

M365 Manager Plus
Installation Guide

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System requirements

This section lists all the hardware and software requirements for your environment.

Hardware requirements

The table below lists the hardware and respective specifications required by ManageEngine M365 Manager Plus.

Hardware	Minimum	Recommended
Processor	2.4GHz	3GHz
Number of cores	4	6 or more
RAM	8GB	16GB
Disk space	200GB (SSD preferred)	500GB (SSD preferred)
Disk throughput	5 MB/s	20 MB/s

Note:

- The values above are subject to change based on customer requirements.
- Choose the required disk space based on usage and future requirements.
- If you use M365 Manager Plus to back up your Exchange Online mailboxes, ensure you have additional disk space to store the backups. M365 Manager Plus typically compresses backups to a third of their original size. If the total size of the Exchange Online mailboxes 1TB, ensure you have 1TB of free disk space to store the full backup and all subsequent incremental backups.

Software requirements

This section lists the platforms and browsers supported by M365 Manager Plus.

Supported platforms

- Windows Server 2022
- Windows Server 2019
- Windows Server 2016
- Windows Server 2012 R2
- Windows Server 2012
- Windows Server 2008 R2 SP1
- Windows 11
- Windows 10
- Windows 8.1
- Windows 8
- Windows 7 SP1

Supported browsers

- Internet Explorer 9.0 and above
- Firefox 45.0 and above
- Chrome 45.0 and above

Supported databases

PostgreSQL

M365 Manager Plus build number	Supported database versions
4400 and above	PostgreSQL 9.4-9.6 and 10.12
4000-4400	PostgreSQL 9.2-9.6

Table 1: Supported PostgreSQL versions

Microsoft MS SQL

M365 Manager Plus build number	Supported database versions
4000 and above	Microsoft SQL Server 2008–2017

Table 2: Supported MS SQL versions

Port requirements

M365 Manager Plus uses port 80 for HTTP and port 443 for HTTPS communications.

Prerequisites

Before you configure a Microsoft 365 tenant, make sure that these prerequisites are satisfied:

- You have a working internet connection and the required domains are not blocked by your firewall. Please refer to [this table](#) to view the entire list of domains that should be allowed by your firewall.
- You have [Microsoft .NET version 4.8](#) and [PowerShell version 5.1](#) installed.
- The [MSOnline PowerShell module for Azure Active Directory](#) is installed on the machine where M365 Manager Plus is installed.

Verify and Install Microsoft .NET version 4.8 and PowerShell version 5.1

Microsoft .NET Framework

- To check if Microsoft .NET Framework is installed, open **Command Prompt from Run**. Enter the following command: `reg query "HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\NET Framework Setup\NDP\v4\full" /v version`
- Check the displayed version. If the version is below 4.8, install Microsoft .NET Framework version 4.8 from [here](#).

PowerShell

- To check if PowerShell is installed, type PowerShell from Run. If PowerShell is installed, check for its version number by running the following command in PowerShell:
`$PSVersionTable`
- If the version is below 5.1 or if PowerShell is not installed, install PowerShell version 5.1 from [here](#).

Verify and Install the MSOnline PowerShell module using the PowerShell cmdlet

- To check if this module is installed, open **PowerShell** and enter the following cmdlet:
`Get-Module -ListAvailable -Name MSOnline.`
This will list the module if it is installed.
- If the version of the module installed is other than 1.1.183.81, uninstall the MSOnline module by opening **PowerShell** as an administrator and entering the following cmdlet:
`Uninstall-Module MSOnline`
- To install the module, open **PowerShell** as an administrator and enter the following cmdlet:
`Install-Module -Name MSOnline -RequiredVersion 1.1.183.81 -Force.`

Installing M365 Manager Plus

M365 Manager Plus is distributed in the EXE format and is available in a 64-bit version for Windows that can be installed in any machine that meets the system requirements.

