

# User Manual

## Vyapin Microsoft 365 Management Suite



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## About Vyapin Microsoft 365 Management Suite

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Vyapin Microsoft 365 Management Suite is an Office 365 Management and Reporting solution that addresses the critical functions of auditing, reporting and managing Office 365 objects.

Vyapin Microsoft 365 Management Suite contains separate modules for Exchange Online Reports, SharePoint Online Reports, Audit and Compliance Reports, Microsoft Teams Reports and Microsoft 365 Manager.

**Exchange Online Reports** module provides powerful reports on Mailbox, Mail Items, Mail Users, Public Folders, Contacts, Groups, License and other related information of Exchange Online users. It also provides a series of reports called Dashboard Summary which shows all the information about activity and usage of Mailboxes, Groups, Public folders etc.

Mail Analytics Reports provides powerful reports on Mail Volume, Mail Size, Attachment Based reports, Conversation and Provisioning Summary.

**SharePoint Online Reports** module provides powerful reports on Configuration, Security and Inventory of your Site Collections, Lists and Libraries.

**Audit and Compliance Reports** module carries a variety of built-in reports and charts about File and Folder events, Sharing and Access Request activities, Site Administration, Exchange Mailbox Events, User Administration, Group Administration and Role Administration. You can also apply custom queries on activity events and generate custom reports unique to your organization.

**Microsoft Teams Reports** module provides powerful reports on general Information, Usage and security.

**Microsoft 365 Manager** Module helps you to assign or remove Office 365 license assignments right from your desktop. You can also manage mailbox permissions such as Full Access, Send As and Send on behalf. Migrate all mailbox permissions from on-premises to Office 365 and perform a complete Security Audit of all your Office 365 users.

## System Requirements

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### Disk space & Memory:

2 GB RAM and minimum of 75 MB of free disk space

### Operating System (Only 64-bit operating system is supported):

Supported Windows client platform:

- Windows 10
- Windows 8.1
- Windows 8

Supported Windows server platform:

- Windows Server 2016
- Windows Server 2012
- Windows Server 2012 R2
- Windows Server 2008
- Windows Server 2008 R2

### Database:

The application by default creates its own Application database for data storage. However, you also have the option to store data in SQL server as given below:

- Microsoft SQL Server 2016
- Microsoft SQL Server 2012
- Microsoft SQL Server 2008

### Software:

#### Microsoft 365 Reports and Microsoft 365 Manager:

- [Microsoft Online Services Sign-in Assistant](#)
- 64-bit version of Microsoft Outlook 2016 / 2013 / 2010 / 2007
- [Microsoft Exchange Online PowerShell Module](#)

## How to purchase the software?

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You can purchase Vyapin Microsoft 365 Management Suite online from our website <https://www.vyapin.com/>. Please contact our Sales department at [sales@vyapin.com](mailto:sales@vyapin.com) for sales and price related queries. For any technical queries, please contact our technical department at [support@vyapin.com](mailto:support@vyapin.com)

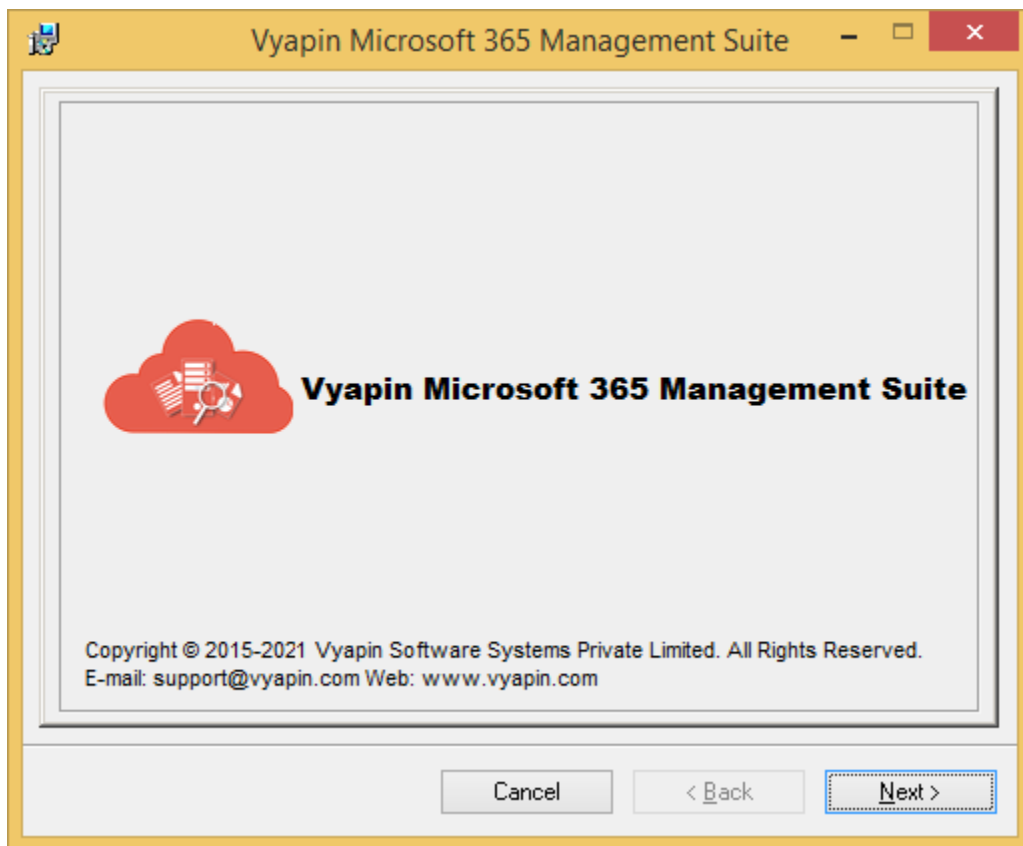
## How to install the software?

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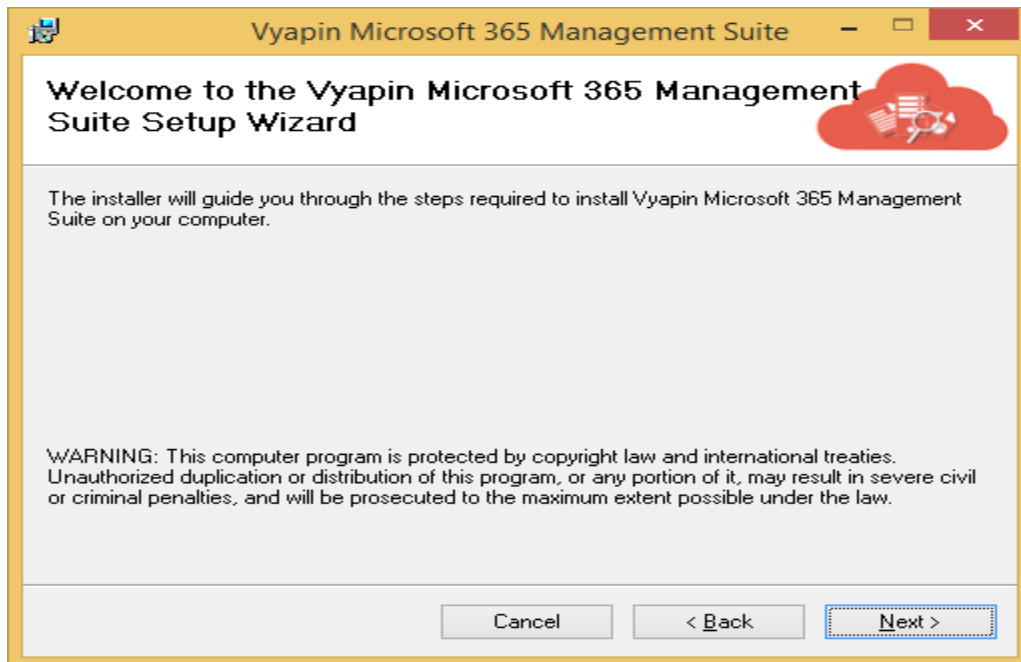
Once you download the software, you can install the application using the installer package. The simple setup wizard will guide you through the installation process as shown below:

**Vyapin Microsoft 365 Management Suite.exe** - Vyapin Microsoft 365 Management Suite application contains multiple modules. You can use this setup file to install Vyapin Microsoft 365 Management Suite on a client computer running Windows 8.1 / 8 (64-bit platform).

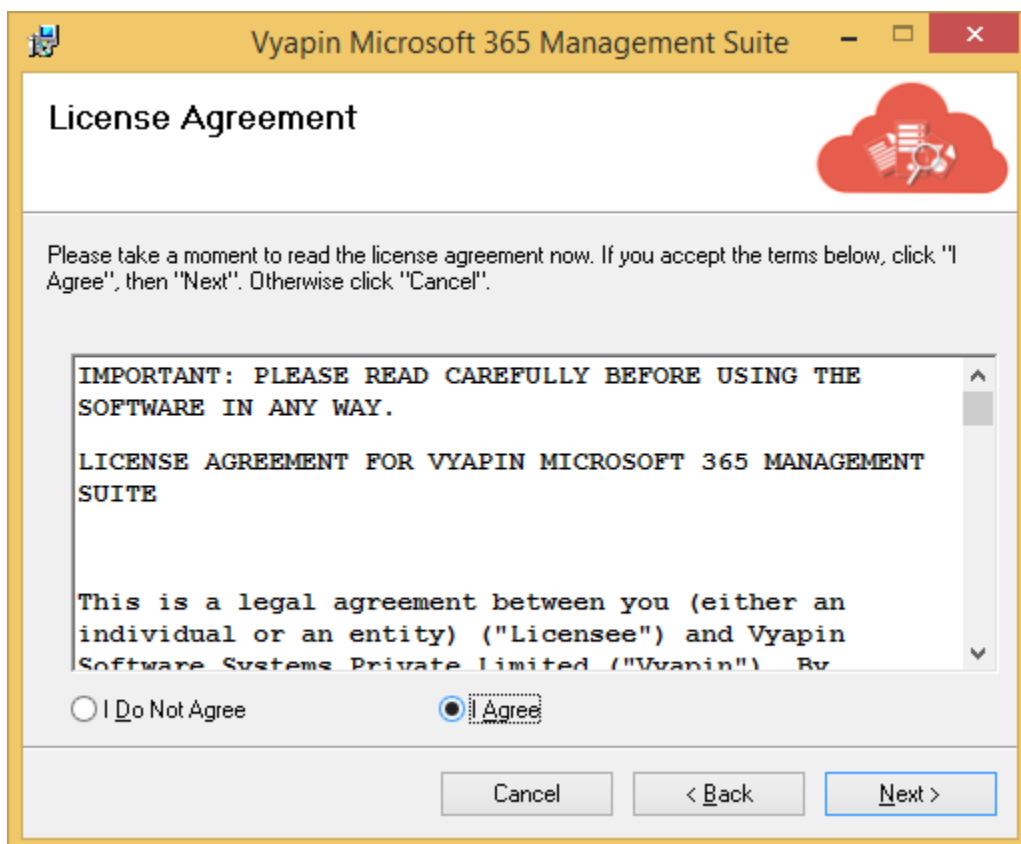
Once you double click the **Vyapin Microsoft 365 Management Suite.exe**, the setup wizard will appear as shown as below:



Click **Next** to proceed. The welcome step screen will appear as shown below:

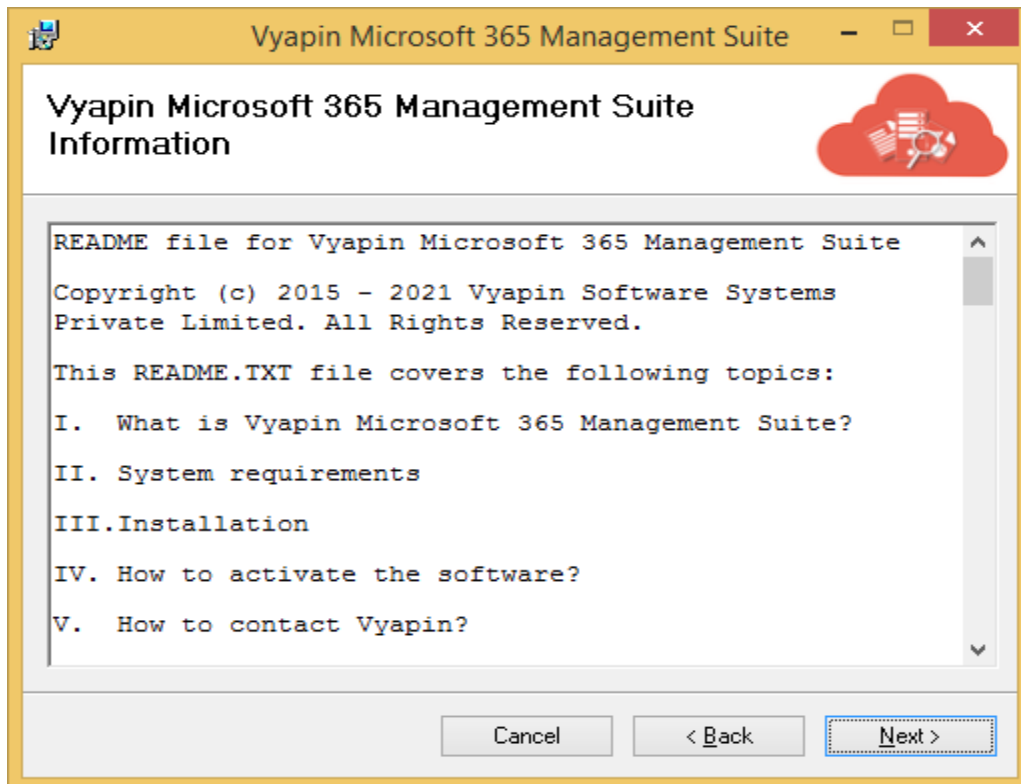


Click **Next** to proceed with the License Agreement. Click I Agree to accept the terms info the Agreement. The License Agreement screen is as shown below.

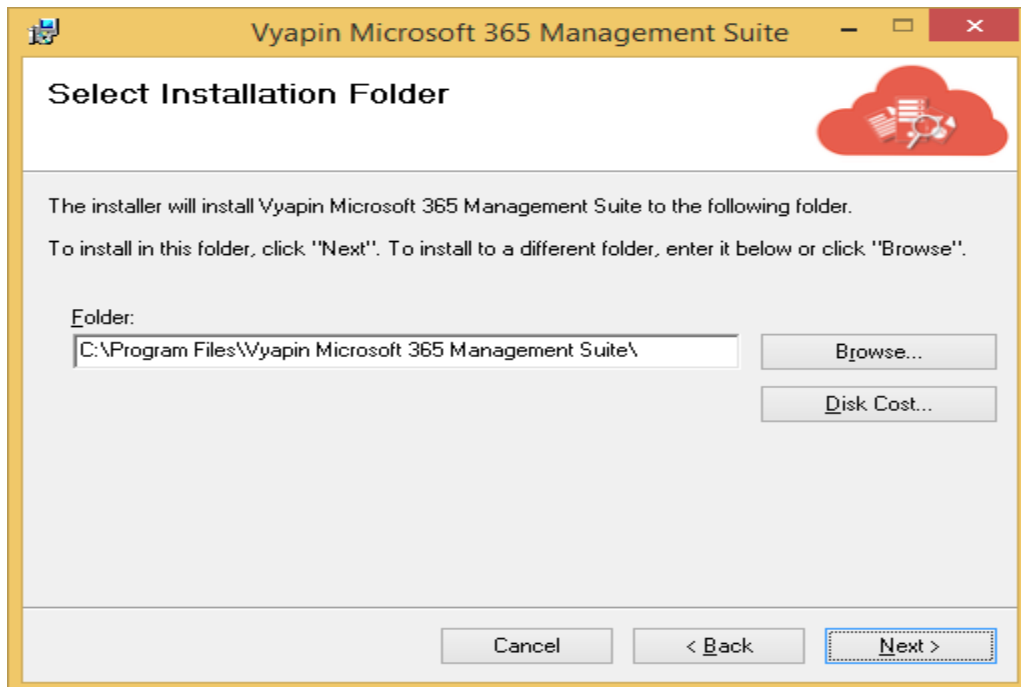




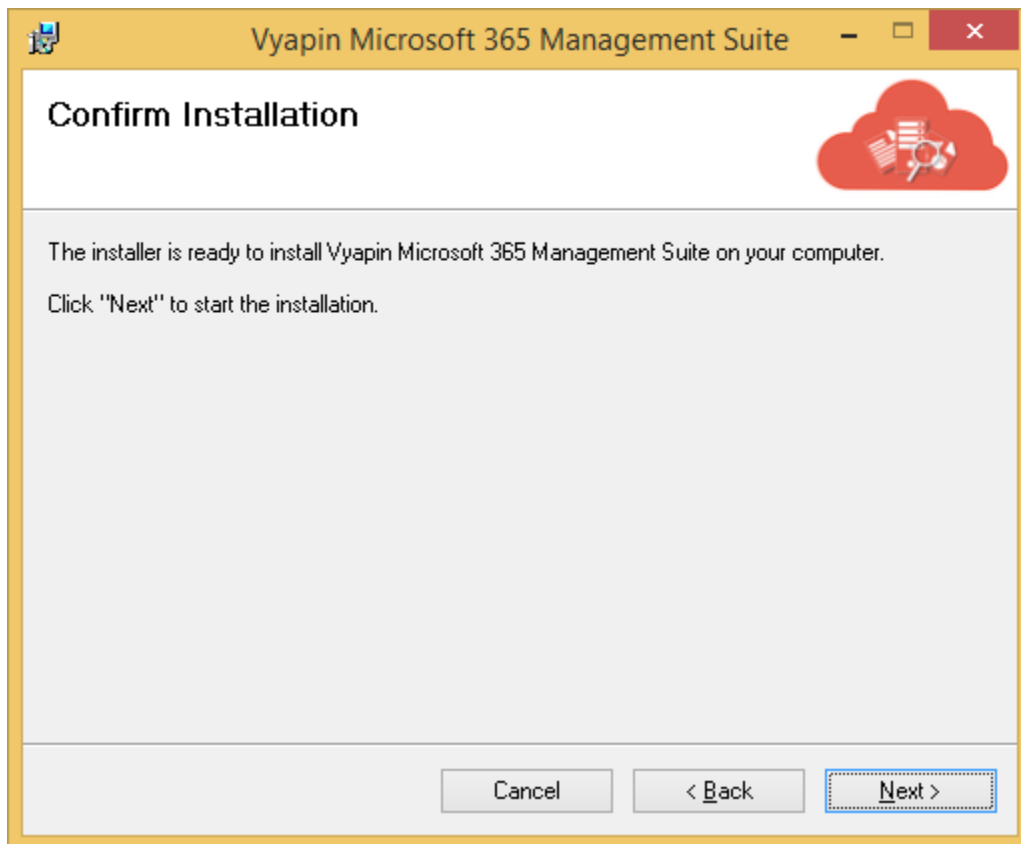
Click **Next** to proceed. Vyapin Microsoft 365 Management Suite **Read Me** screen will appear as shown below.



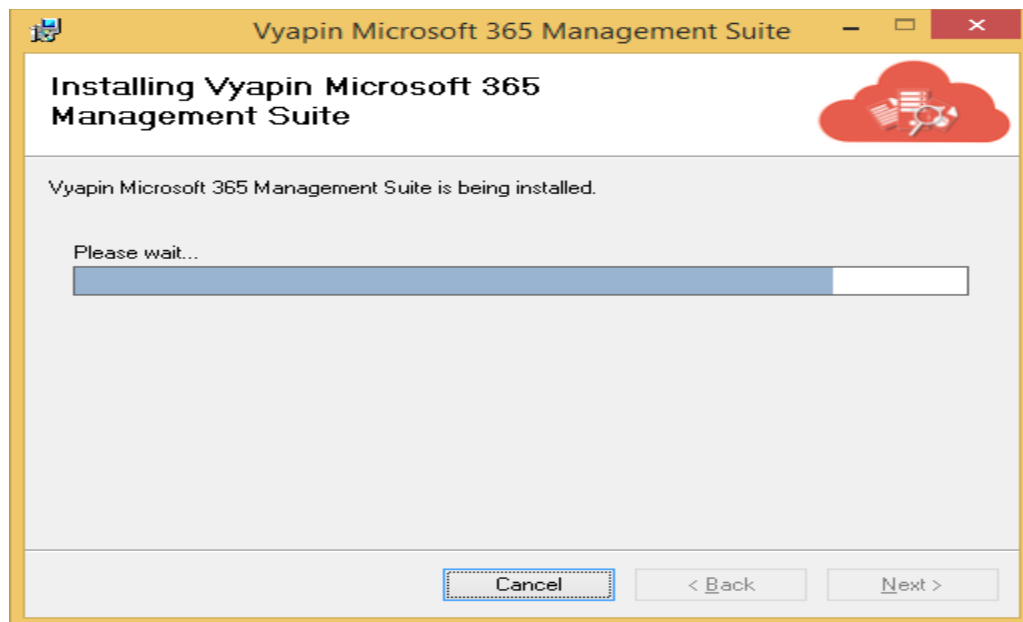
Click **Next** to proceed. The **Installation Folder** will appear as shown below. You may manually enter or **Browse** the location to install Vyapin Microsoft 365 Management Suite in this installation wizard step.



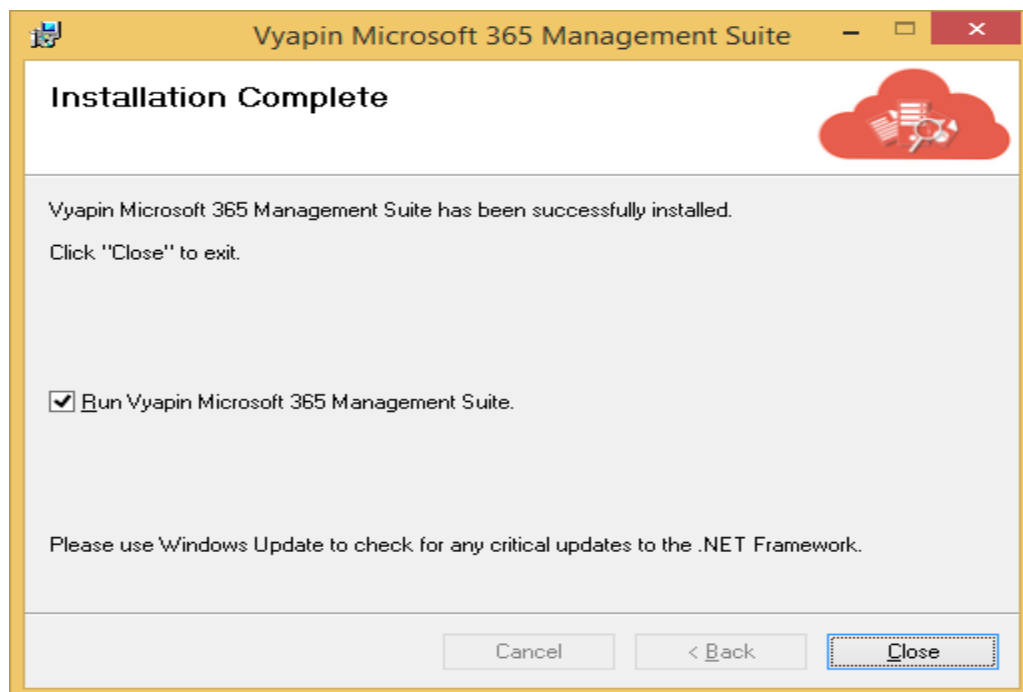
Click **Next** and proceed with the subsequent steps shown below:



Installation progress window



Installation completion window



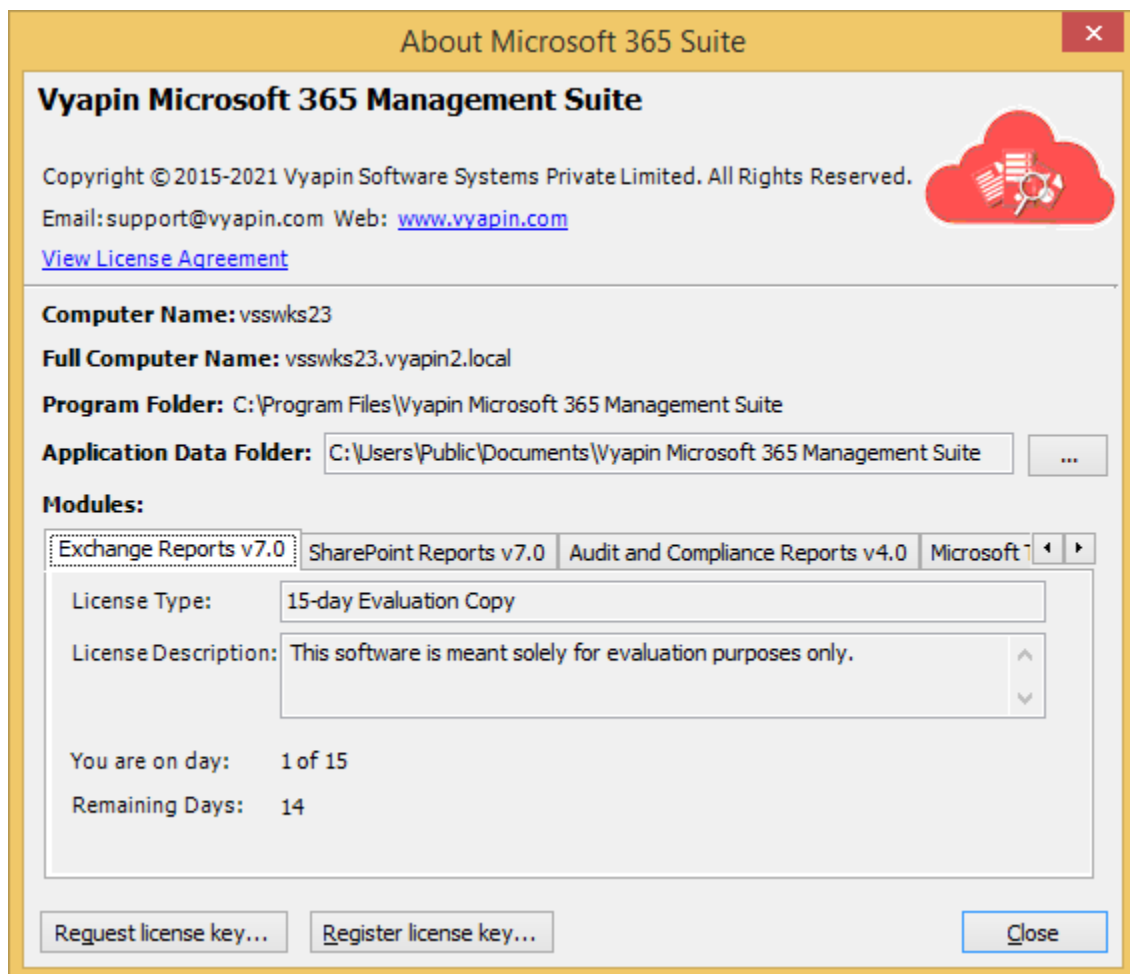
## How to register the software?

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Once you purchase the software online or through any one of our resellers, you will receive a sale notification through e-mail from our sales department. We will send you an e-mail with the necessary instructions to register the software.

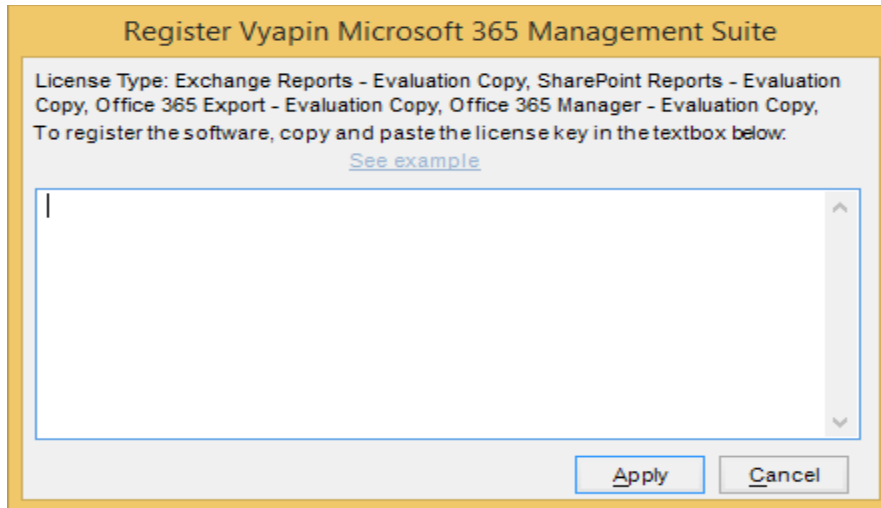
In case you do not receive an e-mail from our sales team after you purchase the software, please send the following information to our sales department at [sales@vyapin.com](mailto:sales@vyapin.com) with the sales order number.

1. Select **About** from toolbar
2. The About Microsoft 365 Suite dialog appears as shown below



Perform the following steps to register the software:

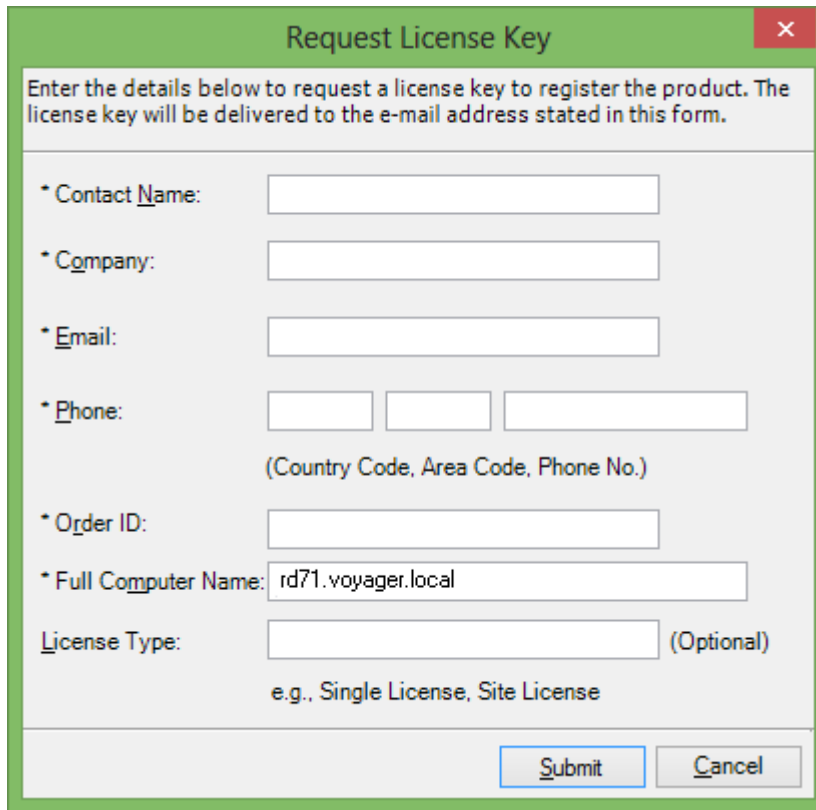
1. Download evaluation/trial copy of the software from the respective product page available on our website at <https://www.vyapin.com/>
2. Install the software on the desired computer.
3. You will receive a license key through e-mail as soon as the purchase process is complete.
4. Click 'Register License Key' in About Dialog (as shown in Image 1). Copy the license key sent to you through email and paste it in the **License Key** textbox.



5. Copy the license key sent to you through email and paste it in the 'License Key' textbox. For help on how to copy the license key, click 'See Example' link in the Register Vyapin Microsoft 365 Management Suite dialog (as shown in Image 2).



6. Click **Request License Key...** button in the about dialog if you want to make a request for a license key. The Request license Key dialog will appear as shown below:



The image shows a 'Request License Key' dialog box with a green title bar and a red close button. The main area is light gray and contains a text box with instructions: 'Enter the details below to request a license key to register the product. The license key will be delivered to the e-mail address stated in this form.' Below this are several labeled input fields: '\* Contact Name:', '\* Company:', '\* Email:', '\* Phone:' (with three sub-fields for Country Code, Area Code, and Phone No.), '\* Order ID:', '\* Full Computer Name:' (containing 'rd71.voyager.local'), and 'License Type:' (with '(Optional)' and 'e.g., Single License, Site License' as hints). At the bottom right are 'Submit' and 'Cancel' buttons.

**Request License Key**

Enter the details below to request a license key to register the product. The license key will be delivered to the e-mail address stated in this form.

\* Contact Name:

\* Company:

\* Email:

\* Phone:     
(Country Code, Area Code, Phone No.)

\* Order ID:

\* Full Computer Name:

License Type:  (Optional)  
e.g., Single License, Site License

- **Contact Name:** End-user of the product.
- **Company:** End-user Company Name.
- **Email:** Email address where the license key has to be sent.
- **Phone:** Phone number with country code and area code.
- **Order ID:** Order/Transaction ID reference.
- **License Type:** License that was purchased.

Please allow 12 to 24 hours from the time of purchase for our sales department to process your orders.

## Exchange Online Reports

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[List of available Dashboard Reports](#)

[List of available Mail item Reports](#)

[List of available Group Reports](#)

[List of available License Reports](#)

[Mail Analytics](#)

### List of available Dashboard Reports for Exchange online

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Report Display Name	Report Description	Field Name
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Top Public Folder by Size	List of Top Public Users by their Size.	User Name, Created Date, Modified Date, Identity, Deleted Item Count, Item Count, Total Deleted Item Size(MB), Total Item Size(MB)
Top Groups by member count	Shows the list of top distribution groups based on their member count	Group Name, Member Count, Identity, Display Name, Recipient Type, Recipient Type Details, Group Type, Created Date, Modified Date.
List of Users with Admin Roles	List of Users with Administrative Role.	User Name, Role Name, Mail Address, Role Member Type, IsLicensed
List of Groups	List of Available Groups	User, Identity, Display Name, Recipient Type, Recipient Type Details, Notes, Created Date, Modified Date
List of Users	List of Available Users	User Name, First Name, Last Name, Mobile, Company, Department, Designation, Reporting Manager, Office, City, Country, Account Disabled, Created Date, Modified Date
List of External Users	Shows the list of available external users in the tenant	User Name, First Name, Last Name, Mobile, Company, Department, Designation, Reporting Manager, Office, City, Country, Account Disabled, Created Date, Modified Date
List of Mailboxes	List of Available Mailboxes	User Name, Alias, Location, Mail Address, Account Disabled, Created Date, Modified Date
Recently added Groups	List of Groups which were added recently.	Group Name, Identity, Display Name, Recipient Type, Recipient Type Details, Notes, Created Date, Modified Date
Recently added Users	List of Users who were added recently.	User Name, First Name, Last Name, Mobile, Company, Department, Designation, Reporting Manager, Office, City,



		Country, Account Disabled, Created Date, Modified Date
Groups managed by Non-Admin users	List of Groups managed by Non- Admin users.	Identity, Display Name, Alias, Mail Address, Recipient Type, Group type, Managed By, Created Date, Modified Date.

## List of Available Mail Item Reports for Exchange Online

Report Display Name	Report Description	Field Name
Read Mail Item Report	List of Read mail items.	First name, Last name
		Email Address, Folder Name, Folder Path, From, To, Subject, Body, Item Size, Has Attachments, Item Created Date, Item Received Date, Item Sent Date, Item Last Modified Name, Item Last Modified Time
Unread Mail Item Report	List of Unread mail items.	First name, Last name
		Email Address, Folder Name, Folder Path, From, To, Subject, Body, Item Size, Has Attachments, Item Created Date, Item Received Date, Item Sent Date, Item Last Modified Name, Item Last Modified Time
Deleted Mail Item Report	List of Deleted mail items.	First name, Last name
		Email Address, Folder Name, Folder Path, From, To, Subject, Body, Item Size, Has Attachments, Item Created Date, Item Received Date, Item Sent Date, Item Last Modified Name, Item Last Modified Time
Deleted Mail Items for Recovery Report	List of Deleted Mail Items for Recovery.	First name, Last name Email Address, Folder Name, Folder Path, From, To, Subject, Body, Item Size, Has Attachments, Item Created Date, Item Received Date, Item Sent Date, Item Last Modified Name, Item Last Modified Time
High Importance Mail Item Report	List of High Importance mail items.	First name, Last name
		Email Address, Folder Name, Folder Path, From, To, Subject, Body, Item Size, Has Attachments, Item Created Date, Item Received Date, Item Sent Date, Item Last Modified Name, Item Last Modified Time
Low Importance Mail Item Report	List of Low Importance mail items.	First Name, Last Name
		Email Address, Folder Name, Folder Path, From, To, Subject, Body, Item Size, Has Attachments, Item Created Date, Item Received Date, Item Sent Date, Item Last Modified Name, Item Last Modified Time
Junk Mail Item Report	List of Junk Mail items.	First Name, Last Name
		Email Address, Folder Name, Folder Path, From, To, Subject, Body, Item Size, Has Attachments, Item Created Date, Item Received Date, Item Sent Date, Item Last Modified Name, Item Last Modified Time
Mail Item Summary	List of Mail Items count summary.	First Name, Last Name
		Email Address, Total No. of folders, Total No. of items, Total No. Of read mails, Total No. of unread mails, Total No. of appointments, Total No. of tasks, Total No. of contacts, Folder name, Folder path, No. of subfolders, No. of Items, No. of read mails, No. of unread mails

Mails from External Accounts	List of mails from External Accounts	Object name, Display name, E-mail, First name, Last Name, From, To, Subject, Item Size (KB), Has Attachments, Item Created date, Item Received date, Item send date, Item last modified name, Item last modified time
Mails to External Accounts	List of mails sent to External Accounts	Object name, Display name, E-mail, First name, Last Name, From, To, Subject, Item Size (KB), Has Attachments, Item Created date, Item Received date, Item send date, Item last modified name, Item last modified time
Mail Item Details	Shows the list of mail items sent / received with additional details like From, To, Subject, Attachment details etc.	Email Address, Folder Name, Folder Path, Count, From, From Address, To, To Address, Cc, Cc Address, Subject, Item Size (KB), Has Attachments, Attachment Name, Attachment Size (KB), Is Read, Item Created Date, Item Received Date, Item Sent Date, Item Last Modified Name, Item Last Modified Time
Mail Attachments	Shows the list of mail items sent / received with attachments. You can also search for a particular attachment in the mails using this report. This report also shows additional details like From, To, Subject, Attachment details etc.	Email Address, Folder Name, Folder Path, Count, From, From Address, To, To Address, Cc, Cc Address, Subject, Item Size (KB), Has Attachments, Attachment Name, Attachment Size (KB), Is Read, Item Created Date, Item Received Date, Item Sent Date, Item Last Modified Name, Item Last Modified Time

## List of Available Group Reports for Exchange Online

Report Display Name	Report Description	Field Name
Groups - General Information and Address Details	List of groups and their general and address settings.	Display Name, Alias Name, Fully qualified domain name of object
		Group name, Description, E-mail, Group Scope, Group Type, Notes
		Managed By
Groups Created and Modified Dates	List of groups and their created and modified dates.	Display Name, Alias Name, Fully qualified domain name of object
		Created, Modified
		E-mail
Groups E-mail Addresses Report	List of groups and their e-mail addresses.	Display Name, Alias Name, Fully qualified domain name of object
		Email Address Type, Email Address
Groups - Members Report	List of groups and their corresponding members.	Object Name, Display Name, No. of members, Member Name, First Name, Last Name, Alias Name, E-mail, Company

## List of Available License Reports for Exchange Online

Report Display Name	Report Description	Field Name
Organization license Report	List of organization license information.	Account name, Account id, Active units, Consumed units, Locked out unit, Service name, Service type, Service status, Part number, Suspended units, Warning units
License type by Users	List of users' license information.	Display name, First name, Last name, E-mail address, Blackberry user, Licensed, Service name, Service type, Service status, Usage location
Users by license type	List of license assignments with corresponding users.	Service name, Display name, First name, Last name, E-mail address, Blackberry user, Licensed, Service type, Service status, Usage location
License count by license type.	List of license assignments with assigned license count.	Account name, Account id, Service name, Service type, Service status, Assigned License Count
License type by Users (Matrix Format)	License information of users in Matrix format	Display name, First name, Last name, E-mail address, Licensed, Usage Location, License type, Service Information.

