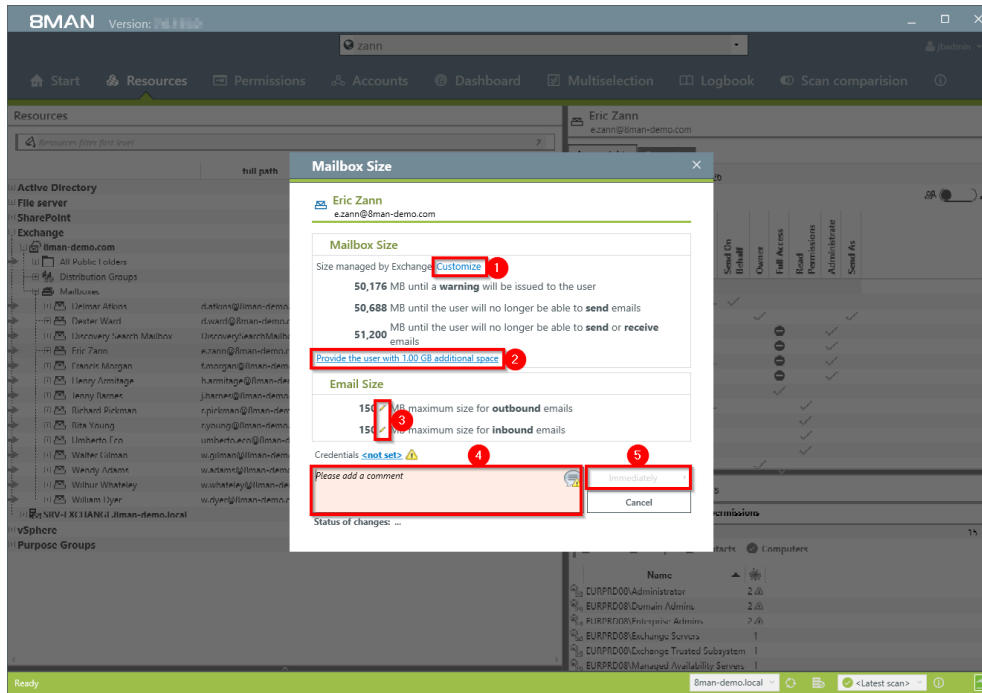
Step by step process



Use the search field to find the desired mailbox.



Right-click on the Mailbox and select "Edit mailbox and email size" from the context menu.



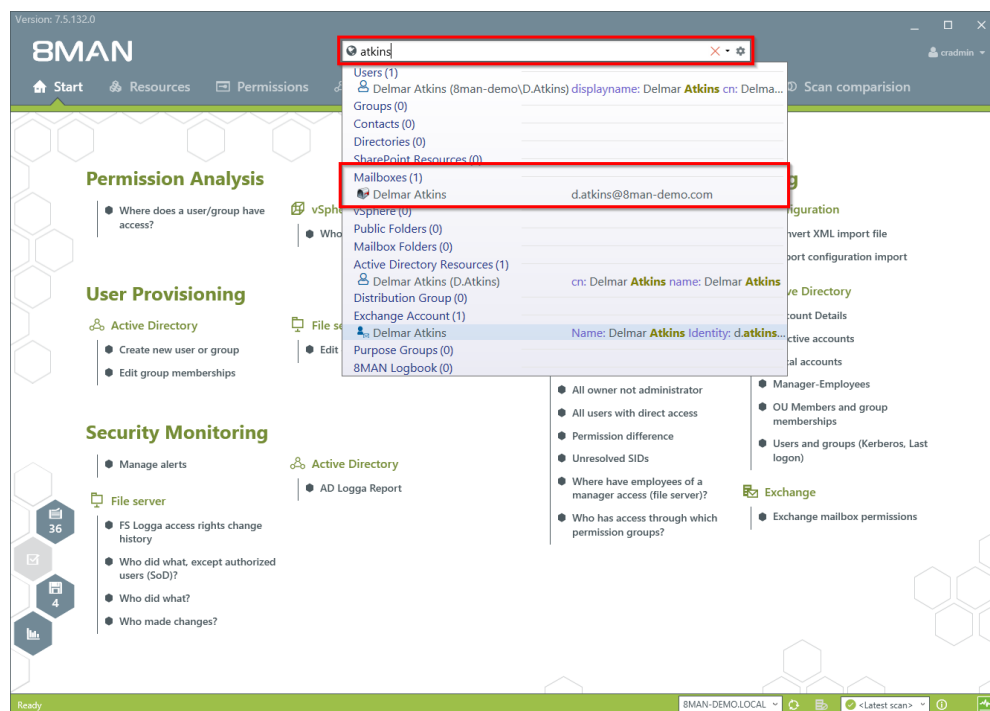
1. Click on "Customize" to change the mailbox size.
2. Quickly add 1 GB of storage. The increments can be adjusted in the configuration module.
3. Click on the pen icon to edit the maximum email size.
4. You must enter a comment, for example a ticket number.
5. Start the process.

6.3.5 Manage e-mail addresses

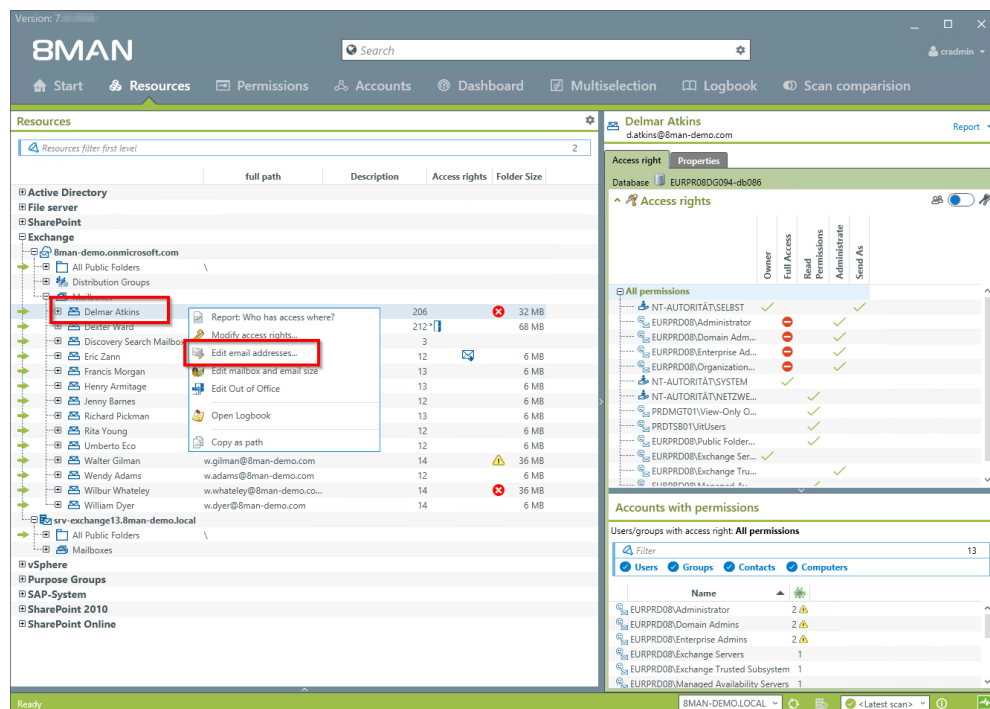
Background / Value

With 8MAN you can assign and remove multiple email addresses to mailboxes, distribution groups and contacts. The process is documented automatically.

