

# SOX Compliance

# with O365 Manager Plus

www.o365managerplus.com

#### About SOX

The Sarbanes-Oxley Act of 2002 (often shortened to SOX) is legislation passed by the U.S. Congress to protect shareholders and the general public from accounting errors and fraudulent practices in the enterprise, as well as improve the accuracy of corporate disclosures. The U.S. Securities and Exchange Commission (SEC) administers the act, which sets deadlines for compliance and publishes rules on requirements.

Please note that the efforts and procedures required to establish compliance in each section may vary in different organizations depending on their systems configuration, internal procedures, nature of business, and other factors.

Usage of the below mentioned reports may not guarantee complete organizational compliance. This document can be used as a reference guide for complying with SOX industrial mandate.

#### SOX compliance with O365 Manager Plus

To comply with industrial mandates various control methods have to implemented. For management simplicity we have mapped the compliance requirements with the required control methods. You can find the reports required to complete the control methods subsequently. Though mentioned separately, all the control methods are interlinked and often required by most of the regulations.

- Access Control
- Account Management
- User Management
- Integrity Monitoring
- Credentials Management
- Data Governance
- **Configuration Management**
- Audit Trail

Requirement	Control Method
Al3: Acquire and Maintain Technology Infrastructure (COSO: Control Activities)	
Al3.2 Infrastructure Resource Protection and Availability Integrity Monitoring	
	Configuration Management
	Access Control
Al3.4 Feasibility Test Environment	Configuration Management
Al3.3 Infrastructure Maintenance	Configuration Management
	<u>User Management</u>
Al6: Manage Changes (COSO: Control Activities, Risk Assessment, Monitoring)	
Al6.1 Change Standards and Procedures And Al6.3: Emergency	Configuration Management

Changes	Audit Trail
Al6.4: Change Status Tracking and Reporting	Configuration Management
Al6.5: Change Closure and Documentation	Audit Trail
AI7: Install and Accredit Solutions and Changes (COSO: Control A Monitoring)	Activities, Information and Communication,
AI7.4: System and Data Conversion	Configuration Management
	<u>Audit Trail</u>
AI7.7: Final Acceptance Test	Audit Trail
AI7.8: Promotion to Production	Configuration Management
	<u>Audit Trail</u>
AI7.9: Post-implementation Review	Configuration Management
	<u>Audit Trail</u>
DS3: Manage Performance and Capacity (COSO: Control Activitie	s, Monitoring)
DS3.4 IT Resources Availability And DS3.5: Monitoring and Reporting	Access Control
	Data Governance
	Audit Trail
DS4: Ensure Continuous Service (COSO: Control Activities, Inform Environment)	mation and Communication, Control
DS4.3: Critical IT Resources	Integrity Monitoring
	Access Control
DS5: Ensure Systems Security (COSO: Control Activities, Informa	ation and Communication, Monitoring)
DS5.3: Identity Management	Account Management
	Credentials Management
DS5.4: User Account Management	Account Management

DS9: Manage the Configuration (COSO: Control Activities)	Audit Trail	
DS9.1 Configuration Repository and Baseline And DS9.2 Identification and Maintenance of Configuration Items And DS9.3 Configuration Integrity Review	Configuration Management	
DS10: Manage Problems (COSO: Control Activities, Information a	nd Communication, Monitoring)	
DS10.2: Problem Tracking and Resolution	Audit Trail	
DS13: Manage Operations (COSO: Control Activities, Information and Communication)		
DS13.3: IT Infrastructure Monitoring	Audit Trail	

# Control methods and O365 Manager Plus reports

The following section will map the control methods and O365 Manager Plus reports that help to implement them.