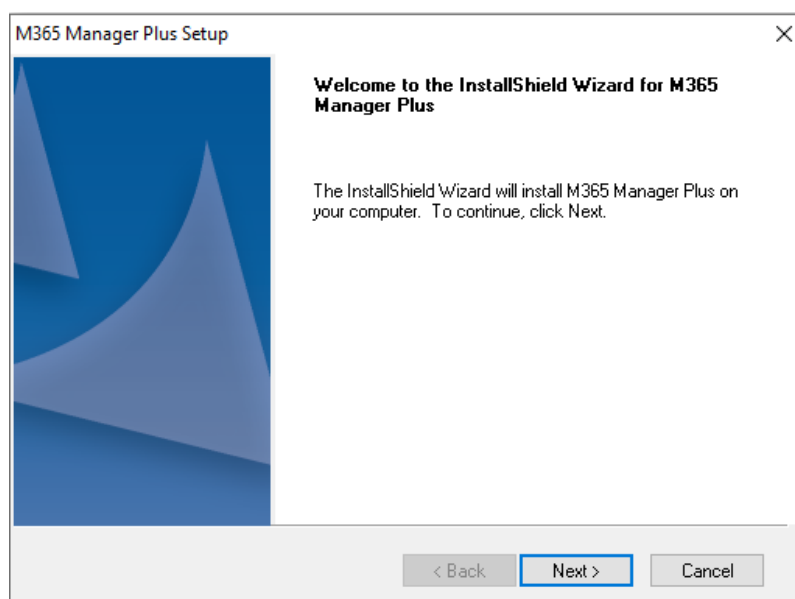
You can install M365 Manager Plus as:

- An application
- A Windows service

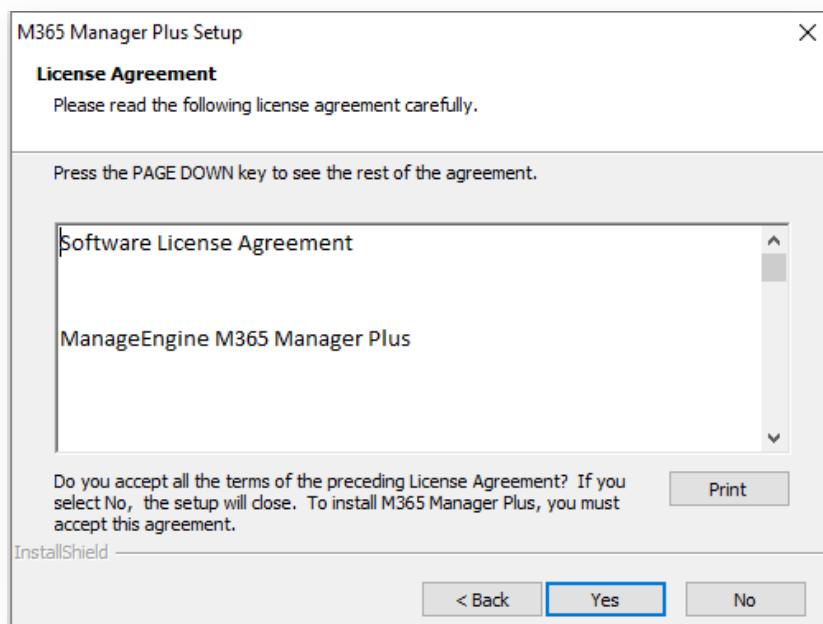
Installing M365 Manager Plus as an application

By default, M365 Manager Plus will be installed as an application. You can download M365 Manager Plus from [here](#)

1. Download M365 Manager Plus.
2. Right-click on the downloaded file and select Run as Administrator.
3. The M365 Manager Plus Install Shield window opens. Click on Yes to continue.