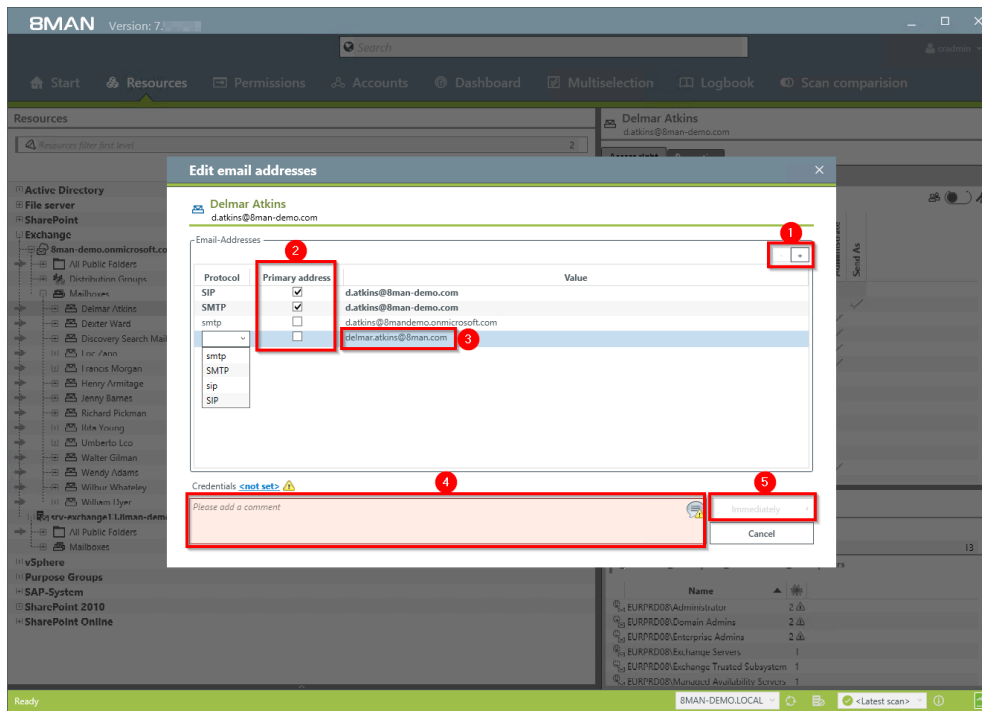
Step by step process



Use the search field to find the desired mailbox.



Right-click on the Mailbox and select "Edit email addresses" from the context menu.



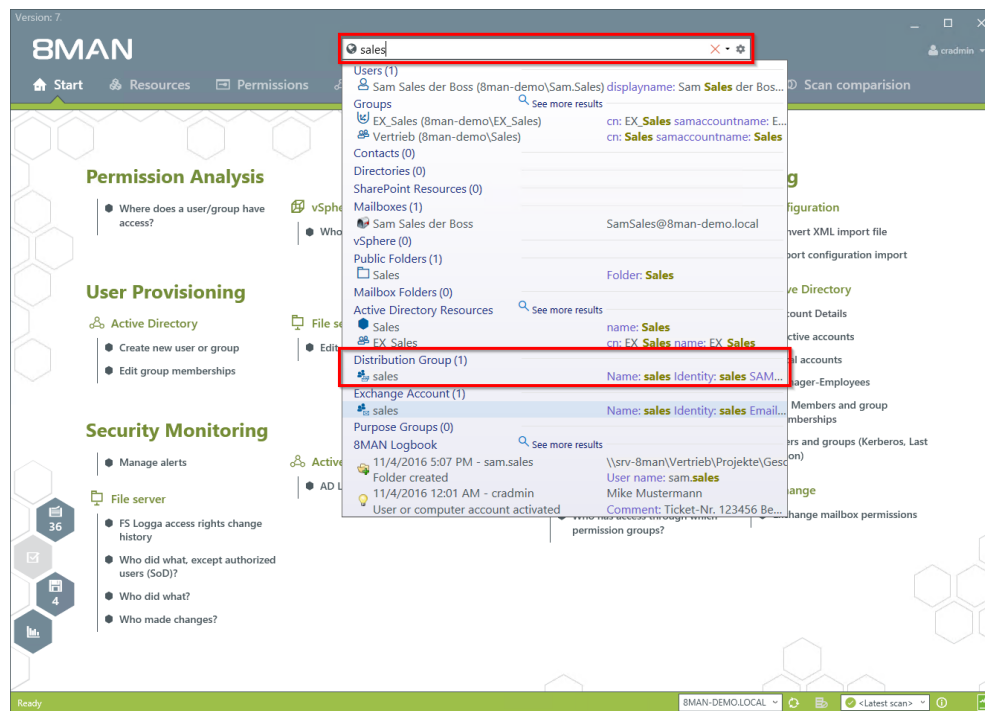
1. Add an email address or delete an existing one.
2. Select the primary email address.
3. Double-click the field where you want to enter or change the address.
4. You must enter a comment, for example the ticket number.
5. Start the process.

6.3.6 Manage distribution group memberships

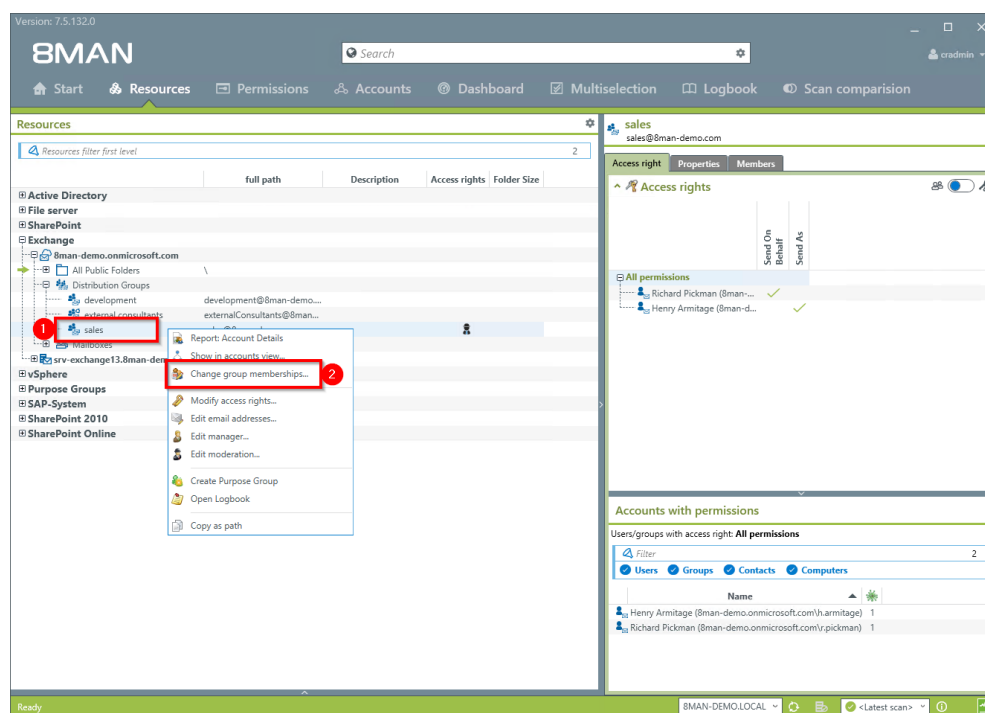
Background / Value

8MAN allows you to manage the members of distribution groups. This includes the addition and removal of recipients as well as the nesting within other groups (parent child relationships). The process is automatically documented.