#### Access Control

Office 365 Service	O365 Manager Plus Reports
Exchange Online	Exchange Admin Activity
	Exchange User Activity
	Non-Owner Mailbox Access
	Recently Added Members to Groups
	Recently Removed members from groups
	Group Members
	Distribution List Members
	Active Directory
	Reset User Password
	Disabled Exchange Users
	Send-As Permission
	Send-on-Behalf Permission
	Mailbox Permissions Changes
	Permissions Changes

	Unified Messaging Mailbox Policy
	User Rights Assignment Policy Changes DLP Policy Matches
	OWA Logon by Users
	OWA Logon by OS
	OWA Logon by Browsers Public Folder Activity
Active Directory	Recently Enabled Accounts
	User Account Status Changes
	User Logon Activity
	Temporary User Accounts
	Never Expiring Passwords
	All Users
	Password Expired Users
	Azure Locked Users
	Group Modification Report
	Group Settings Modification Report
	Azure Admin Activity,
	Recently modified users
	Multi Factor Authentication Status
	Reset User Password
	Change User Password
	Update User Credentials
	User Activity(based on Business Hours)
	User Logon Activity
OneDrive for Business	OneDrive Events Log
	OneDrive Files Accessed
	OneDrive File Modifications
	OneDrive Files Renamed
	OneDrive Files Movement

	OneDrive File Operation
	OneDrive Downloads
	OneDrive File Uploads
	OneDrive Deleted Files
	OneDrive Download Sync
	OneDrive Upload Sync
Microsoft Teams	Added Channel
	Created Team
	Deleted Team
	Users Signed in to Teams
	Changed Setting (legacy)
	Changed Organizational Settings
	Changed Team Settings
	Changed Channel Settings
Power BI	Created Dashboard
	Viewed Dashboard
	Modified Dashboard
	Deleted Dashboard
	Printed Dashboard
	Shared Dashboard
	Created Groups
	Added Group members
	Started Pro-trial Subscriptions
	Created Reports
	Viewed Reports
	Modified Reports
	Deleted Reports
	Shared Reports
	Printed Reports
	Downloaded Reports
	Published Reports
	Exported Dashboard Tile
	Exported Reports
	Started Extended Trial
	Admin Portal Activities
	Analyzed Dataset
	Started Extended Trial Admin Portal Activities Viewed Usage Metrics

	Created Organizational Content Pack Deleted Dataset Objects
Sway	Viewed sway
	Enabled and disabled sway
	Enabled and disabled sway service
	Enabled and disabled external sway sharing
	Created, modified, and deleted sway

#### Account Management

Office 365 Service	O365 Manager Plus Reports
Exchange Online	Non-Owner Mailbox Access
	Contact Audit Log
	Added Member to Group
	Removed Member from Group
	Group Members
	Users Not in Group
	Groups with Disabled Users
	Account Policy Changes
	User Configuration Changes
	Role Assignment policy
	Unified Messaging Mailbox Policy
	User Rights Assignment Policy Changes
	DLP Policy Matches
Azure Active Directory	Recently Enabled Accounts
	Recently Created User Account
	Recently Modified User Account
	Recently Deleted User Account
	Password change Report
	Accounts with Most Logon Activity (In All Logon Activities Report)
	All Users
	Password Expired User Accounts
	Locked User Accounts
	Never Expiring Passwords

	Azure Locked Users
	Azure User Activities
	Recent Logon Failure
	Recent Successful Logon
	User Logon Activtiy
	Exchange User Activity
Micorosft Teams	Added Channel
	Created Team
	Deleted Team
	Users Signed in to Teams
	Changed Setting (legacy)
	Changed Organizational Settings
	Changed Team Settings
	Changed Channel Settings
Power BI	Started Pro-trial Subscriptions
	Started Extended Trial
	Admin Portal Activities
	Viewed Usage Metrics
	Analyzed Dataset
	Created Organizational Content Pack
Sway	Viewed sway
	Enabled and disabled sway
	Enabled and disabled sway service
	Enabled and disabled external sway sharing
	Created, modified, and deleted sway

## **Credentials Management**

Office 365 Service	O365 Manager Plus Reports
Azure Active Directory	Password Change
	Never Expiring Passwords
	Soon to Expire Users
	Password Changed Users
	Password Unchanged Users
	Multi Factor Authentication Status
	Recently Password Reset Users
	Forced Password Change
	Updated User Credentials