## Mail Analytics

### List of available Mail Traffic Reports

Report Name	Description	Field Name
Inbound Mails	List the count of incoming mails based on date interval	Mailbox Name, E-mail Address, Folder Path, Folder Name, Type, Total Mail Count
Outbound Mails	List the count of outgoing mails based on date interval	Mailbox Name, E-mail Address, Folder Path, Folder Name, Type, Total Mail Count
Total (Inbound and Outbound)	List the count of incoming and outgoing mails based on date interval	Mailbox Name, E-mail Address, Folder Path, Folder Name, Type, Total Mail Count
Recipient Mail Status	Analyzes and shows the summary of status of the mails sent to each mail recipient of a mail.	Sender Address, Sender Name, Subject, Mail Sent time, Number of users who received the mail, Number of users who read the mail, Number of users who didn't read the mail, Number of users who deleted the mail, Number of users who likely deleted the mail permanently or didn't received the mail.
Total Mail Count by Subject	List the count of incoming and outgoing mails based on subjects	Mailbox Name, E-mail Address, Folder Path, Folder Name, Type, Message Subject, Total Mail Count
Total Mail Count by Size	List the count of incoming and outgoing mails based on size range	Mailbox Name, E-mail Address, Folder Path, Folder Name, Type, Message Size Range, Total Message Count, % of Total Count, % of Total Size
Total Mail Count by Keywords	List the count of incoming and outgoing mails based on body keywords	Mailbox Name, E-mail Address, Folder Path, Folder Name, Type, Body keyword, Total Mail count
Read and Unread Mails	List the count of read and unread mails	Mailbox Name, E-mail Address, Folder Path, Folder Name, Type, Read Mail Count, Unread Mail Count, Total Mail count
Mail Importance	List the count of high, low and normal importance mails	Mailbox Name, E-mail Address, Folder Path, Folder Name, Type, High Importance Count, Low Importance Count, Normal Importance Count, Total Mail count
Top Users by Mail Count	List of top users based on mail count	Mailbox Name, E-mail Address, Total Mail Count
Top Senders by Mail Count	List of top users based on outgoing mail	Mailbox Name, E-mail Address, Total Mail Count
Top Receivers by Mail Count	List of top users based on incoming mail	Mailbox Name, E-mail Address, Total Mail Count
Mails on Non-Working hours	Shows the list of mails that are sent / received	Mailbox Name, E-mail Address, Folder Path, Folder Name, Sent Time, Received Time, Created Time,

	from a particular mailbox over selected period of time (non-working hours)	Modified Time, From, To, Cc, Bcc, Subject, Attachments
Bounced Mails	Shows the list of mails which were bounced due to incorrect mail address etc.	Mailbox Name, Folder Name, Folder Path, Subject, Sender Address, To Address, Cc Recipients, Bcc Recipients, Created Date, Sent Date, Received Date Bounced Address, Bounced Date, Modified Date, Has Attachments

### List of available Message log traffic statistics reports

Inbound Mails	List the count of incoming mails based on date interval	Mailbox Name, Mailbox Address, Mail Count
Outbound Mails	List the count of outgoing mails based on date interval	Mailbox Name, Mailbox Address, Mail Count
Total (Inbound and Outbound)	List the count of incoming and outgoing mails based on date interval	Mailbox Name, Mailbox Address, Mail Count, Mail Type

### List of available Response Time Summary Reports

Report Name	Description	Field Name
Response Time Summary for Mailbox	Shows a summary and detailed information on mails received and responded from the selected mailboxes over a given period of time.	Mailbox Name, E-mail Address, Number of mails received, Number of mails with responses, Total number of mails without responses, Number of automatic replies, Actual mails without responses, Number of mails within the response time limit, Number of mails exceeding the response time limit, Average Response Time
Response Time Summary for Distribution Group	Shows a summary and detailed information on mails received and responded from the selected distribution group over a given period of time.	Mailbox Name, E-mail Address, Number of mails received, Number of mails with responses, Total number of mails without responses, Number of mails within the response time limit, Number of mails exceeding the response time limit, Average Response Time
Response Time Summary for Shared Mailbox	Shows a summary and detailed information on mails received and responded from the selected shared	Mailbox Name, E-mail Address, Number of mails received, Number of mails with responses, Total number of mails without responses, Number of automatic replies, Actual mails without responses, Number of mails within the response time limit,

	mailboxes over a given period of time.	Number of mails exceeding the response time limit, Average Response Time
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## List of Available Mailbox Reports

Report Display Name	Report Description	Field Name
Mailbox - General Information & Address Details	List of mailboxes, their general information and address settings.	Display Name, Alias Name, Fully qualified domain name of object First name, Initials, Last name, Description, Office, Telephone number, Phone Numbers (Others), E-mail, Web page, Web Page Address (Others) Street, PO Box, City, State/province, Zip/Postal Code, Country/region
Mailbox Created and Modified Dates	List of mailboxes, their created and modified dates.	Display Name, Alias Name, Fully qualified domain name of object First name, Last name Created, Modified
Mailbox E-mail Addresses Report	List of mailboxes and their e-mail addresses.	Display Name, Alias Name, Fully qualified domain name of object First name, Last name Email Address Type, Email Address
Mailboxes - Exchange Settings Report	Mailboxes - Exchange Settings Report.	Display Name, Alias Name, Fully qualified domain name of object First name, Last name Issue warning at (KB), Prohibit send at (KB), Prohibit send and receive at (KB), Warning message interval Simple display name, Hide from Exchange address lists, ILS Server, ILS Account Managed folder mailbox policy, Retention start date, Retention end date, Incoming message size (KB), Outgoing message size (KB), Accept messages from, Reject messages from, Require that all senders are authenticated, Home Server, Mailbox Store, Storage Limits Settings, Issue warning at (KB), Prohibit send at (KB), Prohibit send and receive at (KB), Deleted Item Retention Settings, Keep deleted item for (days), Do not permanently delete items, Give Send on behalf of permission to, Forwarding address to, Deliver messages to both forwarding address and mailbox, Recipient Limits

Mailbox - Storage Quotas Report	List of mailboxes and their Storage Quota settings.	Display Name, Alias Name, Fully qualified domain name of object First name, Last name Home Server, Mailbox Store, Storage Limits Settings, Issue warning at (KB), Prohibit send at (KB), Prohibit send and receive at (KB), Deleted Item Retention Settings, Keep deleted item for (days), Do not permanently delete items
Mailbox - Delivery Options Report	List of mailboxes and their Delivery Options settings.	Display Name, Alias Name, Fully qualified domain name of object
		First name, Last name
		Give Send on behalf of permission to, Forwarding address to, Deliver messages to both forwarding address and mailbox, Recipient Limits
Mailbox Permissions Report	List of mailboxes and the permissions defined for each mailbox.	Display Name, Alias Name, Fully qualified domain name of object First name, Last name Owner, Name, Type, Permissions
Mailboxes - Size Report	Mailboxes and their respective sizes.	Display Name, Alias Name, Fully qualified domain name of object First name, Last name Home Server, Mailbox Store, Storage Limits Settings, Issue warning at (KB), Prohibit send at (KB), Prohibit send and receive at (KB) Mailbox, Windows NT Account, Total K, Total No. of Items, Last Logon Time, Last Logoff Time, Deleted Items K, Full Mailbox Directory Name, Total No. of Associated Messages
Mailbox Last Logon Report	Mailboxes and their respective last logon dates	Display Name, Alias, Email Address, Last Logon Time, Last Logoff Time, Created Date, Modified Date



Mailbox Default Folder Security Report	Security defined on the Inbox, Sent Items and Deleted Items folders in each mailbox	Display Name, Alias Name, Fully qualified domain name of object First name, Last name Folder Name, Account Name, Permission Level
Mailbox Folders Properties	List of mailbox folders with their size, number of items, number of unread items, created by and modified by information.	Object Path, Object Name, Display Name, Alias Name, Fully qualified domain name of object, First name, Last name, Folder Name, Folder Path, Size, Folder Description, Created Date, Modified Date, Email Address, Container class, Folder Type, Has subfolders, Number of subfolders, Number of items, Number of unread items, Associated content count, Has rules, Created By, Last Modified By

### List of available Mail Size Reports

Report Name	Description	Field Name
Mail Size by Subject	List the size of incoming and outgoing mails based on subject	Mailbox Name, E-mail Address, Folder Path, Folder Name, Type, Message Subject, Message Size (Bytes), Message Size (KB), Message Size (MB)
Top Users by Mailbox Size	List of top users based on the size of their mailbox	Mailbox Name, E-mail Address, Total Mail Size(MB)

### List of available Attachment Based Reports

Report Name	Description	Field Name
Mail Count by Attachments	List the count of attachment mails	Mailbox Name, E-mail Address, Folder Path, Folder Name, Type, Total Attachment Count
Attachments by Subject	List the count of attachment mails based on subject	Mailbox Name, E-mail Address, Folder Path, Folder Name, Type, Message Subject, Total Message Count, Total Message Size(KB)
Attachments by File Name	List the count of attachment mails based on file name	Mailbox Name, E-mail Address, Folder Path, Folder Name, Type, Message Subject, Attachment File Name, Total Attachment Count, Total Attachment Size(KB)

Attachments by File Type	List the count of attachment mails based on file type	Mailbox Name, E-mail Address, Folder Path, Folder Name, Type, Message Subject, Message Size(KB), Attachment File Name, Attachment File Extension, Attachment Size(KB)
Attachments by File Size	List the size of attachment mails based on file size	Mailbox Name, E-mail Address, Folder Path, Folder Name, Type, Message Subject, Message Size(KB), Attachment File Name, Attachment Size(KB)
Mail Attachments Summary	List the total count and size of mails attachments	Mailbox Name, E-mail Address, Folder Path, Folder Name, Total Attachment Count, Total Attachment Size(KB)

## List of available Provisioning Summary Reports

Report Name	Description
Active Users by Created Date	List the count of users based on created date
Groups by Created Date	List the count of groups based on created date
Mailbox by Created Date	List the count of mailbox based on created date
Shared Mailbox by Created Date	List the count of shared mailbox based on created date
Public Folders by Created Date	List the count of public folders based on created date


## List of Available Resource Mailbox Reports:

Report Name	Description	Field Name
General Information of Resource mailboxes	Shows the general information about the list of resource mailboxes available in the tenant	Mailbox name, E-mail address, Automate processing, Allow conflicts, Booking window, Maximum duration, Allow repeating meetings, Schedule only during work hours, Add organizer to subject, Delete non-calendar items, Delegates
Resource Mailbox usage	Shows details about list of events scheduled on a resource mailbox and their usage	Mailbox name, E-mail address, Subject, Organizer, Created Date, Start Date, End Date, Duration (in Hours), Location, Required Attendees, Optional Attendees, Is Reminder Set, Reminder Date, IsRecurring

Top 10 Users by mailbox usage	Shows the list of users, who are using the resource mailboxes, the most.	Display Name, E-mail Address, Total Count
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## List of Available Public Folder Reports

Report Display Name	Report Description	Field Name
Public Folder - General Settings Report	List of public folders and their general settings.	Display Name, Alias Name, Fully qualified domain name of object
		Folder Name, Path, Address List Name, Public Folder Description, Maintain per-user read and unread information for this folder
Public Folder Created and Modified Dates	List of public folders and their created and modified dates.	Display Name, Alias Name, Fully qualified domain name of object
		E-mail
		Created, Modified
Public Folder E-mail Addresses Report	List of public folders and their e-mail addresses.	Display Name, Alias Name, Fully qualified domain name of object
		Email Address Type, Email Address
Public Folder Client Permissions Report	List of public folders and their corresponding client permissions.	Display Name, Alias Name, Fully qualified domain name of object
		Home Server, Mailbox Store, E-mail, Public Folder Tree
		Path, Address List Name, Public Folder Description
		Folder Path, Client Permissions
Public Folders Size Report	Public folders and their respective sizes.	Display Name, Alias Name, Fully qualified domain name of object
		Path, Address List Name, Public Folder Description,
		Home Server, Mailbox Store, E-mail, Public Folder Tree
		Total K, Total No. of Items Created, Last Access Time, No. of Owners, No. of Contacts, Folder, Folder Path, Full Public Folder Directory Name, Total No. of Associated Messages, Deleted Items K

## List of available Security Reports

Report Name	Description	Field Name
Non-Owner Mailbox Access	List of non-owner mailbox access	Mailbox Name, Mailbox E-mail Address, Identity, User Name, User E-mail Address, Access Rights

Shared Mailbox Access	List of shared mailbox access	Mailbox Name, Mailbox E-mail Address, Identity, User Name, User E-mail Address, Access Rights
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## List of Other Reports

Report Name	Description	Field Name
List of Mobile Devices	List of Connected Mobile Devices.	User, Mobile Number, IMEI Number, Device OS, Mobile Operator, OS Language, Mobile Number, Device Type, First Time Sync, Device Access State, Disabled, Identity  Device Access State Reason, client Version, Client Type, Created Date, Modified Date
List of Shared Mailboxes	List of Mailboxes that are shared.	User Name, Alias, Location, Mail Address, Account Disabled, Created Date, Modified Date
Send as and Send on behalf mails	Shows the list of mails sent using Send As and Send on behalf permissions with actual sender name	Object Name, Display Name, E-mail, First Name, Last Name, Folder Name, Folder Path, Count, From, To, Subject, Item Size (KB), Has Attachments, Item Created date, Item Received date, Item send date, Item last modified name, Item last modified time
Mail Volume – Sent and Received	Shows the mail count of sent and received mails in a hourly basis	[Display Name], [E-mail Address], [Folder Path], [Folder Name], [Date], [00:00 to 00:59], [01:00 to 01:59], [02:00 to 02:59], [03:00 to 03:59], [04:00 to 04:59], [05:00 to 05:59], [06:00 to 06:59], [07:00 to 07:59], [08:00 to 08:59], [09:00 to 09:59], [10:00 to 10:59], [11:00 to 11:59], [12:00 to 12:59], [13:00 to 13:59], [14:00 to 14:59], [15:00 to 15:59], [16:00 to 16:59], [17:00 to 17:59], [18:00 to 18:59], [19:00 to 19:59], [20:00 to 20:59], [21:00 to 21:59], [22:00 to 22:59], [23:00 to 23:59]
Groups - Exchange Settings Report	List of groups and their exchange settings.	Display Name, Alias Name, Fully qualified domain name of object
		Message size (KB)
		Simple display name, Expansion Server, Hide from Exchange address lists, Send out-of-office messages to originator, Delivery Options
		Message size (KB)
		Accept messages from, Reject messages from, Require that all senders are authenticated
		Simple display name
Groups - Restrictions	List of groups and their restrictions.	Object Name, Display Name, Alias Name, E-mail, Member join restriction, Member depart restriction

## SharePoint Online Reports

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## List of Available Configuration Reports for SharePoint Online

Report Display Name	Report Description	Field Name
List General Settings	Displays General Settings information about the list.	Web Url, Web Title, Base Template, List Name, Description, Attachments Enabled, On Quick Launch Bar, Permission Inheritance, Versioning Enabled, Minor Versions Enabled, Unique Role Assignments, Force Check Out, Allow Content Types, Is Site Assets Library
List Templates	Displays information about all the List Templates available in the site.	Web Url, Web Title, List Template, Internal Name, Description, Type, Base Type, On Quick Launch, Is Custom Template
Site Collection Workflow Templates	Displays information about the Workflow Templates configured in each site collection.	Web Url, Web Title, Workflow Template Name, Description, Association
Site Columns	Displays all the Site Columns that are available in the site.	Web Url, Web Title, Column Name, Type Internal Name, Type Display Name, Group Name, Description, Required, Default Value, Enforce Unique Values, Read Only Field
Site Content Types	Displays all the Site Content Types that are available in the site.	Web Url, Web Title, Content Type, Description, Group Name, Document Template, Document Template Url, Read Only, Column References
Site Settings	Displays Site Settings information like time zone, theme, template etc.	Web Url, Web Title, Description, Time Zone, Theme, Template, Quick Launch Enabled, Treeview Enabled, RSS Enabled, Master Page Url
Site Templates	Displays information about all the Site Templates available in the site collection.	Web Url, Web Title, Description, Category, Template Title, Template Name, ID
Site Workflows	Displays the information about workflows configured in each site.	Web Url, Web Title, Name, CreatedBy, CreatedDate, ModifiedBy, ModifiedDate, Description, WorkflowType, IsReusable, AssociationUrl, InitiationUrl
Web Parts	Displays information about all the Web Parts available in each site, user who created the web part etc.	Web Url, Web Title, Web Part Title, Web Part Name, Parent Folder, Author, Created Date, Last Modified Date, Last Modified By, Size

## List of Available Security Reports for SharePoint Online

Report Display Name	Report Description	Field Name
Effective Permissions of the Sites	Displays the effective permissions of the users/groups in each site	User or Group, Web URL, Web Title, Account Type, Permission inherited from, Permission levels, Description
Effective Permissions of the Lists	Displays the effective permissions of the users/groups for each list in the site	User/Group, Web URL, Web Title, List Name, Account Type, Permission inherited from, Permission levels, Description
Effective Permissions of the List Items	Displays the effective permissions of the users/groups for each item in the list	User/Group, Web URL, Web Title, List Name, Item URL, Item Type, Item Name, Account Type, Permission inherited from, Permission levels, Description
Effective Permissions of the Folders	Displays the effective permissions of the users/groups for each folder in the list	User/Group, Web URL, Web Title, List Name, Item URL, Item Type, Item Name, Account Type, Permission inherited from, Permission levels, Description
Effective Permissions of Users and Groups	Displays the effective permissions of the given users/groups for Sites, Lists, and List Items	User/Group, Web URL, Web Title, List Name, Item URL, Item Type, Item Name, Account Type, Permission inherited from, Permission levels, Description, List Name, Item URL, Item Name, Item Type
Basic Permissions of Users and Groups	Displays the basic (direct) permissions of the given users/groups for Sites, Lists and List Items	User/Group, Web URL, Web Title, List Name, Item URL, Item Type, Item Name, Account Type, Permission inherited from, Permission levels, Description, List Name, Item URL, Item Name, Item Type
Consolidated Permissions	Displays a detailed consolidated report of the permissions on all the objects in SharePoint sites like webs, lists, folders and list items.	Type, Name, URL, Item Relative URL, User or Group, Principal Type, Permission Inherited From, All the permission levels in the site
Lists with no unique securable objects	Displays the lists which has no unique securable objects underneath	List Title, List URL, Description, Created Date, Modified Date, List Template, Base Type, Number Of List Items, Number Of Columns, Permission Type, Permission Level, Groups or Users
Sites with no unique securable objects	Displays the sites which has no unique securable objects underneath	Site Title, Site Url, Created Date, Modified Date, Description, Number Of Columns, Number Of Subwebs, Number Of Lists, Number Of Groups, Number Of Content types, Permission Type, Permission Level, Groups or Users

Unique securable objects with empty permissions	Displays the list of unique securable objects which doesn't have any permissions	Object Type, Site Url, Site Title, Site Description, Number Of Subwebs, Number Of Lists, List Url, List Name, List Template, List Description, Number Of List Items, List Item Url, List Item Title, Author, Created Date, Editor, Modified Date
Group Ownership	Displays the list of groups with its owner and other properties	User Name, Group Name, Description, Owner Name, Allow Members to Edit Membership, Allow Request To Join Leave, Auto Accept Request To Join Leave, Can Current User Edit Membership, Can Current User Manage Group, Can Current User View Membership, IsHidden
Limited Access Permissions	Displays the effective permission of the user who has limited access permissions	Object Type, Web Url, Web Title, List Name, Item Url, Item Name, Item Type, Description, User or Group, Account Type, Permission Inherited From, Permission Levels



## List of Available Inventory Reports for SharePoint Online

Report Display Name	Report Description	Field Name
List Inventory	Displays inventory information about the list.	List Title, List URL, Description, Created Date, Modified Date, List Template, Base Type, Number Of List Items, Number Of Columns, Permission Type, Permission Level, Groups or Users, Size
List Item Inventory	Displays inventory information about the list item.	List Name, List Item Url, List Item Id, List Item Title, Author, Created Date, Editor, Modified Date, File Directory, File Type, Version, Permission Type, Permission Level, Groups or Users, Size
Site Inventory	Displays inventory information about the site.	Site Title, Site Url, Created Date, Modified Date, Description, Number Of Columns, Number Of Subwebs, Number Of Lists, Number Of Groups, Number Of Content types, Permission Type, Permission Level, Groups or Users, Size

## List of Available OneDrive Reports for SharePoint Online

Report Name	Description	Field
OneDrive User Permissions Report	Displays list of folders and files in all the personal site within OneDrive.	Account Name, Folder or File Name, Folder or File URL, Account Type, Permission Type, Permission Level, Author, Editor, Size (in MB)
OneDrive Non-Owner Permissions Report	Displays the users who has access to folders and files within the personal site.	Folder or File Name, Object Type, Folder or File URL, Account Name, Permission Type, Permission Level, Author, Editor, Size (in MB)
Site Collection Administrator Access	Displays the users who are the site collection administrators in OneDrive personal site.	Personal Site Of (User), Personal Site URL, Site Admin Access
OneDrive Permissions Report	Displays the users who has access to selected OneDrive personal site within Office 365.	Personal Site Of (User), Personal Site URL, User or Group Name, Type, Permissions Levels
Top OneDrive Users	Displays top OneDrive Users based on Item Count.	User Name, OneDrive Creation Date, Number Of Items, Last Item Modified Date, First Name, Last Name, Mobile, Title, Department, Office, City, Location, Address
OneDrive Storage	Displays the used OneDrive Storage capacity of all the available OneDrive users.	User Name, URL, Allocated (MB), Used (MB), Usage Percentage (%)
Inactive OneDrive Users	Displays Inactive OneDrive Users based on last accessed date.	User Name, OneDrive Creation Date, Number Of Items, Last Accessed Date, First Name, Last Name, Mobile, Title, Department, Office, City, Location, Address

## List of Available File and Page Activities

Report Name	Description
Recently checked in / checked out files / Discarded file check out	Shows information about the list of files checked in / checked out / Discarded file check out recently in your SharePoint Online environment with related audit information
Recently copied / moved files	Shows information about the list of files copied / moved recently in your SharePoint Online environment with related audit information

Recently downloaded / uploaded files	Shows information about the list of files downloaded / uploaded recently in your SharePoint Online environment with related audit information
Recently accessed / modified / renamed files	Shows information about the list of files accessed / modified / renamed recently in your SharePoint Online environment with related audit information
Recently deleted / restored files	Shows information about the list of files deleted / restored recently in your SharePoint Online environment with related audit information
Deleted file from recycle bin / deleted file from second stage recycle bin	Shows information about the list of deleted file from recycle bin / deleted file from second stage recycle bin in your SharePoint Online environment with related audit information
Recycled all version / recycled all minor version / recycled version	Shows information about the list of recycled all version / recycled all minor version / recycled version in your SharePoint Online environment with related audit information
Detected malware in file	Shows information about the list of malware detected in files of your SharePoint Online environment with related audit information
Viewed page	Shows information about the list of viewed page in your SharePoint Online environment with related audit information
Specific or All activities on files	Displays the list of event information based on the selected events, date range and list of users
Top N users who had file activities	Shows the list of top users who had performed activities on files for the given date range and list of selected events

### List of available Folder Activities:

Report Name	Description
Recently Copied /Moved Folder	Shows information about the list of folders copied / moved recently in your SharePoint Online environment with related audit information
Recently Modified / Renamed Folder	Shows information about the list of folders modified / renamed recently in your SharePoint Online environment with related audit information
Recently Created / Deleted / Restored Folder	Shows information about the list of folders created / deleted / restored recently in your SharePoint Online environment with related audit information

Recently Deleted folder from recycle bin / Deleted file from second stage recycle bin	Shows information about the list of Deleted folder from recycle bin / Deleted file from second stage recycle bin recently in your SharePoint Online environment with related audit information
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### List of available Sharing and Access Request Activities:

Report Name	Description
Access request created / accepted / denied	Shows information about the list of user requests access that are created / accepted / denied in your SharePoint Online environment with related audit information
Company Shareable link created / used / removed	Shows information about the list of company link that are created / used / removed in your SharePoint Online environment with related audit information
Sharing invitation created / accepted / revoked	Shows information about the list of Sharing Invitation that are created / used / removed in your SharePoint Online environment with related audit information
Anonymous link created / used / updated / removed	Shows information about the list of anonymous link that are created / used / updated / removed in your SharePoint Online environment with related audit information
Share file, folder or site / Unshared file, folder or site	Shows information about the list of sharing permission that are Share or Unshared in your SharePoint Online environment with related audit information
Withdrew Sharing invitation	Shows information about the list of anonymous link that are Withdrew Sharing invitation in your SharePoint Online environment with related audit information
Added Permission level to site collection	Shows information about the list of anonymous link that are Added Permission level to site collection in your SharePoint Online environment with related audit information
Secure link created / used / deleted	Shows information about the list of Secure link that are created / used / deleted in your SharePoint Online environment with related audit information
User added to secure link / User removed to secure link	Shows information about the list of User added to secure link / User removed to secure link in your SharePoint Online environment with related audit information
Specific or All activities on Sharing and access request activities	Displays the list of event information based on the selected events, date range and list of users

### List of Site Permission Activities:

Report Name	Description
Recently Created / Deleted / Updated group	Shows information about the list of groups that are Recently Created / Deleted / Updated in your SharePoint Online environment with related audit information
Recently added site collection admin access	Shows information about the list of Site collection administration access that are Recently added in the site collection in your SharePoint Online environment
Requested site admin permissions	Shows information about the list of site admin permissions requested and its related information in your SharePoint Online environment with related audit information
Recently added / removed user or group from SharePoint group	Shows information about the list of users / groups that are Recently added / removed user or group from SharePoint group and its related information in your SharePoint Online environment with related audit information
Modified site permission	Shows information about the list of permissions that are Modified and its related information that occurred in your SharePoint Online environment

### List of Site Administration Activities:

Report Name	Description
Allowed user to create groups	Shows information on Site administrator or owner adding a permission level to a site that allows a user assigned that permission to create a group for that site.
Created Site collection / Renamed site / Deleted site	A SharePoint or global administrator creates / renames / deletes a site collection in your SharePoint Online organization
Changed sharing policy	A SharePoint or global administrator changed a SharePoint sharing policy by using the Office 365 admin portal, SharePoint admin portal, or SharePoint Online Management Shell.
Inactive / Active users	Shows the list of active and inactive users in the tenant based on audit activities
Users activity	Shows the list of activity performed by all users in the tenant

Site Visits	Shows the list of sites which was accessed by users in a given time period.
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## Audit and Compliance Reports

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## List of available File and Page activities

Report Name	Description
Recently checked in / checked out files / Discarded file check out	Shows information about the list of files checked in / checked out / Discarded file check out recently in your SharePoint Online environment with related audit information
Recently copied / moved files	Shows information about the list of files copied / moved recently in your SharePoint Online environment with related audit information
Recently downloaded / uploaded files	Shows information about the list of files downloaded / uploaded recently in your SharePoint Online environment with related audit information
Recently accessed / modified / renamed files	Shows information about the list of files accessed / modified / renamed recently in your SharePoint Online environment with related audit information
Recently deleted / restored files	Shows information about the list of files deleted / restored recently in your SharePoint Online environment with related audit information
Deleted file from recycle bin / deleted file from second stage recycle bin	Shows information about the list of deleted file from recycle bin / deleted file from second stage recycle bin in your SharePoint Online environment with related audit information
Recycled all version / recycled all minor version / recycled version	Shows information about the list of recycled all version / recycled all minor version / recycled version in your SharePoint Online environment with related audit information
Detected malware in file	Shows information about the list of malware detected in files of your SharePoint Online environment with related audit information
Viewed page	Shows information about the list of viewed page in your SharePoint Online environment with related audit information
Specific or All activities on files	Displays the list of event information based on the selected events, date range and list of users
Top N users who had file activities	Shows the list of top users who had performed activities on files for the given date range and list of selected events

## List of available Folder Activities

Report Name	Description
Recently Copied /Moved Folder	Shows information about the list of folders copied / moved recently in your SharePoint Online environment with related audit information
Recently Modified / Renamed Folder	Shows information about the list of folders modified / renamed recently in your SharePoint Online environment with related audit information



Recently Created / Deleted / Restored Folder	Shows information about the list of folders created / deleted / restored recently in your SharePoint Online environment with related audit information
Recently Deleted folder from recycle bin / Deleted file from second stage recycle bin	Shows information about the list of Deleted folder from recycle bin / Deleted file from second stage recycle bin recently in your SharePoint Online environment with related audit information

## List of available Sharing and access request activities

Report Name	Description
Access request created / accepted / denied	Shows information about the list of user requests access that are created / accepted / denied in your SharePoint Online environment with related audit information
Company Shareable link created / used / removed	Shows information about the list of company link that are created / used / removed in your SharePoint Online environment with related audit information
Sharing invitation created / accepted / revoked	Shows information about the list of Sharing Invitation that are created / used / removed in your SharePoint Online environment with related audit information
Anonymous link created / used / updated / removed	Shows information about the list of anonymous link that are created / used / updated / removed in your SharePoint Online environment with related audit information
Share file, folder or site / Unshared file, folder or site	Shows information about the list of sharing permission that are Share or Unshared in your SharePoint Online environment with related audit information
Withdrew Sharing invitation	Shows information about the list of anonymous link that are Withdrew Sharing invitation in your SharePoint Online environment with related audit information
Added Permission level to site collection	Shows information about the list of anonymous link that are Added Permission level to site collection in your SharePoint Online environment with related audit information
Secure link created / used / deleted	Shows information about the list of Secure link that are created / used / deleted in your SharePoint Online environment with related audit information
User added to secure link / User removed to secure link	Shows information about the list of User added to secure link / User removed to secure link in your SharePoint Online environment with related audit information
Specific or All activities on Sharing and access request activities	Displays the list of event information based on the selected events, date range and list of users

## List of available Synchronization Activities

Report Name	Description
Computer to sync files allowed / blocked	Shows information about the list of Computer to sync files allowed / blocked in your SharePoint Online environment with related audit information
Download files to computer / files changes to computer	Shows information about the list of Download files to computer / files changes to computer in your SharePoint Online environment with related audit information
Upload files to document library / file changes to document library	Shows information about the list of Upload files to document library / file changes to document library in your SharePoint Online environment with related audit information

## List of available Site Permission Activities

Report Name	Description
Recently Created / Deleted / Updated group	Shows information about the list of groups that are Recently Created / Deleted / Updated in your SharePoint Online environment with related audit information
Recently added site collection admin access	Shows information about the list of Site collection administration access that are Recently added in the site collection in your SharePoint Online environment
Requested site admin permissions	Shows information about the list of site admin permissions requested and its related information in your SharePoint Online environment with related audit information
Recently added / removed user or group from SharePoint group	Shows information about the list of users / groups that are Recently added / removed user or group from SharePoint group and its related information in your SharePoint Online environment with related audit information
Modified site permission	Shows information about the list of permissions that are Modified and its related information that occurred in your SharePoint Online environment

## List of available Site Administration events

Allowed user to create groups	Shows information on Site administrator or owner adding a permission level to a site that allows a user assigned that permission to create a group for that site.
Created Site collection / Renamed site / Deleted site	A SharePoint or global administrator creates / renames / deletes a site collection in your SharePoint Online organization
Changed sharing policy	A SharePoint or global administrator changed a SharePoint sharing policy by using the Office 365

	admin portal, SharePoint admin portal, or SharePoint Online Management Shell.
Inactive / Active users	Shows the list of active and inactive users in the tenant based on audit activities
Users activity	Shows the list of activity performed by all users in the tenant
Site Visits	Shows the list of sites which was accessed by users in a given time period.

## List of available Exchange Mailbox events

Report Name	Description
User signed into mailbox	Shows information about the sign-in events that occurred when the user signed in to a mailbox
Sent message using Send On Behalf permissions	Shows information about the mails which are sent using the Send On Behalf permissions
Sent message using Send As permissions	Shows information about the mails which are sent using the Send As permissions
Created Mailbox item / Updated message	Shows information about the mails which are created / updated
Delegate mailbox permissions Added / Removed	Shows information about the delegate permissions which are added / removed
Moved message to deleted items folder/ another folder	Shows information about the mails that are moved to deleted items folder / another folder
Copied Message to another folder / Deleted message from deleted items folder	Shows information about the mails that are moved to deleted items folder / another folder
Modified folder permissions	Shows information about the folder permissions which are modified.

## List of available User Administration events

Report Name	Description
Added / deleted / updated users	Shows information about the list of users added / deleted / updated recently in your Office 365 tenant
Reset user password / Changed user password	Shows information about the list of users whose passwords were reset / changed recently
Changed user license / Set license properties	Shows information about the list of license properties or license changes that occurred recently in your Office 365 tenant
Set property that forces user to change password	Administrator set the property that forces a user to change their password the next time the user sign in to Office 365.

Top N users who had user admin activities	Shows the list of top users who had performed user administration activities for the given date range and list of selected events
User login activity	Shows information about the list of login activities by users through various application to your Office 365 tenant
Last logon date of users	Shows information about the last logon date of each user in your Office 365 tenant
Failed login activity	Shows information about the unsuccessful login activities that occurred in your Office 365 tenant
Account locked due to failed logins	Shows information about the unsuccessful login activities that occurred in your Office 365 tenant which has locked that Office 365 account to prevent further access

## List of available Group Administration events

Report Name	Description
Added / updated / deleted group	Shows information about the list of groups added / updated / deleted recently in your Office 365 tenant
Added / removed member from group	Shows information about the list of users added / removed from a group recently
Top N users who had group admin activities	Shows the list of top users who had performed group administration activities for the given date range and list of selected events

## List of available Application Administration activities

Report Name	Description
Added service principal	Shows information about the list of service principal that are added in your SharePoint Online environment with related audit information
Removed a service principal from the directory	Shows information about the list of service principal which are removed from the directory related information in your SharePoint Online environment
Set delegation entry	An authentication permission was updated for an application in Azure AD.
Removed credentials from a service principal	Credentials were removed from a service principal in Azure AD.
Added delegation entry / Removed delegation entry	An authentication permission was created/granted/removed to an application in Azure AD.
Added credentials to a service principal	Credentials were added to a service principal in Azure AD. A service principle represents an application in the directory.

## List of available Role Administration events

Report Name	Description
Added / removed member from a role	Shows information about the list of roles added / removed for a user recently
Top N users who had role admin activities	Shows the list of top users who had performed role administration activities for the given date range and list of selected events

## List of Available Microsoft Teams Activities

Report Name	Description
Team Created / Deleted	A user creates / deleted a new team.
Channel Added / Deleted	A user adds / deletes a channel from a team.
Changed organization setting	The TeamsTenantSettingChanged operation is logged when the some of the activities are performed by a global admin on a team like Enables or disables Microsoft Teams for the organization, Enables or disables the ability for team members to schedule private meetings, Enables or disables the ability for team members to schedule channel meetings etc.
Changed team setting	The TeamsTenantSettingChanged operation is logged when the some of the activities are performed by a global admin on a team like Changes the name of a team, Changes the team description, etc.
Changed channel setting	The ChannelSettingChanged operation is logged when the following activities are performed by a team member Changes the name of a team channel and Changes the description of a team channel
Using signed in to Teams	A user signs in to a Microsoft Teams client.
Changed role of members in team	A team owner changes the role of member(s) in a team.
Removed members from team	A team owner removes member(s) from a team.
Added members from team	A team owner Add member(s) to a team

## List of available eDiscovery Activities

Report Name	Description
Content search Created / Deleted	A content search was created / deleted.