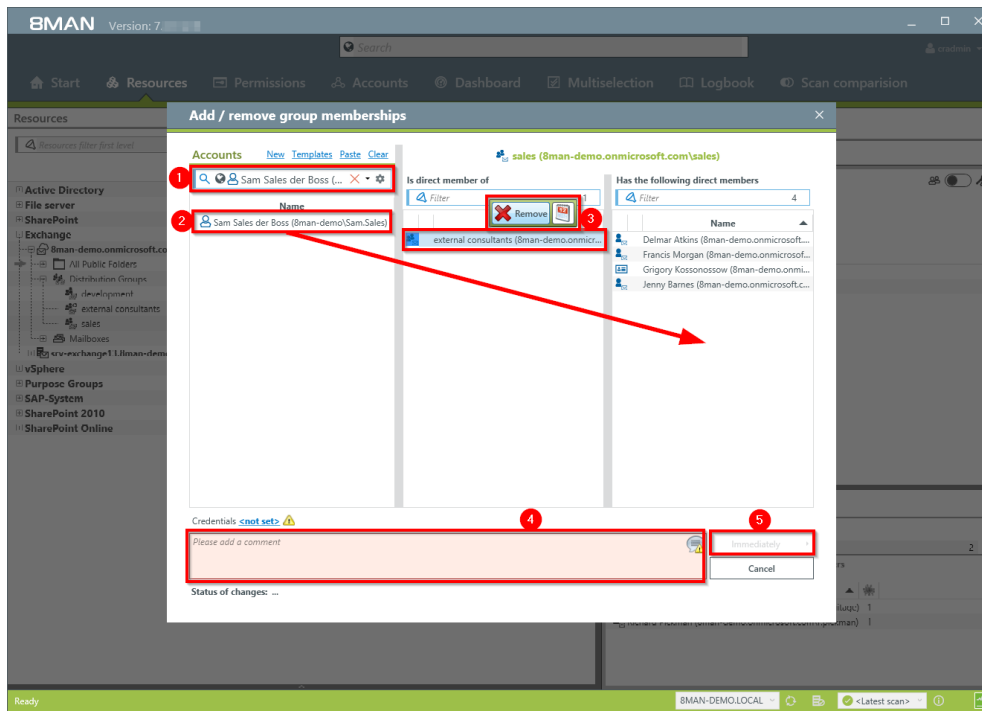
Step by Step process



Use the search field to find the desired distribution group.



1. You are focusing on the desired group.
2. Right-click on the group and select "Change group memberships".



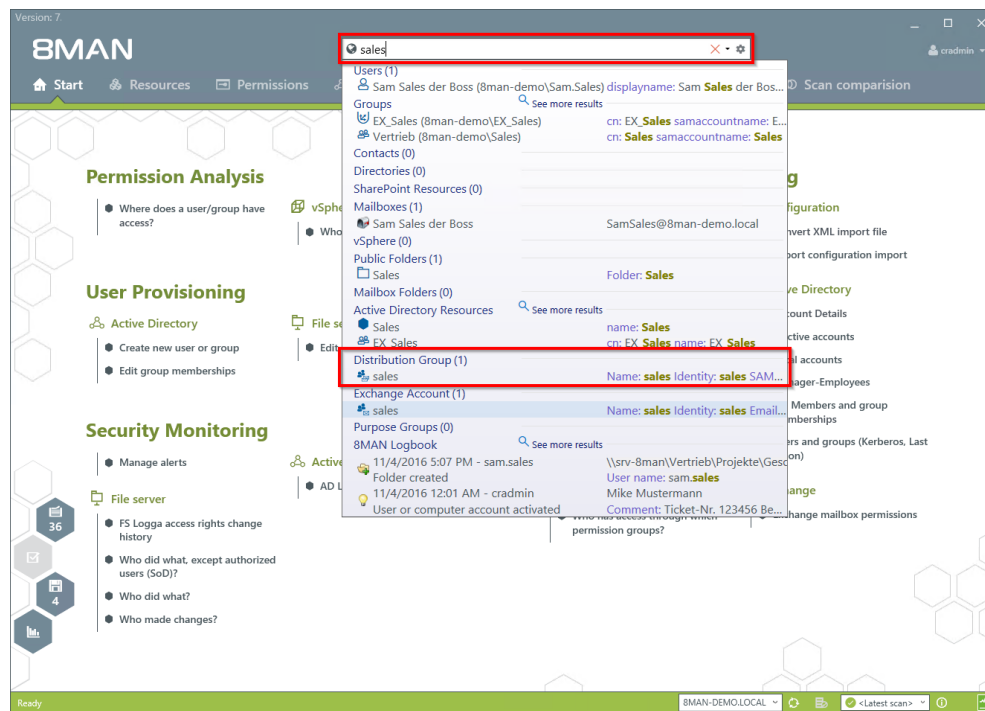
1. Find an account.
2. Use drag & drop to move the account to a column, to assign a group membership.
3. You can remove memberships with the "Remove" button.
4. You must enter a comment, for example a ticket number.
5. Click on "Immediately".

6.3.7 Manage distribution group permissions

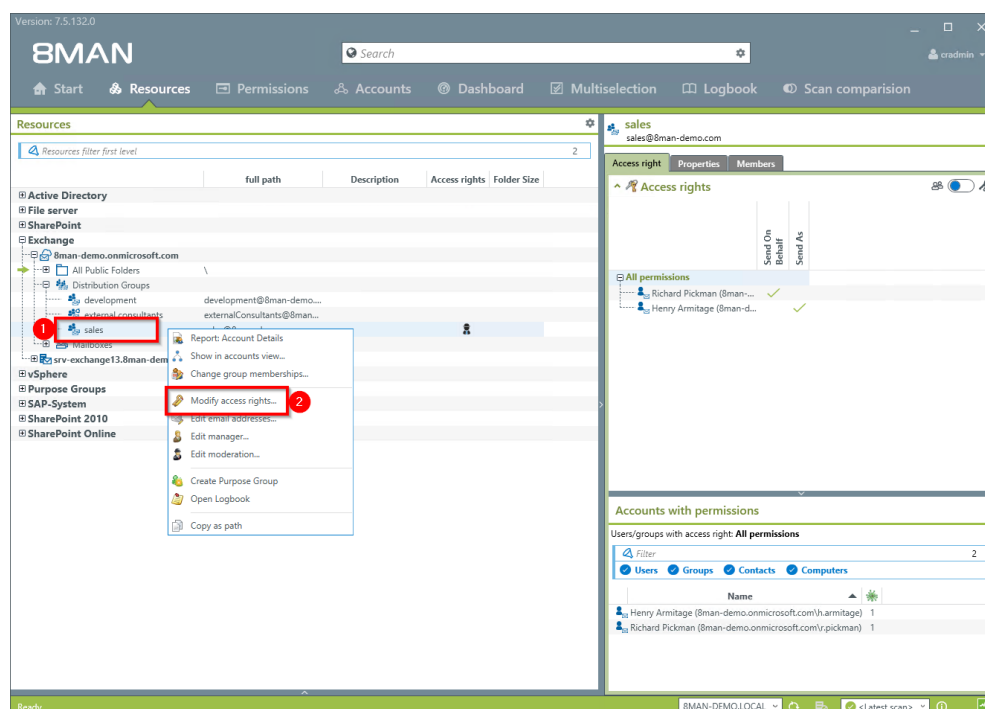
Background / Value

8MAN allows you to change who can send emails from which distribution groups. As usual, this is automatically documented. The most relevant cases are "Send as" and "Send on behalf". The former is especially sensitive since it is not clearly indicated who actually sent the Email. With "Send on behalf" on the other hand the "deputy" sender is clearly visible.

