Clearwater Digital

Horizon

HORIZON
HISTORICAL DATA
RECOVERY

CREATING A LIMITED ACCOUNT FOR HORIZON POWERSHELL

This section explains how to create an account that has read-only access to log data inside a Microsoft Office 365 tenant.

This allows a security analyst to use the **Search-UnifiedAuditLog** PowerShell command, whilst minimising privileges to make any changes or see other sensitive data.

STEP 1

NEW ADMIN CENTRE

1. In the Microsoft Office 365 admin centre, go to **User management,** and select **Add user.**

2. Enter the new user's **First name** and **Last name.** The **Display name** is filled in automatically, but you can change it. For your reference, we recommend calling this user *Horizon LogReader* or similar.

3. Enter a **Username.** This will be the new user's email address. If you have more than one domain, select the correct domain from the drop-down list.

4. Continue to follow the user creation workflow, noting that this user does not require a product license.

5. Upon reaching **Optional settings,** expand **Roles,** clear the **User (no administrator access)** check box, and select the **Reports reader** admin role from the list.

Please supply your Clearwater technical contact with these account credentials.

Official Microsoft documentation reference for Step 1:
https://support.office.com/en-gb/article/add-a-new-user-10d7c185-34d1-4648-9b1d-40c45305d2cb
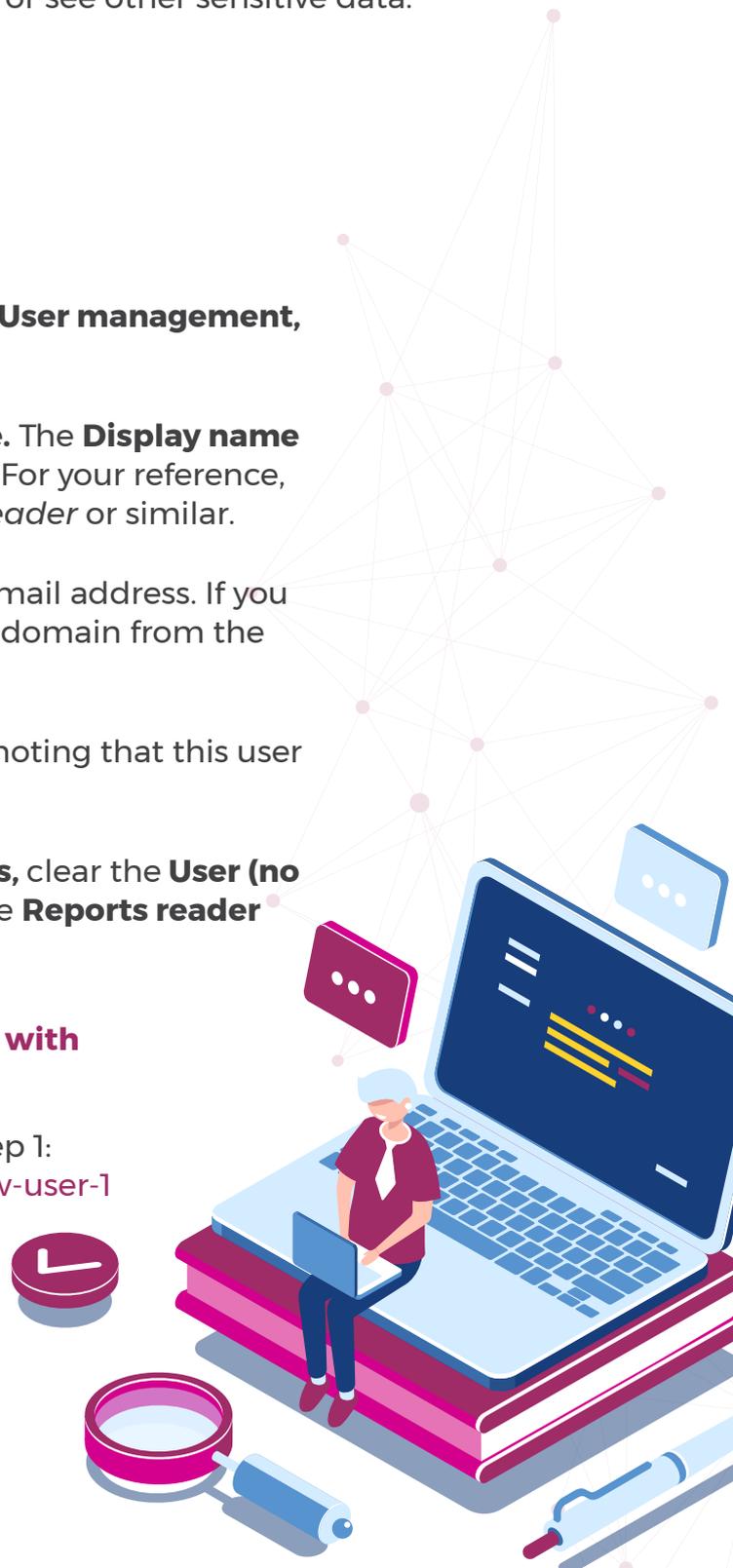
STEP 2