4. Click on Yes to accept the License Agreement.



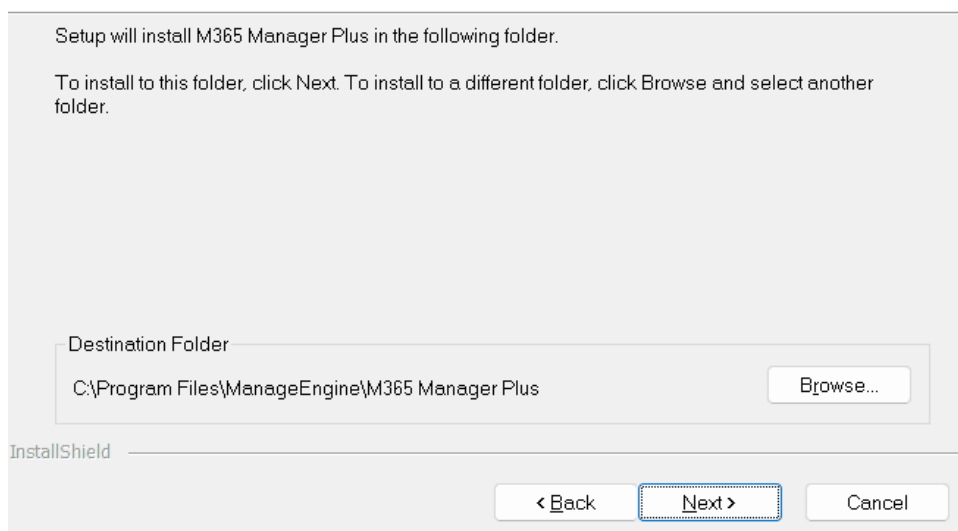
5. The default destination folder for M365 Manager Plus is

C:\Program Files\ManageEngine\M365 Manager Plus.

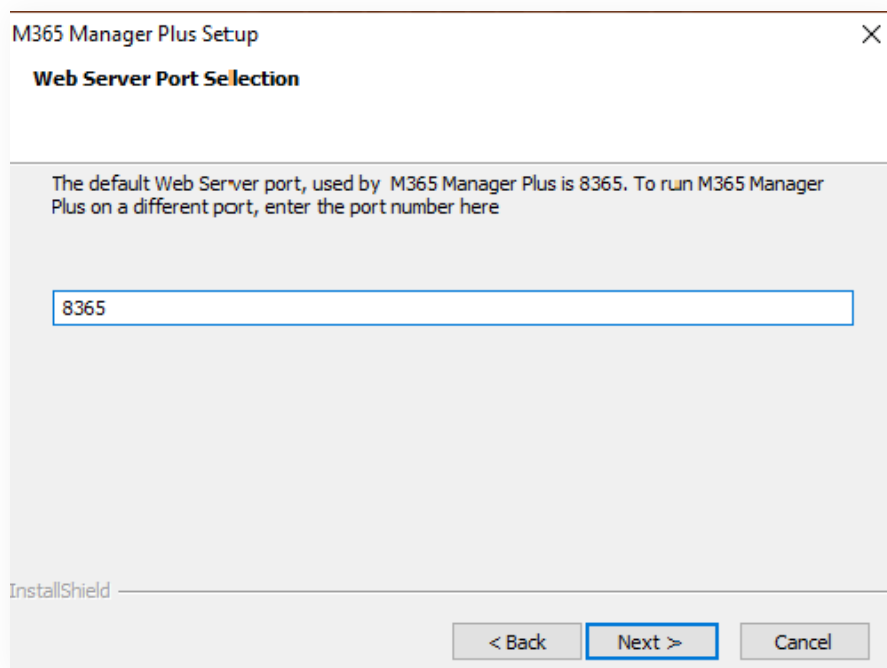
If you want to modify the installation folder, use the **Browse** option to do so. Click on **Next**.