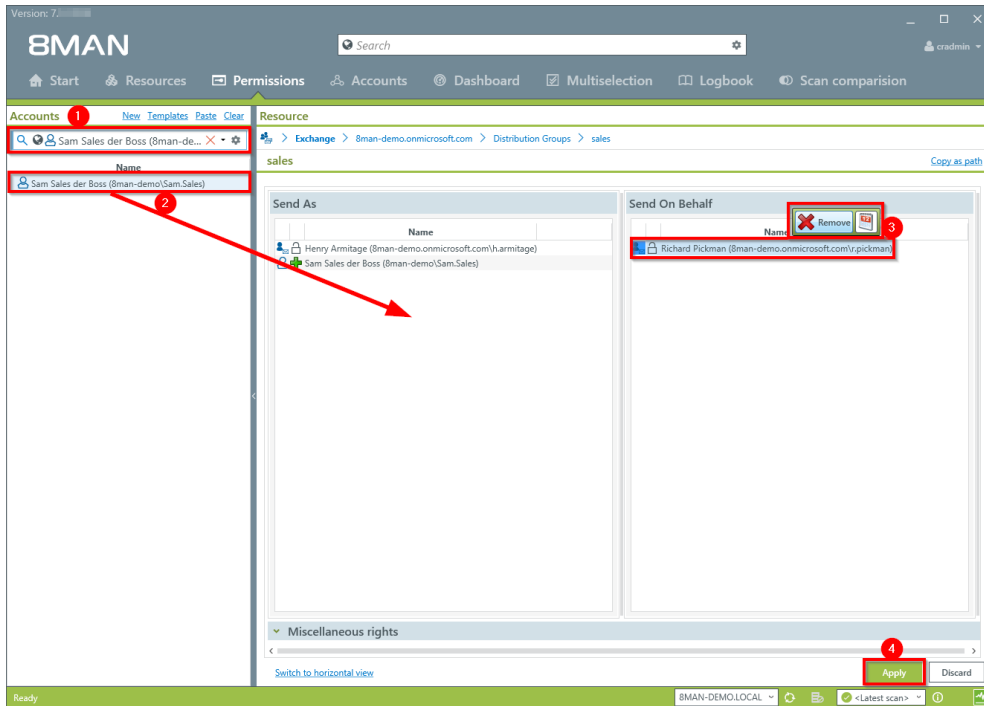
Step by step process



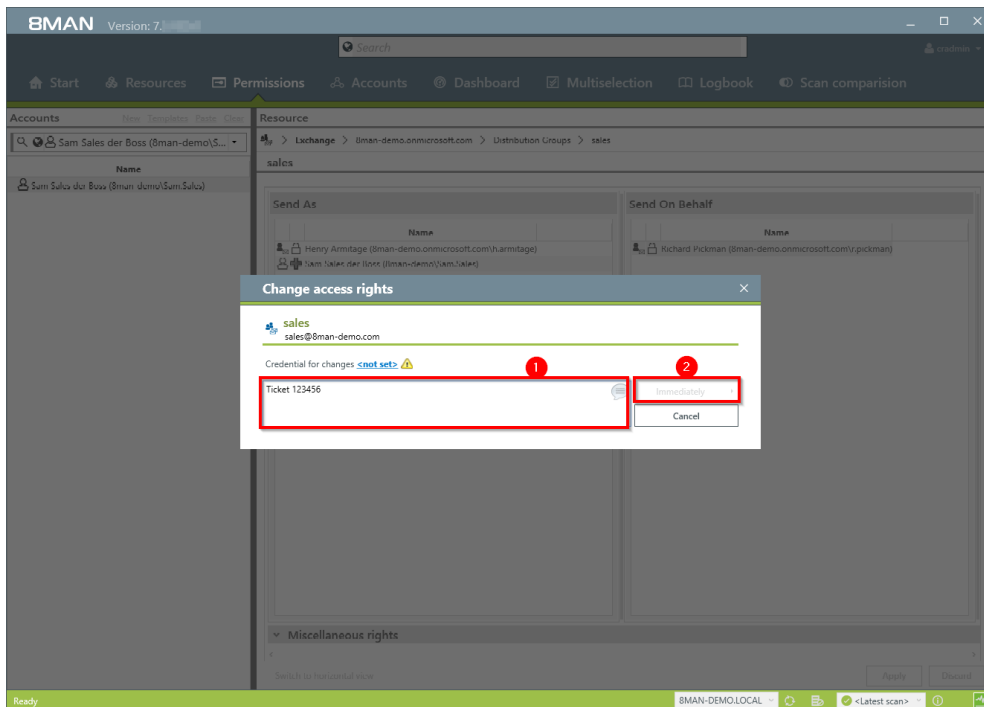
Use the search field to find the desired mailing list.



1. Find the desired distribution group.
2. Right-click on the group and select "Modify access rights" from the context menu.



1. Use the search function to find the account.
2. Use drag & drop to assign the desired permission.
3. Select an entry and use the context menu to remove a permission.
4. Click on "Apply".



1. Enter a comment.
2. Start the access rights change.

6.3.8 Change the moderation of distribution groups

Background / Purpose

With 8MAN you can quickly modify the moderation of distribution groups. The process will be documented automatically.

If no moderators are nominated the role is filled out by the manager of the group.

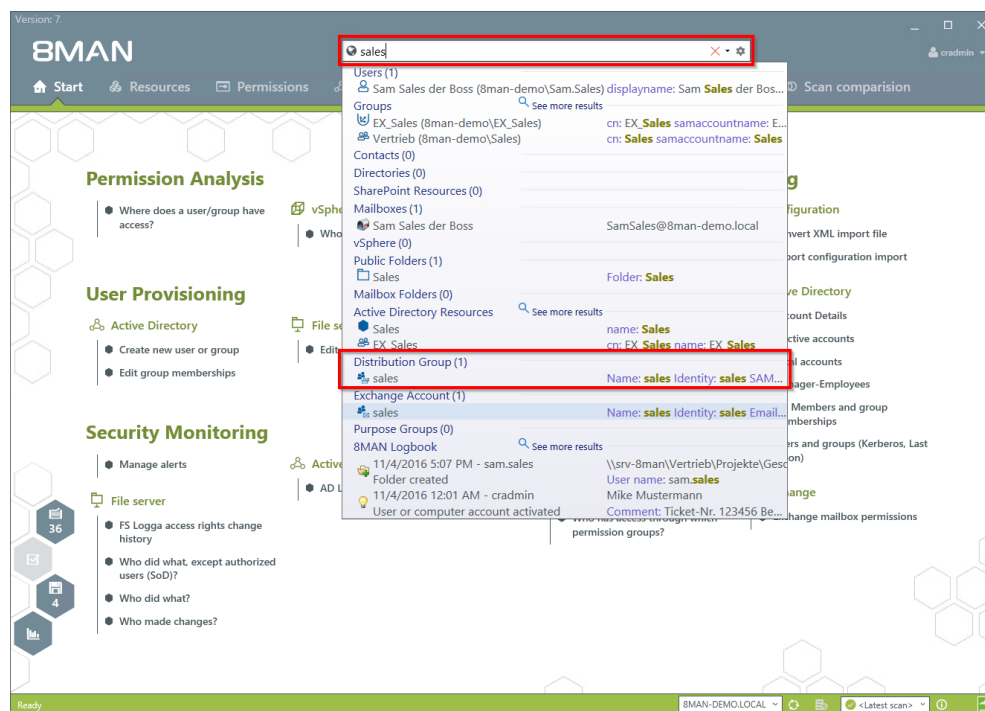
Additional Services

[Display distribution group properties](#)

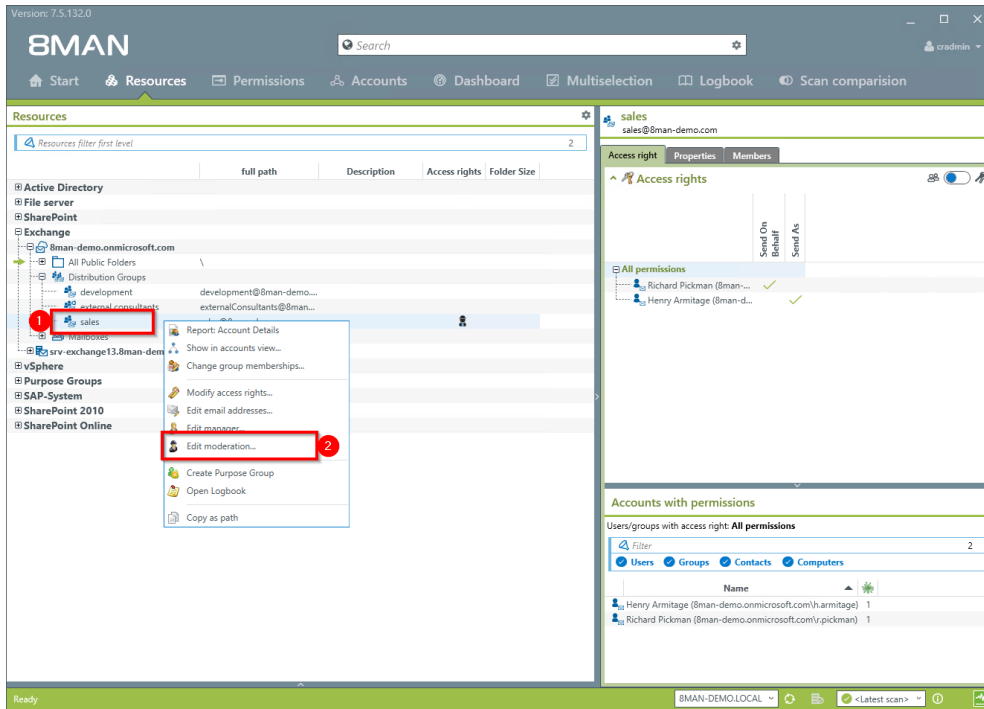
[Change the manager of distribution groups](#)

The change also works for dynamic Exchange groups.