Microsoft Teams	Users Signed in to Teams

#### User Management

Office 365 Service	O365 Manager Plus Reports
Exchange Online	Exchange User Activity
	Mailbox Features
	Mailbox with ForwardTo
	Mailbox Auto Reply Configuration
	Group Members
	Recently Added Users to Groups
	Recently Deleted Users from Groups
	Distribution List Members
	Dynamic Distribution Group Members
	Mailbox Permissions Changes
	Created and deleted Malware Filter Policy
	Created, Modified, and Deleted Phishing Rules
	Created, Modified, and Deleted Role Assignments
	Created, Modified, and Deleted Safe Attachment Policies
	Created, Modified, and Deleted Safe Link Policies
	OWA Logon by Users
	OWA Logon by OS
	OWA Logon by Browsers
Azure Active Directory	Added Users
	Updated Users
	Deleted Users
	Cloud users
	Synced Users
	Never Expiring Passwords
	User Logon Activity
	Added Users to Admin Role
	Recent Logon Failure
	Recent Successful Logon
	User Activity(based on Business Hours)
	User Logon Activity
OneDrive for Business	OneDrive Events Log
	OneDrive Files Accessed

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	OneDrive File Modifications
	OneDrive Files Renamed
	OneDrive Files Movement
	OneDrive File Operation
	OneDrive Downloads
	OneDrive File Uploads
	OneDrive Deleted Files
	OneDrive Download Sync
	OneDrive Upload Sync
Microsoft Teams	Added Channel
	Created Team
	Deleted Team
	Users Signed in to Teams
	Changed Setting (legacy)
	Changed Organizational Settings
	Changed Team Settings
	Changed Channel Settings
Sway	Viewed sway
	Enabled and disabled sway
	Enabled and disabled sway service
	Enabled and disabled external sway sharing
	Created, modified, and deleted sway

# Integrity Monitoring

Office 365 Service	O365 Manager Plus Reports
Exchange Online	OWA Logon by Users
	OWA Logon by OS
	OWA Logon by Browsers
Azure Active Directory	Recent Logon Failure
	Recent Successful Logon
	User Activity(based on Business Hours)
	User Logon Activity
OneDrive for Business	OneDrive Files Accessed
	OneDrive File Modifications
	OneDrive File Renaming
	OneDrive File Movement
	OneDrive File Operations

Printed ReportsDownloaded ReportsPublished ReportsExported Dashboard TileExported ReportsStarted Extended TrialAdmin Portal ActivitiesViewed Usage MetricsAnalyzed DatasetCreated Organizational Content PackDeleted Dataset ObjectsViewed sway
Downloaded Reports Published Reports Exported Dashboard Tile Exported Reports Started Extended Trial Admin Portal Activities Viewed Usage Metrics Analyzed Dataset Created Organizational Content Pack
Downloaded Reports Published Reports Exported Dashboard Tile Exported Reports Started Extended Trial Admin Portal Activities Viewed Usage Metrics Analyzed Dataset
Downloaded Reports Published Reports Exported Dashboard Tile Exported Reports Started Extended Trial Admin Portal Activities Viewed Usage Metrics
Downloaded Reports Published Reports Exported Dashboard Tile Exported Reports Started Extended Trial Admin Portal Activities
Downloaded Reports Published Reports Exported Dashboard Tile Exported Reports Started Extended Trial
Downloaded Reports Published Reports Exported Dashboard Tile Exported Reports
Downloaded Reports Published Reports Exported Dashboard Tile
Downloaded Reports Published Reports
Downloaded Reports
Shared Reports
Deleted Reports
Modified Reports
Viewed Reports
Created Reports
Started Pro-trial Subscriptions
Added Group members
Created Groups
Shared Dashboard
Printed Dashboard
Deleted Dashboard
Modified Dashboard
Viewed Dashboard
Created Dashboard
Changed Channel Settings
Changed Team Settings
Changed Organizational Settings
Changed Setting (legacy)
Users Signed in to Teams
Deleted Team
Created Team
Added Channel
OneDrive Events Log
OneDrive Deleted Files
OneDrive Upload OneDrive Downloads