Choose Destination Location

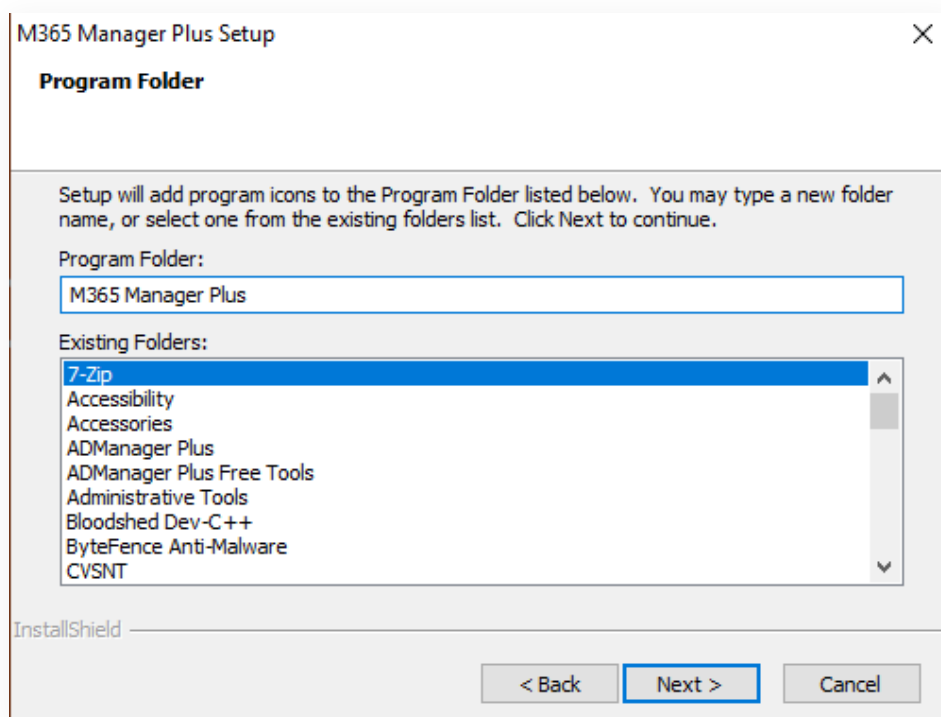
Select folder where setup will install files.



6. The default port used by M365 Manager Plus is **8365**. You can change the port number if you want. Click on **Next**.



7. The default folder name is M365 Manager Plus. You can change the name if required. Click on **Next**.



8. Fill in the **Registration for Technical Support** form if you need assistance in configuring or using the tool or, you can click on **Skip**.

M365 Manager Plus Setup

Registration for Technical Support (Optional)
Enter Your Details below

Name

E-mail Id

Phone

Company Name

Country

By clicking 'Next', you agree to our [Privacy Policy](#).

< Back **Next >** Skip

9. Review the installation directory and available free disk space details, and click on **Next** to begin installation.

Begin Installation

Review settings and begin installation

Setup has enough information to begin the installation. Click Back to make any changes. Click Next to begin the installation.

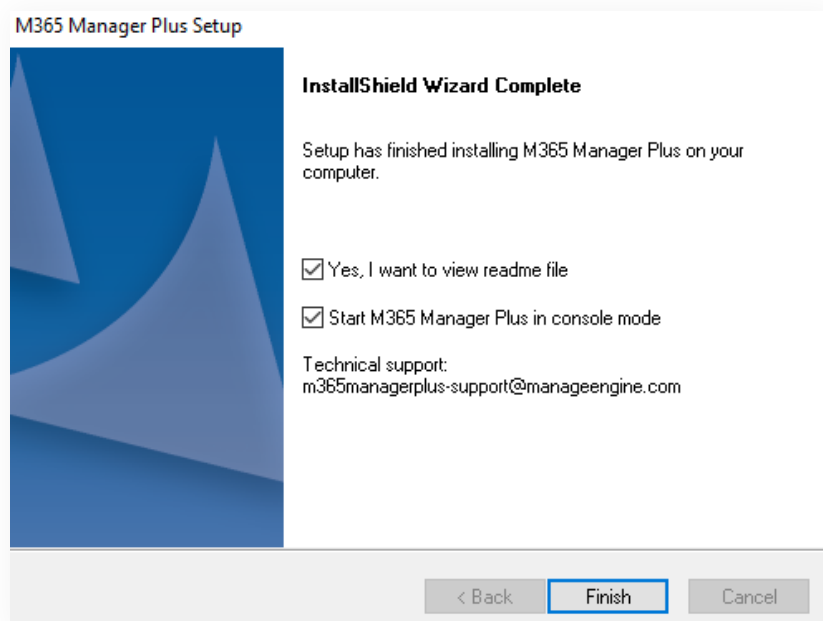
Current Settings:

Installation Directory : C:\Program Files\ManageEngine\M365 Manager Plus
Available Disk Space : 101806 MB

InstallShield

< Back **Next >** Cancel

10. To start M365 Manager Plus as an application, select the **Start M365 Manager Plus in console mode** option and click on **Finish**.