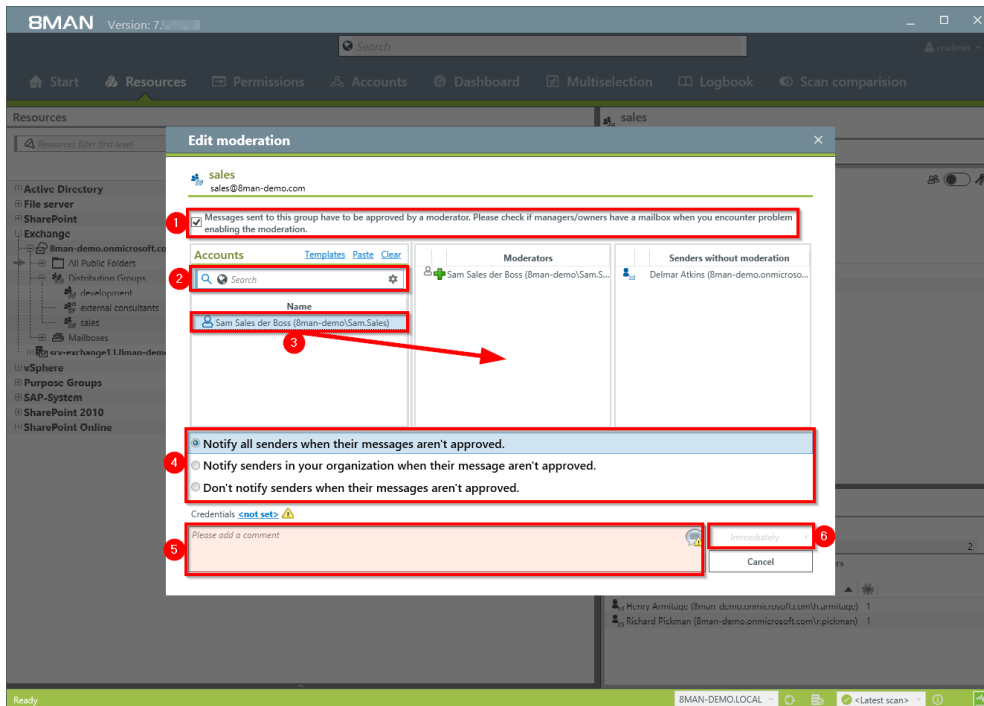
Step by step process



Use the search field to find the desired distribution group.



1. You are focusing in the desired group.
2. Right-click on a group and select "Edit moderation".



1. Enable or disable the moderation of the distribution group.
2. Use the search field to find accounts.
3. Use drag & drop to move accounts to the column "Moderators" or "Sender without moderation" (Whitelist).
4. Determine the workflow for rejected messages.
5. You must enter a comment, for example a ticket number.
6. Start the process.

6.3.9 Change the manager of distribution groups

Background / Value

8MAN allows you to quickly change managers for distribution groups. The process is automatically documented. In the default settings, managers are the only ones allowed to change the configuration.

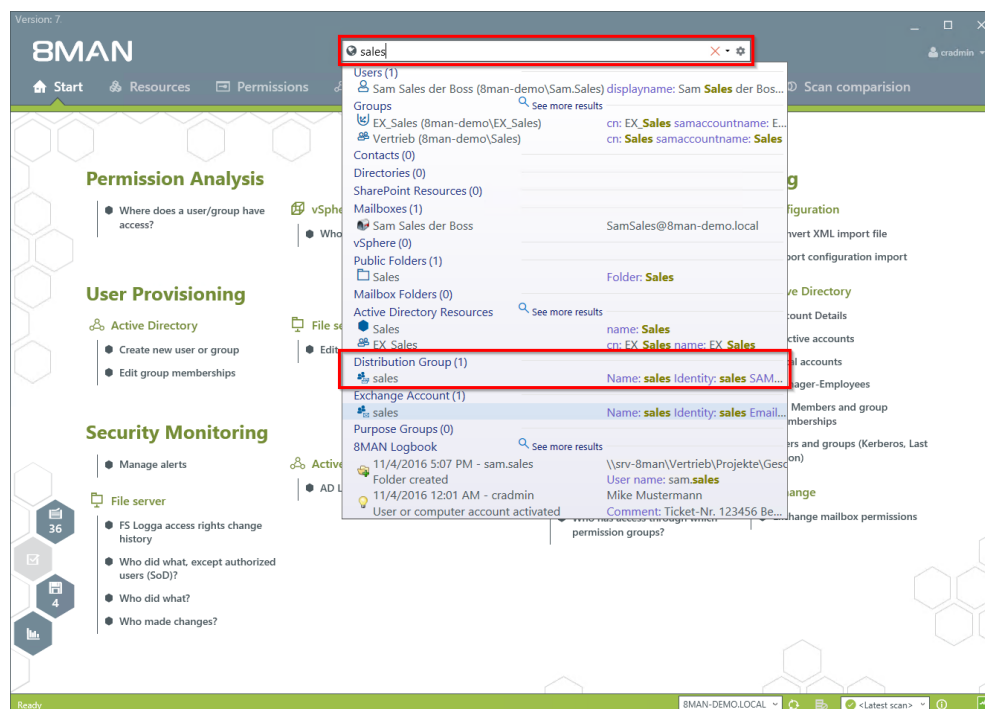
The change also works for dynamic Exchange groups.

Additional Services

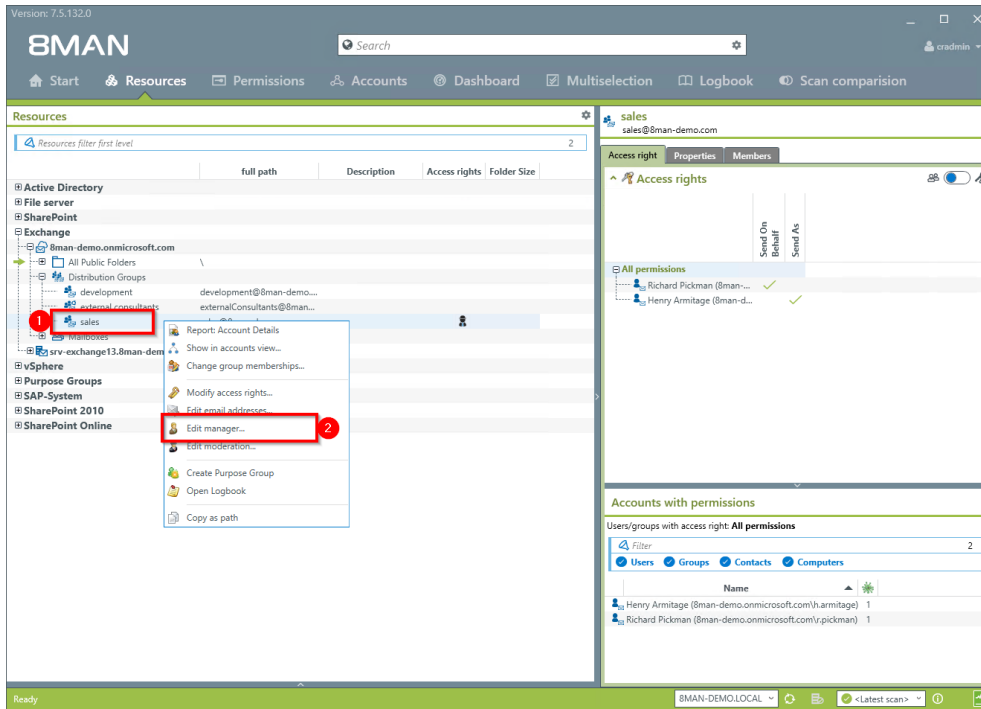
[Display distribution group properties](#)