Enabled and disabled sway
Enabled and disabled sway service
Enabled and disabled external sway sharing
Created, modified, and deleted sway

#### **Data Governance**

Office 365 Service	O365 Manager Plus Reports
Exchange Online	Exchange Online Mailbox Permissions Changes
	Added and deleted folder level permissions
	Added and deleted send-as permissions
	Added and deleted mailbox permissions
	Configured permissions for folders within user mailbox
	Exchange Online Mailbox Policy Changes
	Created, modified, and deleted UM mailbox policies
	Transport rule matches
	Messages that triggered transport rules
	Folder Message Count and Size
	Attachment by File Size
	Message by Subject
	Mailbox Message Restrictions
	Mailbox Clutter Details
	OWA Attachment Policies
	OWA Attachment Policy by Users
OneDrive for Business	OneDrive Files Accessed
	OneDrive File Modifications
	OneDrive File Renaming
	OneDrive File Movement
	OneDrive File Operations
	OneDrive Upload
	OneDrive Downloads
	OneDrive Deleted Files
	OneDrive Events Log
	Checked-in and checked-out file
	Discarded file check-out
Power BI	Created Dashboard

	Viewed Dashboard
	Modified Dashboard
	Deleted Dashboard
	Printed Dashboard
	Shared Dashboard
	Created Groups
	Added Group members
	Created Reports
	Viewed Reports
	Modified Reports
	Deleted Reports
	Shared Reports
	Printed Reports
	Downloaded Reports
	Published Reports
	Exported Dashboard Tile
	Exported Reports
	Viewed Usage Metrics
	Analyzed Dataset
	Deleted Dataset Objects
Swor	
Sway	Viewed sway
	Enabled and disabled sway
	Enabled and disabled sway service
	Enabled and disabled external sway sharing
	Created, modified, and deleted sway

## **Configuration Management**

Office 365 Service	O365 Manager Plus Reports
Exchange Online	Created and deleted mailboxes
	Recovered soft deleted mailboxes
	Created, suspended, and resumed mailbox restore requests
	Configured mailbox settings
	Created mailboxes for existing users
	Disabled mailboxes of existing users
	Configured junk email rule for specific mailboxes
	Modified CAS settings in a mailbox
	Mailbox Sizes

	Mailbox Size Restrictions Current Mailbox Size vs Quota
	Arabiya Mailhay Ciraa
	Archive Mailbox Sizes
	Mailbox Storage Information
	Mailbox Size Over Time
	Created management role assignments
	Modified management role assignments
	Deleted management role assignments
	Created and deleted management role groups
	Added and deleted management role group members
	Modified role groups
	Updated role groups
	Added and deleted folder level permissions
	Added and deleted send-as permissions
	Added and deleted mailbox permissions
	Configured permissions for folders within user mailbox
	Account Permissions
	Group Policy Object Delegation
	Email Address Policy Changes
	Exchange Online Mailbox Policy Changes
	New, rotated, and modified DKIM signing policies
Microsoft Teams	Changed Setting (legacy)
	Changed Organizational Settings
	Changed Team Settings
	Changed Channel Settings
Power BI	Started Pro-trial Subscriptions
	Started Extended Trial
	Admin Portal Activities
	Viewed Usage Metrics
	Analyzed Dataset
	Created Organizational Content Pack
Sway	Enabled and disabled sway
	Enabled and disabled sway service
	Enabled and disabled external sway sharing