Install M365 Manager Plus as a Windows service

M365 Manager Plus can be installed as a Windows service using either the Start menu or command prompt.

Installing M365 Manager Plus as a service from the Start Menu

To install M365 Manager Plus as a service, perform the following steps after installing M365 Manager Plus.

1. Click **Start** → **All Programs**
2. Select **M365 Manager Plus**
3. Select **NT Service**
4. Select **Install M365 Manager Plus as a service**
5. When M365 Manager Plus is installed as a service, M365 Manager Plus runs with the privileges of the system account.

Installing M365 Manager Plus as a service from the Command Prompt

To install M365 Manager Plus as a service from the command prompt, perform the following steps after installing M365 Manager Plus.

1. Go to **Start** → **Run** → **Type cmd**
2. Go to M365 Manager Plus_installation_directory\bin folder on the command prompt.
3. Type `InstallAsService.bat`
4. This will install M365 Manager Plus as a service.

Starting M365 Manager Plus

M365 Manager Plus can be started in either of the following ways:

- Double-click the **ManageEngine M365 Manager Plus** icon from the desktop.
- Select **Start** → **All Programs** → **M365 Manager Plus** → **Start M365 Manager Plus**.

Starting the M365 Manager Plus automatically launches the client in the default browser.

- On the login page, enter a valid user name and password.
- By default, the **User name** and **Password** are "admin" and "admin" respectively.
- Click on **Login**.

Steps to find the AWS instance ID

- Copy and paste the below link in a browser in your AWS server machine.
<http://169.254.169.254/latest/meta-data/instance-id>
- Press **Enter**.
- This will return your AWS instance ID.

Tenant configuration

When you login for the first time, you will be automatically redirected to the tenant configuration page.

1. Click on the **Configure using Microsoft 365 Login** option.
2. Click on **Proceed** in the pop-up that appears.
3. You will now be redirected to the Microsoft login page where you must enter your **Global Administrator** credentials. You have to pass through multiple authentication methods, if your account is multi-factor authentication-enabled.

Note:

M365 Manager Plus will not store your Global Administrator credentials.

4. Click on **Accept** in the pop-up that displays to allow M365 Manager Plus to:
 - Create a service account with the Global Administrator credentials provided by you. It will be created with the Exchange Administrator and View-Only Organization Management roles.
 - Create an Azure AD application to fetch Microsoft 365 data using Microsoft Graph API.
5. You will be now redirected to the Microsoft 365 portal. Select the Global Administrator account you had provided in Step 3, and click on **Accept** to provide consent for the application created for M365 Manager Plus.

If the tenant configuration was successful, you can see your tenant listed in the

Configured Microsoft 365 Tenants page.

Note:

In the above tenant configuration method, Azure AD application creation and permission assignment is done automatically. If the tenant configuration is not successful, [refer to this guide](#) to learn how to configure the tenant manually.

Connection settings

You can configure port number, proxy server and URI in **Settings>Admin>General Settings>Connection**

The screenshot shows the 'Product Settings' page in M365 Manager Plus, specifically the 'Connection Settings' tab. The left sidebar shows the navigation menu with 'Connection' selected under 'General Settings'. The main content area has three tabs: 'Connection Settings', 'Proxy Settings', and 'URI Settings'. Under 'Connection Settings', there are two radio button options for 'Connection Type': 'M365 Manager Plus (http)' (selected) with a port input field set to '8365', and 'M365 Manager Plus (https)' with a port input field set to '9365' and a link to 'SSL Certification Tool'. Below this is the 'Server Settings' section with four dropdown menus: 'Session Expiry Time (mins)' set to '30', 'Logging Level' set to 'Normal', 'Usage Statistics Gathering' set to 'Enable', and 'Automatically Install Updates' set to 'Enable'. At the bottom are 'Save' and 'Cancel' buttons, and a note: 'Change will reflect only on restart'.

