**AI &
Modern Work**

Administration and reporting & auditing of Microsoft 365 applications

Professional administration and monitoring of your M365 environment

Want to ensure the continuity of your business processes? Our "as a service" offerings for administration and reporting & auditing address precisely this issue, but with different focuses. Administration takes care of ongoing technical management, while reporting and auditing ensures transparent evaluations.

We simplify your daily work. Our Administration as a Service and Auditing as a Service offerings provide comprehensive management and reporting for Microsoft 365 solutions. This ensures that connected services and applications function properly.

Our administration and auditing concepts include tracking, notification, and reporting on the use, performance, and availability of Microsoft 365. In addition, we offer the detection and investigation of security risks through unusual activity in your system. Microsoft 365 administration and auditing are available for:

- Entra ID & Active Directory
- Exchange Online
- SharePoint Online
- OneDrive for Business
- Teams
- Endpoint Management (Intune)

Administration – what we do:

As part of our administration services, we manage and optimize your Microsoft 365 infrastructure – whether on-premises, in the cloud, or in a hybrid environment. Our Microsoft 365 administration service includes, among other things:

- **User administration:** We manage all Microsoft 365 accounts in your Entra ID. This includes onboarding and offboarding users, creating security groups or distribution lists, and managing guest accounts.

- **License management:** As part of our administration services, we can order, assign, and change licenses for various Microsoft 365 applications.

- **Mailbox management:** We create personalized mailboxes and manage permissions. Mailboxes can be changed or delegated on request.

- **Domain management:** We manage domains as part of our administration services.

Auditing – what we do:

We help you manage and monitor your Microsoft 365 environment efficiently and provide detailed insights and analyses of your tenant. Our Microsoft 365 auditing service includes:

- **Tenant monitoring:** We continuously monitor your entire Microsoft 365 environment. This allows us to immediately detect any unusual activity on your tenant.

- **Automatic alerts:** In the event of an anomaly, we are immediately notified and the alert is automatically prioritized. We create a ticket for the alert and investigate it to protect your systems from attack.

- **Evaluation:** In regular meetings, we analyze the reports we have created on Microsoft 365 activities in your company together with you. The reports contain information on the use of user accounts and licenses, for example.

- **Recommendations for further development:** Based on the reports, we make recommendations for further security measures and optimizations. We also handle tasks such as deactivating inactive accounts.

Would you like to find out more about this solution and how to maximize your business success? Contact us now at **sales@medialine.com** and we'll find out together.