Content search Started / Stopped / Changed	A user started / stopped / changed a content search.
Started export of content search / Removed export of content search	A user exported the results of a content search or a content search export action was deleted.
Download export of content search	A user downloaded the results of a content search to their local computer.
Search permission filter Created / Deleted / Changed	A search permissions filter was created / deleted / modified
eDiscovery administrator created / deleted	A user was added / removed as a member of an eDiscovery case.
Changed eDiscovery case membership / admin membership	The membership list of an eDiscovery case was changed / admin membership.

## Microsoft Teams Reports

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[List of available General Information reports](#)

[List of available Usage reports](#)

[List of available Security reports](#)

### List of available General Information reports

Report Name	Description	Field
List of Teams	Shows the list of available Teams in your Office 365 tenant	Display Name, Mail Id, Description, Created Date, Visibility, Number of Channels, Number of Members
List of Deleted Teams	List of Teams deleted from your Office 365 tenant.	Display Name, Mail Address, Description, Created Date, Deleted Date, Visibility.
List of Teams and its members	Shows the list of Teams available in your Office 365 tenant and its members.	Teams Name, Address of Teams, Number of Members, Member Name, Mail Id
List of Teams and its owners	Shows the list of Teams available in your Office 365 tenant and its owners.	Teams Name, Address of Teams, Number of Owners, Owner Name, Mail Address
List of users and their membership Teams	Shows the list of users and the Teams in which the selected user is a member	User Name, Mail Address, Name of the Team, Address of the Team

List of Teams enabled Users	Shows the list of Users for whom the Microsoft Teams license is assigned.	User Name, Mail Address
List of Teams and its Channels	Shows the list of Teams in your Office 365 tenant and channels in it.	Teams Name, Address of Teams, Number of Channels, Channel Name, Mail Address, Membership Type
List of Meetings	Shows the list of meetings scheduled in the selected teams.	Subject, Start Time, End Time, Recurrence, Location, Organizer, Required Attendees, Optional Attendees, Importance, Reminder before start
Teams Meetings Messages	Shows the list of meetings messages count scheduled in the selected teams.	Teams Name, Address of Teams, Subject, Channel, Start Time, End Time, Type, Location, Organizer, Sender, Images Count, Videos Count, Files Count, Other Messages Count, Count and Total Count
List of Teams and its applications	Shows the list of available Teams in your tenant and its available applications	Teams Name, Application Name, Version
List of Tabs in all channels of a team	Shows the list of tabs available in all channels of a selected team	Teams Name, Channel Name, Tab Name, Tab Type, Web URL, Content URL, Distribution method.
Files Shared with Others on Teams	Shows the list of files available in all channels of a selected team	Teams Name, Address of Teams, Channel, Created Time, Modified Time, Shared File and Sender

### List of available Usage reports:

Report Name	Description	Field
Teams Channel Usage	Shows details about list of events scheduled on a team channels and their usage.	Teams Name, Address of Teams, Channel Name, Channel Mail Address, Active Users Count, Meetings Count, Messages Count, Last Activity Date, Duration
Inactive \ Last Usage of Teams	Shows details about list of events scheduled on teams and their usage	Teams Name, Address of Teams, IsDeleted, Last Activity Date, Member Count, Guest Count, Exchange Mailbox Total Item Count, Exchange Recieved Email Count, SharePoint Total File Count, SharePoint Active File Count, Duration
Teams Users Activity	Shows details about list of events scheduled on teams' users and their usage	Diisaply Name, User Address, Team Chat Messages Count, Private Chat Messages Count, Call Count, Meetings Count, Last Activity Date, Other Activity, Duration

### List of available Security reports:

Report Name	Description	Field
List of Teams with external users as members	Shows the list of Teams in which an external user is a member	Teams Name, Address of Teams, Member Name, Mail Id
List of Teams with external users as owners	Shows the list of Teams in which an external user is an owner	Teams Name, Address of Teams, Owner Name, Mail Id
List of Teams with owner who is not a member	Shows the list of Teams with owner who is not a member of the same Team.	Teams Name, Address of Teams, Owner Name, Mail Address
List of External Applications in Teams	Shows the list of available Teams in your tenant and its available external applications.	Teams Name, Address of Teams, App Name



## Microsoft 365 Manager Overview

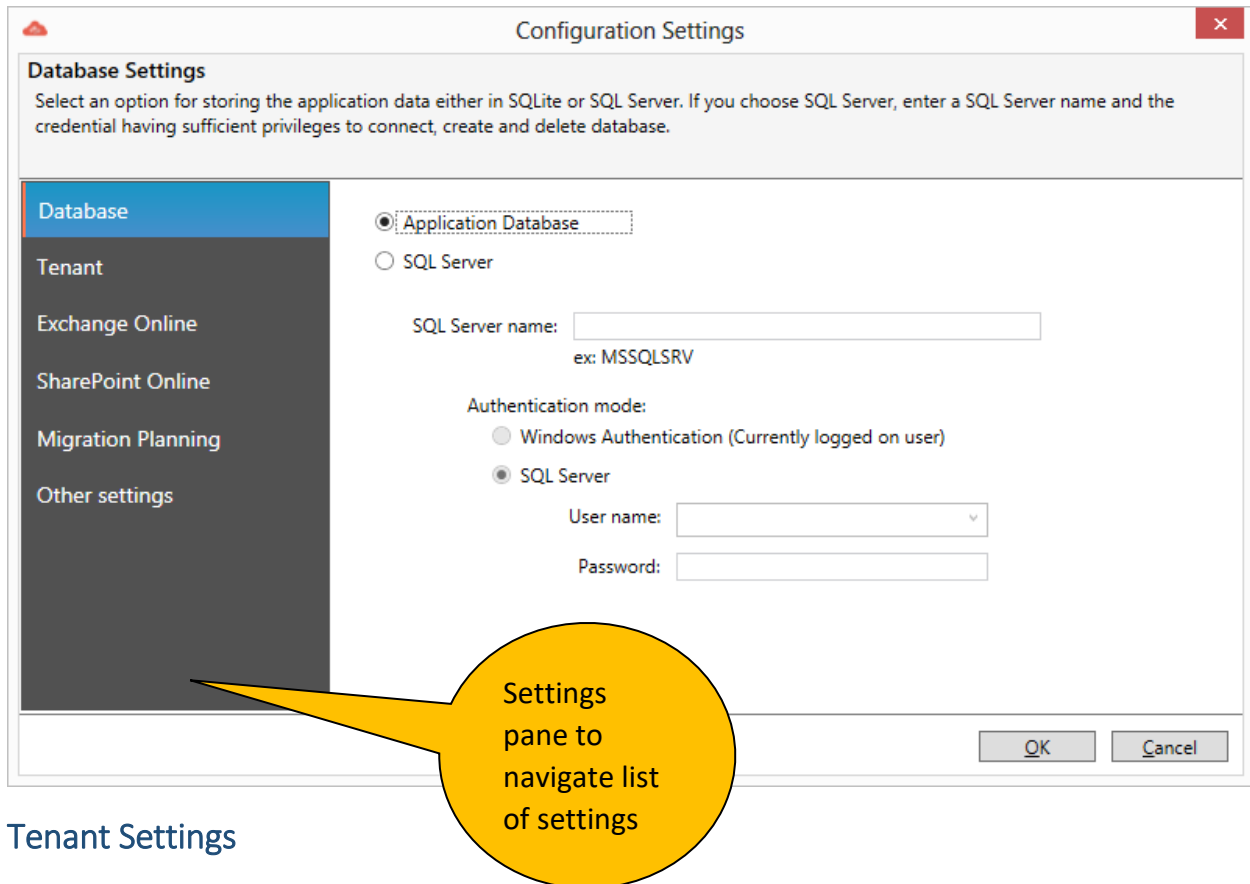
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Microsoft 365 Manager Module helps you to assign or remove Office 365 license assignments right from your desktop and also view assigned licenses by **Users** or by **License Types**. It helps you to manage all the license related operations. You can also manage mailbox permissions such as **Full Access**, **Send As**, and **Send On Behalf**. Migrate all mailbox permissions from on-premises to Office 365 and perform a complete 'Security Audit' of all your Office 365 users.

## Configuration Settings

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### The Navigation Pane



The screenshot shows a 'Configuration Settings' dialog box. On the left is a navigation pane with a blue header and a dark grey body. The header contains 'Database' (highlighted in blue), 'Tenant', 'Exchange Online', 'SharePoint Online', 'Migration Planning', and 'Other settings'. The body contains 'Database' (highlighted in blue), 'Tenant', 'Exchange Online', 'SharePoint Online', 'Migration Planning', and 'Other settings'. The main area of the dialog is titled 'Database Settings' and contains instructions: 'Select an option for storing the application data either in SQLite or SQL Server. If you choose SQL Server, enter a SQL Server name and the credential having sufficient privileges to connect, create and delete database.' Below this, there are two radio buttons: 'Application Database' (selected) and 'SQL Server'. Under 'SQL Server', there is a text field for 'SQL Server name:' with the example 'ex: MSSQLSRV'. Below that, there is a section for 'Authentication mode:' with two radio buttons: 'Windows Authentication (Currently logged on user)' and 'SQL Server' (selected). Under 'SQL Server', there are text fields for 'User name:' and 'Password:'. At the bottom right are 'OK' and 'Cancel' buttons. A yellow callout bubble points to the 'Database' item in the navigation pane, containing the text: 'Settings pane to navigate list of settings'.

### Tenant Settings

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Vyapin Microsoft 365 Management Suite will use Tenant Settings to manage Vyapin Microsoft 365 Management Suite.

You can add Tenant settings by clicking Configuration Settings -> **Tenant Settings** -> **Add** in the Vyapin Microsoft 365 Management Suite main application window, as shown below:

Configuration Settings

Tenant Settings

Use Tenant Settings to setup tenants for use within Vyapin Microsoft 365 Management Suite. Click 'Add Tenant' button to add a new tenant. Select the tenant name in the list to Edit/Delete a tenant.

Database

Tenant

Exchange Online

SharePoint Online

Migration Planning

Other settings

Add Tenant

Edit Tenant

Delete Tenant


Tenant Name	Tenant User Name	Tenant Id
-------------	------------------	-----------

OK

Cancel

**Microsoft Sign-in** window will be shown. Enter User name and Password.

Sign in to your account

 Microsoft

Sign in

Email address or phone number


[Can't access your account?](#)

Back

Next

[Terms of use](#) [Privacy & cookies](#) ...

Sign in to your account

 **CONTOSO** demo

← meganb@m365x795267.onmicrosoft.com

Enter password

Password

[Forgotten my password](#)

Sign in

Contoso

[Terms of use](#) [Privacy & cookies](#) ...

Click **Sign-in** and the new tenant settings will be saved after validation.

The screenshot shows a 'Configuration Settings' dialog box with a yellow title bar. Inside, the 'Tenant Settings' section is active, displaying instructions: 'Use Tenant Settings to setup tenants for use within Vyapin Microsoft 365 Management Suite. Click 'Add Tenant' button to add a new tenant. Select the tenant name in the list to Edit/Delete a tenant.'

Below the instructions is a sidebar menu with options: 'Database', 'Tenant' (highlighted in blue), 'Exchange Online', 'SharePoint Online', 'Migration Planning', and 'Other settings'. To the right of the sidebar are three buttons: 'Add Tenant', 'Edit Tenant', and 'Delete Tenant'. Below these buttons is a table with three columns: 'Tenant Name', 'Tenant User Name', and 'Tenant Id'. The table contains one row of data.

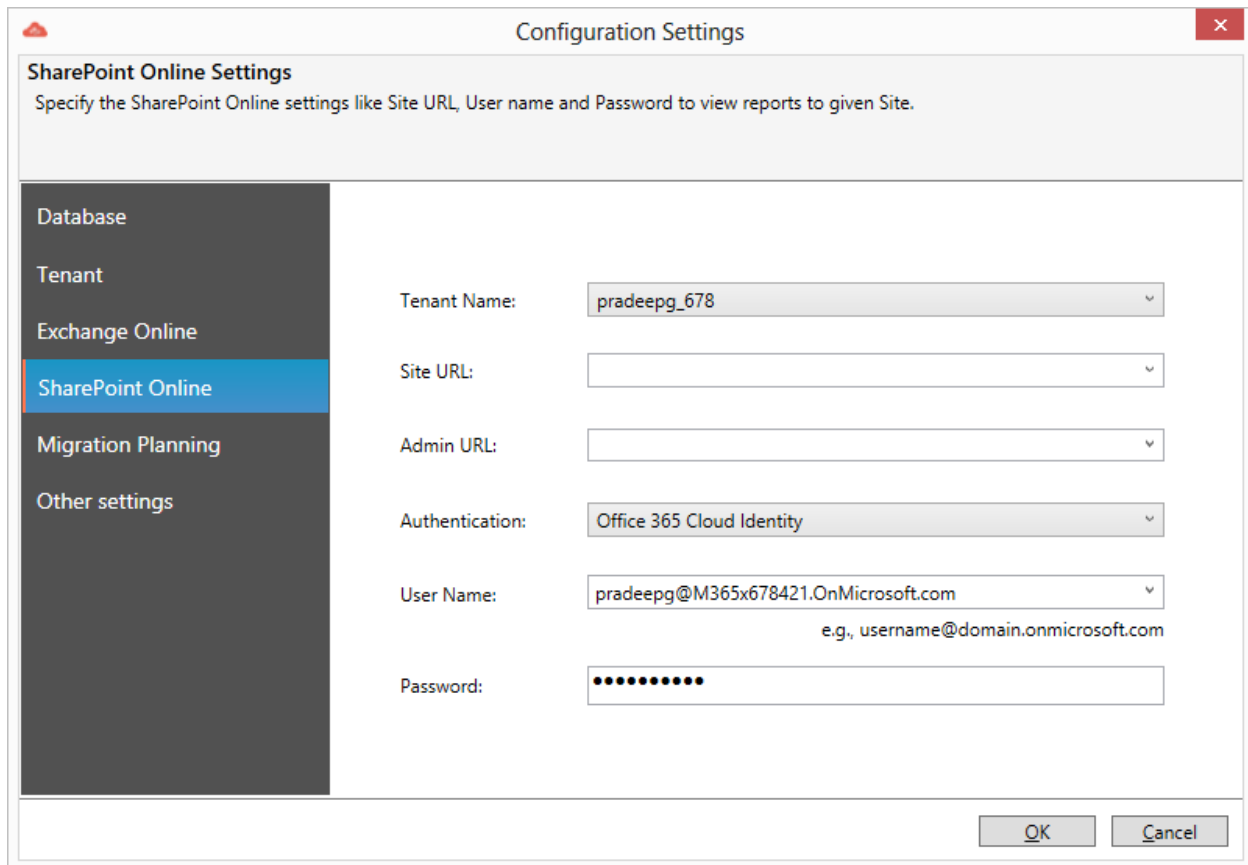
Tenant Name	Tenant User Name	Tenant Id
VyapinM365-1	MeganB@M365x795267.OnMicrosoft.com	9559c58d-67d1-4edf-887a-9

At the bottom right of the dialog box are 'OK' and 'Cancel' buttons.

## SharePoint Online Settings

Vyapin Microsoft 365 Management Suite will use the SharePoint Online Settings to view reports for the specified site.

You can connect to a SharePoint site by clicking Configuration Settings -> SharePoint Online Settings in the Vyapin Microsoft 365 Management Suite main application window, as shown below:



The screenshot shows a 'Configuration Settings' dialog box with a sidebar on the left containing the following options: Database, Tenant, Exchange Online, SharePoint Online (highlighted in blue), Migration Planning, and Other settings. The main area is titled 'SharePoint Online Settings' and includes the instruction: 'Specify the SharePoint Online settings like Site URL, User name and Password to view reports to given Site.' The settings are as follows:

- Tenant Name: pradeepg\_678 (dropdown menu)
- Site URL: (empty text box)
- Admin URL: (empty text box)
- Authentication: Office 365 Cloud Identity (dropdown menu)
- User Name: pradeepg@M365x678421.OnMicrosoft.com (dropdown menu)  
e.g., username@domain.onmicrosoft.com
- Password: (password field with dots)

At the bottom right, there are 'OK' and 'Cancel' buttons.

Select a tenant from already saved tenants in Tenant settings to use its settings and credentials

Select or Enter the SharePoint site URL and its credentials to view the reports for the site.

Select Federated Identity in Authentication Type combo to connect to a SharePoint site using federated identity configured using ADFS. Also, select this option to connect to Office 365 SharePoint Online configured using federated identity provider.

To connect to Office 365's SharePoint Online environment, you can use Web Single Sign-on option for both Cloud Identity (Office 365 Online User Credential e.g., johndoe@vyapin.onmicrosoft.com) and Federated Identity (configured via ADFS e.g., johndoe@vyapin.onmicrosoft.com).

Configuration Settings

SharePoint Online Settings

Specify the SharePoint Online settings like Site URL, User name and Password to view reports to given Site.

Database

Tenant

Exchange Online

SharePoint Online

Migration Planning

Other settings

Tenant Name:

pradeepg\_678

Site URL:

https://pradeepg\_678.sharepoint.com/

Admin URL:

Authentication:

Office 365 Cloud Identity

User Name:

pradeepg@M365x678421.OnMicrosoft.com

e.g., username@domain.onmicrosoft.com

Password:

••••••••

OK

Cancel

## Other Settings

### E-mail Settings:

Vyapin Microsoft 365 Management Suite provides the option to e-mail the reports generated using Reports Module. For e-mailing reports, Vyapin Microsoft 365 Management Suite requires SMTP Server, From E-mail Address, To E-mail Addresses (recipients separated by semicolon) and the e-mail report format. Vyapin Microsoft 365 Management Suite maintains a single SMTP Server and a From E-mail Address for use by all Reports. You can specify a separate set of To e-mail addresses (recipients), e-mail report format, subject and body of the message for each Reports.

The screenshot shows the 'Configuration Settings' dialog box with the 'Other Settings' tab selected. The dialog has a yellow title bar and a sidebar on the left with the following options: Database, Tenant, Exchange Online, SharePoint Online, Migration Planning, and Other settings (which is highlighted with a blue dashed border). The main content area is divided into three sections: 'Data Retention Settings', 'E-Mail Settings', and 'Automated E-Mail Settings'. The 'Data Retention Settings' section explains that report data is retained for a certain number of days and shows a text box with the value '3'. The 'E-Mail Settings' section explains that an SMTP server is used for outgoing e-mails and contains fields for 'SMTP Server' (smtp.office365.com), 'User name' (PradeepG@...), 'Password' (masked with dots), and 'From Address' (MeganB@...). The 'Automated E-Mail Settings' section is partially visible at the bottom. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

**Configuration Settings**

**Other Settings**

Use the Other Settings to configure SMTP Server, Data Retention, Automated E-Mail and Module Listing settings. Data Retention Settings helps you to identify the duration until which the report data get retained. SMTP Server settings helps to specify SMTP name to be used for your outgoing mails, this name will appear on the 'From' field of your outgoing mails. Automated E-Mail Settings helps to categorize certain sender address as automated mail. Module Listing helps you to toggle between listing all modules and licensed modules.

**Data Retention Settings**

When a report is first run, the application retains the report data for a certain number of days for reuse during subsequent runs of the report, after which data is refreshed again.

Retain report data for  days since the time a report was last run

**E-Mail Settings**

An SMTP server is the server that is used for your outgoing e-mail

SMTP Server:

User name:

Password:

When you send e-mail, your name will appear in the 'From' field of the outgoing message. Type your name as you would like it to appear

From Address   
ex: david@contoso.com

**Automated E-Mail Settings**

E-Mail Address:

OK Cancel

### Data retention Settings:

Vyapin Microsoft 365 Management Suite will retain the report data for a certain number of days for reuse during subsequent runs. You can select the number of days for which you want to retain the report data.



**Automated E-Mail Settings:**

Automated E-Mail Settings allows you to categorize certain sender address as automated mail in Vyapin Microsoft 365 Management Suite.

**Module listing:**

Module Listing allows you to view/hide the license expired modules in Vyapin Microsoft 365 Management Suite.

# Vyapin Microsoft 365 Management Suite features

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[Microsoft 365 Reports](#)

[Microsoft 365 Manager](#)

# Microsoft 365 Reports (Audit and Compliance Reports)

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## [Check Data Collection](#)

[How to generate a report in File and Page events?](#)

[How to generate a report in Folder Events?](#)

[How to generate a report on Sharing and Access Request Activities?](#)

[How to generate a report on Synchronization activities?](#)

[How to generate a report in Site Administration?](#)

[How to generate a report on Site Permissions?](#)

[How to generate a report in Exchange mailbox events?](#)

[How to generate a report in User administration?](#)

[How to generate a report in Group administration?](#)

[How to generate a report in Role administration?](#)

[How to generate a report on Application administration events?](#)

[How to generate a report on Microsoft Teams activities?](#)

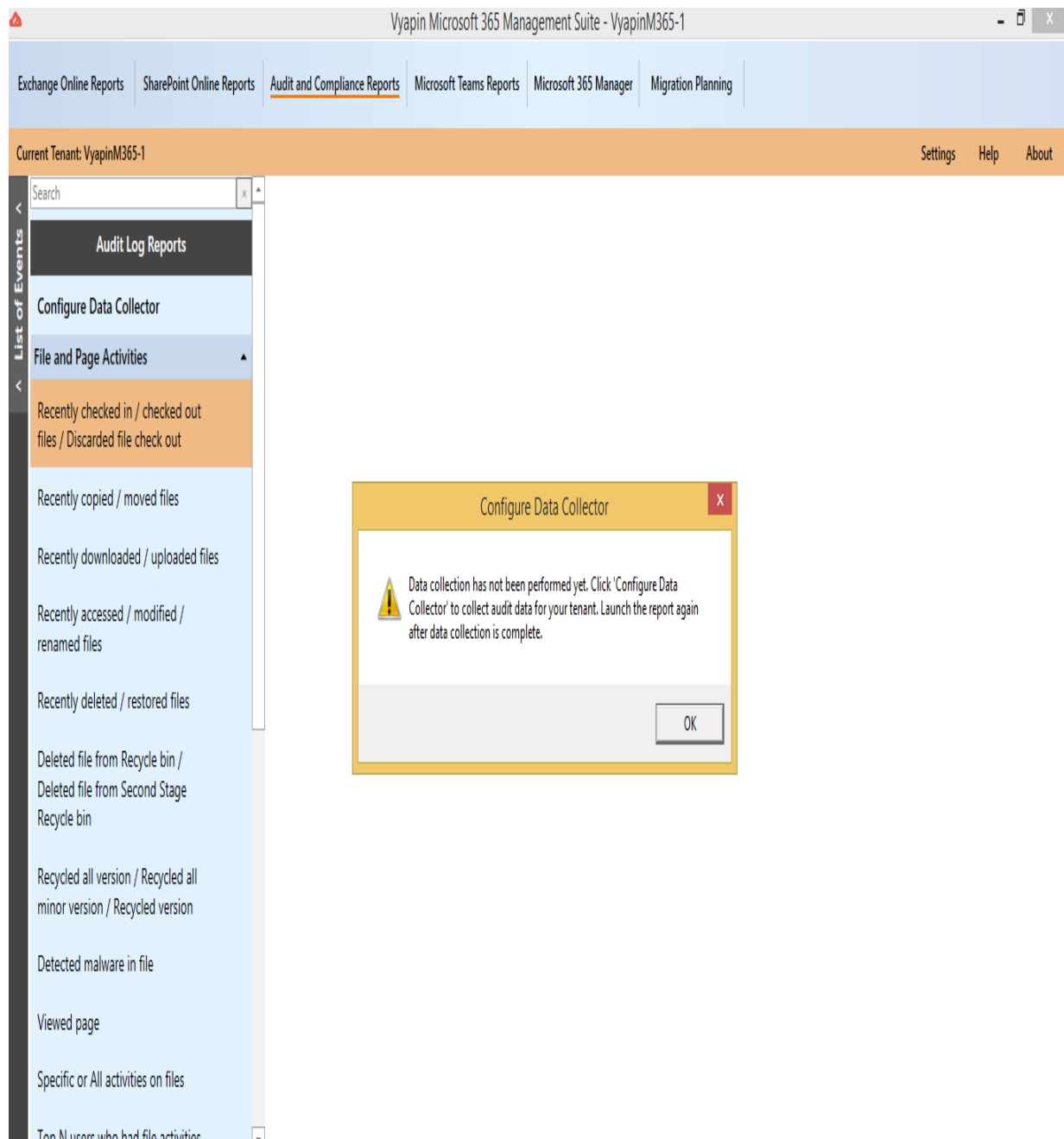
[Hot to generate a report on eDiscovery activities?](#)

[How to generate a custom report?](#)

## Check Data Collection

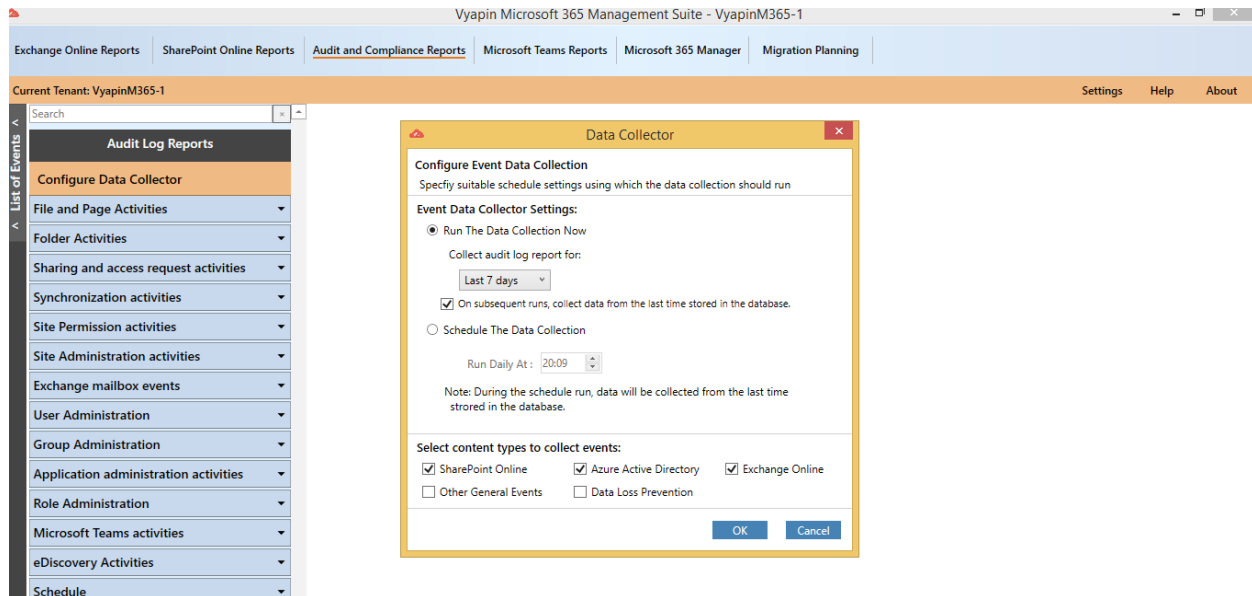
Audit records are retained for 90 days. That means you can search the audit log for activities that were performed within the last 90 days.so, that the data collection is used to save the data in database, which is faster to retrieve the data for more than 90 days.

If, data collection is not done then we get a window as shown below:

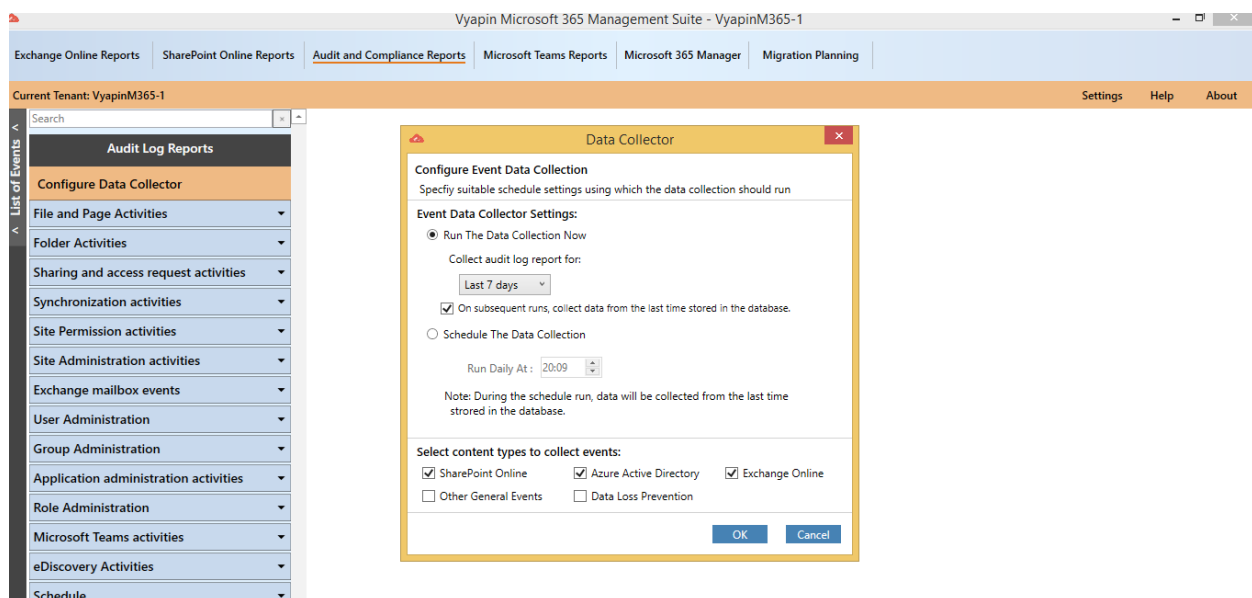


## How to collect Audit Data

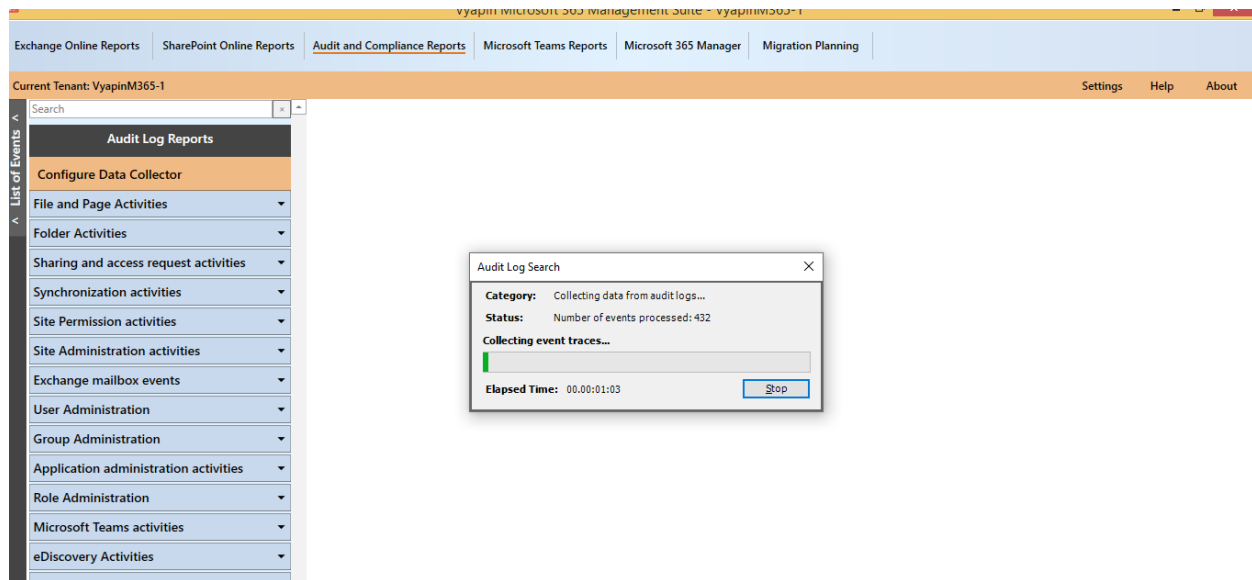
Click the Configure Data Collector for data collection. In, Data Collection we have run now and schedule options.



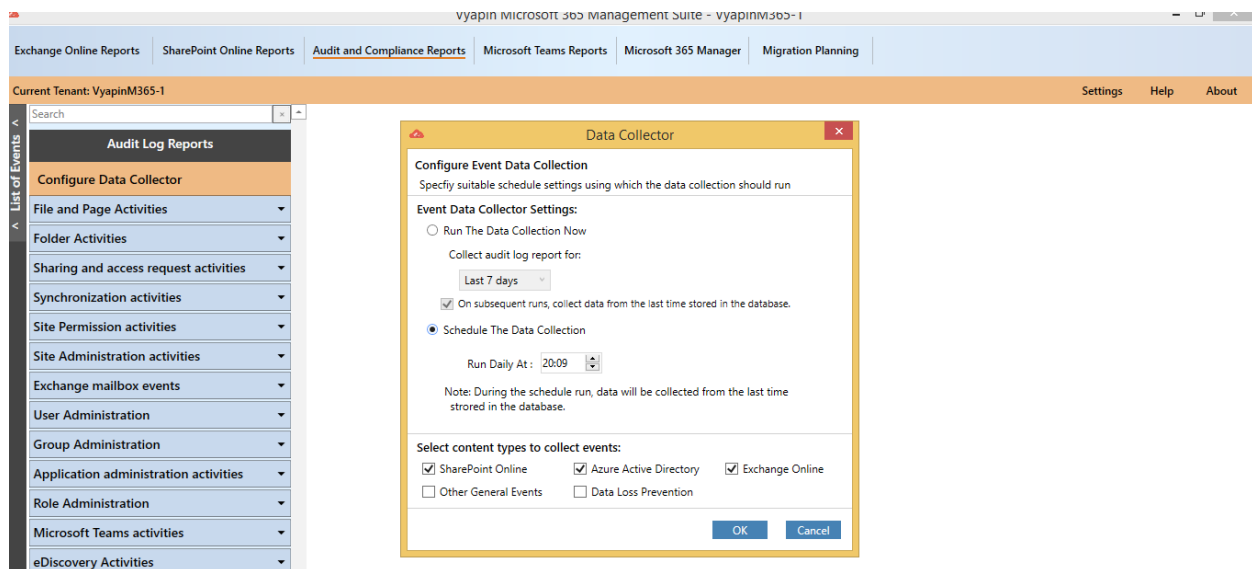
As your requirement data collection will be run in the range of month, week, etc. Here, if the checkbox is checked which is above the "Schedule the Data Collection" the data will be collected from the last data collected. The checkbox is unchecked as shown below the data collection will be run as exactly from the date range.



After, select the date range click the OK button to begin the data collection as shown below:



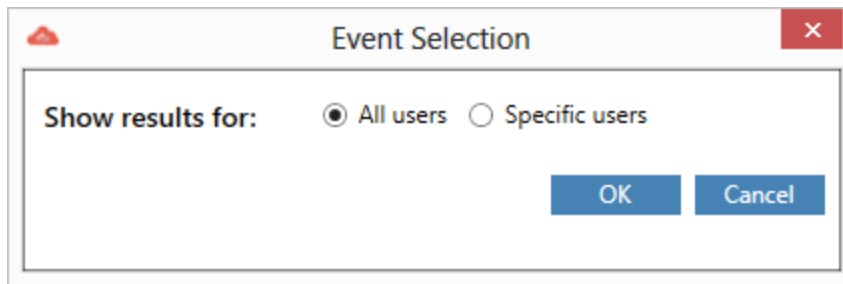
Data collection will be run in schedule options as shown below:



## How to generate a report on File and page events?

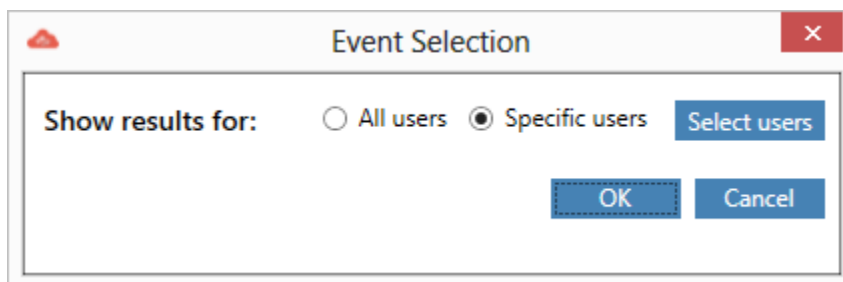
Perform the following steps to generate a report from File and Folder events:

When you click on any one of the recent events based reports, a dialog will appear as shown below, for user selection, whose events you would like to see in the generated report



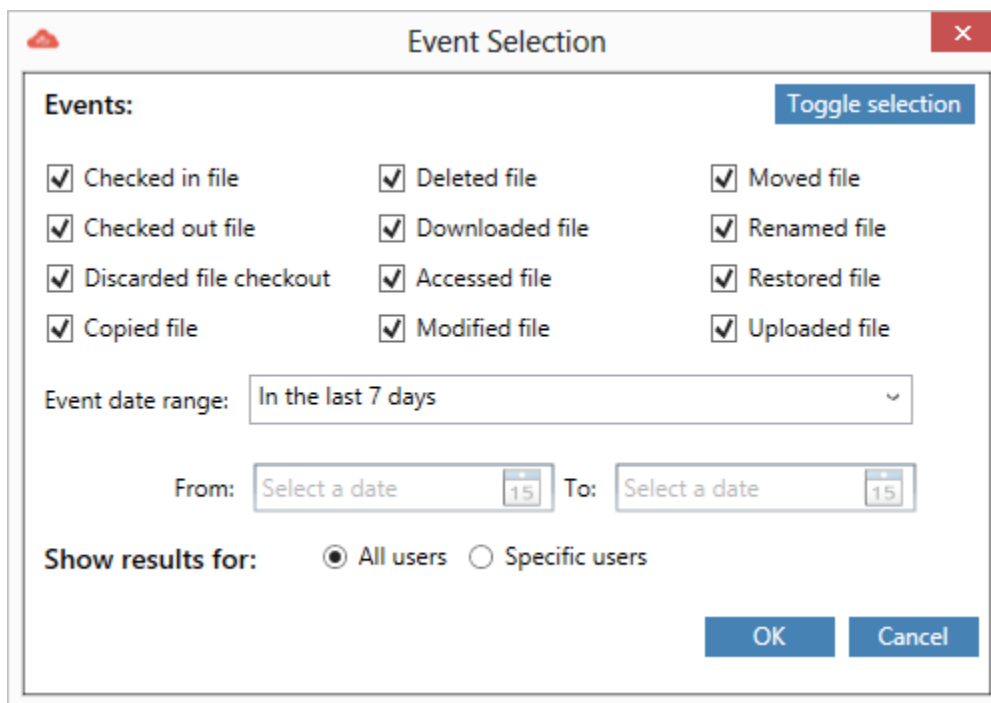
The dialog box is titled "Event Selection" and has a close button (X) in the top right corner. It contains a section labeled "Show results for:" with two radio buttons: "All users" (selected) and "Specific users". At the bottom right, there are two buttons: "OK" and "Cancel".