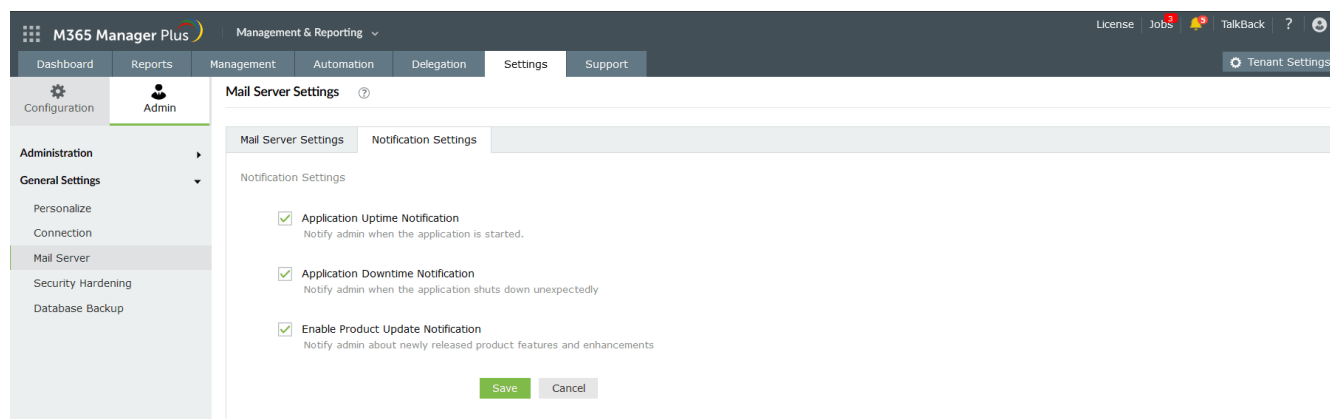
Mail Server settings

You can configure mail server and product notifications in **Settings>Admin>General Settings>Mail Server**

The screenshot shows the 'Mail Server Settings' page in M365 Manager Plus. The left sidebar shows the navigation menu with 'Mail Server' selected under 'General Settings'. The main content area has two tabs: 'Mail Server Settings' and 'Notification Settings'. Under 'Mail Server Settings', there is a 'Configure Mail Server' section. It starts with 'Mode' having two radio buttons: 'SMTP' (selected) and 'API'. Below are three required fields: '* Server Name or IP/Port' with a port input field set to '25', '* From Address' with the value 'noreply@microsoft365managerplus.com', and '* Admin Mail Address'. There is a note: '[Use comma (,) to separate multiple mail IDs]'. Below these is 'Secure Connection (SSL/TLS)' set to 'None'. The 'Authentication' section has two radio buttons: 'Basic Authentication' (selected) and 'OAuth Authentication'. Below are 'Username' and 'Password' input fields. At the bottom are 'Save Settings', 'Cancel', and 'Test Mail' buttons, and a note: 'Leave the fields empty if the mail server doesn't require authentication.'

Notification Settings

- To notify the admin when the application is started, check the box next to the **Application Uptime Notification** field.
- To notify the admin when the application shuts down unexpectedly, check the box next to the **Enable Downtime Notification** field.
- To notify the admin about newly released product features and enhancements, check the box next to the **Enable Product Update Notification** field.
- Click **Save**.



Installing service packs

You can install the service pack update for M365 Manager Plus from [here](#). Once you download the update file,

- Shut down M365 Manager Plus
 - If the product runs as an application, click on **Start** → **All Programs** → **M365 Manager Plus** → **Stop M365 Manager Plus**.
 - If the product runs as a Windows service, click on **Start** → **Run** → type services.msc → Right click on **ManageEngine M365 Manager Plus** → **Stop**
- Execute the stopDB.bat file under M365 Manager Plus_installation_directory\bin folder.
- Backup M365 Manager Plus by zipping the contents of M365 Manager Plus installation directory.
- In case of MS SQL Database Server, take a backup of the database also.
- Open Command Prompt as an administrator and execute the UpdateManager.bat file under M365 Manager Plus_installation_directory\bin.
- Open a Command Prompt as an administrator and execute the UpdateManager.bat file under M365 Manager Plus_installation_directory\bin.
- Click **Browse** and select the .ppm file that you have downloaded.
- Click on **Install**. Depending on the amount of data to be migrated, the installation procedure may take a few minutes. Please do not terminate the procedure prematurely.
- Click **Close** and then **Exit** to quit Update Manager tool.