Office 365 Service	O365 Manager Plus Reports
Exchange Online	Created and deleted mailboxes
	Recovered soft deleted mailboxes
	Created, suspended, and resumed mailbox restore request
	Configured mailbox settings
	Created mailboxes for existing users
	Disabled mailboxes of existing users
	Created, modified, and deleted Office 365 groups
	Created, modified, and deleted dynamic distribution groups
	Created, modified, and deleted distribution groups
	Added and replaced distribution group members
	Deleted unified groups and unified group links
	Added members, owners, and subscribers to groups
	Created, modified, and deleted email users
	Modified user attributes
	Modified linked user account properties
	Purged messages from mailbox
	Deleted messages form Deleted Items folder
	Moved messages to Deleted Items folder
	Moved messages to another folder
	Created or received messages
	Sent messages using send-on behalf permission
	Copied message to another folder
	Users signed into mailbox
	Sent messages using SendAs permission
	Enabled or disabled focused inbox for mailboxes
	Enabled/disabled UM call answering rules
	Created, modified, and deleted call answering rules
	Created, modified and tested site mailboxes
	Synchronisation triggered site mailboxes
	Created and modified site mailbox provisioning policies
	Added, modified, and deleted management role entry
	Updated and deleted hybrid configurations
	Configured message flow settings
	Created, modified, and deleted OnPremisesOrganization objects
	Enabled and disabled UM auto attendants
	Created, modified, and deleted auto attendants
	Transport rule matches

Messages that triggered transport rules
Created, modified and deleted malware filter rules
Created, modified, and deleted malware filter policies
Created, validated, and deleted inbound connectors
Created, validated, and deleted outbound connectors
Created, modified, and deleted intra organization connect
Created, modified, and deleted UM dial plans
Created, modified, and deleted management role assignments
Created, modified, and deleted public folder migration requests
Resumed and suspended public folder migration requests
Resumed and suspended public folder mailbox migration requests
Enabled and disabled UM IP gateway
Created, modified, and deleted UM IP gateway configurations
Configured auto reply settings for a mailbox
Created mailbox folders
Configured publishing or sharing settings on a calendar folder
Messages with no delivery status
Messages undelivered or filtered as spam/malware
Messages yet to be delivered
Successfully delivered messages
Messages undelivered due to expanded group membersh
Created, modified, and deleted role assignment policies
Modified transport configuration settings
Removed text messaging settings
Compared verification codes
Verification codes sent to users' mobile phone
Text messaging notifications configured
PINs reset for UM mailbox
Modified existing accepted domains
Created, modified, and deleted sharing policies
Created, modified, Tested, and deleted organization relationships
Created and deleted availability address space objects
Modified access level for free/busy information
Modified access level for free/busy information Created, and deleted availability configurations

Modified mailbox message configuration
Modified mailbox message configuration
Modified wen spelling checker options
Calendar settings applied for users using OWA calendars
Modified S/MIME configuration
New and deleted hotmail, POP or IMAP subscriptions
Created and modified POP subscriptions
Created, and modified IMAP subscriptions
Created and modified hotmail subscriptions
Created, modified, and deleted contact integration subscription
Activity alerts in Security & Compliance center
Created, modified, and deleted safe link policies
Enabled and disabled safe link policies
Created, modified, and deleted safe attachment rules
Enabled and disabled safe attachment rules
Created, and deleted safe attachment policies
New phish filter policy configured
Imported and exported UM prompts
Messages marked as malware
Spam filtered by advanced filters
Messaged filtered as bulk mail
Messages filtered based on content
Messages filtered by transport rule
Messages from blocked users
Messages filtered by content, rules or other configuration
Messages addressed to an unknown recipient
Messages blocked based on SMTP
Messages blocked based on sender IP
Created and deleted public folder sync
Created, modified, and deleted partner app configurations
Tested OAuth authentication
Modified, and deleted user photos
Enabled and disabled UM for mailboxes
Modified UM mailbox properties
Imported contacts to Exchange Online mailboxes
Created email messages
Tested MAPI connectivity
Enabled and disabled apps for a specific user