If you would like to view events for a specific user, select the "Specific users" option, and select the list of users by clicking on the "Select users" button



The dialog box is titled "Event Selection" and has a close button (X) in the top right corner. It contains a section labeled "Show results for:" with two radio buttons: "All users" and "Specific users" (selected). A "Select users" button is located to the right of the "Specific users" radio button. At the bottom right, there are two buttons: "OK" and "Cancel".

For Specific events based report, a dialog will appear as shown below for selecting events, date range and users for fetching the events performed by them



The dialog box is titled "Event Selection" and has a close button (X) in the top right corner. It contains a section labeled "Events:" with a "Toggle selection" button to its right. Below this, there are twelve checkboxes arranged in a 4x3 grid, all of which are checked: "Checked in file", "Deleted file", "Moved file", "Checked out file", "Downloaded file", "Renamed file", "Discarded file checkout", "Accessed file", "Restored file", "Copied file", "Modified file", and "Uploaded file". Below the checkboxes, there is a dropdown menu for "Event date range:" with the value "In the last 7 days". Below the dropdown, there are two date selection fields: "From:" and "To:", both with the value "15". At the bottom, there is a section labeled "Show results for:" with two radio buttons: "All users" (selected) and "Specific users". At the bottom right, there are two buttons: "OK" and "Cancel".

For Top users based report, a dialog will appear as shown below for selecting events and date range for fetching the list of top users who had performed the file events recently

File activities

Events:

☒ Checked in file
 ☒ Deleted file
 ☒ Moved file

☒ Checked out file
 ☒ Downloaded file
 ☒ Renamed file

☒ Copied file
 ☒ Modified file
 ☒ Uploaded file

Event date range:

In the last 7 days

From:

07-03-2017

To:

07-03-2017

OK

Cancel

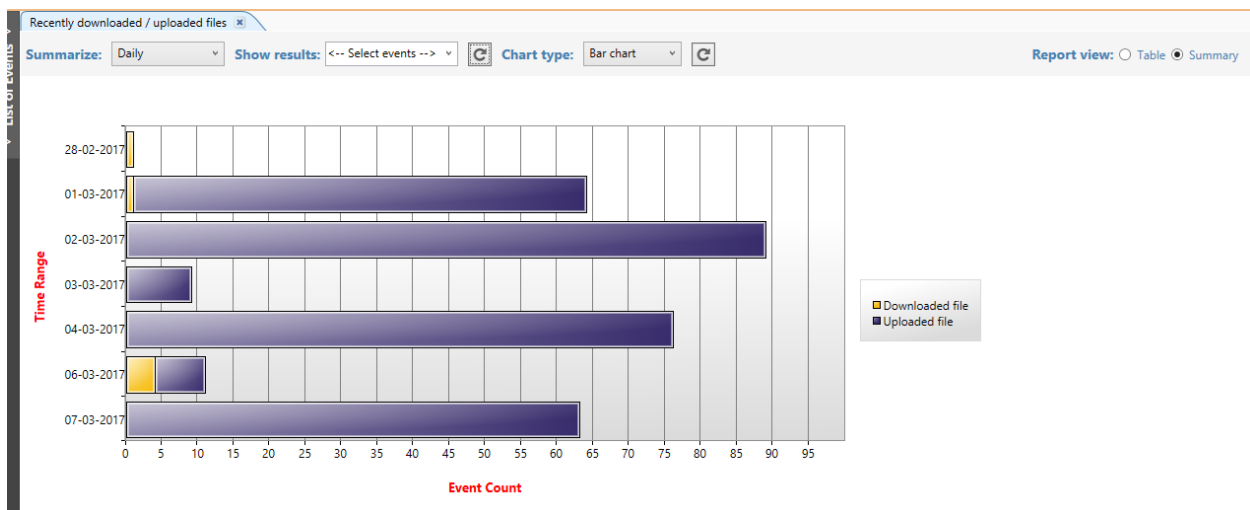
Once you click on "OK", the report will be generated as shown below,

Recently downloaded / uploaded files					Report view: <input checked="" type="radio"/> Table <input type="radio"/> Summary	Export	Filter
Operations	Event Date	Event Time	User Id	Event Details			
Uploaded file	07-03-2017	04:54 PM	meganb@itrm389341.onmicrosoft.com	Objectid: https://itrm389341.sharepoint.com/sites/Webpart\Maintanance\Meeting_Schedule.xlsx Item Type: File Listid: dda181b9-832f-4515-be59-6dd30fb1beb SourceFileExtension: .xlsx SiteUrl: https://itrm389341.sharepoint.com/sites/WebpartSourceFileName: Meeting_Schedule.xlsx SourceRelativeUrl: Maintanance			
Uploaded file	06-03-2017	12:52 PM	meganb@itrm389341.onmicrosoft.com	Objectid: https://itrm389341.sharepoint.com/sites/healthcare\Shared Documents\Shipping-CSAT Correlation.xlsx Item Type: File Listid: 596e100f-f093-4adb-9ed6-43c95dfd22be SourceFileExtension: .xlsx SiteUrl: https://itrm389341.sharepoint.com/sites/healthcareSourceFileName: Shipping-CSAT Correlation.xlsx SourceRelativeUrl: Shared Documents			
Uploaded file	06-03-2017	12:52 PM	meganb@itrm389341.onmicrosoft.com	Objectid: https://itrm389341.sharepoint.com/sites/healthcare\Shared Documents\Quarterly SalesAnalysis - Q1 2012.xlsx Item Type: File Listid: 596e100f-f093-4adb-9ed6-43c95dfd22be SourceFileExtension: .xlsx SiteUrl: https://itrm389341.sharepoint.com/sites/healthcareSourceFileName: Quarterly SalesAnalysis - Q1 2012.xlsx SourceRelativeUrl: Shared Documents			
Uploaded file	06-03-2017	12:52 PM	meganb@itrm389341.onmicrosoft.com	Objectid: https://itrm389341.sharepoint.com/sites/healthcare\Shared Documents\Quarterly SalesAnalysis - Q1 2012 (1).xlsx Item Type: File Listid: 596e100f-f093-4adb-9ed6-43c95dfd22be SourceFileExtension: .xlsx SiteUrl: https://itrm389341.sharepoint.com/sites/healthcareSourceFileName: Quarterly SalesAnalysis - Q1 2012 (1).xlsx SourceRelativeUrl: Shared Documents			
Uploaded file	06-03-2017	12:52 PM	meganb@itrm389341.onmicrosoft.com	Objectid: https://itrm389341.sharepoint.com/sites/healthcare\Shared Documents\IC612215.png Item Type: File Listid: 596e100f-f093-4adb-9ed6-43c95dfd22be SourceFileExtension: .png SiteUrl: https://itrm389341.sharepoint.com/sites/healthcareSourceFileName: IC612215.png SourceRelativeUrl: Shared Documents			
Uploaded file	06-03-2017	12:52 PM	meganb@itrm389341.onmicrosoft.com	Objectid: https://itrm389341.sharepoint.com/sites/healthcare\Shared Documents\Contoso Sales and CSAT Analysis.xlsx Item Type: File Listid: 596e100f-f093-4adb-9ed6-43c95dfd22be SourceFileExtension: .xlsx SiteUrl: https://itrm389341.sharepoint.com/sites/healthcareSourceFileName: Contoso Sales and CSAT Analysis.xlsx SourceRelativeUrl: Shared Documents			
Objectid: https://itrm389341.sharepoint.com/resource/Lists/Customized List/Attachments/6/Appointment.png Item Type: File							
Number of events: 313					Data collection time: 07-03-2017 19:05:00		
					Refresh		



In the above screenshot, the "Operations" column will show the event type that occurred, "Event Date" and "Event Time" columns will show the time when the event occurred, "User Id" column will show the user who performed the event and "Event Details" column will show other related information like Site URL, File location etc.

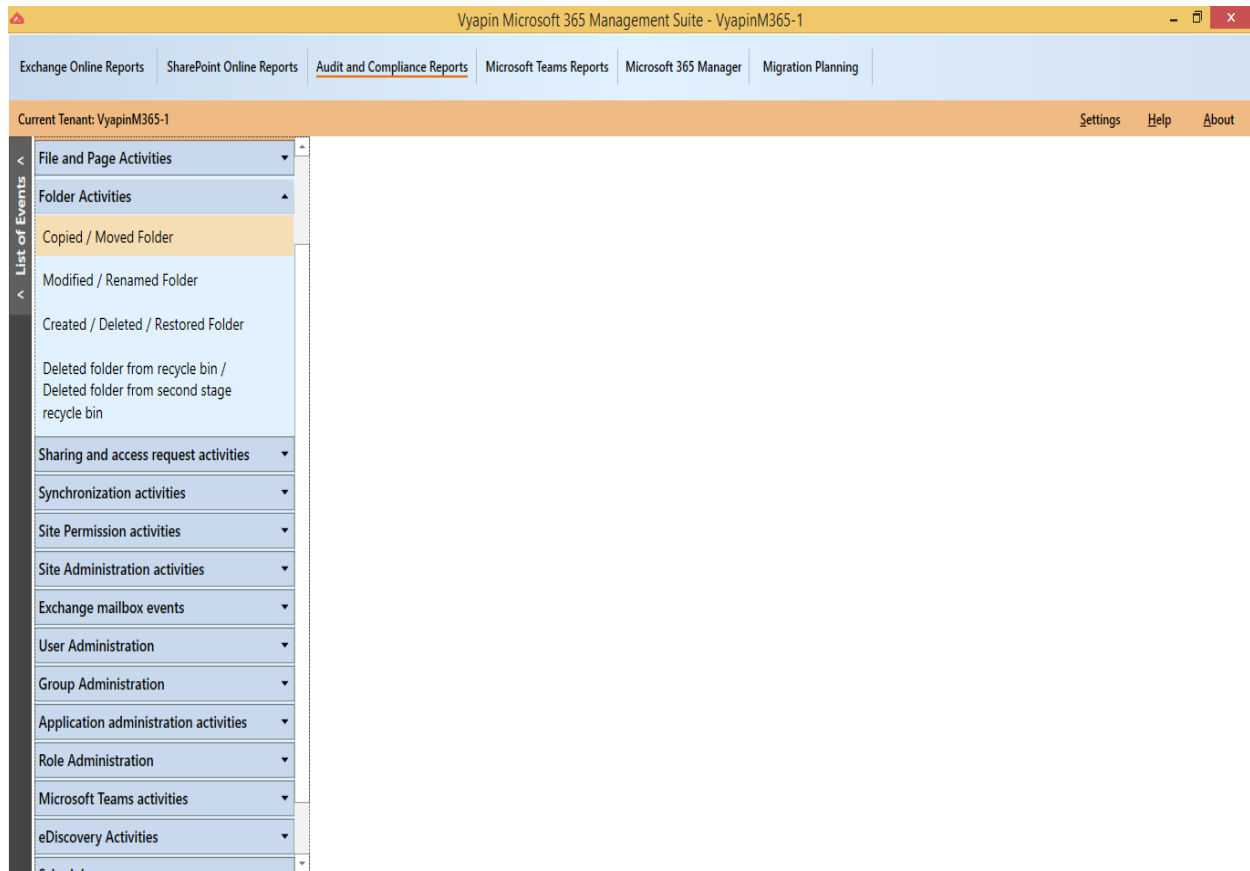
You can select the "Summary" option in the Report view section, to view the summarized data of the events that occurred in your tenant recently. There will be options available to summarize data by "Daily", "Hour of the Day" and "Day of Week". This summarize window will be displayed as shown below,



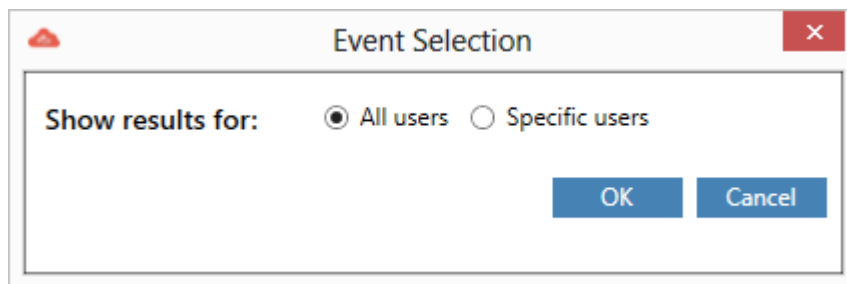
## How to generate a report on Folder Events

Perform the following steps to generate a report from Folder events:

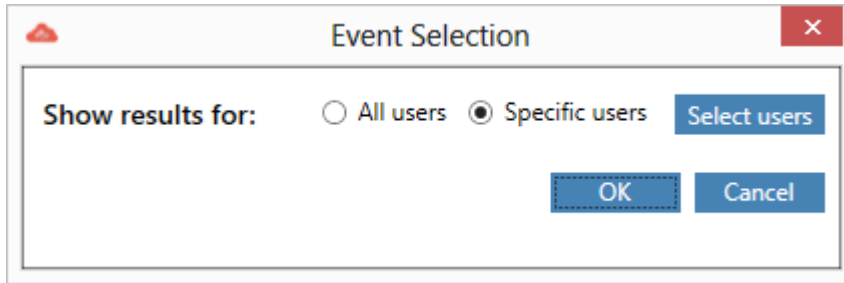
These are the events which we have in Folder Activities to generate Audit reports



When you click on any one of the recent events based reports, a dialog will appear as shown below, for user selection, whose events you would like to see in the generated report.



If you would like to view events for a specific user, select the "Specific users" option, and select the list of users by clicking on the "Select users" button

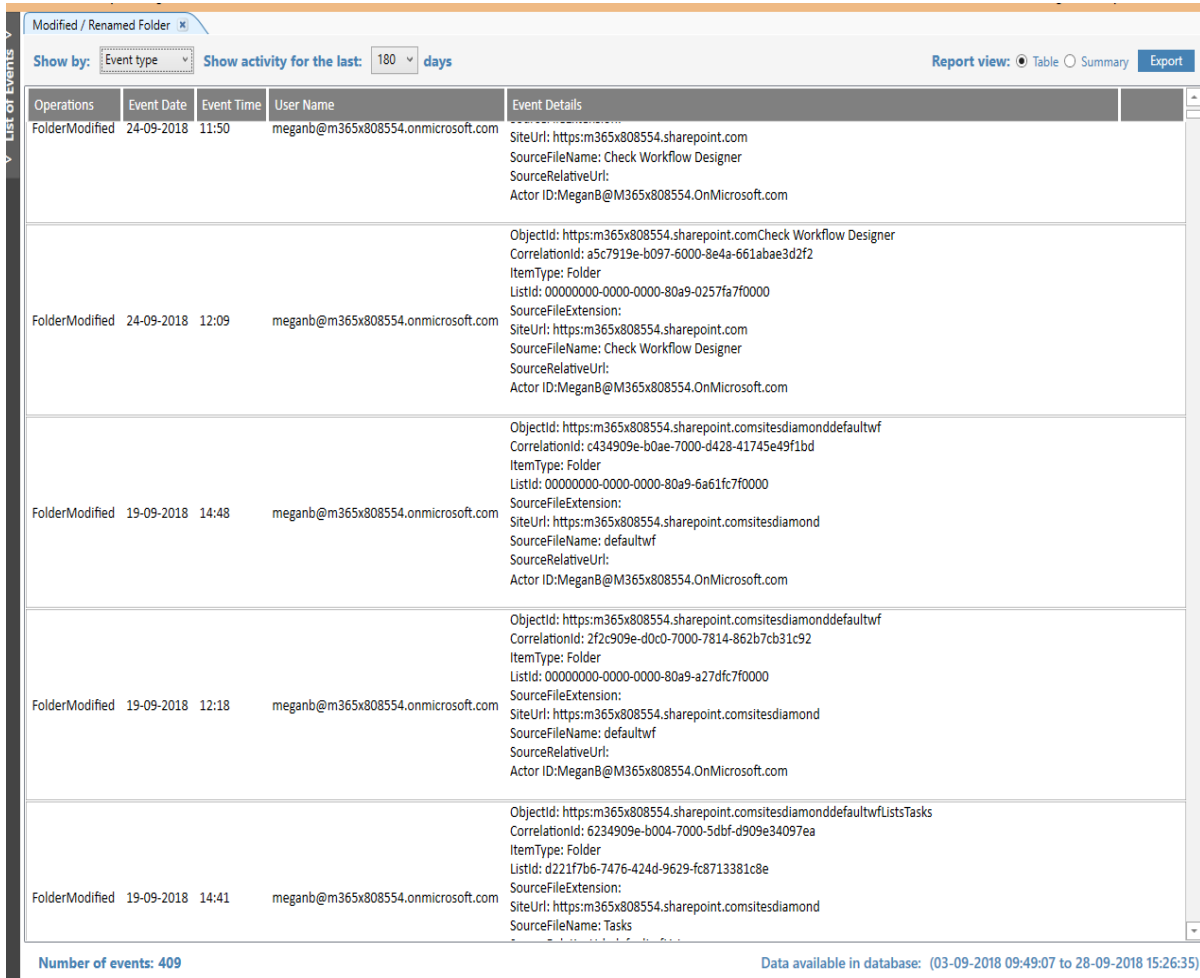


**Event Selection**

Show results for: ☐ All users ☒ Specific users [Select users](#)

[OK](#) [Cancel](#)

Once you click on "OK", the report will be generated as shown below,



Modified / Renamed Folder

Show by:  Show activity for the last:  days

Report view: ☒ Table ☐ Summary [Export](#)

Operations	Event Date	Event Time	User Name	Event Details
FolderModified	24-09-2018	11:50	meganb@m365x808554.onmicrosoft.com	SiteUrl: https:m365x808554.sharepoint.com SourceFileName: Check Workflow Designer SourceRelativeUrl: Actor ID:MeganB@M365x808554.OnMicrosoft.com
FolderModified	24-09-2018	12:09	meganb@m365x808554.onmicrosoft.com	Objectid: https:m365x808554.sharepoint.comCheck Workflow Designer CorrelationId: a5c7919e-b097-6000-8e4a-661abae3d2f2 ItemType: Folder ListId: 00000000-0000-0000-80a9-0257fa7f0000 SourceFileExtension: SiteUrl: https:m365x808554.sharepoint.com SourceFileName: Check Workflow Designer SourceRelativeUrl: Actor ID:MeganB@M365x808554.OnMicrosoft.com
FolderModified	19-09-2018	14:48	meganb@m365x808554.onmicrosoft.com	Objectid: https:m365x808554.sharepoint.comsitesdiamonddefaultwf CorrelationId: c434909e-b0ae-7000-d428-41745e49f1bd ItemType: Folder ListId: 00000000-0000-0000-80a9-6a61fc7f0000 SourceFileExtension: SiteUrl: https:m365x808554.sharepoint.comsitesdiamond SourceFileName: defaultwf SourceRelativeUrl: Actor ID:MeganB@M365x808554.OnMicrosoft.com
FolderModified	19-09-2018	12:18	meganb@m365x808554.onmicrosoft.com	Objectid: https:m365x808554.sharepoint.comsitesdiamonddefaultwf CorrelationId: 2f2c909e-d0c0-7000-7814-862b7cb31c92 ItemType: Folder ListId: 00000000-0000-0000-80a9-a27dfc7f0000 SourceFileExtension: SiteUrl: https:m365x808554.sharepoint.comsitesdiamond SourceFileName: defaultwf SourceRelativeUrl: Actor ID:MeganB@M365x808554.OnMicrosoft.com
FolderModified	19-09-2018	14:41	meganb@m365x808554.onmicrosoft.com	Objectid: https:m365x808554.sharepoint.comsitesdiamonddefaultwfListsTasks CorrelationId: 6234909e-b004-7000-5dbf-d909e34097ea ItemType: Folder ListId: d221f7b6-7476-424d-9629-fc8713381c8e SourceFileExtension: SiteUrl: https:m365x808554.sharepoint.comsitesdiamond SourceFileName: Tasks

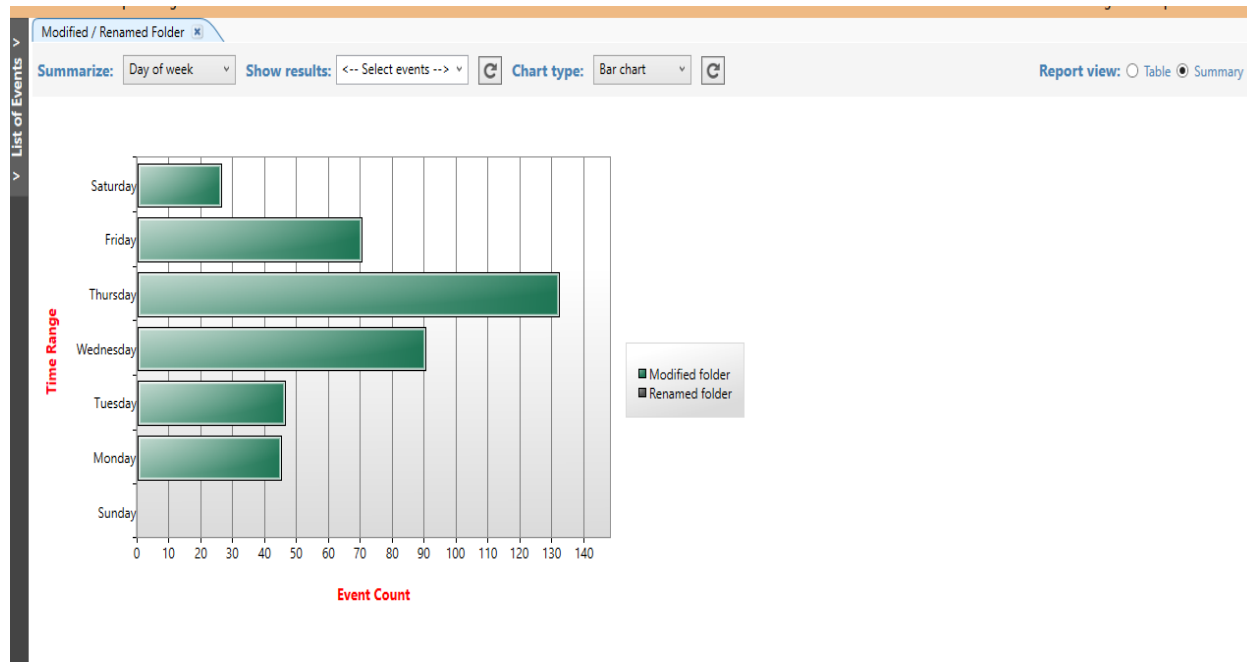
Number of events: 409

Data available in database: (03-09-2018 09:49:07 to 28-09-2018 15:26:35)

In the above screenshot, the "Operations" column will show the event type that occurred, "Event Date" and "Event Time" columns will show the time when the event occurred, "User Id" column will show the user who performed the event and "Event Details" column will show other related information like Site URL, Folder location etc.

You can select the "Summary" option in the Report view section, to view the summarized data of the events that occurred in your tenant recently. There will be options available to summarize data by

"Daily", "Hour of the Day" and "Day of Week". This summarize window will be displayed as shown below,



## How to generate a report on Sharing and Access Request Activities?

Perform the following steps to generate a report from Sharing and Access Request Activities:

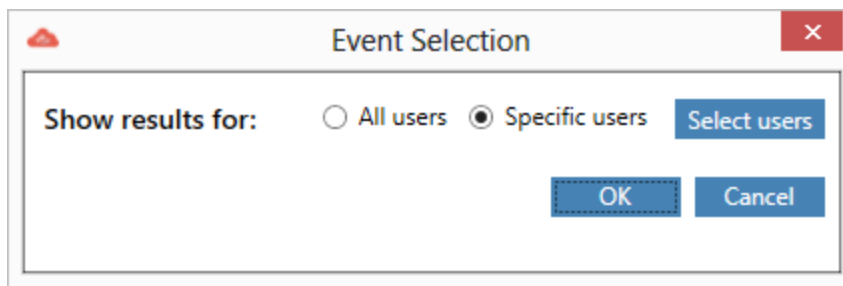
When you click on any one of the recent events based reports, a dialog will appear as shown below, for user selection, whose events you would like to see in the generated report

Event Selection

Show results for: ☒ All users ☐ Specific users

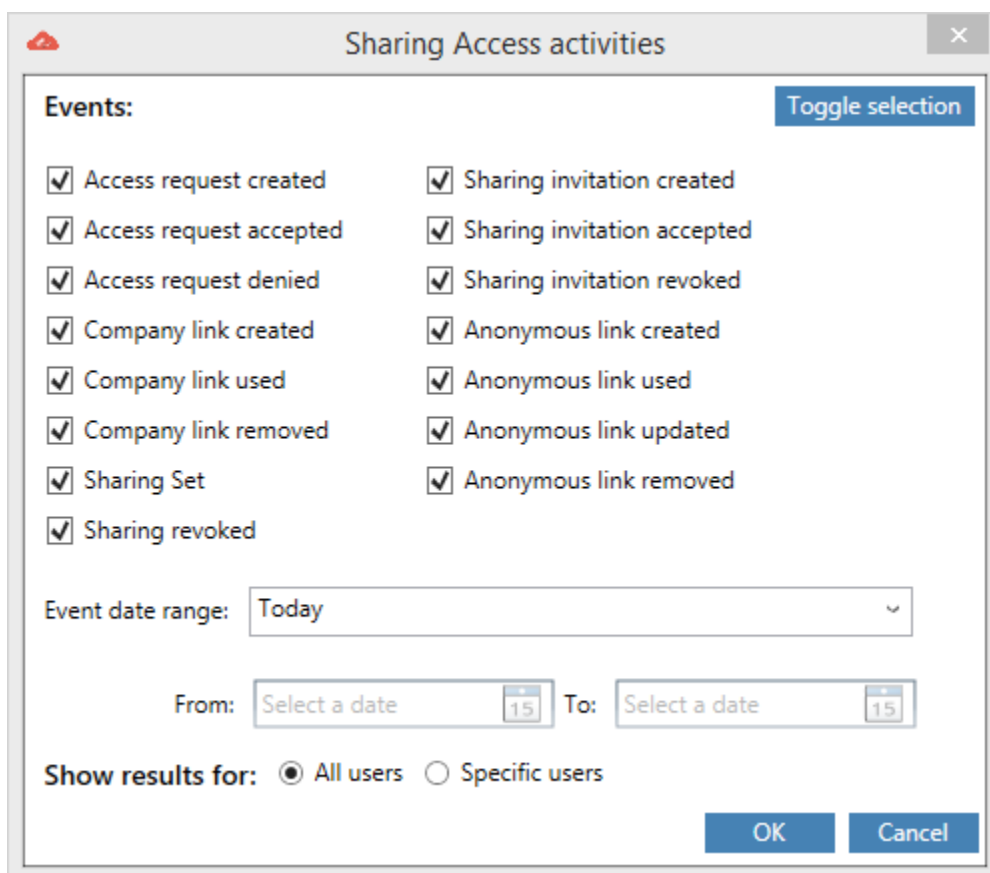
OK Cancel

If you would like to view events for a specific user, select the "Specific users" option, and select the list of users by clicking on the "Select users" button



The 'Event Selection' dialog box features a title bar with a red close button. Inside, the 'Show results for:' section has two radio buttons: 'All users' and 'Specific users', with 'Specific users' being selected. A blue 'Select users' button is positioned to the right of these options. At the bottom right, there are two blue buttons: 'OK' and 'Cancel'.

For Specific events based report, a dialog will appear as shown below for selecting events, date range and users for fetching the events performed by them



The 'Sharing Access activities' dialog box has a title bar with a red close button. The 'Events:' section contains a list of 14 events, each with a checked checkbox: 'Access request created', 'Access request accepted', 'Access request denied', 'Company link created', 'Company link used', 'Company link removed', 'Sharing Set', 'Sharing revoked', 'Sharing invitation created', 'Sharing invitation accepted', 'Sharing invitation revoked', 'Anonymous link created', 'Anonymous link used', 'Anonymous link updated', and 'Anonymous link removed'. A blue 'Toggle selection' button is located to the right of this list. Below the events list is an 'Event date range:' dropdown menu currently set to 'Today'. Underneath this are 'From:' and 'To:' date pickers, both showing '15'. At the bottom, the 'Show results for:' section has 'All users' selected with a radio button, and 'Specific users' is unselected. Two blue buttons, 'OK' and 'Cancel', are at the bottom right.

Once you click on "OK", the report will be generated as shown below,

Sharing set / revoked

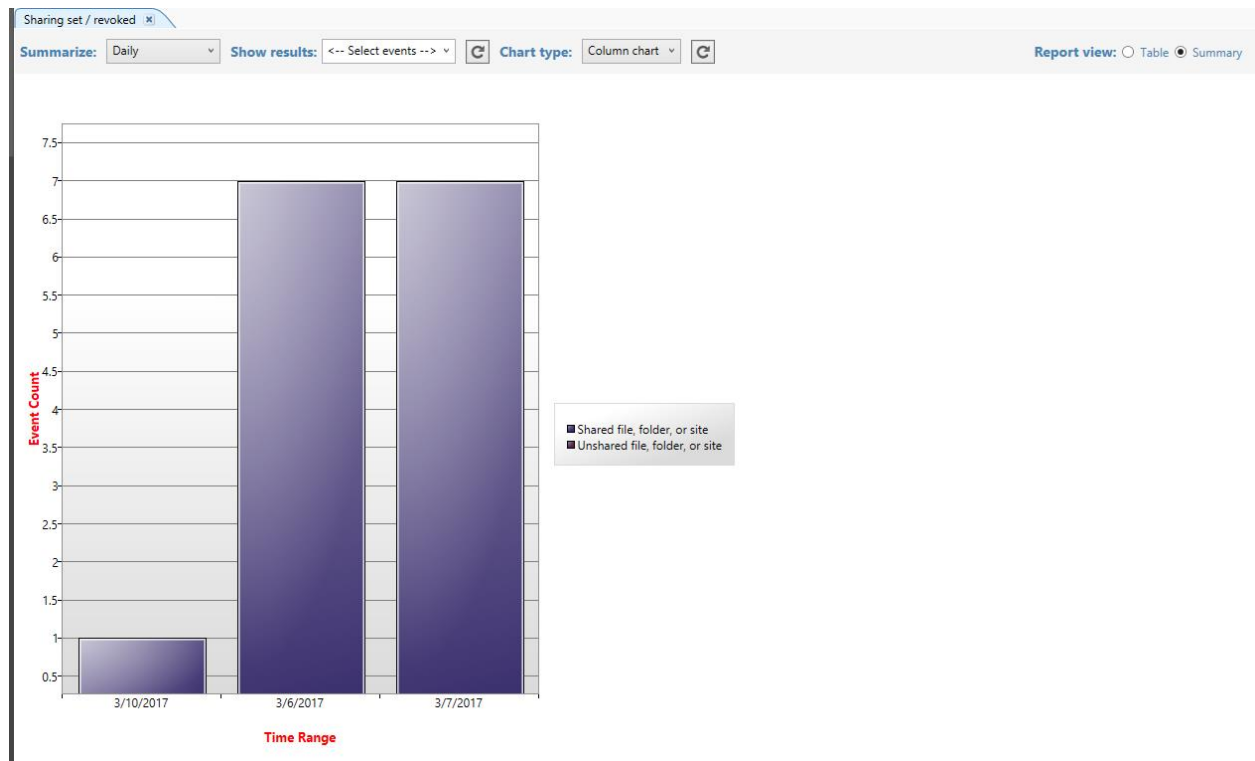
Show by: Event type Show activity for the last: 15 days Report view: Table Summary Export Filter

Operations	Event Date	Event Time	User Id	Event Details
Shared file, folder, or site	3/10/2017	11:10 AM	meganb@itrm389341.onmicrosoft.com	Objectid: https://itrm389341-my.sharepoint.com/personal/benw_itrm389341_onmicrosoft_com/44/Presentation.pptx Item Type: File ListId: 9fce842c-8ade-4f55-a248-1029c0f57dfe EventData: <Permissions granted>Full Control<\Permissions granted> TargetUserOrGroupType: Member TargetUserOrGroupName: meganb@itrm389341.onmicrosoft.com
Shared file, folder, or site	3/6/2017	2:47 PM	meganb@itrm389341.onmicrosoft.com	Objectid: https://itrm389341.sharepoint.com/sites/healthcare Item Type: Web EventData: <Added to group>Health Care Products Members<\Added to group> TargetUserOrGroupType: Member TargetUserOrGroupName: ganesan_vyapin.com#ext#@itrm389341.onmicrosoft.com
Shared file, folder, or site	3/6/2017	2:47 PM	meganb@itrm389341.onmicrosoft.com	Objectid: https://itrm389341.sharepoint.com/sites/healthcare Item Type: Web EventData: <Added to group>Health Care Products Members<\Added to group> TargetUserOrGroupType: Guest TargetUserOrGroupName: ganesan1978_hotmail.com#ext#@itrm389341.onmicrosoft.com
Shared file, folder, or site	3/6/2017	2:46 PM	meganb@itrm389341.onmicrosoft.com	Objectid: https://itrm389341.sharepoint.com/sites/healthcare/sites/healthcare/Shared Documents Item Type: DocumentLibrary ListId: 596e100f-f093-4adb-9ed6-43c95dfd22be EventData: <Permissions granted>Edit<\Permissions granted> TargetUserOrGroupType: Member TargetUserOrGroupName: ganesan_vyapin.com#ext#@itrm389341.onmicrosoft.com
Shared file, folder, or site	3/6/2017	2:46 PM	meganb@itrm389341.onmicrosoft.com	Objectid: https://itrm389341.sharepoint.com/sites/healthcare/sites/healthcare/Shared Documents Item Type: DocumentLibrary ListId: 596e100f-f093-4adb-9ed6-43c95dfd22be EventData: <Permissions granted>Edit<\Permissions granted> TargetUserOrGroupType: NotAvailable TargetUserOrGroupName: ganesan1978_hotmail.com#ext#@itrm389341.onmicrosoft.com
Shared file, folder, or site	3/6/2017	12:15 PM	meganb@itrm389341.onmicrosoft.com	Objectid: https://itrm389341.sharepoint.com/sites/bicenter/sites/bicenter/Documents Item Type: DocumentLibrary ListId: 542f1b40-9ad4-40a5-925a-2560d5ab028d EventData: <Permissions granted>Contribute<\Permissions granted> TargetUserOrGroupType: Member TargetUserOrGroupName: ganesan_vyapin.com#ext#@itrm389341.onmicrosoft.com
Shared file, folder, or site	3/6/2017	12:15 PM	meganb@itrm389341.onmicrosoft.com	Objectid: https://itrm389341.sharepoint.com/sites/bicenter/sites/bicenter/Documents Item Type: DocumentLibrary ListId: 542f1b40-9ad4-40a5-925a-2560d5ab028d

Number of events: 15 Data collection time: 3/20/2017 6:27:17 PM Refresh

In the above screenshot, the "Operations" column will show the event type that occurred, "Event Date" and "Event Time" columns will show the time when the event occurred, "User Id" column will show the user who performed the event and "Event Details" column will show other related information like Site URL, File location etc.