Start M365 Manager Plus.

- If the product runs as an application, click on **Start** → **All Programs** → **M365 Manager Plus** → **Start M365 Manager Plus**
- If the product runs as a Windows service, click on **Start** → **Run** → type services.msc → right-click **ManageEngine M365 Manager Plus** → **Start**

Uninstalling M365 Manager Plus

To uninstall M365 Manager Plus, stop M365 Manager Plus before uninstalling the product.

To Stop the Application

Select **Start** → **Programs** → **M365 Manager Plus** → **Stop M365 Manager Plus Server**

To Uninstall the Application

Select **Start** → **Programs** → **M365 Manager Plus** → **Uninstall M365 Manager Plus**

Appendix

Minimum scope

The roles and permissions (minimum scope) required by a service account to be configured in M365 Manager Plus are listed below.

Module	Role Name	Scope
Management	User Administrator	Manage users, contacts, and groups.
	Privileged Authentication Administrator	Reset password, block, or unblock administrators.
	Privileged Role Administrator	Manage role assignments in Azure Active Directory (AD).
	Exchange Administrator	Update mailbox properties.
	Teams Administrator	Manage Microsoft Teams.
Reporting	Global Reader	Get reports on all Microsoft 365 services.
	Security Reader	Get mailbox reports.
Auditing and Alerting	Security Reader	Get audit logs and sign-in reports.
Monitoring	-	-
Content Search	-	-

Table 3: Roles and permissions required by the service account.

Note:

- If an Azure AD Application is not configured for M365 Manager Plus, the Service Admin role is required for the Monitoring feature.
- An Azure AD Application needs to be configured for M365 Manager Plus to use the Content Search feature.
- If the Exchange Administrator role is not provided, add the service account to the role group with the View-Only Audit Logs role. This role is required for audits and audit-based reports. To learn how to set up this account, click [here](#).

The roles and permissions (minimum scope) required by an Azure AD application configured for M365 Manager Plus are listed below.

Module	API Name	Permission	Scope
Management	Microsoft Graph	User.ReadWrite.All	User creation, modification, deletion and restoration.
		Group.ReadWrite.All	Group creation, modification, deletion, restoration, add or remove members and owners.
		AdministrativeUnit.ReadWrite.All	Add members to administrative units.
		RoleManagement.ReadWrite.Directory	Add directory roles to users.
	SharePoint	Sites.Manage.All	Allow the app to read, create, update, and delete document libraries and lists in all site collections.
Reporting	Microsoft Graph	User.Read.All	Get user and group member reports.
		Group.Read.All	Get group reports.
		Contacts.Read	Get contact reports.
		Files.Read.All	Get OneDrive for Business reports.
		Reports.Read.All	Get usage reports.
		Organization.Read.All	Get license detail reports.
		AuditLog.Read.All	Get audit-log-based reports.
		ChannelMember.Read.All (not available in Chinese tenants)	Get Microsoft Teams channel member reports.
		Application.Read.All	Get Azure AD application details.
		Sites.Read.All	Get details on SharePoint sites.
		Policy.Read.All	Configure conditional access policy details.
Calendars.Read	Get users' calendar details.		

Module	API Name	Permission	Scope
	Office 365 Management	ActivityFeed.Read	Read the audit data for the organization.
	SharePoint	Sites.Read.All	Allow the app to read documents and list items in all site collections.
Auditing and alerting	Office 365 Management	ActivityFeed.Read	Read the activity data for the organization.
Monitoring	Microsoft Graph	ServiceHealth.Read.All	Get health and performance reports.
Content search	Microsoft Graph	Mail.Read	Get content search reports.
Configuration	Microsoft Graph	Application.ReadWrite.All	Modify the application details.
Backup	Office 365 Exchange Online	full_access_as_app	Use Exchange Web Services to back up and restore mailboxes.

Table 4: Roles and permissions required by the Azure AD application.

Firewall settings

The following endpoints must be allowed by the firewall for the seamless functioning of the tool.