	Created and deleted apps
	Modified availability of organization apps
	Modified mailbox plans
	Exchange organisation settings configured
	Enabled organization customization
	Modified gateway server IP addresses
	Created and deleted remote domains
	Connections configured for a remote domain
	Configured text message notification for calendar events
	Modified calendar processing options for resource mailboxes
	Created, modified, and deleted inbox rules
	Enabled and disabled inbox rules
	Configured junk email rule for specific mailboxes
	Configured Exchange ActiveSync settings
	Mobile device mailbox policy settings applied to server
	Configured and deleted device access level for rules
	Created and deleted active sync mailbox policies
	Created and deleted active sync device access rule
	Created, modified, and deleted mobile device mailbox policies
	Deleted data from mobile device
	Deleted mobile devices
	Created, modified, and deleted UM mailbox policies
	Added and deleted folder level permissions
	Added and deleted send-as permissions
	Added and deleted mailbox permissions
	Configured permissions for folders within user mailbox
	Modified CAS settings in a mailbox
	Configured federated organization identifier
	New federation trust set up
	Created and deleted public folder
	Hierarchy updated public folders
	Mail enbled and disabled public folders
	Added and deleted permissions to public folders
	Modified mail enabled public folders
Security	Messages filtered by DLP rule
	Messages incorrectly filtered by DLP rule
	Messages that override one or more DLP rules
	Messages that triggered DLP rules and policy rules

	Created and deleted UM hunt group
	Created, modified, and deleted management scopes
	Created, modified, and deleted content filter policies
	Released quarantine messages
	Created, modified, and deleted connection filter policies
	Created, modified, and deleted content filter rules
	Enabled and disabled content filter rules
	Modified outbound spam filter policy
	New, rotated, and modified DKIM signing policies
	Created and deleted management role groups
	Added and deleted management role group members
	Modified role groups
	Updated role groups
	Created, modified, and deleted email contacts
	Configured clutter settings for mailboxes
	Created and deleted management roles
	Deleted migration users
	Tested migration server availability
	Exported migration reports
	Modified staged IMAP, and remote migrations
	Created and deleted migration endpoints
	Started and stopped batch migration process
	Created, finalized, and deleted migration batches
	Created, modified, resumed, suspended, and deleted move requests
	Updated migration requests
Azure Active Directory	Added, updated, and deleted user
	Updated and deleted group
	Created group settings
	Added and removed member from a group
	Set license properties
	Changed user license
	Added users to admin role
	Deleted users from member role
	Updated company contact information
	Sign-in using password
	Sign-in using cookies
	Successful and failed logins
	Added modified, and removed delegation entry

	Added and removed service principals
	Added and removed credentials of service principals
	Reset user password
	Changed user password
	Set property that forces user to change password
	Updated user credentials
OneDrive for Business	Allowed and blocked computers from syncing files
	Downloaded and uploaded files
	Downloaded and uploaded file changes
	Created, accepted and withdrawn sharing invitations
	Created, used, and deleted company-wide share links
	Shared and unshared file, folder or site
	Created, accepted and denied access requests
	Created, used, and deleted anonymous links
	Renamed file
	Moved file
	Modified file
	Uploaded and downloaded file
	Deleted file
	Restored file
	Checked-in and checked-out file
	Discarded file check-out
	Copied file
	Accessed file
Sway	Viewed sway
Sway	
	Enabled and disabled sway
	Enabled and disabled sway service
	Enabled and disabled external sway sharing
	Created, modified, and deleted sway
Microsoft Teams	Added Channel
	Created Team
	Deleted Team
	Users Signed in to Teams
	Changed Setting (legacy)
	Changed Organizational Settings
	Changed Team Settings
	Changed Channel Settings
Power BI	Created Dashboard
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Viewed Dashboard
Modified Dashboard
Deleted Dashboard
Printed Dashboard
Shared Dashboard
Created Groups
Added Group members
Started Pro-trial Subscriptions
Created Reports
Viewed Reports
Modified Reports
Deleted Reports
Shared Reports
Printed Reports
Downloaded Reports
Published Reports
Exported Dashboard Tile
Exported Reports
Started Extended Trial
Admin Portal Activities
Viewed Usage Metrics
Analyzed Dataset
Created Organizational Content Pack
Deleted Dataset Objects