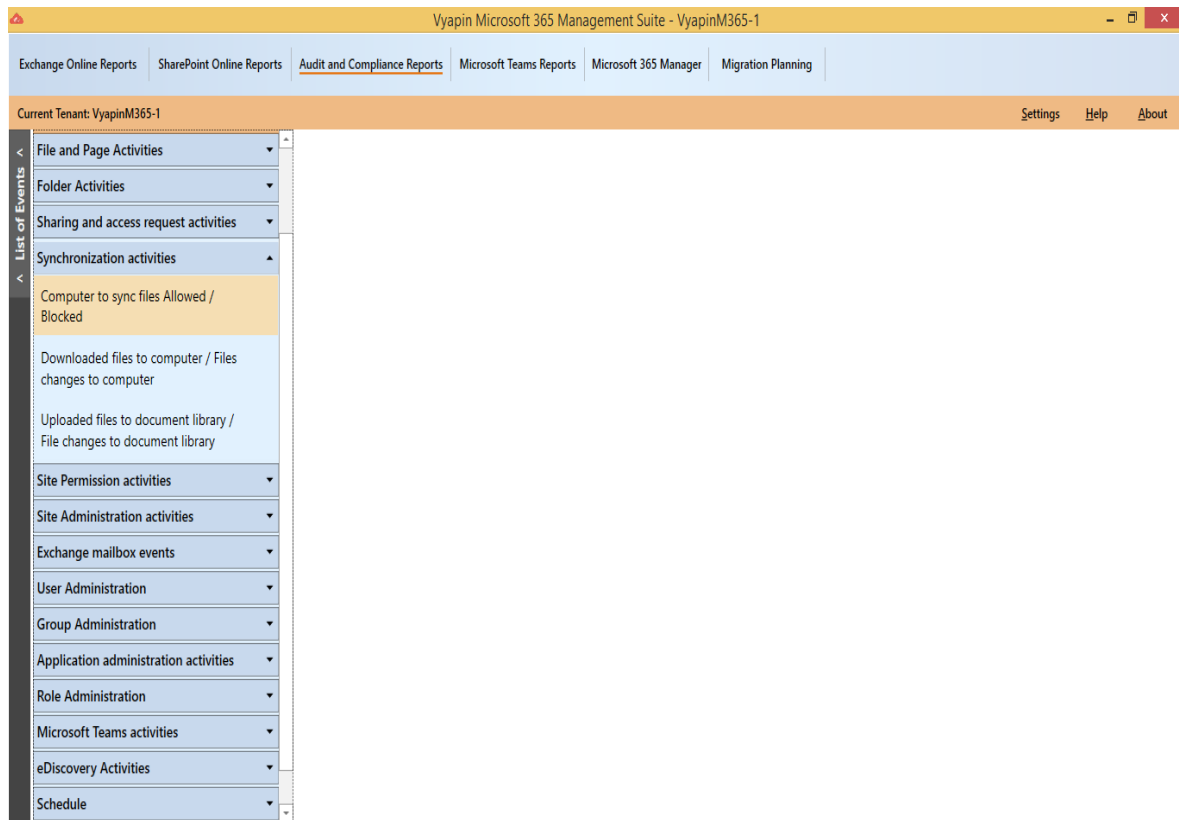
You can select the "Summary" option in the Report view section, to view the summarized data of the events that occurred in your tenant recently. There will be options available to summarize data by "Daily", "Hour of the Day" and "Day of Week". This summarize window will be displayed as shown below,



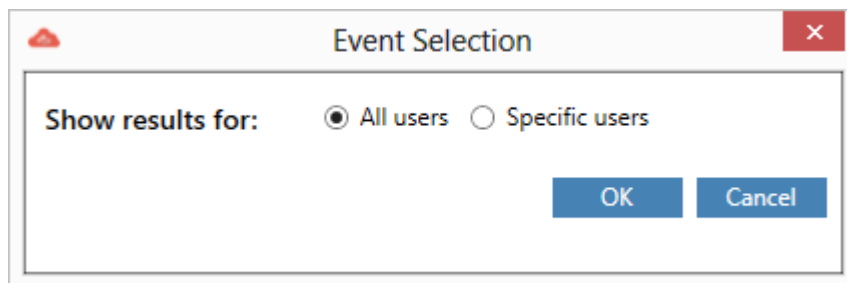
## How to generate a report on Synchronization activities?

Perform the following steps to generate a report from Synchronization Activities:

These are the activities which we have in Synchronization activities.

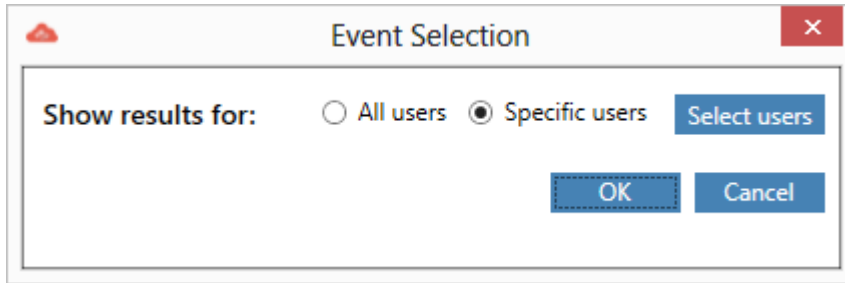


When you click on any one of the recent events based reports, a dialog will appear as shown below, for user selection, whose events you would like to see in the generated report



If you would like to view events for a specific user, select the "Specific users" option, and select the list of users by clicking on the "Select users" button





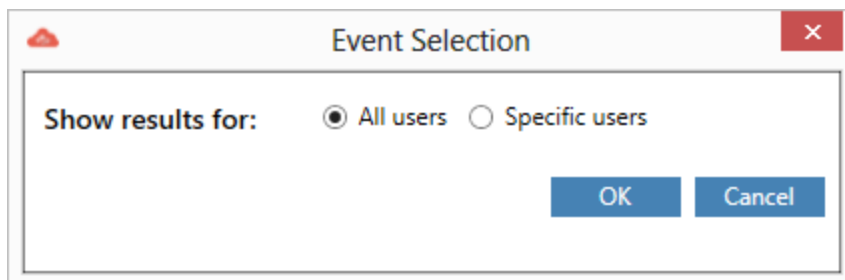
Once you click on "OK", the report will be generated.

## How to generate a report on Site Administration?

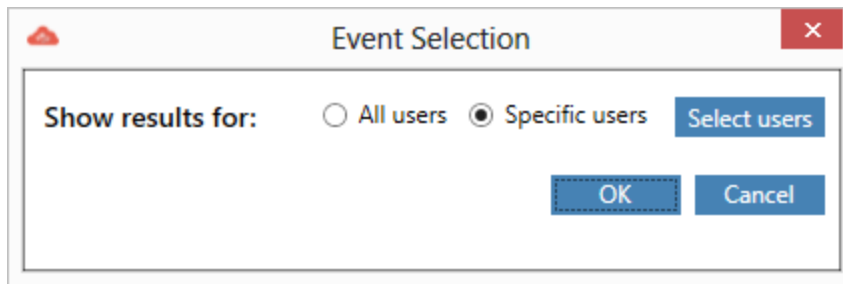
---

Perform the following steps to generate a report from Site Administration events:

When you click on any one of the recent events based reports, a dialog will appear as shown below, for user selection, whose events you would like to see in the generated report

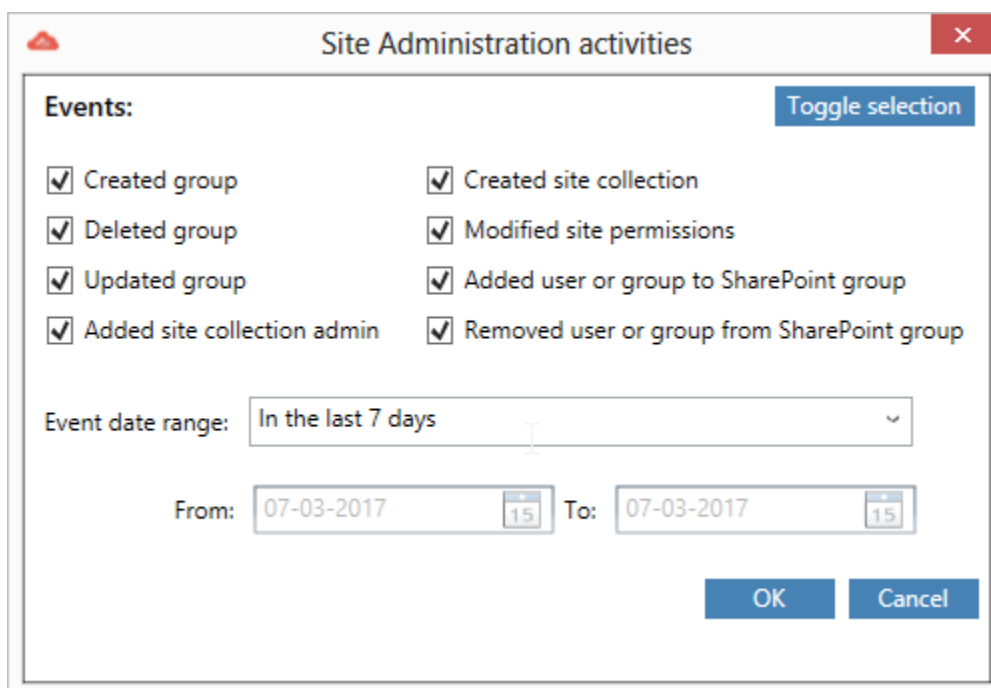


If you would like to view events for a specific user, select the "Specific users" option, and select the list of users by clicking on the "Select users" button



The 'Event Selection' dialog box features a title bar with a red close button. Inside, the 'Show results for:' section has two radio buttons: 'All users' and 'Specific users', with the latter being selected. A 'Select users' button is positioned to the right of the radio buttons. At the bottom, there are 'OK' and 'Cancel' buttons.

For Top users based report, a dialog will appear as shown below for selecting events and date range for fetching the list of top users who had performed the site administration events recently



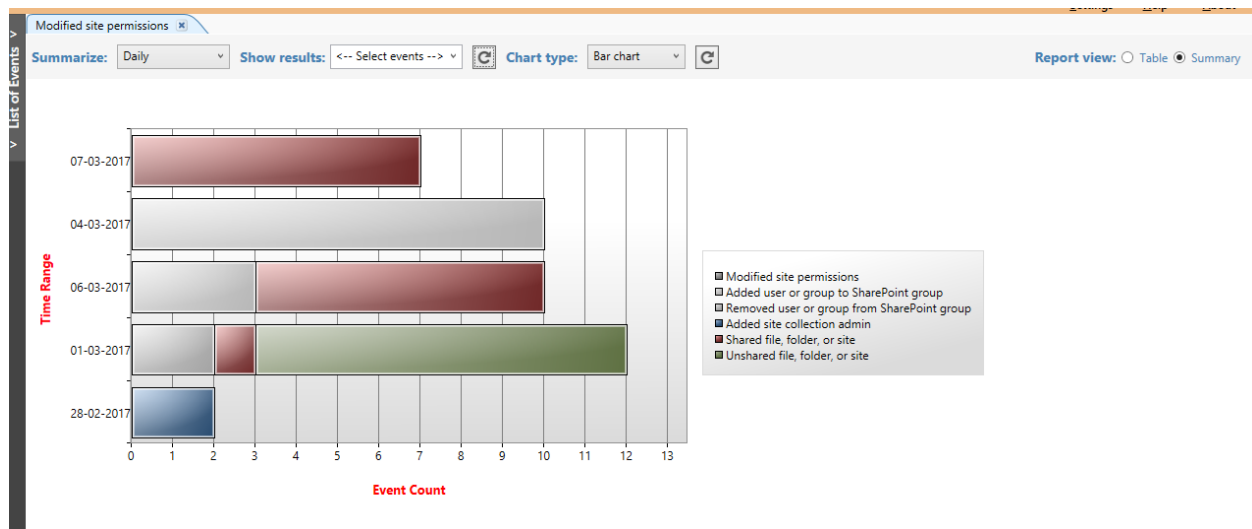
The 'Site Administration activities' dialog box has a title bar with a red close button. The 'Events:' section includes a 'Toggle selection' button and a list of eight events, each with a checked checkbox: 'Created group', 'Deleted group', 'Updated group', 'Added site collection admin', 'Created site collection', 'Modified site permissions', 'Added user or group to SharePoint group', and 'Removed user or group from SharePoint group'. Below the events, the 'Event date range:' is set to 'In the last 7 days'. The 'From:' and 'To:' date fields both show '07-03-2017' with a calendar icon and the number '15'. 'OK' and 'Cancel' buttons are at the bottom right.

Once you click on "OK", the report will be generated as shown below,

Modified site permissions				
Show by: <span>Event type</span>		Show activity for the last: <span>7</span> days		Report view: <span>Table</span> <span>Summary</span> <span>Export</span> <span>Filter</span>
Operations	Event Date	Event Time	User Id	Event Details
Added site collection admin	28-02-2017	02:50 PM	meganb@itrm389341.onmicrosoft.com	Objectid: https://itrm389341-my.sharepoint.com/personal/henriettam_itrm389341_onmicrosoft.com Item Type: Web TargetUserOrGroupName: meganb@itrm389341.onmicrosoft.com Modified Property Name: SiteAdmin Modified Property NewValue: MeganB@ITRM389341.onmicrosoft.com Modified Property OldValue:
Added site collection admin	28-02-2017	02:45 PM	meganb@itrm389341.onmicrosoft.com	Objectid: https://itrm389341-my.sharepoint.com/personal/lynner_itrm389341_onmicrosoft.com Item Type: Web TargetUserOrGroupName: meganb@itrm389341.onmicrosoft.com Modified Property Name: SiteAdmin Modified Property NewValue: MeganB@ITRM389341.onmicrosoft.com Modified Property OldValue:
Removed user or group from SharePoint group	01-03-2017	04:08 PM	meganb@itrm389341.onmicrosoft.com	Objectid: https://itrm389341.sharepoint.com Item Type: Web EventData: <Group>Everest Owners<\Group> TargetUserOrGroupName: SHAREPOINT\system Modified Property Name: SiteAdmin Modified Property NewValue: MeganB@ITRM389341.onmicrosoft.com Modified Property OldValue:
Removed user or group from SharePoint group	01-03-2017	04:08 PM	meganb@itrm389341.onmicrosoft.com	Objectid: https://itrm389341.sharepoint.com Item Type: Web EventData: <Group>Everest Owners<\Group> TargetUserOrGroupName: nt authority\system Modified Property Name: SiteAdmin Modified Property NewValue: MeganB@ITRM389341.onmicrosoft.com Modified Property OldValue:
Shared file, folder, or site	01-03-2017	12:04 PM	benw@itrm389341.onmicrosoft.com	Objectid: https://itrm389341.sharepoint.com/QC testing site Item Type: Web EventData: <Permissions granted>Full Control<\Permissions granted> TargetUserOrGroupName: gradya@itrm389341.onmicrosoft.com Modified Property Name: SiteAdmin Modified Property NewValue: MeganB@ITRM389341.onmicrosoft.com Modified Property OldValue:
Number of events: 41				
Data collection time: 07-03-2017 19:36:32 <span>Refresh</span>				

In the above screenshot, the "Operations" column will show the event type that occurred, "Event Date" and "Event Time" columns will show the time when the event occurred, "User Id" column will show the user who performed the event and "Event Details" column will show other related information like Site URL, File location etc.

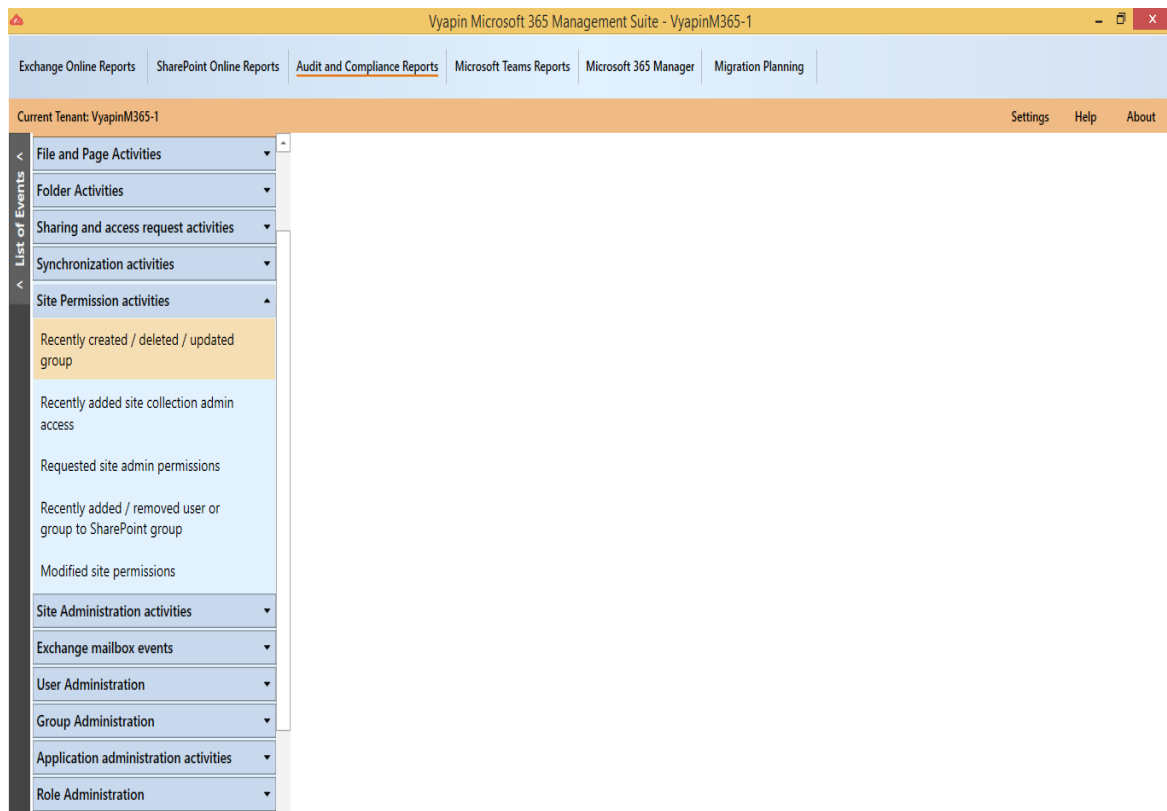
You can select the "Summary" option in the Report view section, to view the summarized data of the events that occurred in your tenant recently. There will be options available to summarize data by "Daily", "Hour of the Day" and "Day of Week". This summarize window will be displayed as shown below,



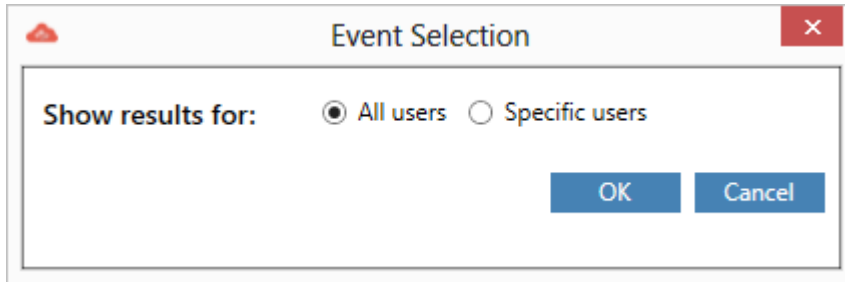
## How to generate a report on Site Permissions reports?

Perform the following steps to generate a report from Site Permission events:

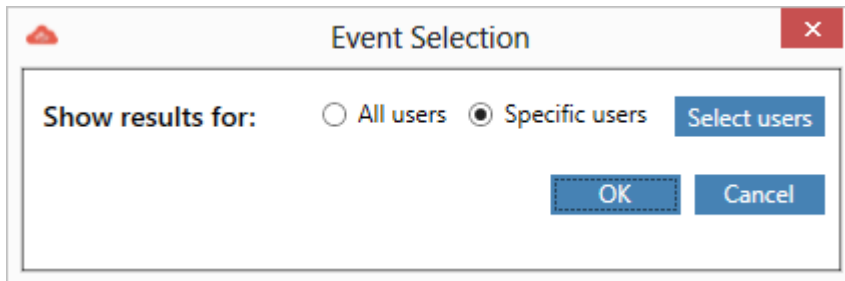
These are the events which we have in site permission activities to generate audit data



When you click on any one of the recent events based reports, a dialog will appear as shown below, for user selection, whose events you would like to see in the generated report



If you would like to view events for a specific user, select the "Specific users" option, and select the list of users by clicking on the "Select users" button



Once you click on "OK", the report will be generated as shown below,

Recently created / deleted / updated group

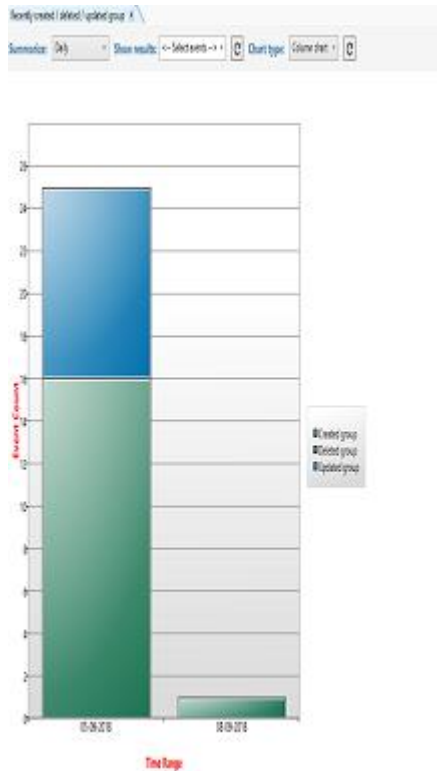
Show by: Event type Show activity for the last: 90 days Report view: Table Summary Export

Operations	Event Date	Event Time	User Name	Event Details
GroupAdded	05-09-2018	11:24	meganb@m365x808554.onmicrosoft.com	Objectid: https:m365x808554-admin.sharepoint.com Correlationid: 88a78b9e-907c-7000-3ae1-e5a4b44ec8dd Item Type: Site Modified Property Name: Name Modified Property NewValue: blogsite
GroupAdded	05-09-2018	11:20	meganb@m365x808554.onmicrosoft.com	Objectid: https:m365x808554-admin.sharepoint.com Correlationid: 56a78b9e-6063-7000-5d0f-d69bde75e618 Item Type: Site Modified Property Name: Name Modified Property NewValue: Development Owners
GroupAdded	05-09-2018	11:20	meganb@m365x808554.onmicrosoft.com	Objectid: https:m365x808554-admin.sharepoint.com Correlationid: 56a78b9e-a0c8-7000-3ae1-eaae42052bd1 Item Type: Site Modified Property Name: Name Modified Property NewValue: Development Members
GroupAdded	05-09-2018	11:20	meganb@m365x808554.onmicrosoft.com	Objectid: https:m365x808554-admin.sharepoint.com Correlationid: 57a78b9e-305b-7000-7092-3f4c9bbbaec1 Item Type: Site Modified Property Name: Name Modified Property NewValue: bulk Visitors
GroupAdded	05-09-2018	11:20	meganb@m365x808554.onmicrosoft.com	Objectid: https:m365x808554-admin.sharepoint.com Correlationid: 53a78b9e-507a-7000-d428-4eaba514854d Item Type: Site Modified Property Name: Name Modified Property NewValue: Error Reproduce
GroupAdded	05-09-2018	11:20	meganb@m365x808554.onmicrosoft.com	Objectid: https:m365x808554-admin.sharepoint.com Correlationid: 54a78b9e-30eb-7000-3ae1-ee3b0001bebf Item Type: Site Modified Property Name: Name Modified Property NewValue: Root site Members
GroupAdded	05-09-2018	11:22	meganb@m365x808554.onmicrosoft.com	Objectid: https:m365x808554-admin.sharepoint.com Correlationid: 6aa78b9e-d0d8-7000-7599-9830ee457260 Item Type: Site Modified Property Name: Name Modified Property NewValue: ts

Number of events: 26 Data available in database: (23-08-2018 12:00:48 to 04-10-2018 11:57:49)

In the above screenshot, the "Operations" column will show the event type that occurred, "Event Date" and "Event Time" columns will show the time when the event occurred, "User Id" column will show the user who performed the event and "Event Details" column will show other related information like Site URL, File location etc.

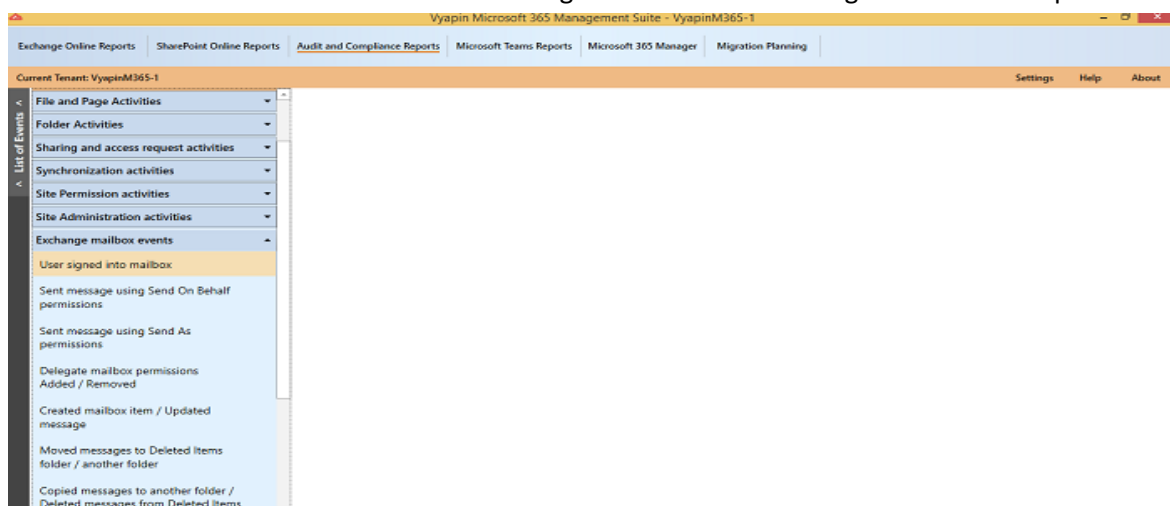
You can select the "Summary" option in the Report view section, to view the summarized data of the events that occurred in your tenant recently. There will be options available to summarize data by "Daily", "Hour of the Day" and "Day of Week". This summarize window will be displayed as shown below,



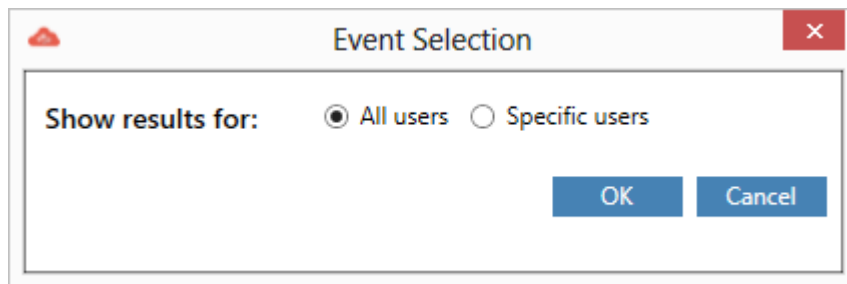
## How to generate a report on Exchange Mailbox events?

Perform the following steps to generate a report from Exchange Mailbox events:

These are the events which we have in Exchange Mailbox Activities to generate Audit reports

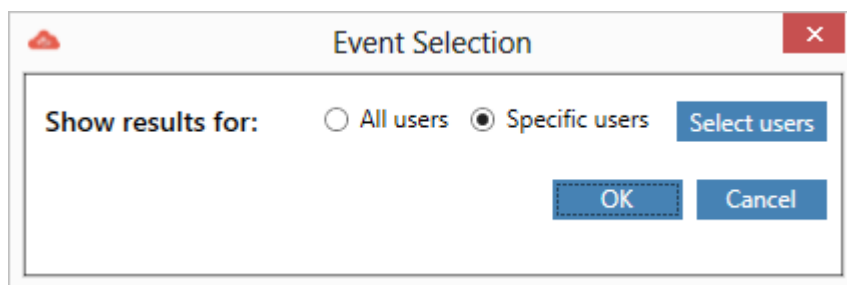


When you click on any one of the recent events based reports, a dialog will appear as shown below, for user selection, whose events you would like to see in the generated report



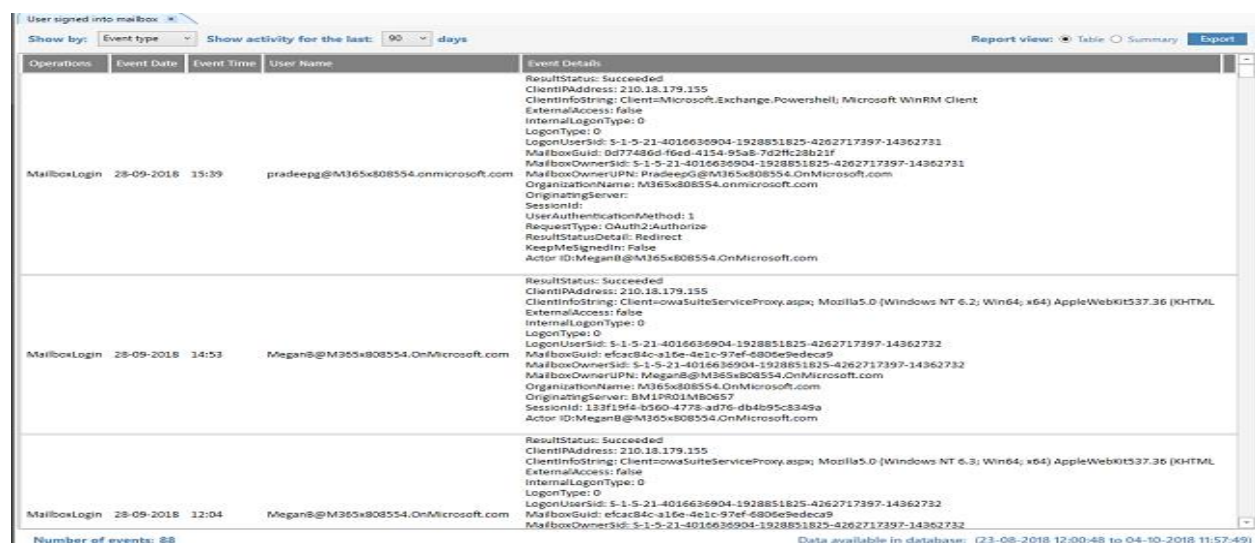
The dialog box is titled "Event Selection" and has a close button (X) in the top right corner. It contains a section "Show results for:" with two radio buttons: "All users" (selected) and "Specific users". Below this are two buttons: "OK" and "Cancel".

If you would like to view events for a specific user, select the "Specific users" option, and select the list of users by clicking on the "Select users" button



The dialog box is titled "Event Selection" and has a close button (X) in the top right corner. It contains a section "Show results for:" with two radio buttons: "All users" and "Specific users" (selected). To the right of the "Specific users" radio button is a button labeled "Select users". Below these are two buttons: "OK" and "Cancel".

Once you click on "OK", the report will be generated as shown below,



The screenshot shows a report titled "User signed into mailbox". It has a filter "Show by: Event type" and "Show activity for the last: 90 days". The report view is set to "Table". The table has columns: Operations, Event Date, Event Time, User Name, and Event Details. There are three rows of data, all for "MailboxLogin" operations.

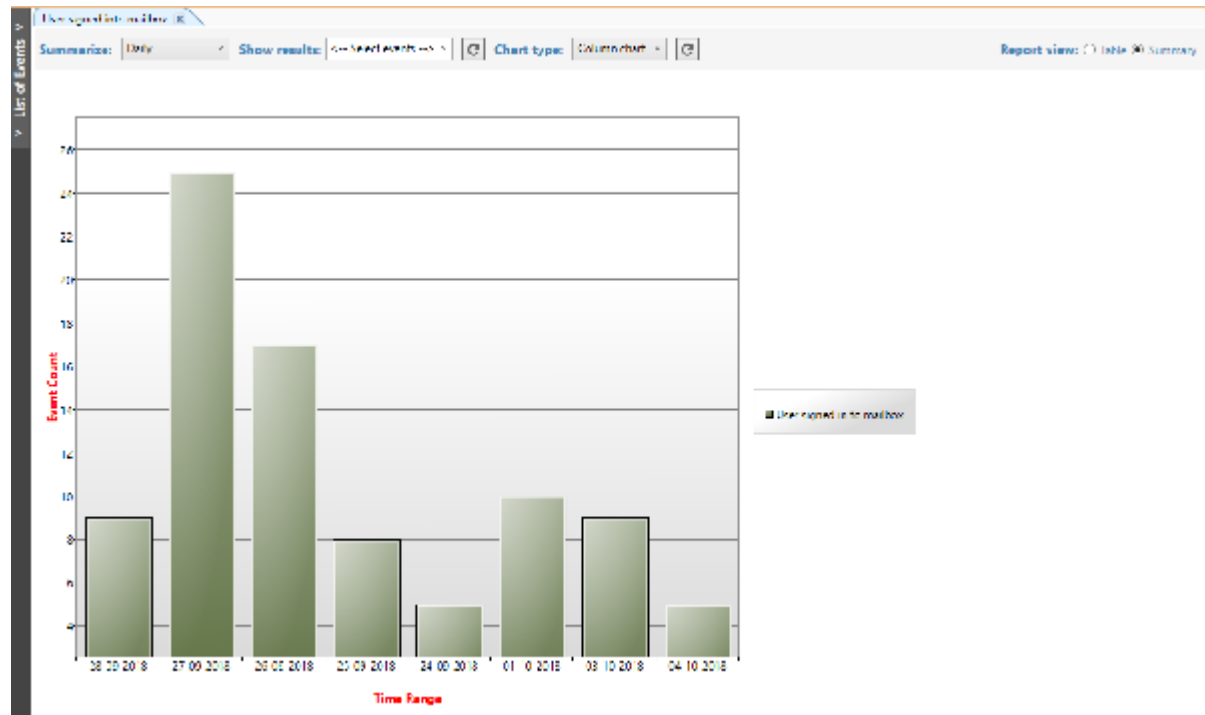
Operations	Event Date	Event Time	User Name	Event Details
MailboxLogin	28-09-2018	13:39	pradeepg@M365x808554.OnMicrosoft.com	ResultStatus: Succeeded ClientIpAddress: 210.18.179.155 ClientInfoString: Client=Microsoft.Exchange.Powershell; Microsoft WinRM Client ExternalAccess: false InternalLogonType: 0 LogonType: 0 LogonUserId: 5-1-5-21-4016636904-1928851825-4262717397-14362732 MailboxGuid: 0d77486d-f6ed-4154-95a8-7d2fc28b21f MailboxOwnerId: 5-1-5-21-4016636904-1928851825-4262717397-14362732 MailboxOwnerUPN: PradeepG@M365x808554.OnMicrosoft.com OrganizationName: M365x808554.OnMicrosoft.com OriginatingServer: SessionId: UserAuthenticationMethod: 1 RequestType: OAuth2Authorize ResultStatusDetail: Redirect KeepMeSignedIn: False Actor: id:MeganB@M365x808554.OnMicrosoft.com
MailboxLogin	28-09-2018	14:53	MeganB@M365x808554.OnMicrosoft.com	ResultStatus: Succeeded ClientIpAddress: 210.18.179.155 ClientInfoString: Client=owaSuiteServiceProxy.aspx; Mozilla5.0 (Windows NT 6.2; Win64; x64) AppleWebKit537.36 (KHTML ExternalAccess: false InternalLogonType: 0 LogonType: 0 LogonUserId: 5-1-5-21-4016636904-1928851825-4262717397-14362732 MailboxGuid: efca84c-a1fe-de1c-97ef-6806e9edeca9 MailboxOwnerId: 5-1-5-21-4016636904-1928851825-4262717397-14362732 MailboxOwnerUPN: MeganB@M365x808554.OnMicrosoft.com OrganizationName: M365x808554.OnMicrosoft.com OriginatingServer: BM1PR01M80657 SessionId: 133f19fa-b560-4778-ad76-d84b95c8349a Actor: id:MeganB@M365x808554.OnMicrosoft.com
MailboxLogin	28-09-2018	12:04	MeganB@M365x808554.OnMicrosoft.com	ResultStatus: Succeeded ClientIpAddress: 210.18.179.155 ClientInfoString: Client=owaSuiteServiceProxy.aspx; Mozilla5.0 (Windows NT 6.2; Win64; x64) AppleWebKit537.36 (KHTML ExternalAccess: false InternalLogonType: 0 LogonType: 0 LogonUserId: 5-1-5-21-4016636904-1928851825-4262717397-14362732 MailboxGuid: efca84c-a1fe-de1c-97ef-6806e9edeca9 MailboxOwnerId: 5-1-5-21-4016636904-1928851825-4262717397-14362732

Number of events: 88  
Data available in database: (23-08-2018 12:00:48 to 04-10-2018 11:57:49)



In the above screenshot, the "Operations" column will show the event type that occurred, "Event Date" and "Event Time" columns will show the time when the event occurred, "User Id" column will show the user who performed the event and "Event Details" column will show other related information like Site URL, Folder location etc.

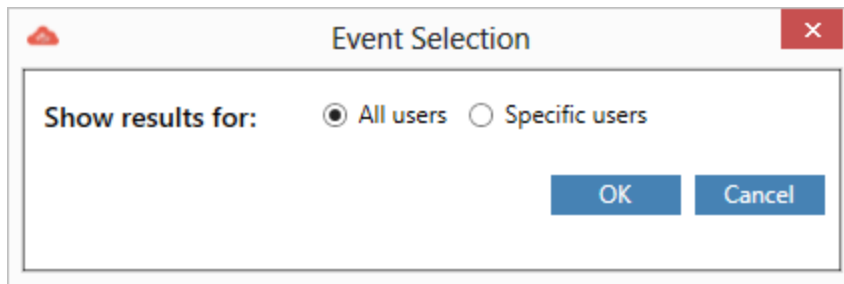
You can select the "Summary" option in the Report view section, to view the summarized data of the events that occurred in your tenant recently. There will be options available to summarize data by "Daily", "Hour of the Day" and "Day of Week". This summarize window will be displayed as shown below,



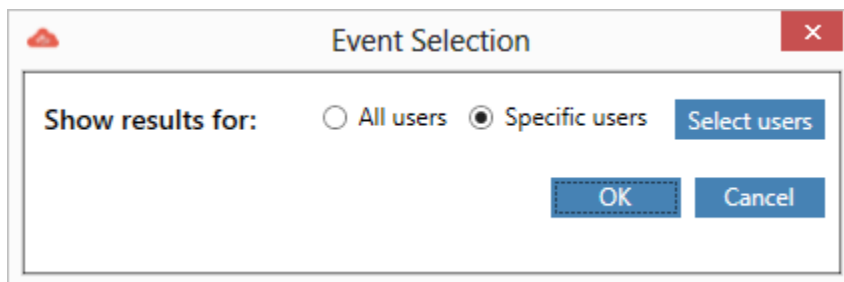
## How to generate a report on User Administration?