[Modify moderation of distribution groups](#)

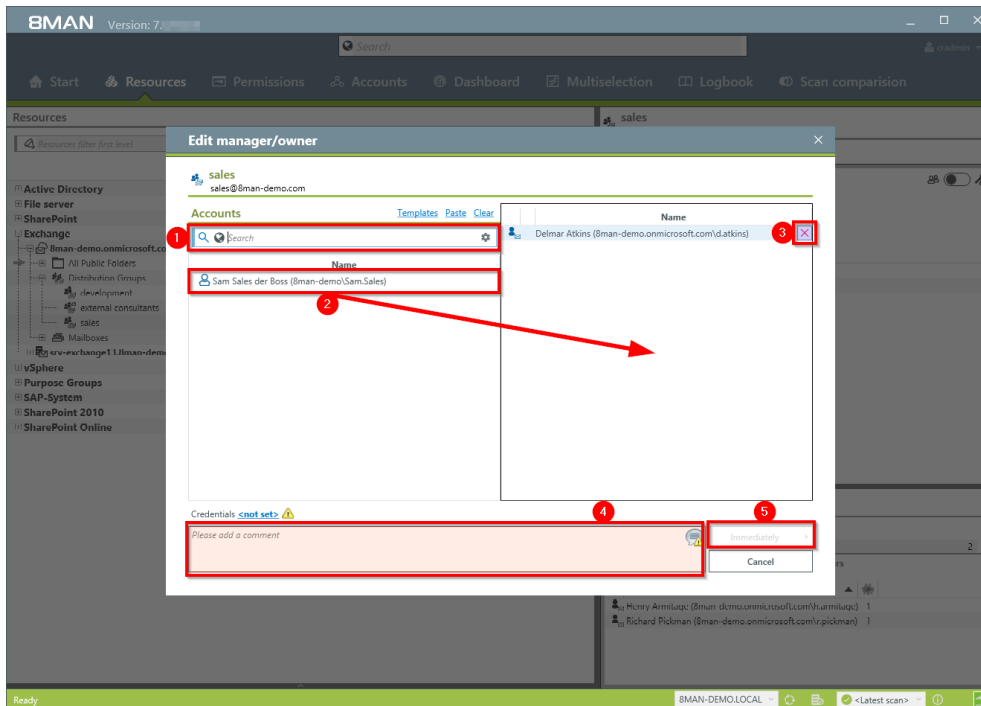
Step by step process



Use the search field to find the desired distribution group.



1. You are focusing on the desired group.
2. Right-click on the group and select "Edit Manager".



1. Use the search field to find the desired accounts.
2. Use drag & drop to move accounts to the column "Moderators" or "Send without moderation" (Whitelist).
3. You can also remove accounts.
4. You must enter a comment, for example a ticket number.
5. Start the process.

6.3.10 Create and delete contacts

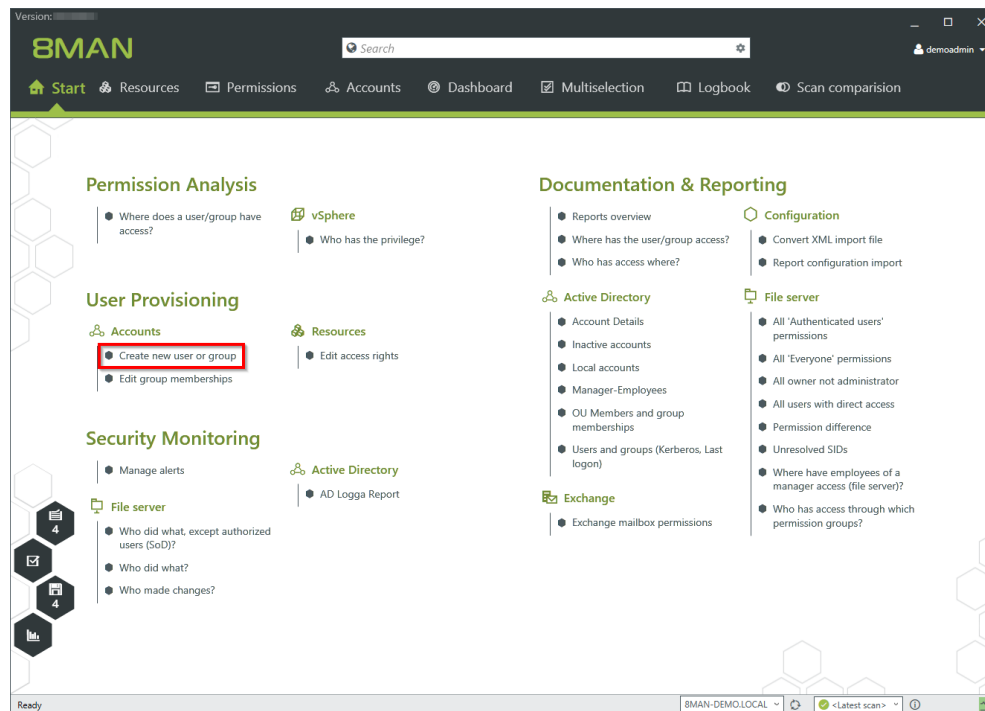
Background / Value

With 8MAN, you can documented create contacts and manage them quickly, e.g. to add them to distribution groups.

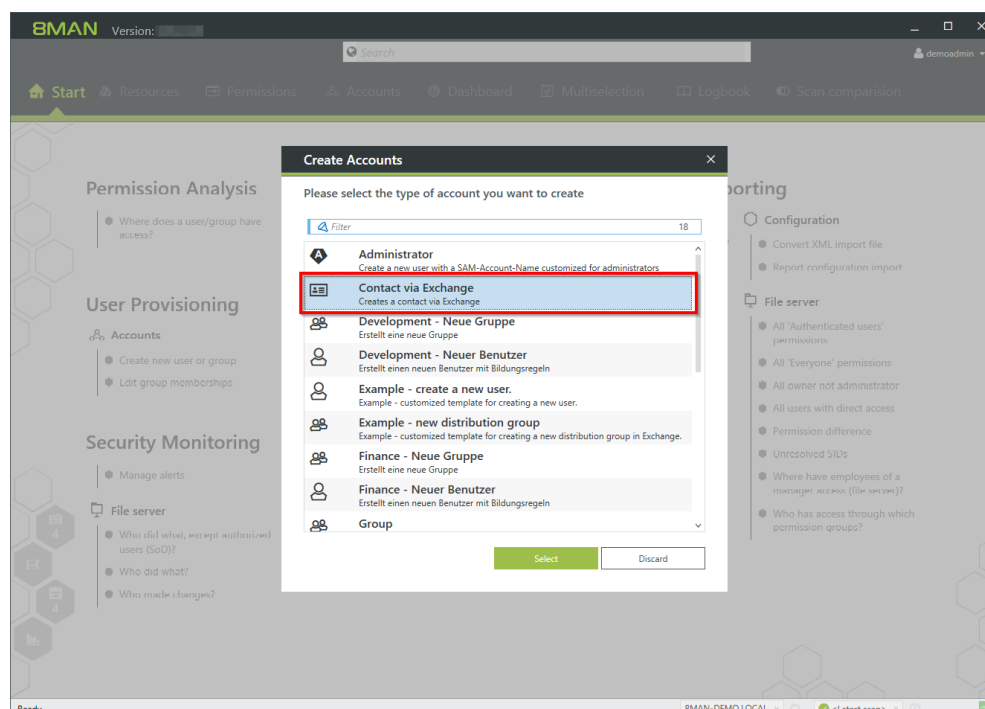
Additional Services

[Manage distribution group memberships](#)

