# Setting Up Audit Logs and Alerts with Microsoft 365 and Unifi

Use this step-by-step guide to enable critical monitoring and fraud detection tools in your existing systems.

## Microsoft 365 (Business Standard or higher)

☐ Enable audit logging in the Microsoft 365 compliance center

☐ Turn on mailbox audit logging for all users

☐ Set up alert policies for:
- External sharing
- Unusual sign-ins
- Admin role changes

## Unifi Network

☐ Enable syslog export to external log server or SIEM

☐ Monitor for:
- Unusual logins to controller
- Configuration changes
- New devices connecting to the network

☐ Review log retention settings

## Best Practices

☐ Review logs monthly (at minimum)

☐ Cross-check logs with financial and access control activities

☐ Assign someone to own log review and alert response