Perform the following steps to generate a report from User Administration events:

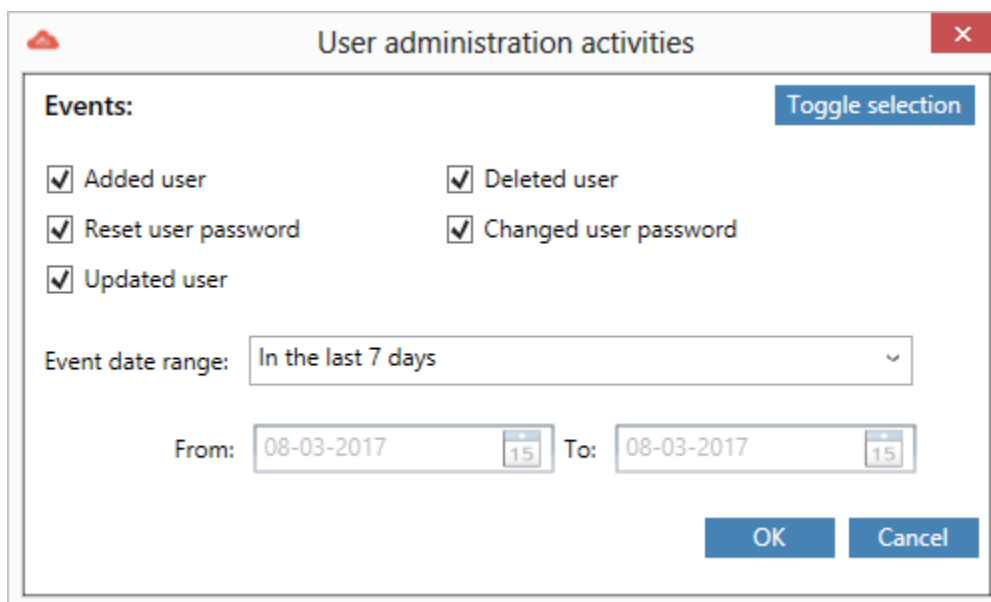
When you click on any one of the recent events based reports, a dialog will appear as shown below, for user selection, whose events you would like to see in the generated report



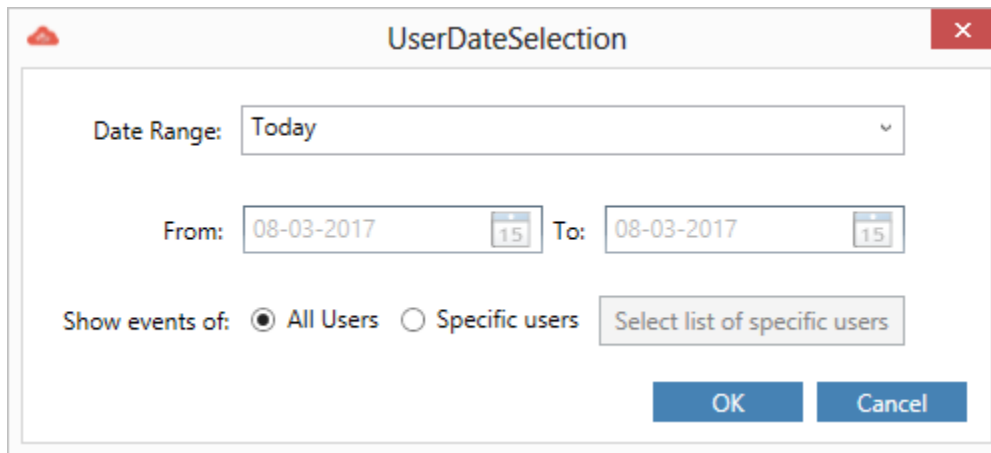
If you would like to view events for a specific user, select the "Specific users" option, and select the list of users by clicking on the "Select users" button



For Top users based report, a dialog will appear as shown below for selecting events and date range for fetching the list of top users who had performed the user administration events recently



For logon based reports, a dialog will appear as shown below for selecting date range and users for fetching the events performed by them



**UserDateSelection**

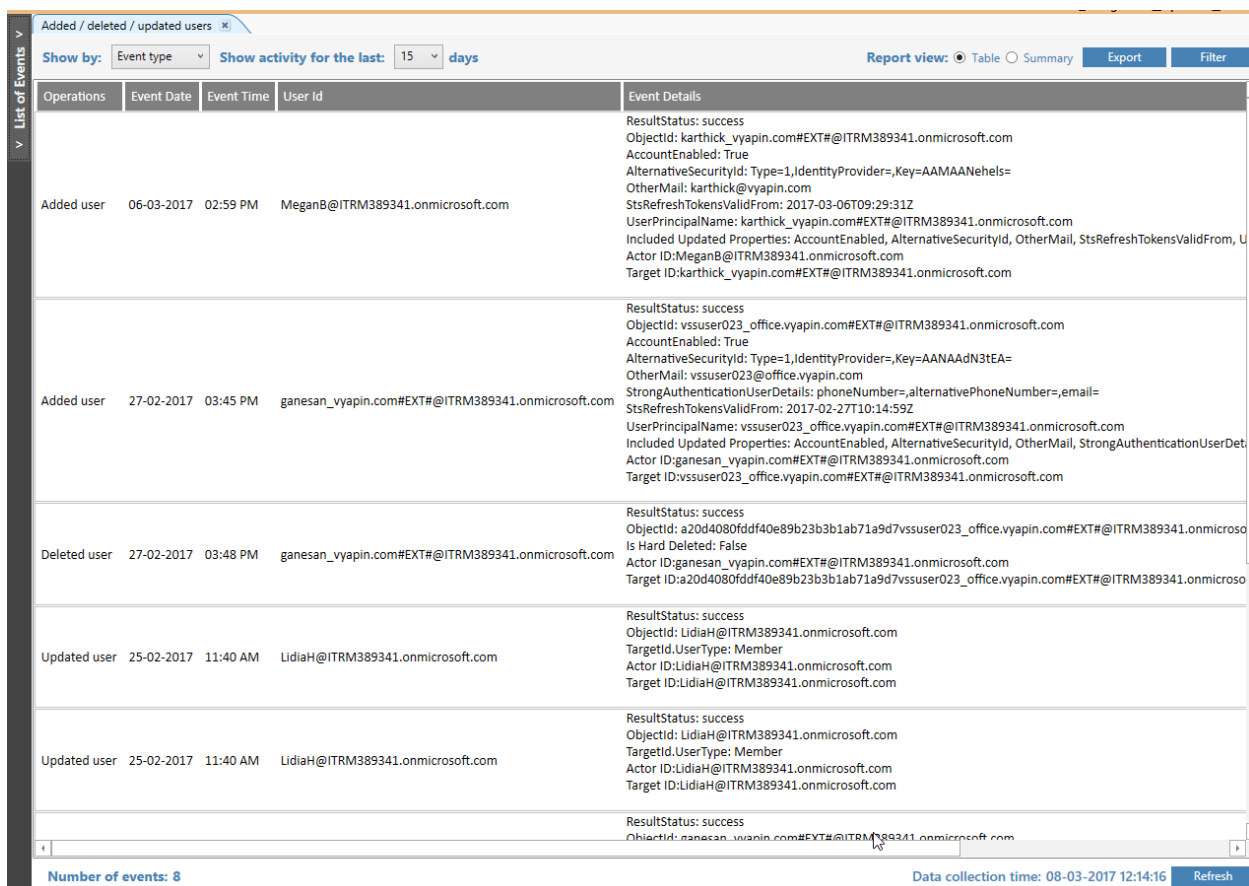
Date Range: Today

From: 08-03-2017 To: 08-03-2017

Show events of: ☒ All Users ☐ Specific users [Select list of specific users](#)

OK Cancel

Once you click on "OK", the report will be generated as shown below,



Operations	Event Date	Event Time	User Id	Event Details
Added user	06-03-2017	02:59 PM	MeganB@ITRM389341.onmicrosoft.com	ResultStatus: success Objectid: karthick_vyapin.com#EXT#@ITRM389341.onmicrosoft.com AccountEnabled: True AlternativeSecurityId: Type=1,IdentityProvider=,Key=AAMAAANehels= OtherMail: karthick@vyapin.com StsRefreshTokensValidFrom: 2017-03-06T09:29:31Z UserPrincipalName: karthick_vyapin.com#EXT#@ITRM389341.onmicrosoft.com Included Updated Properties: AccountEnabled, AlternativeSecurityId, OtherMail, StsRefreshTokensValidFrom, U Actor ID:MeganB@ITRM389341.onmicrosoft.com Target ID:karthick_vyapin.com#EXT#@ITRM389341.onmicrosoft.com
Added user	27-02-2017	03:45 PM	ganesan_vyapin.com#EXT#@ITRM389341.onmicrosoft.com	ResultStatus: success Objectid: vssuser023_office.vyapin.com#EXT#@ITRM389341.onmicrosoft.com AccountEnabled: True AlternativeSecurityId: Type=1,IdentityProvider=,Key=AANAAdN3tEA= OtherMail: vssuser023@office.vyapin.com StrongAuthenticationUserDetails: phoneNumber=,alternativePhoneNumber=,email= StsRefreshTokensValidFrom: 2017-02-27T10:14:59Z UserPrincipalName: vssuser023_office.vyapin.com#EXT#@ITRM389341.onmicrosoft.com Included Updated Properties: AccountEnabled, AlternativeSecurityId, OtherMail, StrongAuthenticationUserDet Actor ID:ganesan_vyapin.com#EXT#@ITRM389341.onmicrosoft.com Target ID:vssuser023_office.vyapin.com#EXT#@ITRM389341.onmicrosoft.com
Deleted user	27-02-2017	03:48 PM	ganesan_vyapin.com#EXT#@ITRM389341.onmicrosoft.com	ResultStatus: success Objectid: a20d4080fddf40e89b23b3b1ab71a9d7vssuser023_office.vyapin.com#EXT#@ITRM389341.onmicroso Is Hard Deleted: False Actor ID:ganesan_vyapin.com#EXT#@ITRM389341.onmicrosoft.com Target ID:a20d4080fddf40e89b23b3b1ab71a9d7vssuser023_office.vyapin.com#EXT#@ITRM389341.onmicroso
Updated user	25-02-2017	11:40 AM	LidiaH@ITRM389341.onmicrosoft.com	ResultStatus: success Objectid: LidiaH@ITRM389341.onmicrosoft.com TargetId.UserType: Member Actor ID:LidiaH@ITRM389341.onmicrosoft.com Target ID:LidiaH@ITRM389341.onmicrosoft.com
Updated user	25-02-2017	11:40 AM	LidiaH@ITRM389341.onmicrosoft.com	ResultStatus: success Objectid: LidiaH@ITRM389341.onmicrosoft.com TargetId.UserType: Member Actor ID:LidiaH@ITRM389341.onmicrosoft.com Target ID:LidiaH@ITRM389341.onmicrosoft.com
				ResultStatus: success Objectid: ganesan_vyapin.com#EXT#@ITRM389341.onmicrosoft.com

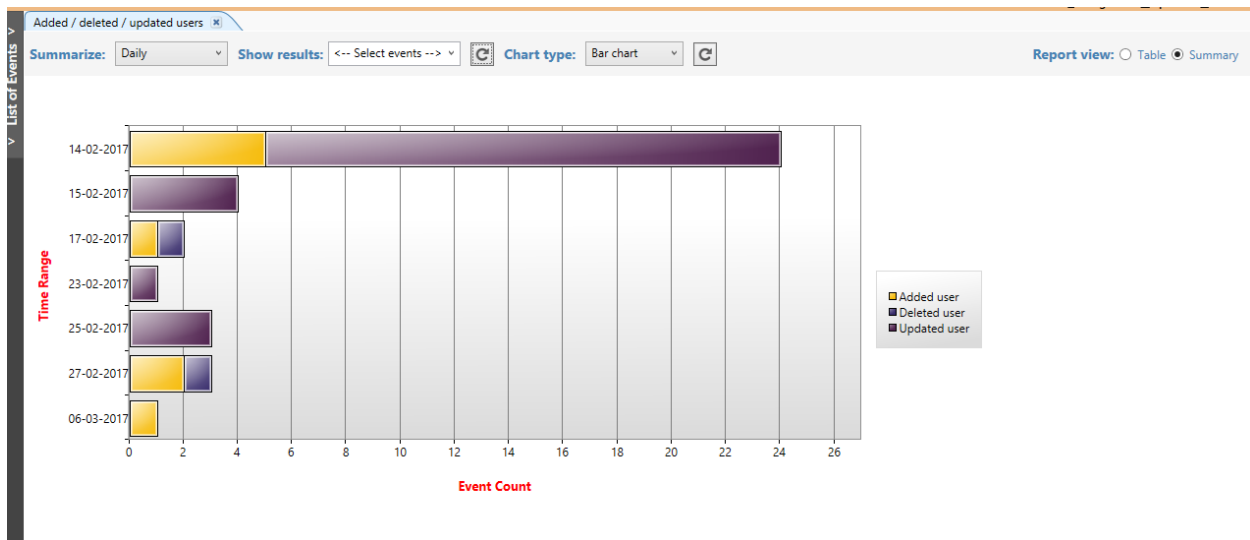
Number of events: 8

Data collection time: 08-03-2017 12:14:16 Refresh

In the above screenshot, the "Operations" column will show the event type that occurred, "Event Date" and "Event Time" columns will show the time when the event occurred, "User Id" column will show the user who performed the event and "Event Details" column will show other related information like Site URL, File location etc.

You can select the "Summary" option in the Report view section, to view the summarized data of the events that occurred in your tenant recently. There will be options available to summarize data by "Daily", "Hour of the Day" and "Day of Week". This summarize window will be displayed as shown

below,



## How to generate a report on Group Administration?

Perform the following steps to generate a report from Group Administration events:

When you click on any one of the recent events based reports, a dialog will appear as shown below, for user selection, whose events you would like to see in the generated report

The dialog box is titled "Event Selection" and contains the following elements:

- A close button (X) in the top right corner.
- A section labeled "Show results for:" with two radio button options: "All users" (selected) and "Specific users".
- Two buttons at the bottom: "OK" and "Cancel".

If you would like to view events for a specific user, select the "Specific users" option, and select the list of users by clicking on the "Select users" button

Event Selection

×

Show results for:

☐ All users
 ☒ Specific users

Select users

OK

Cancel

For Top users based report, a dialog will appear as shown below for selecting events and date range for fetching the list of top users who had performed the group administration events recently

Group Administration activities

×

Events:

Toggle selection

☒ Added group
 ☒ Added member to group

☒ Updated group
 ☒ Removed member from group

☒ Deleted group

Event date range:

In the last 7 days

From:

08-03-2017

15

To:

08-03-2017

15

OK

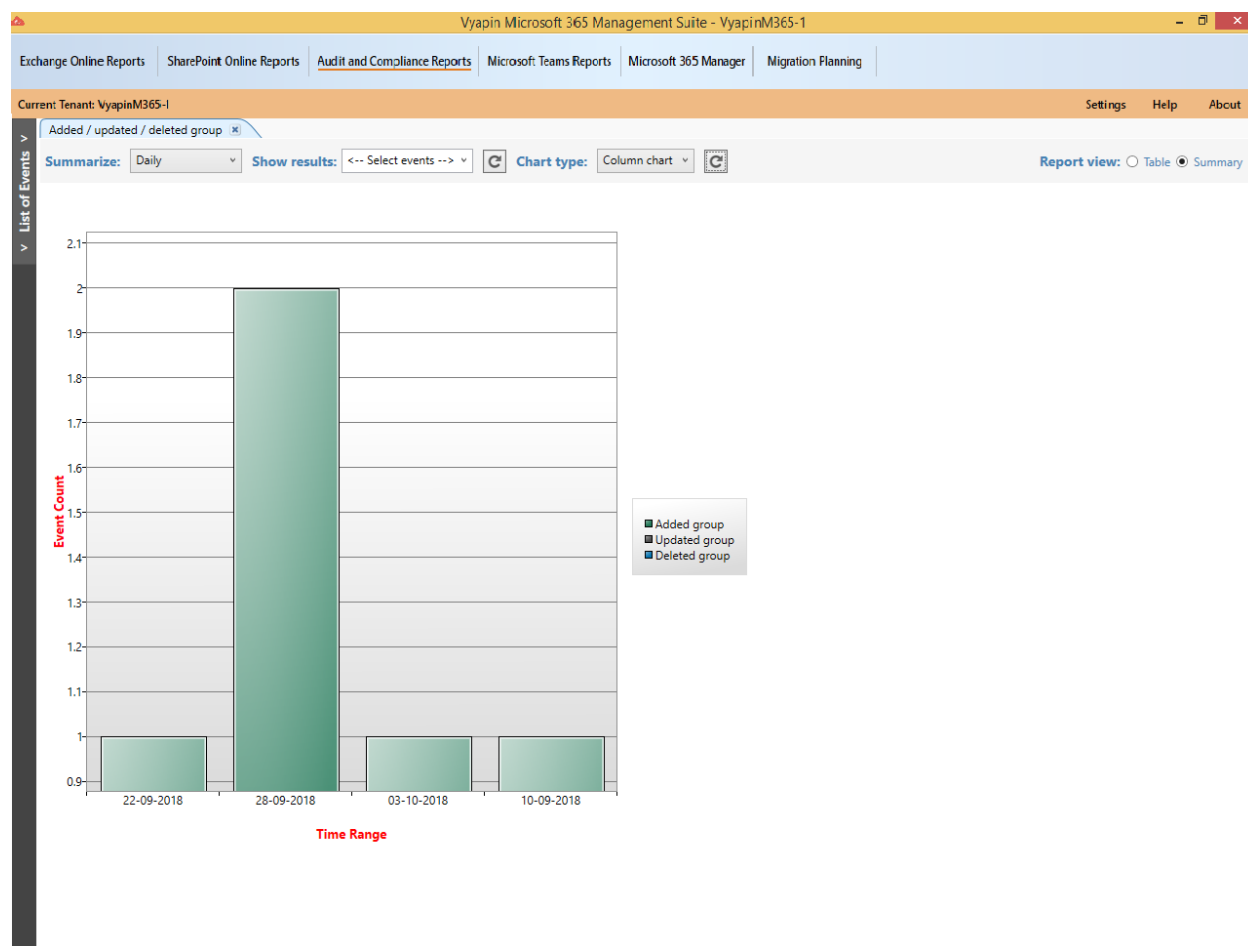
Cancel

Once you click on "OK", the report will be generated as shown below,

Added / updated / deleted group					Report view: <input checked="" type="radio"/> Table <input type="radio"/> Summary <input type="button" value="Export"/>	
Operations	Event Date	Event Time	User Name	Event Details		
Add group	22-09-2018	17:46	MeganB@M365x808554.OnMicrosoft.com	Objectid: Not Available ResultStatus: Success : Record Truncated Actor ID:MeganB@M365x808554.OnMicrosoft.com Modified Property Name: Expire date		
Add group	28-09-2018	17:08	steveR@M365x808554.onmicrosoft.com	Objectid: Not Available ResultStatus: Success : Record Truncated		
Add group	28-09-2018	17:15	MeganB@M365x808554.OnMicrosoft.com	Objectid: Not Available ResultStatus: Success : Record Truncated UserAuthenticationMethod: 1 RequestType: OrgIdWsTrust2:process ResultStatusDetail: Success Actor ID:MeganB@M365x808554.OnMicrosoft.com		
Add group	03-10-2018	12:36	MeganB@M365x808554.OnMicrosoft.com	Objectid: Not Available ResultStatus: Success : Record Truncated Actor ID:MeganB@M365x808554.OnMicrosoft.com		
Add group	10-09-2018	14:46	MeganB@M365x808554.OnMicrosoft.com	Objectid: Not Available ResultStatus: Success : Record Truncated UserAuthenticationMethod: 1 RequestType: OrgIdWsTrust2:extsts ResultStatusDetail: Success Actor ID:MeganB@M365x808554.OnMicrosoft.com		

In the above screenshot, the "Operations" column will show the event type that occurred, "Event Date" and "Event Time" columns will show the time when the event occurred, "User Id" column will show the user who performed the event and "Event Details" column will show other related information like Site URL, File location etc.

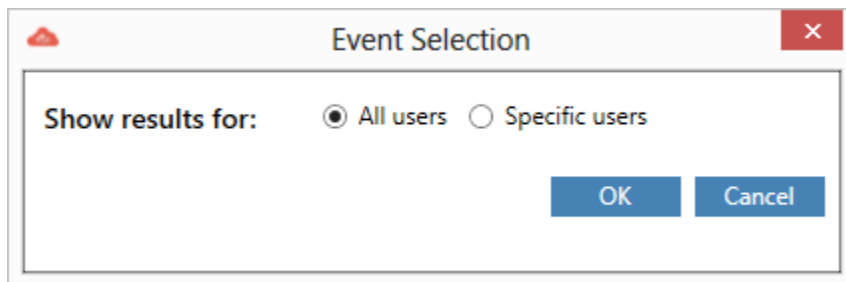
You can select the "Summary" option in the Report view section, to view the summarized data of the events that occurred in your tenant recently. There will be options available to summarize data by "Daily", "Hour of the Day" and "Day of Week". This summarize window will be displayed as shown below,



## How to generate a report on Role Administration?

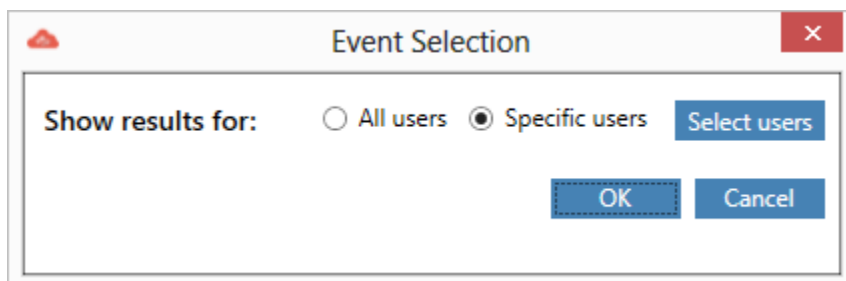
Perform the following steps to generate a report from Role Administration events:

When you click on any one of the recent events based reports, a dialog will appear as shown below, for user selection, whose events you would like to see in the generated report



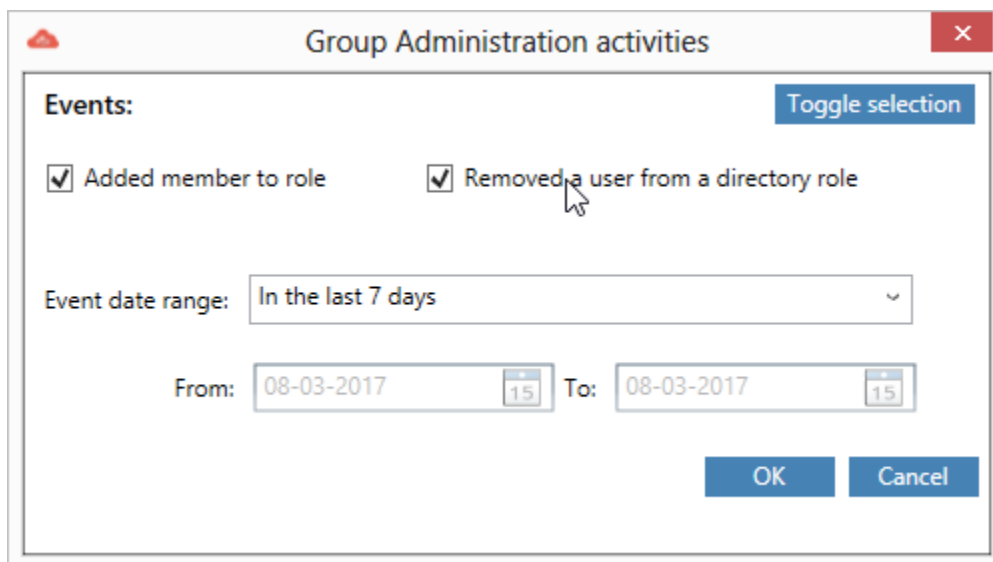
The dialog box is titled "Event Selection" and has a red close button in the top right corner. It contains a section labeled "Show results for:" with two radio button options: "All users" (which is selected) and "Specific users". At the bottom right, there are two buttons: "OK" and "Cancel".

If you would like to view events for a specific user, select the "Specific users" option, and select the list of users by clicking on the "Select users" button



This dialog box is similar to the first one, but the "Specific users" radio button is selected. A "Select users" button has appeared next to it. The "OK" button is now disabled, indicated by a dashed border, while the "Cancel" button remains active.

For Top users based report, a dialog will appear as shown below for selecting events and date range for fetching the list of top users who had performed the role administration events recently



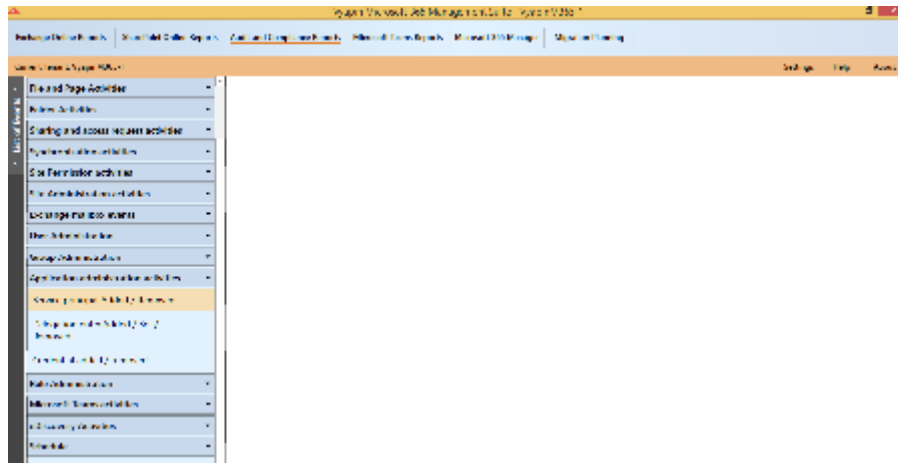
The dialog box is titled "Group Administration activities" and has a red close button in the top right corner. It features a "Toggle selection" button in the top right. Under the "Events:" label, there are two checked checkboxes: "Added member to role" and "Removed a user from a directory role". Below this is a dropdown menu for "Event date range:" currently set to "In the last 7 days". At the bottom, there are date pickers for "From:" and "To:", both showing "08-03-2017" with a calendar icon. "OK" and "Cancel" buttons are at the bottom right.

Once you click on "OK", the report will be generated like all the other Audit Reports

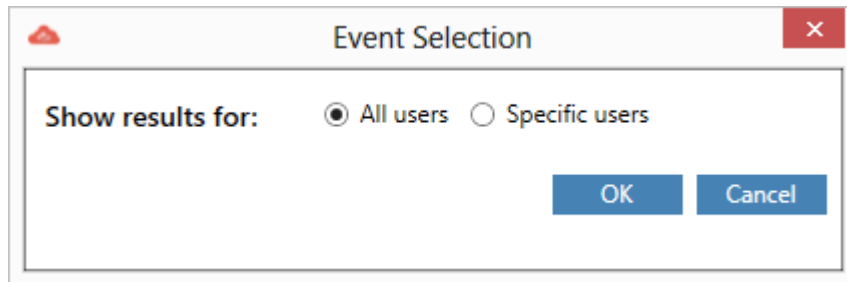
## How to generate a report on Application Administration activities

Perform the following steps to generate a report from Application Administration events:

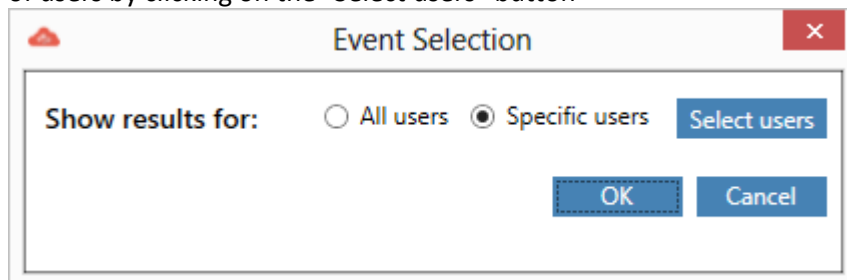
These are the events which we have in application administration activities, regarding these events we generate audit reports



When you click on any one of the recent events based reports, a dialog will appear as shown below, for user selection, whose events you would like to see in the generated report



If you would like to view events for a specific user, select the "Specific users" option, and select the list of users by clicking on the "Select users" button





Once you click on "OK", the report will be generated as shown below,

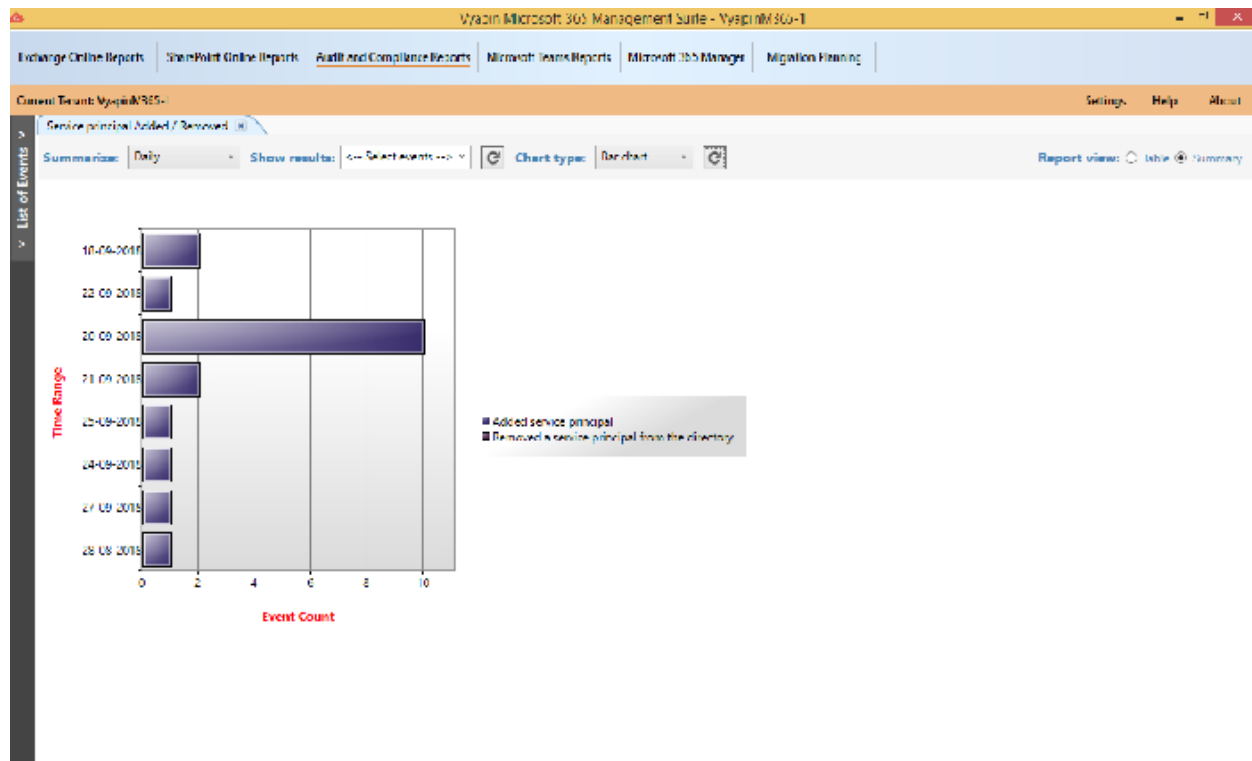
Operations	Event Date	Event Time	User Name	Event Details
Add service principal	26-08-2018	12:46	MoganB@M365x808594.OnMicrosoft.com	ObjectID: 00000004-4000-4000-4000-400000000000-4000-4000-4000-400000000000/gfowd.phome/tenants/ ResultStatus: Success : Record Truncated UserAuthenticationMethod: 1 RequestType: OrgIdMstTrust2process ResultStatusDetail: Success Actor: 00000000-0000-0000-0000-000000000000
Add service principal	27-08-2018	14:24	MoganB@M365x808594.OnMicrosoft.com	ObjectID: b0f96021-c8b8-41e1-b0d0-c59c582d0c0f ResultStatus: Success : Record Truncated Actor: 00000000-0000-0000-0000-000000000000
Add service principal	29-08-2018	12:00	MoganB@M365x808594.OnMicrosoft.com	ObjectID: 00000004-4000-4000-4000-400000000000-4000-4000-4000-400000000000/gfowd.phome/tenants/ ResultStatus: Success : Record Truncated UserAuthenticationMethod: 1 RequestType: OrgIdMstTrust2process ResultStatusDetail: Success Actor: 00000000-0000-0000-0000-000000000000
Add service principal	29-08-2018	15:27	admin@M365x808594.OnMicrosoft.com	ObjectID: 00000004-4000-4000-4000-400000000000-4000-4000-4000-400000000000/gfowd.phome/tenants/ ResultStatus: Success : Record Truncated Actor: 00000000-0000-0000-0000-000000000000
Add service principal	29-08-2018	12:10	MoganB@M365x808594.OnMicrosoft.com	ObjectID: d680c800-d919-48b1-a8ad-b748de721004 ResultStatus: Success : Record Truncated Actor: 00000000-0000-0000-0000-000000000000
Add service principal	29-08-2018	10:15	admin@M365x808594.OnMicrosoft.com	ObjectID: https://api.manage.microsoft.com/4000-4000-4000-400000000000-4000-4000-4000-400000000000/gfowd.phome/tenants/ ResultStatus: Success : Record Truncated ResultType: Success auditEventCategory: ApplicationManagement includeDetails: true teamName: MSCDS targetObjectID: 87121e36-cb71-4430-89ef-5a48172828eb extendedAuditEventCategory: ServicePrincipal targetSPN: c8a228d2-7bab-4f13-a6ed-e769c02a0c87
Add service principal	29-08-2018	10:15	admin@M365x808594.OnMicrosoft.com	ObjectID: https://api.manage.microsoft.com/4000-4000-4000-400000000000-4000-4000-4000-400000000000/gfowd.phome/tenants/ ResultStatus: Success : Record Truncated ResultType: Success auditEventCategory: ApplicationManagement includeDetails: true

Number of events: 19

Data available in database: (23-08-2018 12:00:48 to 04-10-2018 11:57:49)

In the above screenshot, the "Operations" column will show the event type that occurred, "Event Date" and "Event Time" columns will show the time when the event occurred, "User Id" column will show the user who performed the event and "Event Details" column will show other related information like Site URL, File location etc.

