

How to use Meeting Analyzer to collect calendar logs

Contents

Summary

The Meeting Analyzer takes advantage of a new Exchange PowerShell command that is available in the Exchange Online service:

- **Get-CalendarDiagnosticLog**

Office365 Tenant Admin credentials, SMTP address of the user who reproduced the issue, and **Meeting Subject**.

-Steps to collect the logs

Use these steps to collect Exchange Calendar logs using Meeting Analyzer:

1. Download Meeting Analyzer from <https://github.com/rtopken/MeetingAnalyzer> . Click the drop-down for Clone or download then Download Zip.
2. Extract the files then run **MeetingAnalyzer.exe**.
3. You will be prompted for the following:
 1. The connection URL - Should be <https://outlook.office365.com/powershell-liveid/>
 2. Tenant Admin Name and password
 3. SMTP address of user mailbox
 4. Meeting subject
4. There will be 2 output files, **<SMTP>_<Meeting Subject>.log** and **.csv file**. The location of these files is where the Meeting Analyzer Application is saved.
5. You will be prompted if you want to analyze data for another meeting. Type **yes** or **no** then press Enter.

Reviewing the logs

- **<SMTP>_<Meeting Subject>.log** contains the same information you would normally see in **CalDiagViewer** under **Timeline** .
- **.csv file** contains the same information you would see in **CalDiagViewer** under **TableView**. **Note:** You will notice a small discrepancy in terms of events numbers visible in .log when compared .csv file because in the CSV line 1 is the property name headers (e.g: row 65 in the CSV is #64 in the .log file).

More Information

- [Download link](#)

[Get-CalendarDiagnosticLog TechNet page](#)