Step by step process



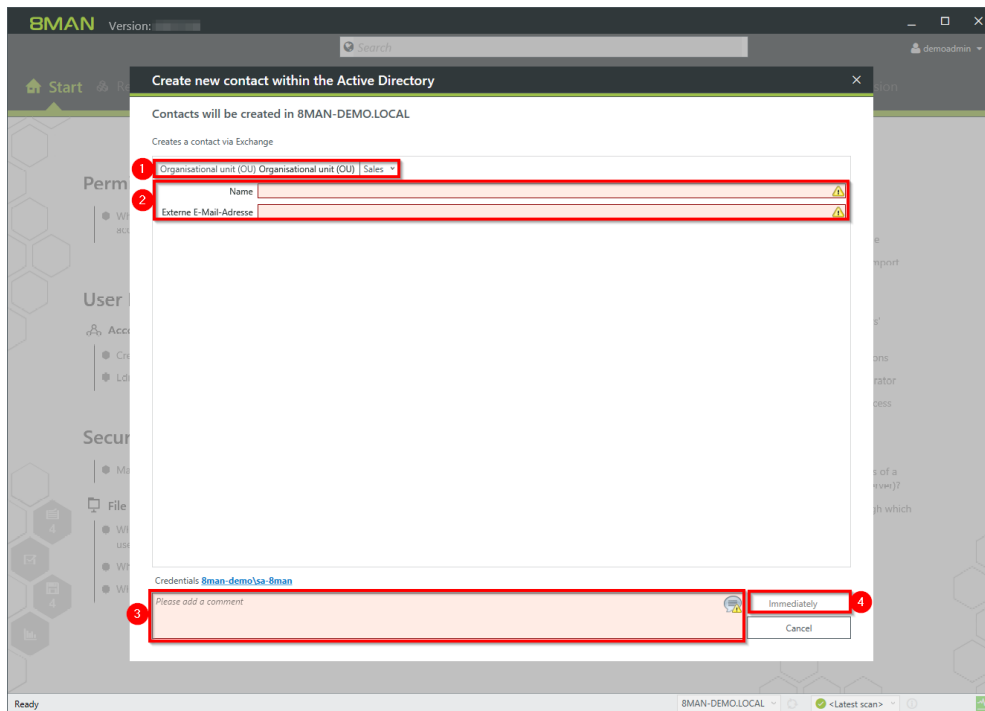
1. Select "Start".
2. Click "Create new user or group".



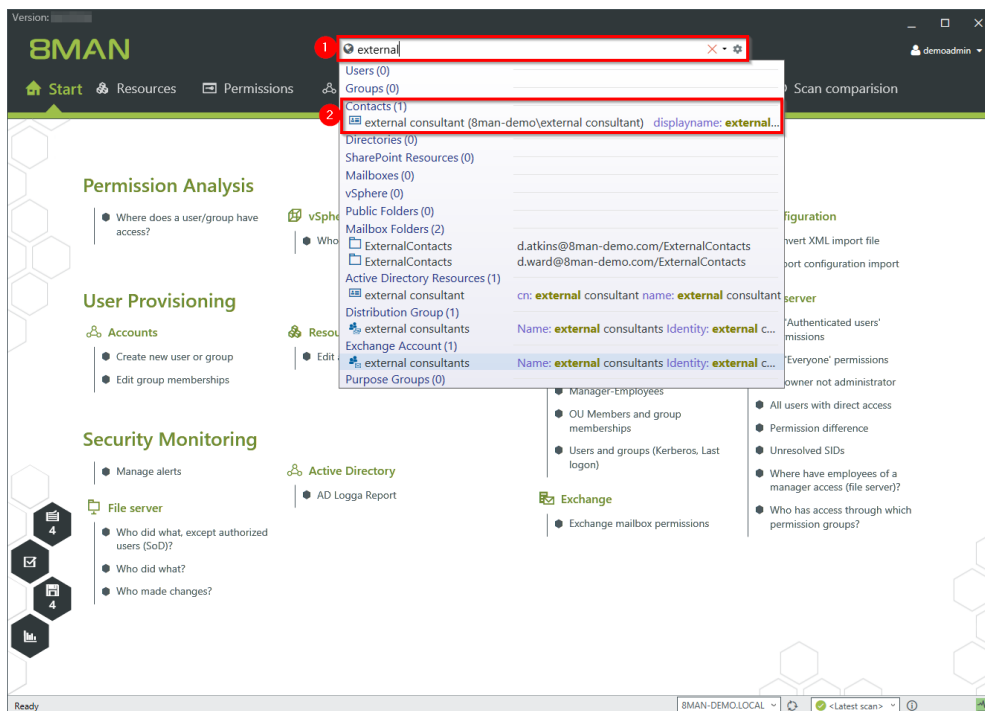
Select a template to create a contact.

8MAN provides a sample template for the creation of contacts. You must customize this template before you can use it. See [Customizing Templates Manual](#).

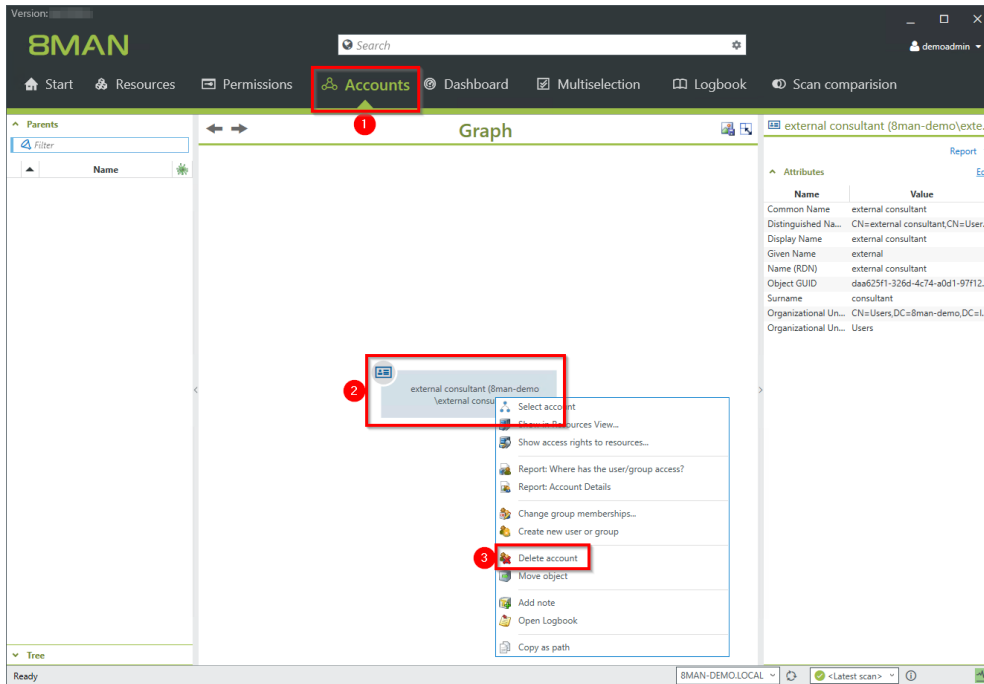
8MAN creates contacts using the Exchange Powershell connection. A license for the 8MATE for Exchange is required.