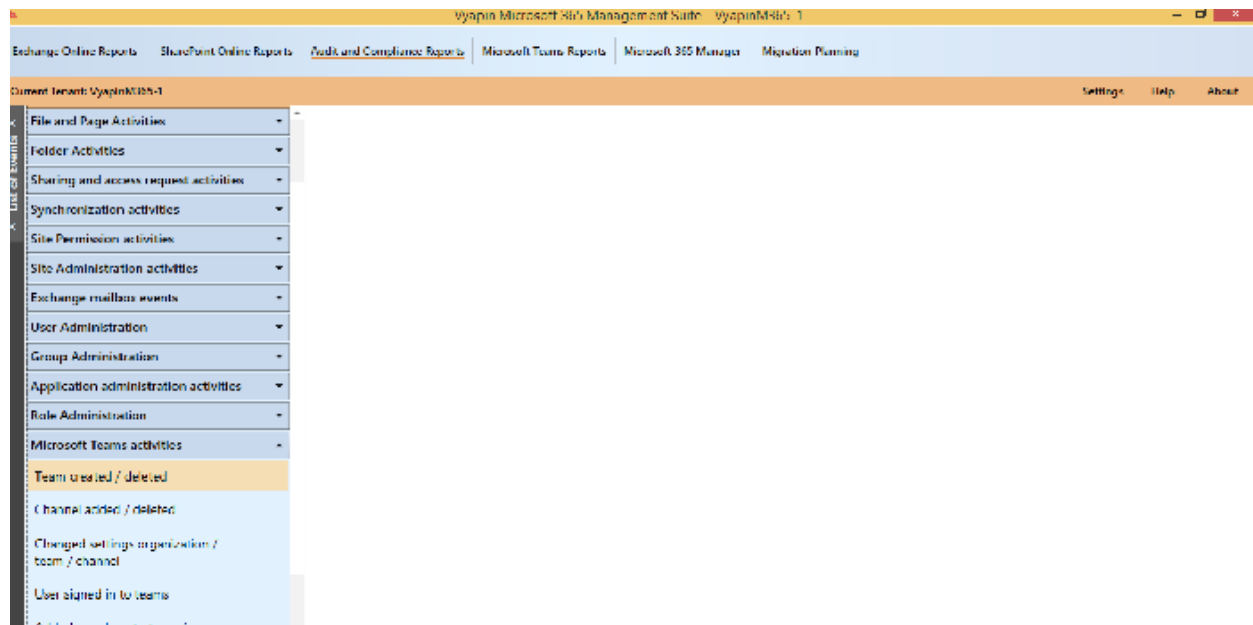
You can select the "Summary" option in the Report view section, to view the summarized data of the events that occurred in your tenant recently. There will be options available to summarize data by "Daily", "Hour of the Day" and "Day of Week". This summarize window will be displayed as shown below,



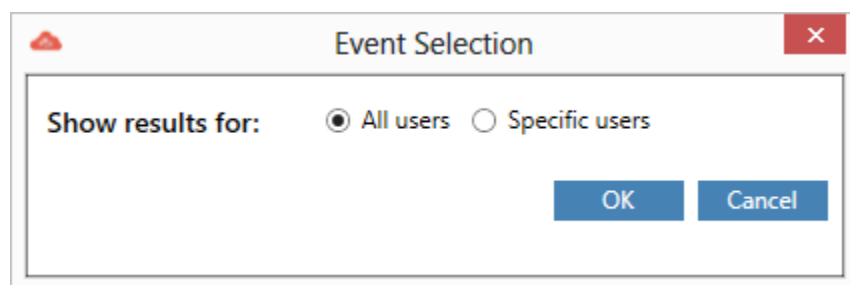
## How to generate a report on Microsoft Teams Activities:

Perform the following steps to generate a report from Microsoft Teams events:

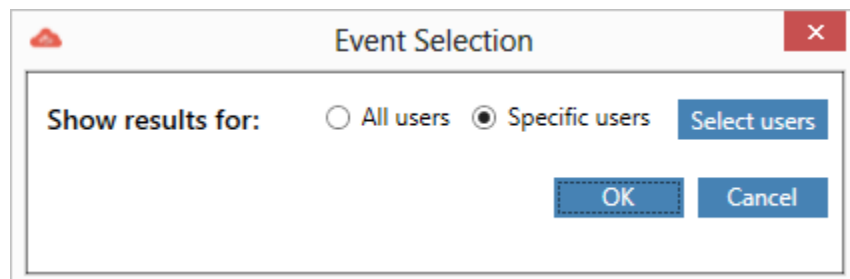
These are the events which we have in Microsoft Teams activities, regarding these events we generate audit reports



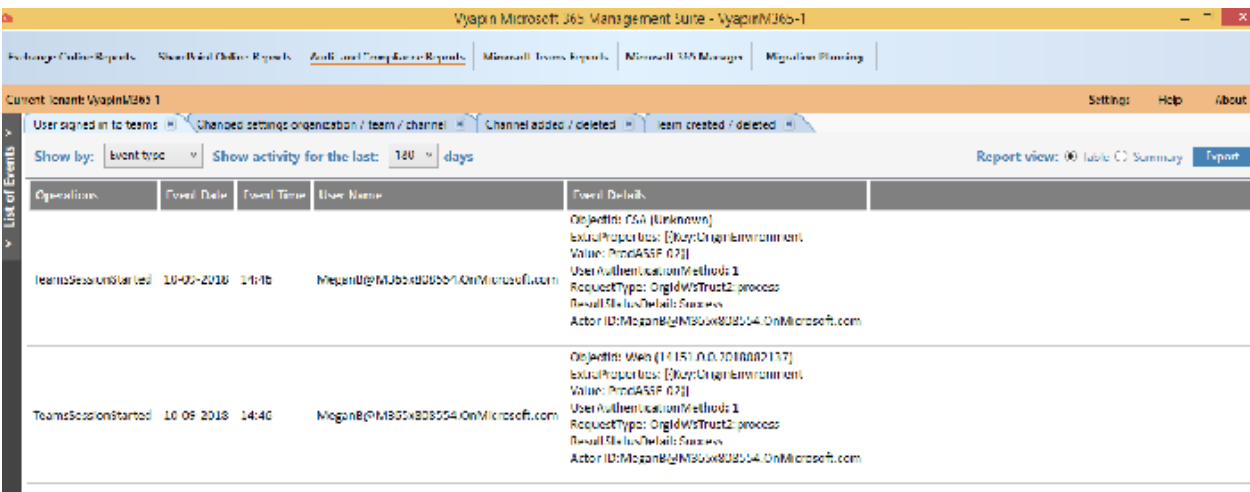
When you click on any one of the recent events based reports, a dialog will appear as shown below, for user selection, whose events you would like to see in the generated report



If you would like to view events for a specific user, select the "Specific users" option, and select the list of users by clicking on the "Select users" button



Once you click on "OK", the report will be generated as shown below,

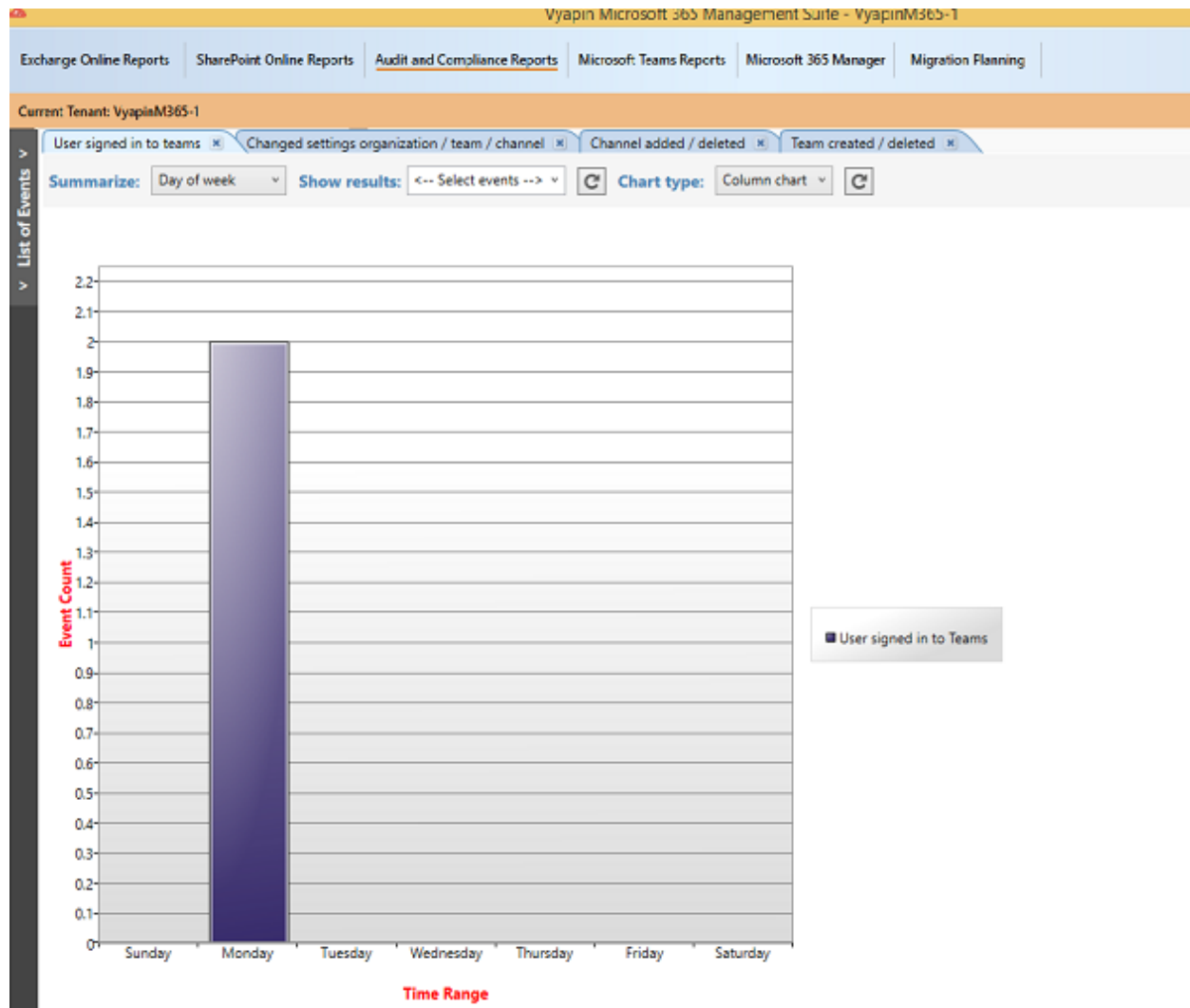


The screenshot shows the 'Vyapin Microsoft J6b Management Suite - VyapinMJ6b-1' window. The 'Audit and Compliance Reports' tab is active. The 'Current Tenant: VyapinMJ6b-1' is displayed. The 'Show by:' dropdown is set to 'Event type', and 'Show activity for the last:' is set to '180' days. The 'Report view:' section shows 'Table', 'Summary', and 'Report' options, with 'Table' selected. The table below lists events with columns: Operations, Event Date, Event Time, User Name, and Event Details.

Operations	Event Date	Event Time	User Name	Event Details
TeamsSessionStarted	10-09-2018	14:16	MeganB@MJB05x808554-OnMicrosoft.com	ObjectID: C6A (Unknown) ExternalProperties: [Key:OrganizationName, Value: ProdA55F-02] UserAuthenticationMethods: 1 RequestType: OrgIdVstTrust2-process RequestFileLocation: Success Actor ID: MeganB@MJB05x808554-OnMicrosoft.com
TeamsSessionStarted	10-09-2018	14:46	MeganB@MJB05x808554-OnMicrosoft.com	ObjectID: Web (14151) (0.0.0.00000117) ExternalProperties: [Key:OrganizationName, Value: ProdA55F-02] UserAuthenticationMethods: 1 RequestType: OrgIdVstTrust2-process RequestFileLocation: Success Actor ID: MeganB@MJB05x808554-OnMicrosoft.com

In the above screenshot, the "Operations" column will show the event type that occurred, "Event Date" and "Event Time" columns will show the time when the event occurred, "User Id" column will show the user who performed the event and "Event Details" column will show other related information like Site URL, File location etc.

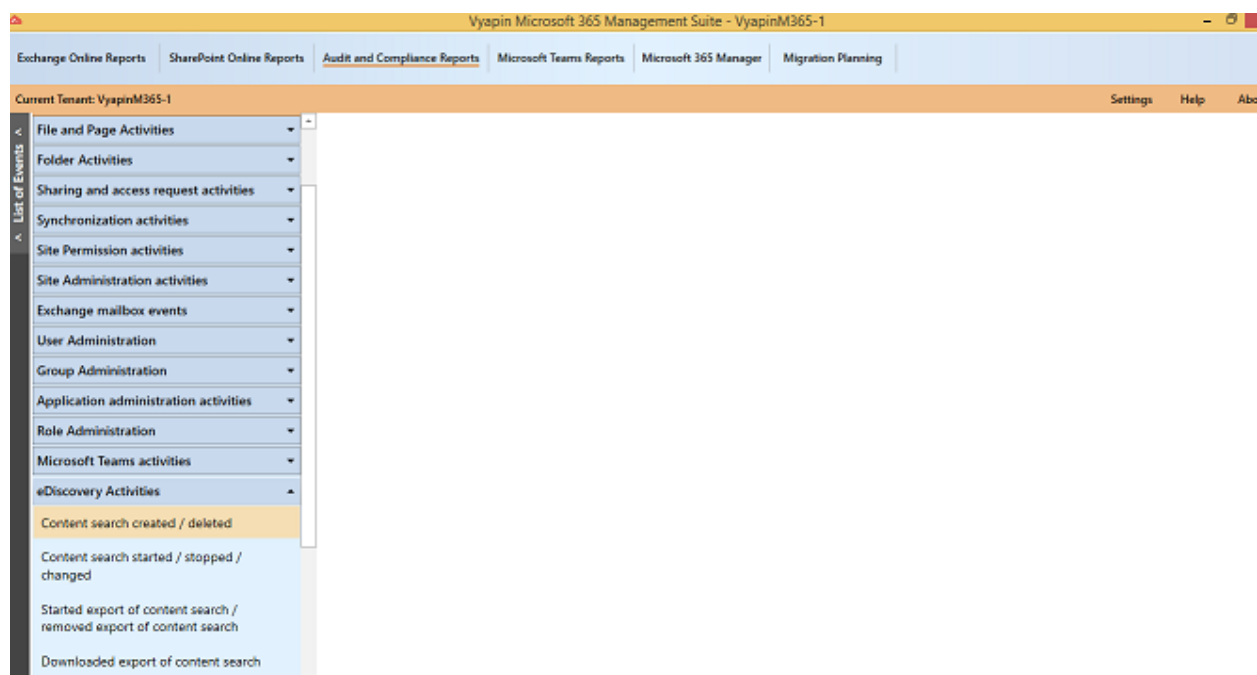
You can select the "Summary" option in the Report view section, to view the summarized data of the events that occurred in your tenant recently. There will be options available to summarize data by "Daily", "Hour of the Day" and "Day of Week". This summarize window will be displayed as shown below,



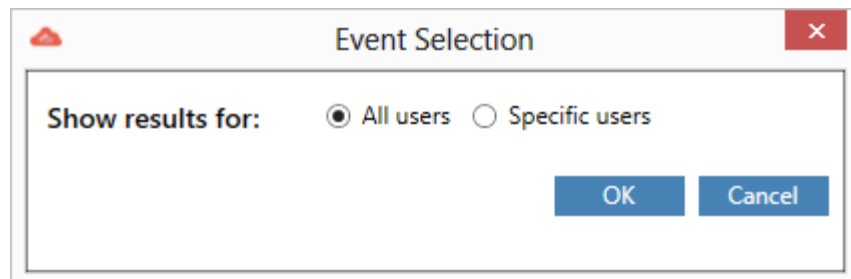
## How to generate a report on eDiscovery activities?

Perform the following steps to generate a report from eDiscovery events:

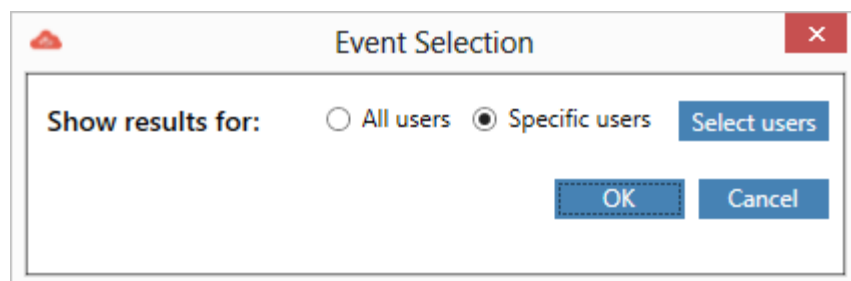
These are the events which we have in eDiscovery Activities to generate Audit reports



When you click on any one of the recent events based reports, a dialog will appear as shown below, for user selection, whose events you would like to see in the generated report



If you would like to view events for a specific user, select the "Specific users" option, and select the list of users by clicking on the "Select users" button



Once you click on "OK", the report will be generated.

## How to generate a custom report?

Perform the following steps to generate Custom Report:

Select Custom Reports from the available vertical tabs.

After, selecting the custom report the form will be appear as shown below:

The screenshot displays the 'New Audit Log search' dialog box. On the left, a list of activity categories is shown with checkboxes for selection. The categories include: File and Page activities, Folder activities, Sharing and access request activities, Synchronization activities, Site Administration activities, Site Permission activities, Exchange mailbox activities, User administration activities, Group administration activities, Application administration activities, Role administration activities, Directory administration activities, Microsoft Teams activities, and eDiscovery Activities. The right pane contains search filters: Date Range (Today), From (09-10-2018) and To (09-10-2018) dates, Show events of (All Users or Specific users), and When to search (Search Now or Schedule). The dialog box has OK and Cancel buttons at the bottom right.

Here, we may select the report in multiple category. Then select the date range to generate "All users" or "Specific users" report.

New Audit Log search

**Folder activities** ✓ ▲

- Copied folder ✓
- Created folder ✓
- Deleted folder ✓
- Deleted folder from recycle bin ✓
- Deleted folder from second-stage recycle bin
- Modified folder ✓
- Moved folder ✓
- Renamed folder
- Restored folder

**Sharing and access request activities** ✓ ▲

- Unshared file, folder or site ✓
- Shared file, folder or site ✓
- Created sharing invitation ✓
- Accepted sharing invitation ✓

Date Range: Today ▼

From: 08-10-2018 15 To: 08-10-2018 15

Show events of: ☒ All Users ☐ Specific users [Select list of specific users](#)

When to search: ☒ Search Now ☐ Schedule

OK Cancel

- Select the desired report and Click **OK...** button to display the respective details.



Wyapin Microsoft 365 Management Suite - WyapinM365-1

Exchange Online Reports | SharePoint Online Reports | **Audit and Compliance Reports** | Microsoft Teams Reports | Microsoft 365 Manager | Migration Planning

Current Tenant: WyapinM365-1 Settings Help About

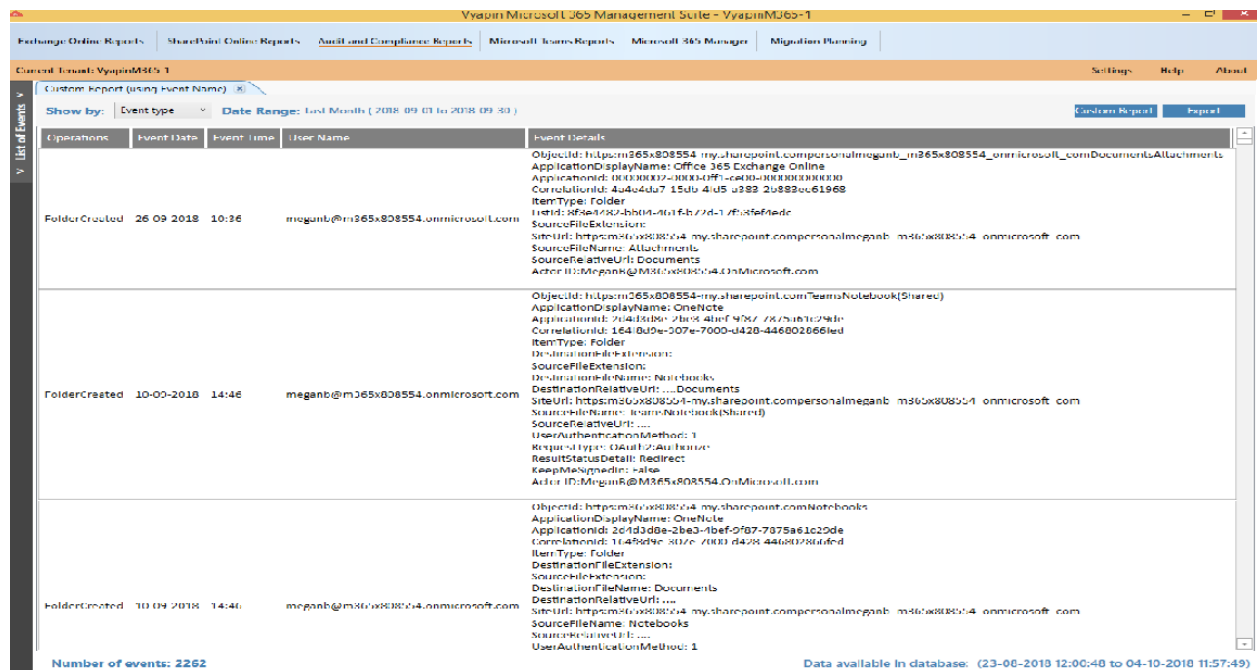
Custom Report (using Event Name) Custom Report Export

Show by: Event type Date Range: Last Month ( 2018-09-01 to 2018-09-30 )

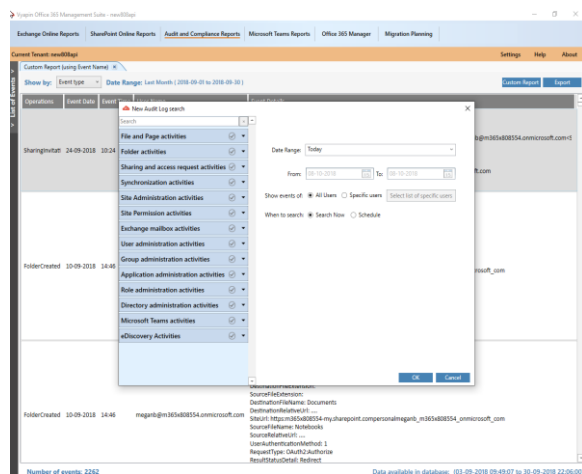
Operations	Event Date	Event Time	User Name	Event Details
SharingInvitation	24-09-2018	10:24	ganesan1978_hotmail.com[ext#@m365x808554.onmicrosoft.com]	<p>Objectid: https://m365x808554.sharepoint.com</p> <p>CorrelationId: a2c1919e-c0dd-6000-d428-4cd68b6c87cd</p> <p>ItemType: Web</p> <p>EventData: &lt;Permissions granted&gt;Full Control&lt;Permissions granted&gt;&lt;Shared by&gt;meganb@m365x808554.onmicrosoft.com&lt;TargetUserOrGroupType: Guest</p> <p>UniqueSharingId: 00000000-0000-0000-0000-000000000000</p> <p>SiteUrl: https://m365x808554.sharepoint.com</p> <p>TargetUserOrGroupName: ganesan1978_hotmail.com[ext#@m365x808554.onmicrosoft.com]</p> <p>Actor ID: MeganB@M365x808554.OnMicrosoft.com</p>
FolderCreated	10-09-2018	14:46	meganb@m365x808554.onmicrosoft.com	<p>Objectid: https://m365x808554-my.sharepoint.com/TeamsNotebook(Shared)</p> <p>ApplicationDisplayName: OneNote</p> <p>ApplicationId: 2d4c3d8e-2be3-1bef-9f87-7875a61c29de</p> <p>CorrelationId: 164fd9e-307e-7000-d428-446802866fed</p> <p>ItemType: Folder</p> <p>DestinationFileExtension:</p> <p>SourceFileExtension:</p> <p>DestinationFileName: Notebooks</p> <p>DestinationRelativeUrl: ...Documents</p> <p>SiteUrl: https://m365x808554-my.sharepoint.com/personal/meganb_m365x808554_onmicrosoft_com</p> <p>SourceFileName: TeamsNotebook(Shared)</p> <p>SourceRelativeUrl: ...</p> <p>UserAuthenticationMethod: 1</p> <p>RequestType: OAuth2:Authorize</p> <p>ResultStatusDetail: Redirect</p> <p>KeepMeSignedIn: False</p> <p>Actor ID: MeganB@M365x808554.OnMicrosoft.com</p>
FolderCreated	10-09-2018	14:46	meganb@m365x808554.onmicrosoft.com	<p>Objectid: https://m365x808554-my.sharepoint.com/Notebooks</p> <p>ApplicationDisplayName: OneNote</p> <p>ApplicationId: 2d4c3d8e-2be3-1bef-9f87-7875a61c29de</p> <p>CorrelationId: 164fd9e-307e-7000-d428-446802866fed</p> <p>ItemType: Folder</p> <p>DestinationFileExtension:</p> <p>SourceFileExtension:</p> <p>DestinationFileName: Documents</p> <p>DestinationRelativeUrl: ...</p> <p>SiteUrl: https://m365x808554-my.sharepoint.com/personal/meganb_m365x808554_onmicrosoft_com</p> <p>SourceFileName: Notebooks</p> <p>SourceRelativeUrl: ...</p> <p>UserAuthenticationMethod: 1</p> <p>RequestType: OAuth2:Authorize</p> <p>ResultStatusDetail: Redirect</p>

Number of events: 2262 Data available in database: (03-09-2018 09:49:07 to 30-09-2018 22:06:00)

If, require to Use custom report again, by clicking "Custom Report" button at top.



By clicking "Custom Report" we get the form as shown below:



Select the desired report and Click **OK...** button to display the respective details.

Here, we can do schedule the custom report by click the schedule options. Follow the above mentioned steps to run the Custom Reports as we required.

# Microsoft 365 Reports (Exchange Online Reports)

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[How to generate Dashboard Summary report?](#)

[How to generate Mail Item report?](#)

[How to generate Group report?](#)

[How to generate License report?](#)

[How to E-mail data?](#)

[How to Export data?](#)

[How to refresh data?](#)

[How to use Filter?](#)

[How to schedule an Exchange Report Task?](#)

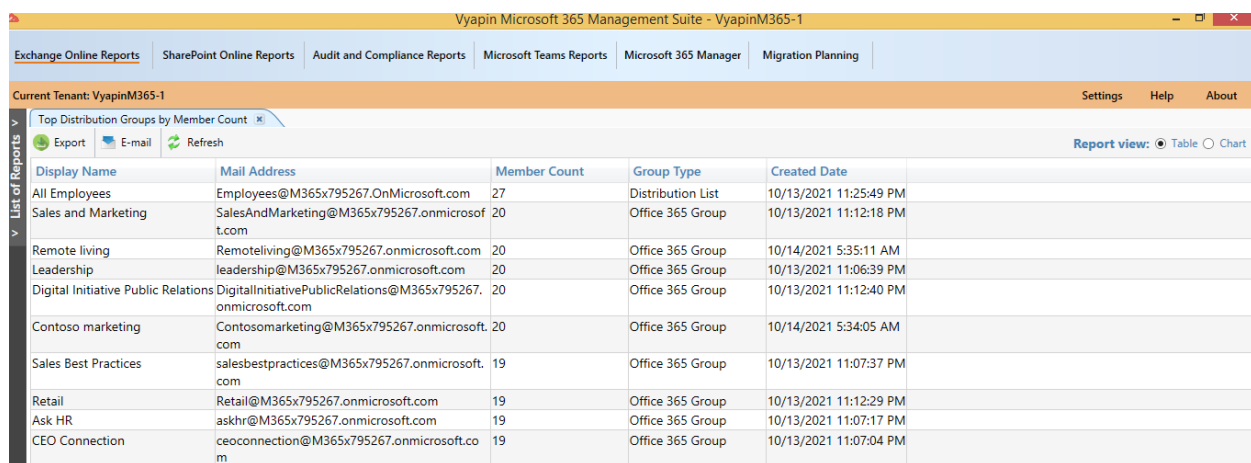
## How to generate Dashboard Summary Report?

Perform the following steps to generate a **Dashboard Summary Report**:

1. Select **Exchange Online Reports** from the available vertical tabs. Then from left pane application, select **Dashboard Summary**.

For demonstration purpose, **Top Distribution Groups by Member Count** report has been chosen.

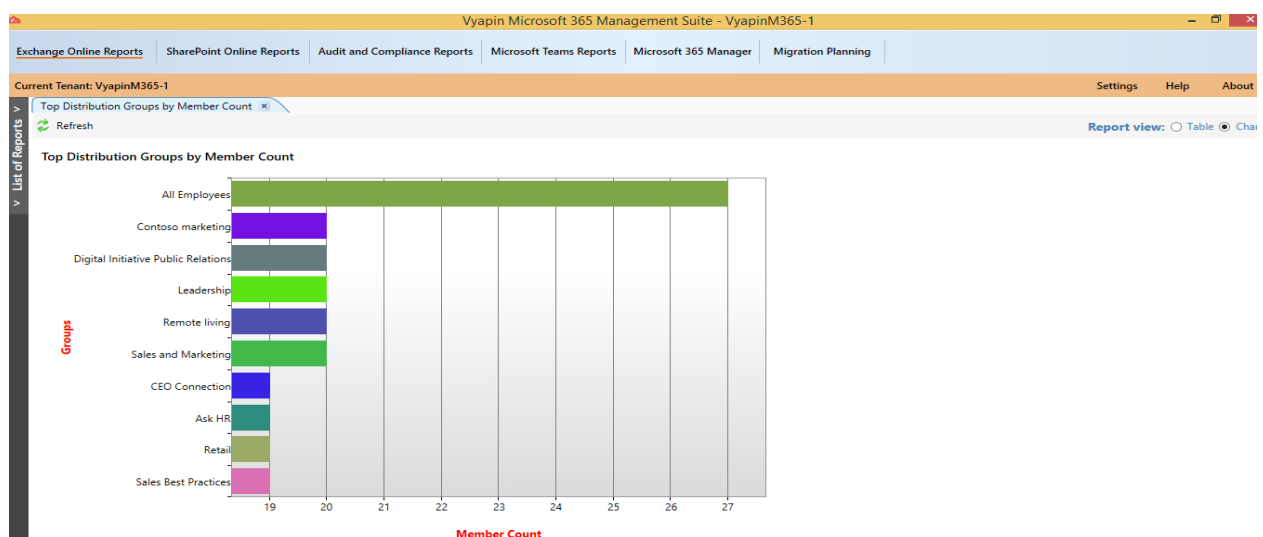
2. On selecting **Top Distribution Groups by Member Count** report, a window is displayed as shown below:



The screenshot shows the 'Vyapin Microsoft 365 Management Suite - VyapinM365-1' window. The 'Exchange Online Reports' tab is selected. The left sidebar shows 'List of Reports' with 'Top Distribution Groups by Member Count' selected. The main area displays a table with columns: Display Name, Mail Address, Member Count, Group Type, and Created Date. The table lists 10 distribution groups, with 'All Employees' having the highest member count of 27.

Display Name	Mail Address	Member Count	Group Type	Created Date
All Employees	Employees@M365x795267.OnMicrosoft.com	27	Distribution List	10/13/2021 11:25:49 PM
Sales and Marketing	SalesAndMarketing@M365x795267.onmicrosoft.com	20	Office 365 Group	10/13/2021 11:12:18 PM
Remote living	Remoteliving@M365x795267.onmicrosoft.com	20	Office 365 Group	10/14/2021 5:35:11 AM
Leadership	leadership@M365x795267.onmicrosoft.com	20	Office 365 Group	10/13/2021 11:06:39 PM
Digital Initiative Public Relations	DigitalInitiativePublicRelations@M365x795267.onmicrosoft.com	20	Office 365 Group	10/13/2021 11:12:40 PM
Contoso marketing	Contosomarketing@M365x795267.onmicrosoft.com	20	Office 365 Group	10/14/2021 5:34:05 AM
Sales Best Practices	salesbestpractices@M365x795267.onmicrosoft.com	19	Office 365 Group	10/13/2021 11:07:37 PM
Retail	Retail@M365x795267.onmicrosoft.com	19	Office 365 Group	10/13/2021 11:12:29 PM
Ask HR	askhr@M365x795267.onmicrosoft.com	19	Office 365 Group	10/13/2021 11:07:17 PM
CEO Connection	ceoconnection@M365x795267.onmicrosoft.com	19	Office 365 Group	10/13/2021 11:07:04 PM

On selecting the chart view the report is shown as below:



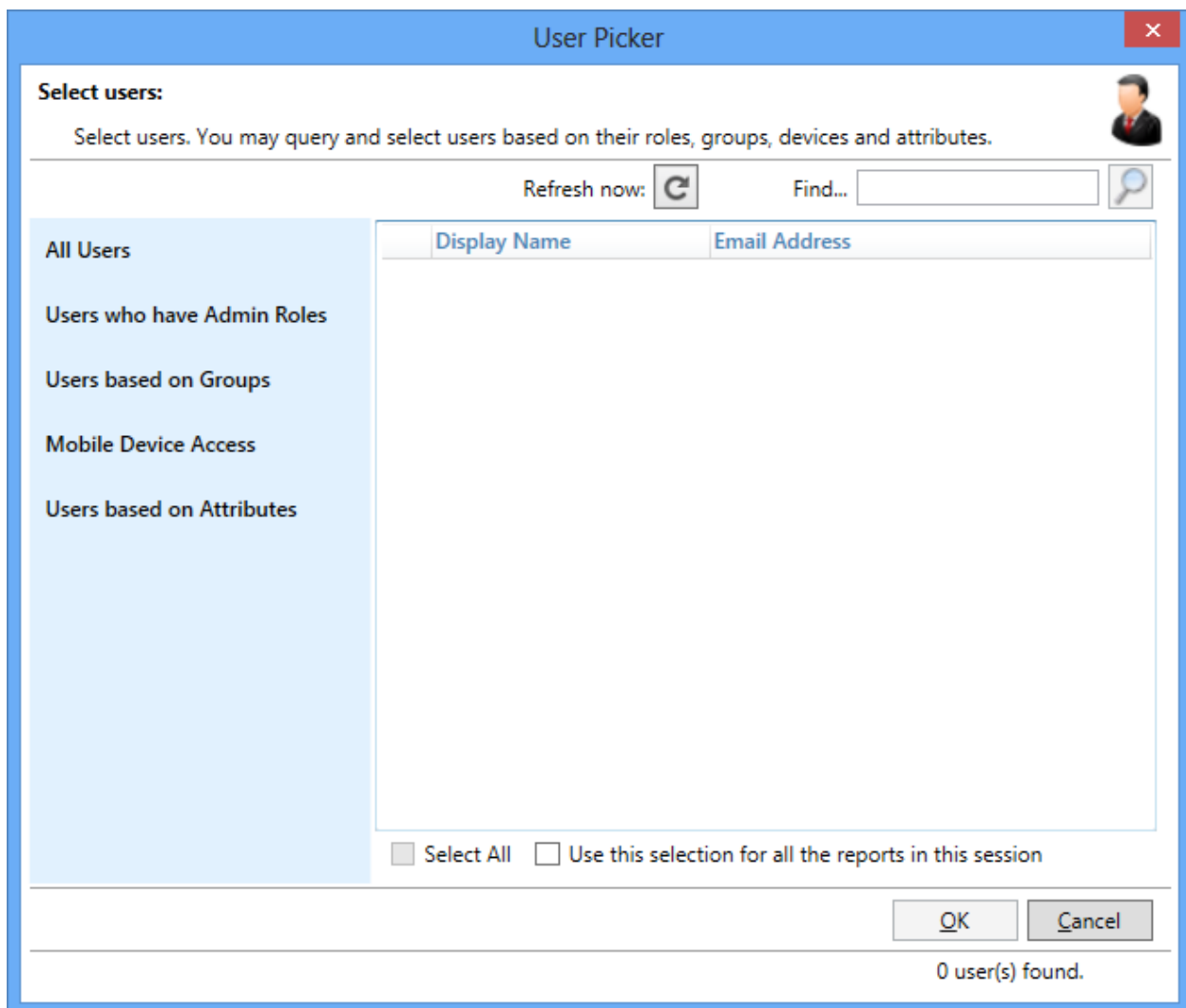
## How to generate Mail Item Report?

Perform the following steps to generate Mail Item Report:

Select Exchange Online Reports from the available vertical tabs. Then from left side of the application, select Mail Item Report.

For demonstration purpose, "Read Mail Items" report has been chosen.

On selecting "Read Mail Items" Report, a pop - up window is displayed as shown below:



User Picker

Select users:

Select users. You may query and select users based on their roles, groups, devices and attributes.

Data collected on: 06/07/2016 5:46:25 PM

Refresh now:

Find...

All Users

Users who have Admin Roles

Users based on Groups

Mobile Device Access

Users based on Attributes

Display Name	Email Address
<input type="checkbox"/> Alex Darrow	AlexD@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Allie Bellew	AllieB@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Anne Wallace	AnneW@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Aziz Hassouneh	AzizH@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Belinda Newman	BelindaN@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Bonnie Kearney	BonnieK@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Brian Johnson (TAILSPIN)	BrianJ@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Adams	Adams@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Baker	Baker@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Crystal	Crystal@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Hood	Hood@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Rainier	Rainier@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Stevens	Stevens@vyapindemo8.onmicrosoft.com

☐ Select All
☐ Use this selection for all the reports in this session

OK

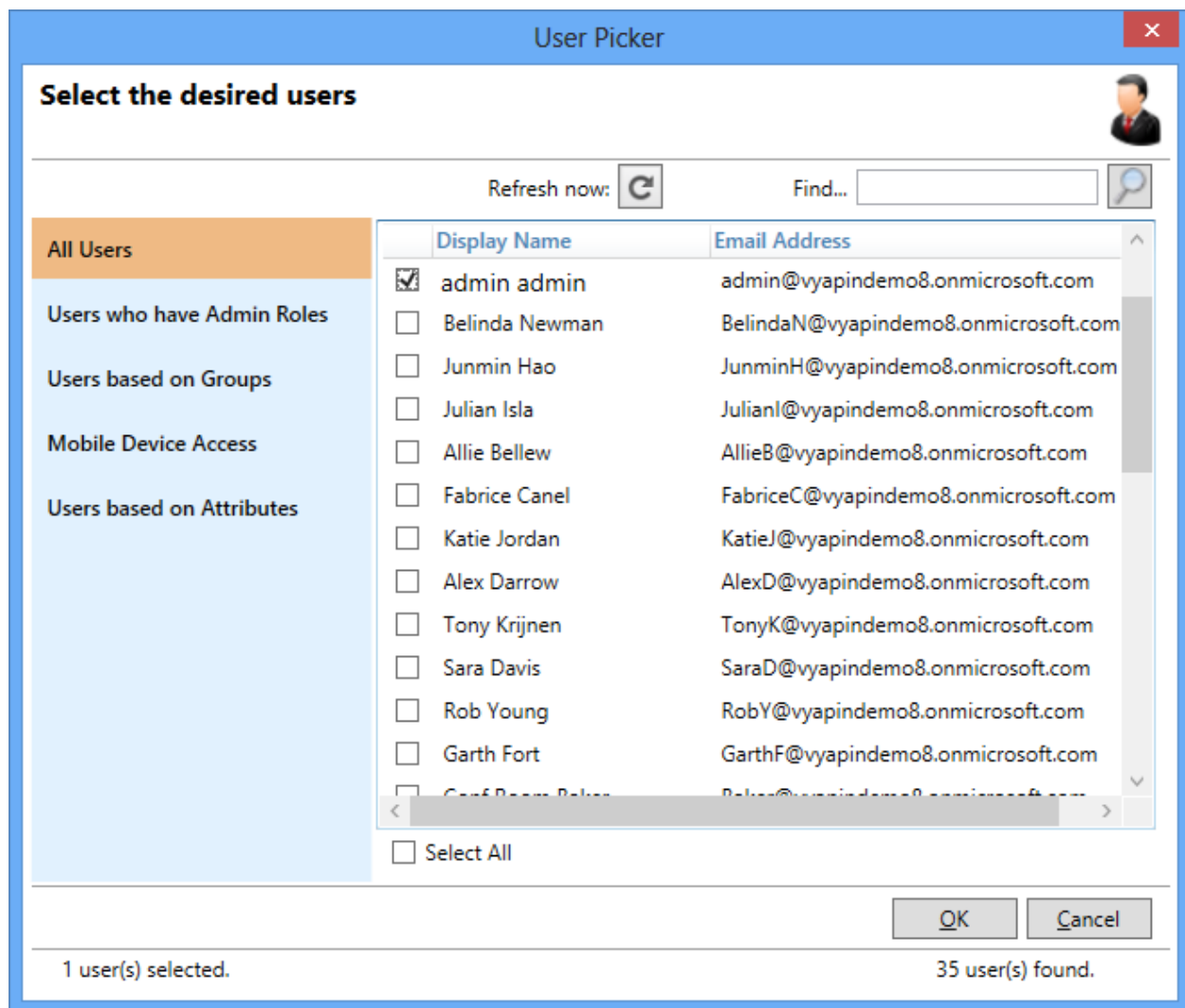
Cancel

0 user(s) selected.