General domains

The general domains that must be allowed through the firewall are as follows:

Domains	URLs	Use
*.zoho.com	creator.zoho.com	To update product and security patches, collect geolocation IP information, and send product and health metrics periodically
	salesiq.zoho.com	Used for the Live Chat feature in the Support tab
	livedesk.zoho.com	

Domains	URLs	Use
manageengine.com	https://www.manageengine.com/microsoft-365-management-reporting/service-pack.html	Used to download service packs during manual update processes
	https://pitstop.manageengine.com	Used to display the recent forum posts and announcements in the Support tab
	updates.manageengine.com	Used to import certificates required to verify the integrity of service packs.
	https://www.manageengine.com/microsoft-365-management-reporting/release-notes.html	Product release notes
	https://www.manageengine.com/microsoft-365-management-reporting/help/welcome/welcome-to-m365manager-plus.html	Product online admin guide
*.zohocorp.com	downloads.zohocorp.com	To download patch files, if any
	https://bonitas.zohocorp.com/	To upload log files
api.bcti. brightcloud.com	https://api.bcti.brightcloud.com/1.0/ip/getgeoinfo	To get the country code based on the geolocation of an IP address in audit logs and reports dependent on the country code

Table 4: Roles and permissions required by the Azure AD application.

For Japanese build users:

Domains	URLs (besides the global URLs)	Use
*manageengine.jp	https://www.manageengine.jp/products/M365_Manager_Plus/	For pricing, FAQ, features, help, etc.
	adcommunity.manageengine.jp	Support, forum, announcements, etc.
	store.manageengine.jp	To buy product licenses

For Chinese build users:

Domains	URLs (besides the global URLs)	Use
*manageengine.cn	https://www.manageengine.cn/microsoft-365-management-reporting/	For pricing, FAQ, features, help, etc.

Azure AD general cloud

The Azure general cloud users must ensure that the following domains are allowed by their firewall. Azure [China](#) and [US](#) cloud users refer to the respective tables

Module	Endpoint
REST API	login.microsoftonline.com
	graph.windows.net
	graph.microsoft.com
	manage.office.com
	portal.office.com
	login.windows.net/common/oauth2/token
	admin.microsoft.com/fd/CommerceAPI/my-org
Exchange Online	outlook.office.com
	outlook.office365.com/powershell-liveid

Table 5: Domains to be allowed by Azure AD general cloud users.

Azure China

The Azure China cloud users must ensure that the following domains are allowed by their firewall.

Module	Endpoint
REST API	login.partner.microsoftonline.cn
	graph.chinacloudapi.cn
	microsoftgraph.chinacloudapi.cn
	manage.office.cn
	portal.azure.cn
	login.partner.microsoftonline.cn/common/oauth2/token
Exchange Online	partner.outlook.cn
	partner.outlook.cn/PowerShell

Table 6: Domains to be allowed by Azure AD China cloud users.

Azure US

The Azure US cloud users must ensure that the following domains are allowed by their firewall.

Module	Endpoint
REST API	login.microsoftonline.us
	graph.windows.net
	graph.microsoft.us
	manage.office.us
	portal.azure.us
	login.microsoftonline.us/common/oauth2/token
Exchange Online	outlook.office365.us
	outlook.office365.us/powershell-liveid

Table 7: Domains to be allowed by Azure AD US cloud users.

Other useful documents

1. [Guide to secure M365 Manager Plus installation](#)
2. [Guide to install SSL certificate in M365 Manager Plus](#)
3. [Tenant configuration guide](#)
4. [Guide to setup M365 Manager Plus in Azure](#)
5. [Guide to host M365 Manager Plus on the internet](#)

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About M365 Manager Plus

ManageEngine M365 Manager Plus is a web-based, one-stop solution for Microsoft 365 reporting, auditing, management and monitoring that helps simplify Microsoft 365 governance, administration and security. M365 Manager Plus enables admins to gain visibility into various Microsoft 365 components and display key insights through more than 700 out-of-the-box reports. It eliminates the need for writing complex PowerShell scripts and reduces costs associated with administering Microsoft 365. For more information about M365 Manager Plus, visit www.manageengine.com/microsoft-365-management-reporting.

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