EXCHANGE ADMIN CENTRE (EAC)

The user must now be assigned the **View-Only Audit Logs** role in the EAC.

1. In the EAC, go to **Permissions > Admin Roles** and then click **Add ✚.**

2. In the **New role group** window that appears, configure the following settings:

- **Name:** Enter a unique name for the role group. We recommend *Log Reader* or similar.

- **Description:** Enter an optional description for the role group. For example: *Used for accessing security logs.*

- **Write scope:** Leave this as **Default.**

- **Roles:** Click **Add ✚** to select the roles that you want to be assigned to the role group in the new window that appears. Select the **View-Only Audit Logs** role.

- **Members:** Click **Add ✚** to select the members that you want to add to the role group in the new window that appears. Select the account created in step 1.

- When you're finished, click **Save** to create the role group.

Official Microsoft documentation reference for Step 2:
https://docs.microsoft.com/en-us/exchange/permissions-exo/
role-groups#create-role-groups

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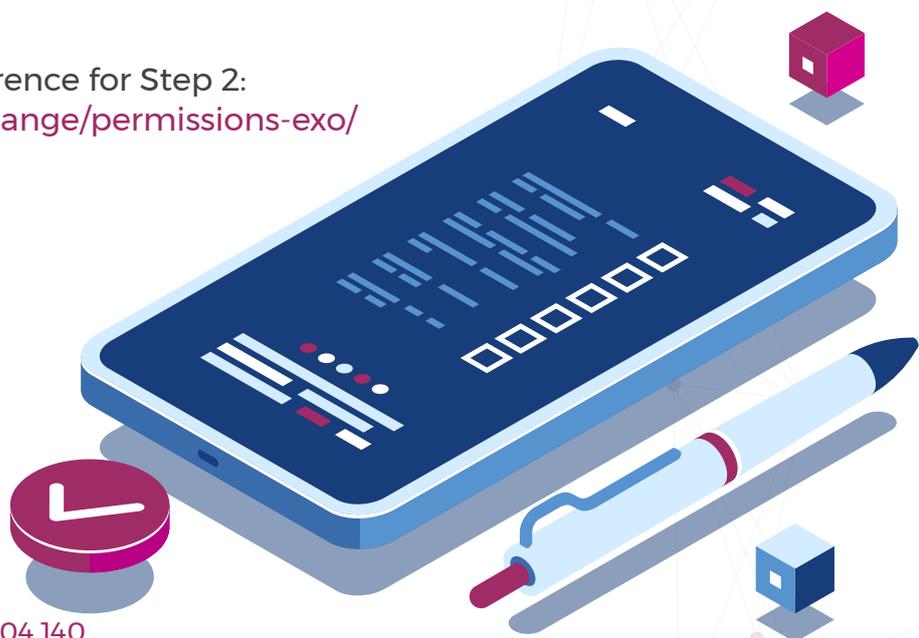
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