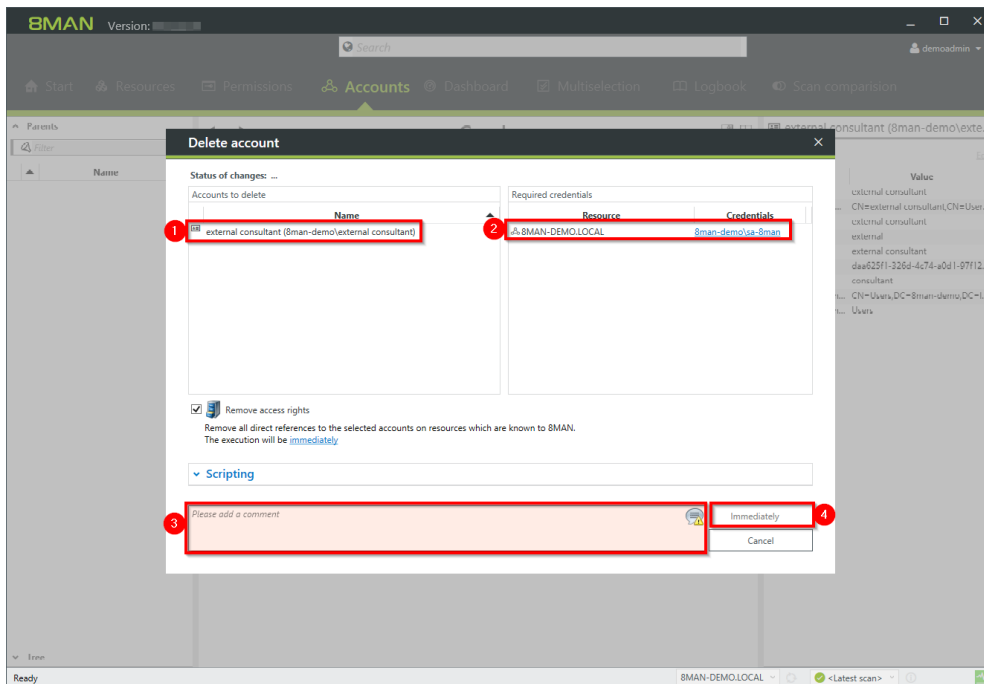
1. Specify an OU.
2. Enter names and email addresses.
3. You must enter a comment.
4. Start the execution.



1. Use the search to find a contact.
2. Click on the search result.



1. 8MAN switches to the Accounts view.
2. Right-click the contact.
3. Select Delete account.



1. 8MAN shows the contact to be deleted.
2. 8MAN shows the login with which the contact is deleted. If necessary, specify other credentials.
3. You must enter a comment.
4. Start the execution.

You do not need an 8MATE for Exchange license to delete contacts.

7 Contacting 8MAN support

You can reach our support under the following number:

Germany (German and English)

+49 30 390 6345-99

United Kingdom (English)

+44 12 76 91 99 89

Monday through Friday from 9 am until 5 pm (CET).

E-Mail

support@8man.com

Website

<https://susi.8man.com>

You start on the website with a self-registration. After completion, you can see the publicly accessible content. After registration, you will be assigned to an authorization level by our support team. Only then you can see non-public content and use the ticket system. This process may take some time.

8 Disclaimer

Information provided in this document may change at any given time and without prior notice. Its provision does not entail any kind of legal obligation at Protected Networks's end.

The usage of Protected Networks's software 8MAN is outlined in an End User Licence Agreement (EULA). 8MAN must only be used in accordance with its stipulations.

Without prior written consent from Protected Networks this document must not be partially or entirely reproduced, transmitted or translated, be it by electronic, mechanical, manual or optical means.

This document should be considered part of a framework consisting of Protected Networks's Terms & Conditions, EULA and Privacy Statement to be found on their website.

Copyright

8MAN is the registered trademark of a software solution and its related documents and is the intellectual property of Protected Networks.

All product and company names are trademarks™ or registered® trademarks of their respective holders even without special marking.

Protected Networks GmbH
Alt-Moabit 73
10555 Berlin

+49 30 390 63 45 - 0

www.protected-networks.com

9 Software license acknowledgments

- Json.net, © 2006-2014 Microsoft, <https://json.codeplex.com/license>
- JSON.NET Copyright (c) 2007 James Newton-King
<https://github.com/JamesNK/Newtonsoft.Json/blob/master/LICENSE.md>
- Irony Copyright (c) 2011 Roman Ivantsov <http://irony.codeplex.com/license>
- Jint Copyright (c) 2011 Sebastien Ros <http://jint.codeplex.com/license>
- #ziplib 0.85.5.452, © 2001-2012 IC#Code, <http://www.icsharpcode.net/opensource/sharpziplib/>
- PDFsharp 1.33.2882.0, © 2005-2012 empira Software GmbH, Troisdorf (Germany),
http://www.pdfsharp.net/PDFsharp_License.ashx
- JetBrains Annotations, ©2007-2012 JetBrains, <http://www.apache.org/licenses/LICENSE-2.0>
- Microsoft Windows Driver Development Kit, © Microsoft, EULA, installed on the computer on which the FS Logga for Windows file servers is installed: C:\Program Files\protected-networks.com\8MAN\driver (Usage only for FS Logga for Windows file server)
- NetApp Manageability SDK, © 2013 NetApp, <https://communities.netapp.com/docs/DOC-1152> (Usage only for FS Logga for NetApp Fileserver)
- WPF Shell Integration Library 3.0.50506.1, © 2008 Microsoft Corporation ,
<http://archive.msdn.microsoft.com/WPFShell/Project/License.aspx>
- WPF Toolkit Library 3.5.50211.1, © Microsoft 2006-2013, <http://wpf.codeplex.com/license>
- Bootstrap, © 2011-2016 Twitter, Inc, <https://github.com/twbs/bootstrap/blob/master/LICENSE>
- jQuery, © 2016 The jQuery Foundation, <https://jquery.org/license>
- jquery.cookie, © 2014 Klaus Hartl, <https://github.com/carhartl/jquery-cookie/blob/master/MIT-LICENSE.txt>
- jquery-tablesort, © 2013 Kyle Fox, <https://github.com/kylefox/jquery-tablesort/blob/master/LICENSE>
- LoadingDots, © 2011 John Nelson, <http://johncoder.com>
- easyModal.js, © 2012 Flavius Matis, <https://github.com/flaviusmatis/easyModal.js/blob/master/LICENSE.txt>
- jsTimezoneDetect, © 2012 Jon Nylander
<https://bitbucket.org/pellepim/jstimezonedetect/src/f9e3e30e1e1f53dd27cd0f73eb51a7e7caf7b378/LICENSE.txt?at=defaultjquery-tablesort>
- Sammy.js, © 2008 Aaron Quint, Quirkey NYC, LLC
<https://raw.githubusercontent.com/quirkey/sammy/master/LICENSE>
- Mustache.js, © 2009 Chris Wanstrath (Ruby), © 2010-2014 Jan Lehnardt (JavaScript) and © 2010-2015 The mustache.js community <https://github.com/janl/mustache.js/blob/master/LICENSE>
- Metro UI CSS 2.0, © 2012-2013 Sergey Pimenov, <https://github.com/olton/Metro-UI-CSS/blob/master/LICENSE>
- Underscore.js, © 2009-2016 Jeremy Ashkenas, DocumentCloud and Investigative Reporters & Editors
<https://github.com/jashkenas/underscore/blob/master/LICENSE>
- Ractive.js, © 2012-15 Rich Harris and contributors, <https://github.com/ractivejs/ractive/blob/dev/LICENSE.md>
- RequireJS, © 2010-2015, The Dojo Foundation, <https://github.com/jrburke/requirejs/blob/master/LICENSE>
- typeahead.js, © 2013-2014 Twitter, Inc, <https://github.com/twitter/typeahead.js/blob/master/LICENSE>
- Select2, © 2012-2015 Kevin Brown, Igor Vaynberg, and Select2 contributors
<https://github.com/select2/select2/blob/master/LICENSE.md>
- bootstrap-datepicker, © Copyright 2013 eternicode <https://github.com/eternicode/bootstrap-datepicker/blob/master/LICENSE>
- RabbitMQ, © Copyright 2007-2013 GoPivotal, <https://www.rabbitmq.com/mpl.html>
- EPPlus, JanKallman, <https://github.com/JanKallman/EPPlus/blob/master/LICENSE>