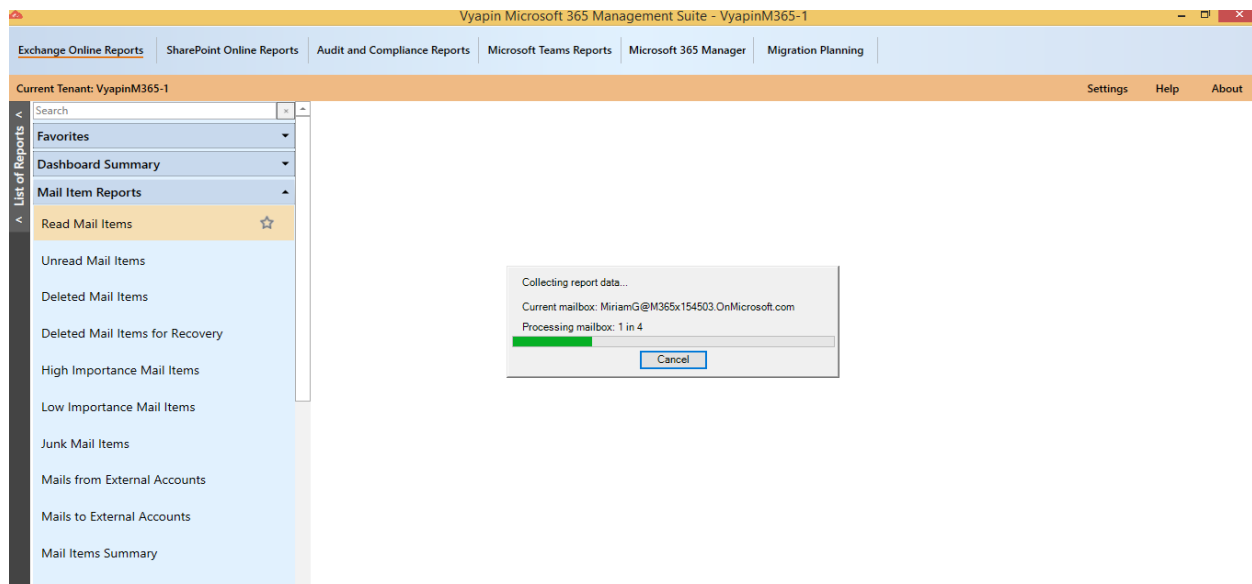
32 user(s) found.

Select the desired mailbox and Click **OK...** button to display the respective mail item details

100



During data collection, the window is displayed as shown below



Once the data collection process is complete, the report data will be displayed in a report window as shown below:

Vyapin Microsoft 365 Management Suite - VyapinM365-1						
Exchange Online Reports   SharePoint Online Reports   Audit and Compliance Reports   Microsoft Teams Reports   Microsoft 365 Manager   Migration Planning						
Current Tenant: Tenant_mailbox_exchange						
Settings Help About						
Read Mail Items						
Export Filter E-mail Refresh <-- Select columns --> Data Collection Time: 31-12-2018 11:28:12						
Object Name	Display Name	E-mail	First Name	Last Name	Folder Name	Folder Path
FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/MiriamG	Miriam Graham	MiriamG@M365x154503.OnMicrosoft.com	Miriam	Graham	Archive	\Archive
FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/MiriamG	Miriam Graham	MiriamG@M365x154503.OnMicrosoft.com	Miriam	Graham	Calendar	\Calendar
FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/MiriamG	Miriam Graham	MiriamG@M365x154503.OnMicrosoft.com	Miriam	Graham	Clutter	\Clutter
FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/MiriamG	Miriam Graham	MiriamG@M365x154503.OnMicrosoft.com	Miriam	Graham	Companies	\Contacts\Companies
FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/MiriamG	Miriam Graham	MiriamG@M365x154503.OnMicrosoft.com	Miriam	Graham	Contacts	\Contacts
FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/MiriamG	Miriam Graham	MiriamG@M365x154503.OnMicrosoft.com	Miriam	Graham	Conversation Action Settings	\Conversation Action Settings
FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/MiriamG	Miriam Graham	MiriamG@M365x154503.OnMicrosoft.com	Miriam	Graham	Conversation History	\Conversation History
FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/MiriamG	Miriam Graham	MiriamG@M365x154503.OnMicrosoft.com	Miriam	Graham	Deleted Items	\Deleted Items
FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/MiriamG	Miriam Graham	MiriamG@M365x154503.OnMicrosoft.com	Miriam	Graham	Drafts	\Drafts
FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/MiriamG	Miriam Graham	MiriamG@M365x154503.OnMicrosoft.com	Miriam	Graham	ExternalContacts	\ExternalContacts
FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/MiriamG	Miriam Graham	MiriamG@M365x154503.OnMicrosoft.com	Miriam	Graham	Feeds	\Yammer Root\Feeds
FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/MiriamG	Miriam Graham	MiriamG@M365x154503.OnMicrosoft.com	Miriam	Graham	Files	\Files
Number of records: 1556						





## How to generate Group Report?

Perform the following steps to generate a **Group Report**:

1. Select **Exchange Online Reports** from the available vertical tabs. Then from left pane of the application, select **Groups**.

For demonstration purpose, **Group General Information and Address Details** report has been chosen.

2. On selecting **Group General Information and Address Details** report, a pop-up window will be displayed as shown below:

**Group Picker**

**Select Groups:**  
Select Groups. You may query and select groups based on their distribution groups, security groups, attributes and group membership.

Data collected on: 28-12-2018 09:53:16 Refresh now: Find:

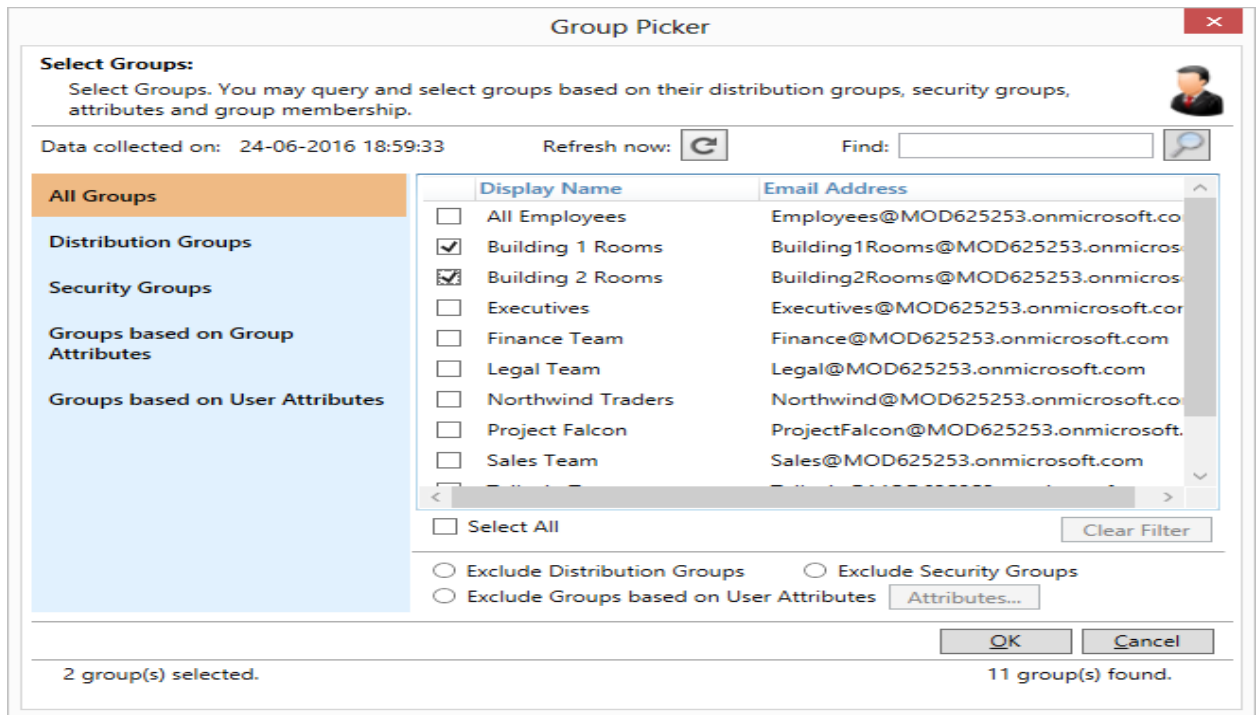
Display Name	Email Address
<input type="checkbox"/> Accounts Team	accountsteam@M365x154503.onmicroso
<input type="checkbox"/> All Employees	Employees@M365x154503.onmicrosoft.c
<input type="checkbox"/> Business Development	BusinessDevelopment@M365x154503.on
<input type="checkbox"/> Contoso #02	Contoso02@M365x154503.onmicrosoft.c
<input type="checkbox"/> DG-2000 Feedback	dg-2000feedback@M365x154503.onmicr
<input type="checkbox"/> DG-2000 Product Team	DG-2000ProductTeam@M365x154503.on
<input type="checkbox"/> Distribution Test Group	distributiontestgroup@M365x154503.onr
<input type="checkbox"/> Electronic Events	ElectronicEvents@M365x154503.onmicro
<input type="checkbox"/> Engineering	Engineering@M365x154503.onmicrosoft.

☐ Select All ☐ Use this selection for all the reports in this session

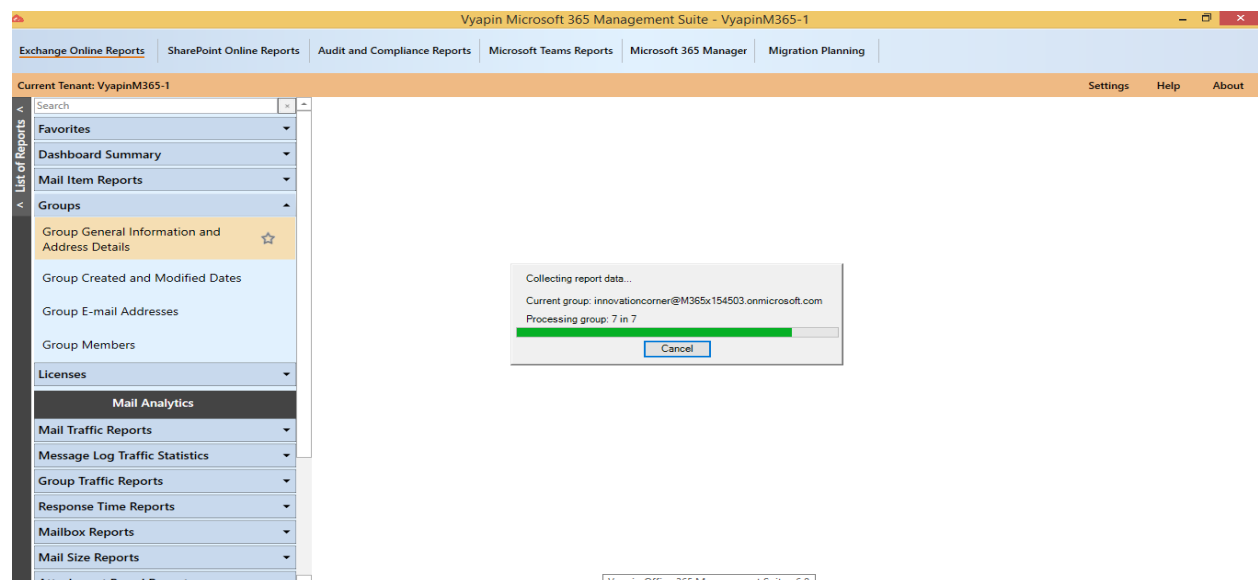
Exclude Groups : ☐ Distribution ☐ Security ☐ Office 365  
☐ Exclude Groups based on User Attributes

0 selected of 40. 40 group(s) found.

3. Select the desired group(s) and click **OK** button to display the respective group details.



During data collection, the window is displayed as shown below:



Once the data collection process is complete, the report data will be displayed in a report window as shown below:

Group General Information and Address Details						
Export Filter E-mail Refresh			Select columns -->		Data Collection Time: 31-12-2018 11:32:20	
Object Name	Display Name	Alias	E-mail	Recipient Type	Group Type	Managed By
FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/Finance Team	Finance Team	FinanceTeam	FinanceTeam@M365x154503.onmicrosoft.com	MailUniversalDistributionGroup	Universal	FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/Finance Team
FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/hr_cd1541c2-d522-45bf-8e66-8a1760b4bba6	HR	hr	hr@M365x154503.onmicrosoft.com	MailUniversalDistributionGroup	Universal	FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/hr_cd1541c2-d522-45bf-8e66-8a1760b4bba6
FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/IT_33a8bcde-d1fd-4ec9-9a36-5db3297ed3ab	IT	IT	IT@M365x154503.onmicrosoft.com	MailUniversalDistributionGroup	Universal	FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/IT_33a8bcde-d1fd-4ec9-9a36-5db3297ed3ab
FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/leadershipconnection_4d0061b3-0483-4173-b178-3f477d5d4214	Leadership Connection	leadershipconnection	leadershipconnection@M365x154503.onmicrosoft.com	MailUniversalDistributionGroup	Universal	FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/leadershipconnection_4d0061b3-0483-4173-b178-3f477d5d4214
FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/Legal_fa2bfc77-9e6f-42c3-ac77-04ee5f64b8bd	Legal	Legal	Legal@M365x154503.onmicrosoft.com	MailUniversalDistributionGroup	Universal	FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/Legal_fa2bfc77-9e6f-42c3-ac77-04ee5f64b8bd
FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/LegalTeam	Legal Team	LegalTeam	LegalTeam@M365x154503.onmicrosoft.com	MailUniversalDistributionGroup	Universal	FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/LegalTeam
Number of records: 7						

Columns to be displayed on the grid can be selected from the dropdown. By default, all the columns will be displayed.

Group General Information and Address Details						
Export Filter E-mail Refresh			Select columns -->		Data Collection Time: 30-Sep-15 11:46:04 AM	
Object Name	Display Name	Alias	E-mail	Recipient Type	Group Type	Managed By
Building 1 Rooms	Building 1 Rooms	Building1Rooms	Building1Rooms2217152@vyapindemo2.onmicrosoft.com	MailUniversalDistributionGroup	Universal	Building 1 Rooms
Building 2 Rooms	Building 2 Rooms	Building2Rooms	Building2Rooms2219652@vyapindemo2.onmicrosoft.com	MailUniversalDistributionGroup	Universal	Building 2 Rooms

After selecting the desired columns from the dropdown, press **Refresh** button.

Group General Information and Address Details						
Export Filter E-mail Refresh			Select columns -->		Data Collection Time: 30-Sep-15 11:46:04 AM	
Object Name	Display Name	Alias	E-mail	Recipient Type	Group Type	Managed By
Building 1 Rooms	Building 1 Rooms	Building1Rooms2217152				
Building 2 Rooms	Building 2 Rooms	Building2Rooms2219652				

Follow the above mentioned steps to run the other **Group Reports**.

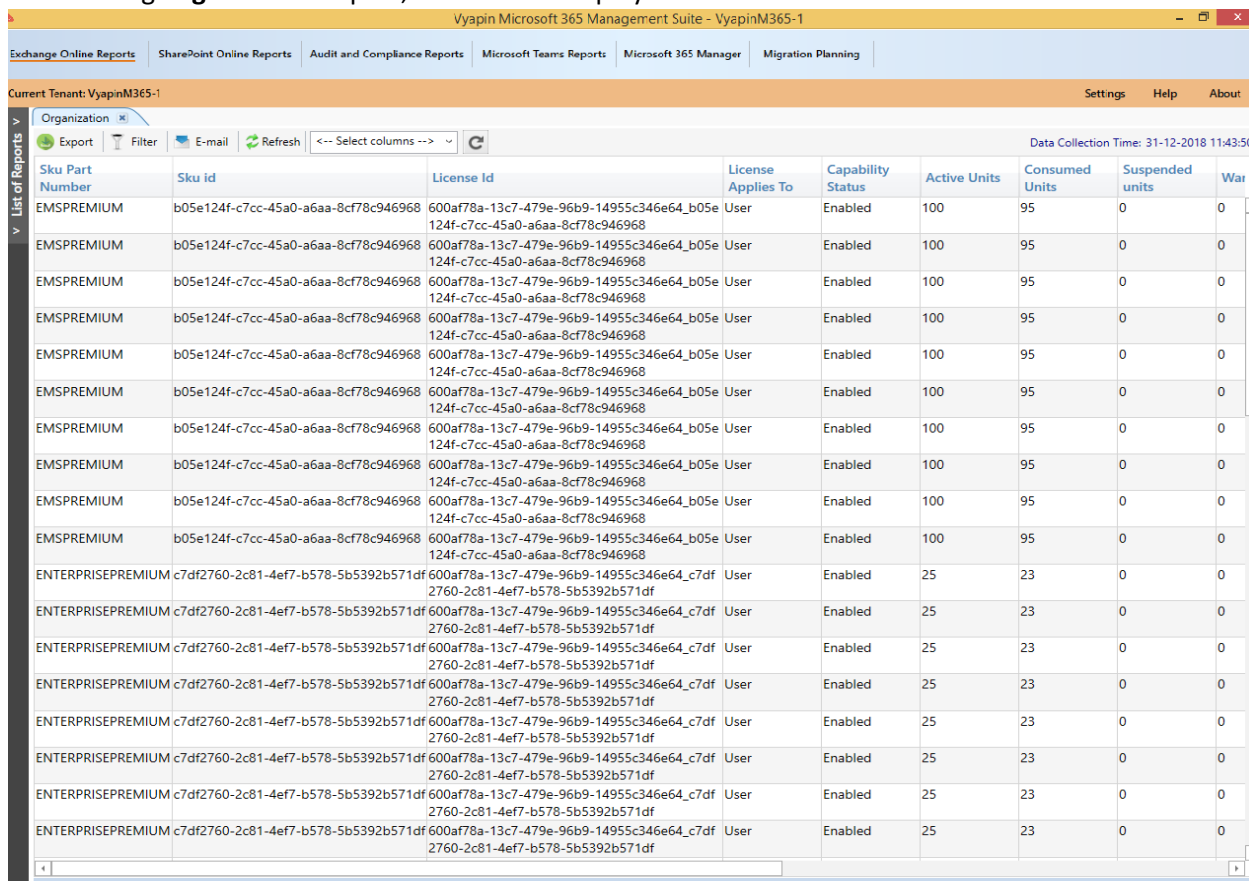
## How to generate License Report?

Perform the following steps to generate a **License Report**:

1. Select **Exchange Online Reports** from the available vertical tabs. Then from left side of the application, select **Licenses**.






For demonstration purpose, **Organization** report has been chosen.

2. On selecting **Organization** report, a window is displayed as shown below:








Sku Part Number	Sku id	License Id	License Applies To	Capability Status	Active Units	Consumed Units	Suspended units	War
EMSPREMIUM	b05e124f-c7cc-45a0-a6aa-8cf78c946968	600af78a-13c7-479e-96b9-14955c346e64_b05e124f-c7cc-45a0-a6aa-8cf78c946968	User	Enabled	100	95	0	0
EMSPREMIUM	b05e124f-c7cc-45a0-a6aa-8cf78c946968	600af78a-13c7-479e-96b9-14955c346e64_b05e124f-c7cc-45a0-a6aa-8cf78c946968	User	Enabled	100	95	0	0
EMSPREMIUM	b05e124f-c7cc-45a0-a6aa-8cf78c946968	600af78a-13c7-479e-96b9-14955c346e64_b05e124f-c7cc-45a0-a6aa-8cf78c946968	User	Enabled	100	95	0	0
EMSPREMIUM	b05e124f-c7cc-45a0-a6aa-8cf78c946968	600af78a-13c7-479e-96b9-14955c346e64_b05e124f-c7cc-45a0-a6aa-8cf78c946968	User	Enabled	100	95	0	0
EMSPREMIUM	b05e124f-c7cc-45a0-a6aa-8cf78c946968	600af78a-13c7-479e-96b9-14955c346e64_b05e124f-c7cc-45a0-a6aa-8cf78c946968	User	Enabled	100	95	0	0
EMSPREMIUM	b05e124f-c7cc-45a0-a6aa-8cf78c946968	600af78a-13c7-479e-96b9-14955c346e64_b05e124f-c7cc-45a0-a6aa-8cf78c946968	User	Enabled	100	95	0	0
EMSPREMIUM	b05e124f-c7cc-45a0-a6aa-8cf78c946968	600af78a-13c7-479e-96b9-14955c346e64_b05e124f-c7cc-45a0-a6aa-8cf78c946968	User	Enabled	100	95	0	0
EMSPREMIUM	b05e124f-c7cc-45a0-a6aa-8cf78c946968	600af78a-13c7-479e-96b9-14955c346e64_b05e124f-c7cc-45a0-a6aa-8cf78c946968	User	Enabled	100	95	0	0
EMSPREMIUM	b05e124f-c7cc-45a0-a6aa-8cf78c946968	600af78a-13c7-479e-96b9-14955c346e64_b05e124f-c7cc-45a0-a6aa-8cf78c946968	User	Enabled	100	95	0	0
EMSPREMIUM	b05e124f-c7cc-45a0-a6aa-8cf78c946968	600af78a-13c7-479e-96b9-14955c346e64_b05e124f-c7cc-45a0-a6aa-8cf78c946968	User	Enabled	100	95	0	0
ENTERPRISEPREMIUM	c7df2760-2c81-4ef7-b578-5b5392b571df	600af78a-13c7-479e-96b9-14955c346e64_c7df2760-2c81-4ef7-b578-5b5392b571df	User	Enabled	25	23	0	0
ENTERPRISEPREMIUM	c7df2760-2c81-4ef7-b578-5b5392b571df	600af78a-13c7-479e-96b9-14955c346e64_c7df2760-2c81-4ef7-b578-5b5392b571df	User	Enabled	25	23	0	0
ENTERPRISEPREMIUM	c7df2760-2c81-4ef7-b578-5b5392b571df	600af78a-13c7-479e-96b9-14955c346e64_c7df2760-2c81-4ef7-b578-5b5392b571df	User	Enabled	25	23	0	0
ENTERPRISEPREMIUM	c7df2760-2c81-4ef7-b578-5b5392b571df	600af78a-13c7-479e-96b9-14955c346e64_c7df2760-2c81-4ef7-b578-5b5392b571df	User	Enabled	25	23	0	0
ENTERPRISEPREMIUM	c7df2760-2c81-4ef7-b578-5b5392b571df	600af78a-13c7-479e-96b9-14955c346e64_c7df2760-2c81-4ef7-b578-5b5392b571df	User	Enabled	25	23	0	0
ENTERPRISEPREMIUM	c7df2760-2c81-4ef7-b578-5b5392b571df	600af78a-13c7-479e-96b9-14955c346e64_c7df2760-2c81-4ef7-b578-5b5392b571df	User	Enabled	25	23	0	0
ENTERPRISEPREMIUM	c7df2760-2c81-4ef7-b578-5b5392b571df	600af78a-13c7-479e-96b9-14955c346e64_c7df2760-2c81-4ef7-b578-5b5392b571df	User	Enabled	25	23	0	0
ENTERPRISEPREMIUM	c7df2760-2c81-4ef7-b578-5b5392b571df	600af78a-13c7-479e-96b9-14955c346e64_c7df2760-2c81-4ef7-b578-5b5392b571df	User	Enabled	25	23	0	0

Columns to be displayed on the grid can be selected from the dropdown. By default, all columns are displayed.

				<-- Select columns -->		Data Collection Time: 01-Oct-15 2:17:59 PM
Account name	Account id	Account name	Account id	Locked out units	Service name	Service type
vyapindemo5	vyapindemo5:ENTERPRISEPACK	<input checked="" type="checkbox"/>	Account name	0	EXCHANGE_S_ENTERPRISE	Exchange
vyapindemo5	vyapindemo5:ENTERPRISEPACK	<input checked="" type="checkbox"/>	Account id	0	INTUNE_O365	SCO
vyapindemo5	vyapindemo5:ENTERPRISEPACK	<input checked="" type="checkbox"/>	Active units	0	MCOSTANDARD	MicrosoftCommunicationsOnline
vyapindemo5	vyapindemo5:ENTERPRISEPACK	<input checked="" type="checkbox"/>	Consumed units	0	OFFICESUBSCRIPTION	MicrosoftOffice
vyapindemo5	vyapindemo5:ENTERPRISEPACK	<input checked="" type="checkbox"/>	Locked out units	0	RMS_S_ENTERPRISE	RMSONline
vyapindemo5	vyapindemo5:ENTERPRISEPACK	<input checked="" type="checkbox"/>	Service name	0	SHAREPOINTENTERPRISE	SharePoint
vyapindemo5	vyapindemo5:ENTERPRISEPACK	<input checked="" type="checkbox"/>	Service type	0	SHAREPOINTWAC	SharePoint
vyapindemo5	vyapindemo5:ENTERPRISEPACK	<input checked="" type="checkbox"/>	Service status	0	YAMMER_ENTERPRISE	YammerEnterprise
vyapindemo5	vyapindemo5:ENTERPRISEPACK	<input checked="" type="checkbox"/>	Part number			
vyapindemo5	vyapindemo5:ENTERPRISEPACK	<input checked="" type="checkbox"/>	Suspended units			
vyapindemo5	vyapindemo5:ENTERPRISEPACK	<input checked="" type="checkbox"/>	Warning units			

After selecting the desired column from the dropdown, click **Refresh** button.

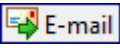
				<-- Select columns -->		Data Collection Time: 01-Oct-15 2:17:59 PM
Account name	Account id	Account name	Account id	Locked out units	Service name	Service type
vyapindemo5	vyapindemo5:ENTERPRISEPACK	<input checked="" type="checkbox"/>	Account name			
vyapindemo5	vyapindemo5:ENTERPRISEPACK	<input checked="" type="checkbox"/>	Account id			
vyapindemo5	vyapindemo5:ENTERPRISEPACK	<input type="checkbox"/>	Active units			
vyapindemo5	vyapindemo5:ENTERPRISEPACK	<input type="checkbox"/>	Consumed units			
vyapindemo5	vyapindemo5:ENTERPRISEPACK	<input type="checkbox"/>	Locked out units			
vyapindemo5	vyapindemo5:ENTERPRISEPACK	<input type="checkbox"/>	Service name			
vyapindemo5	vyapindemo5:ENTERPRISEPACK	<input type="checkbox"/>	Service type			
vyapindemo5	vyapindemo5:ENTERPRISEPACK	<input type="checkbox"/>	Service status			
vyapindemo5	vyapindemo5:ENTERPRISEPACK	<input type="checkbox"/>	Part number			
vyapindemo5	vyapindemo5:ENTERPRISEPACK	<input type="checkbox"/>	Suspended units			
vyapindemo5	vyapindemo5:ENTERPRISEPACK	<input type="checkbox"/>	Warning units			

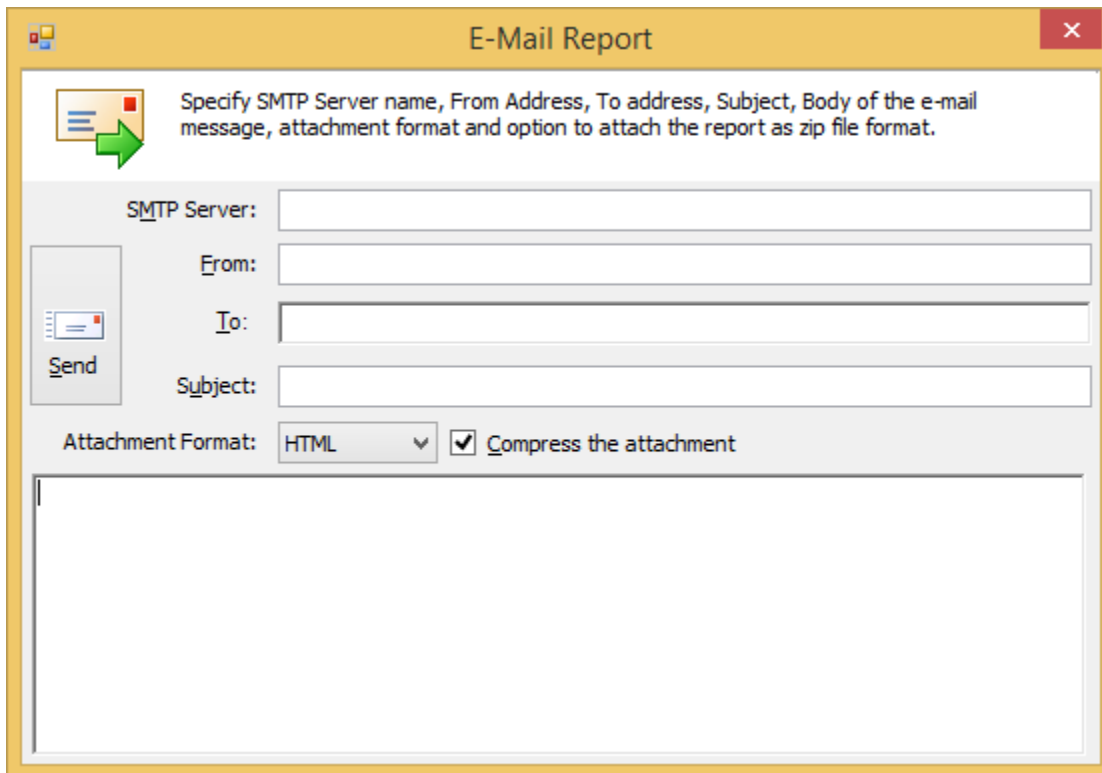
Follow the above mentioned steps to run the other **License Reports**.

## How to E-mail data?

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Vyapin Microsoft 365 Management Suite provides the option to e-mail reports generated using the **Built-in Reports** feature.

1. Click  in the toolbar to e-mail the report to e-mail recipients. The **E-mail Report** dialog will be displayed as shown below:



The image shows a dialog box titled "E-Mail Report" with a yellow header bar and a red close button. Inside the dialog, there is a text area for the email body. Below the text area, there are input fields for "SMTP Server:", "From:", "To:", and "Subject:". To the left of these fields is a "Send" button. Below the input fields, there is a section for "Attachment Format:" with a dropdown menu set to "HTML" and a checked checkbox labeled "Compress the attachment".

2. For e-mailing reports, Vyapin Microsoft 365 Management Suite requires **SMTP Server**, **From E-mail Address**, **To E-mail Addresses**, (recipients separated by semicolons) and the report **Attachment Format**.

Specify the **SMTP Server** name, **From** address, **To** address, **Subject** of the mail, the content of the mail, **Attachment Format** and option to compress the attachment.



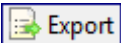
3. Click  to send the report by e-mail to the selected recipients.

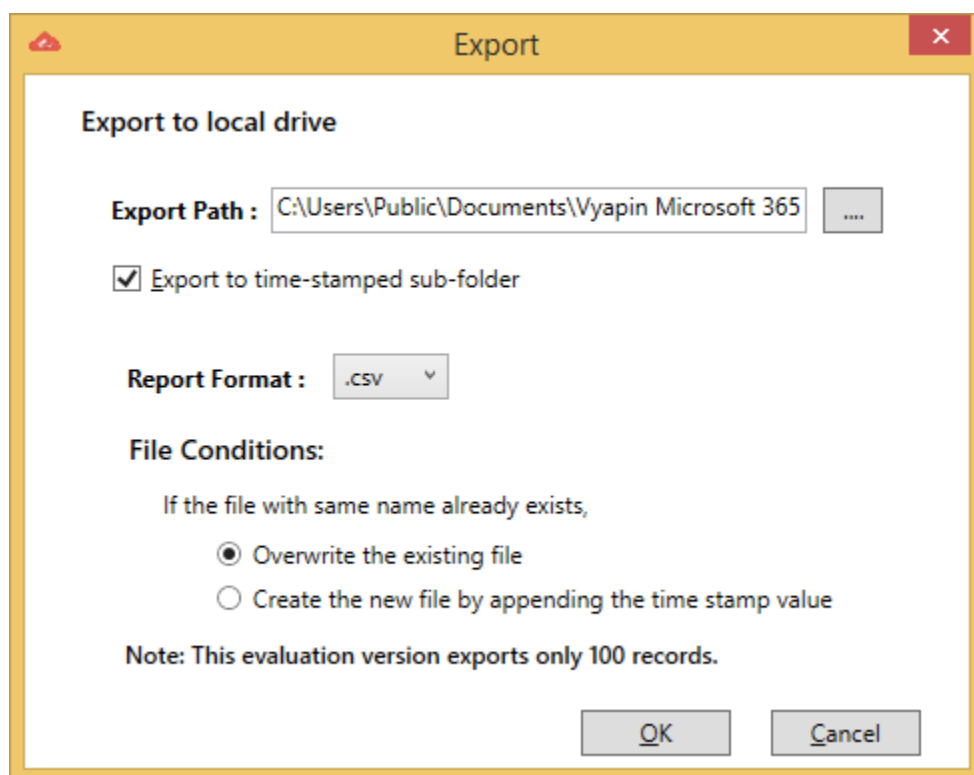


## How to Export data?

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The Export feature helps the user to export report data generated by Vyapin Microsoft 365 Management Suite to a file using various formats namely **HTML/CSV/XLSX**.

1. Click on  in the report window or select **Export** option under **File** menu to export report data to a file in the desired format.



2. Specify a **File Name** to export report data to or accept the default file name. Specify the **Export Path** and select a desired **File Format**. The **Export Path** refers to the destination location where the output file generated should be stored. It can be given using the **Browse** button.

By default, the report will be exported to a time-stamped sub-folder in the format **YYYY-MM-DD HH.MM.SS** under the specified **Export Path**. This will be useful to avoid overwriting of existing files, if any, in the specified **Export Path**.

In **CSV** file format, the information is stored as comma separated values. For each report, a CSV file will be generated. The name of the CSV file will be the name of the report.


In **HTML** and **XLSX** file formats, the information is stored in **.html** and **.xlsx** files respectively. For each report, a file corresponding to the selected file format will be generated. The name of the file will be the name of the report.



## How to refresh data?

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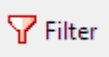
**Refresh** the current report data to view the latest information from the **Exchange Online**.

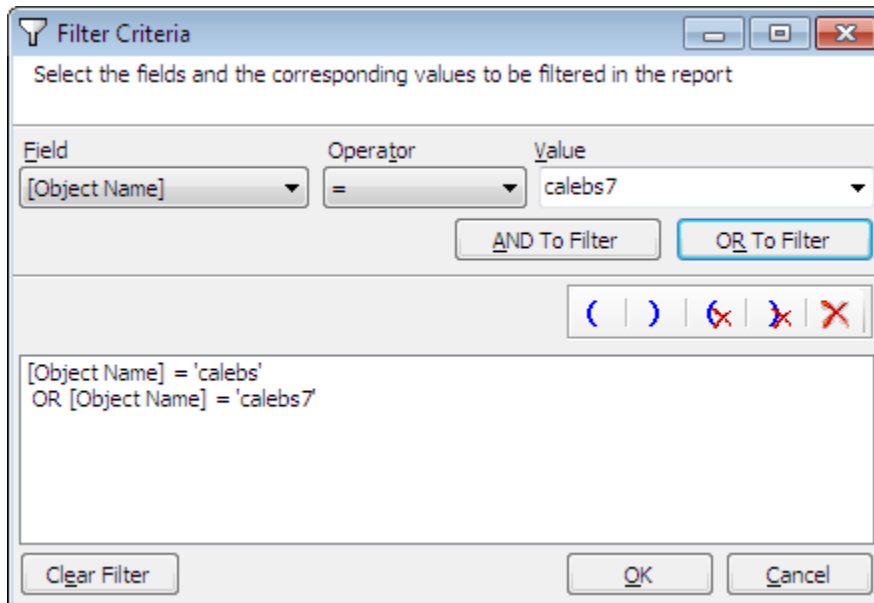
Click  **Refresh** in the toolbar available in the report window to refresh report data. The existing data will be cleared and latest data will be loaded in the report window.

## How to use Filter?

Vyapin Microsoft 365 Management Suite can filter the report data based on a **Filter** condition. The **Filter** criteria can be specified based on columns in the report to match certain values of the data.

You can apply a report filter condition by following the steps given below:






1. Click **Filter**  in the toolbar available in the report window to launch **Filter** window. Filter window will be displayed as shown below:
2. In the **Filter** window, select any column from the **Field** dropdown.
3. Select any operator from the **Operator** dropdown.
4. Select any value from the **Value** dropdown.
5. Click **Add To Filter** button to add condition to the filter list.
6. The **Add To Filter** will change to **AND To Filter**. The **OR To Filter** button will be enabled. The selected condition will be set as a filter and displayed (as shown below).



7. Use **AND To Filter** and **OR To Filter**, **parenthesis (,)** etc., to build an enhanced filter condition as shown in the above figure
8. Click **OK** to apply the given filter settings and generate the filtered report output.
9. Click **Cancel** to abort the filter action.
10. The various operators available in Vyapin Microsoft 365 Management Suite are given below:

Operator	Applicable Data Types	Description	Example
=	String, Numeric, Boolean, Date	Value of column name matching exactly with the specified value data	[Display Name] = 'Administrator'
<>	String, Numeric, Boolean, Date	Value of column name not matching exactly with the specified value data	[Display Name] <> 'Administrator'
>	Numeric, Date	Value of column name greater than the specified value data	[Incoming message size (KB)] > 1024
>=	Numeric, Date	Value of column name greater than or equal to the specified value data	[Outgoing message size (KB)] >= 1024
<	Numeric, Date	Value of column name lesser than the specified value data	[Issue warning at (KB)] < 5000
<=	Numeric, Date	Value of column name lesser than or equal to the specified value data	[Prohibit send at (KB)] <= 3000
starts with	String	Value of column name starts with the specified value data	[Member of] starts with 'Admin'
ends with	String	Value of column name ends with the specified value data	[Member of] ends with 'Admins'
does not start with	String	Value of column name does not start with the specified value data	[Member of] does not start with 'Domain'
does not end with	String	Value of column name does not end with the specified value data	[Member of] does not end with 'Admins'
contains	String	Value of column name contains specified value data	[Member of] contains 'A'
does not contains	String	Value of column name does not contain specified value data	[Member of] does not contains 'A'
Is Null	String, Numeric, Boolean, Date	Value of column name does not contain specified value data	[Alias Name] Is Null
Is Not Null	String, Numeric, Boolean, Date	Value of column name is not null	[Alias Name] Is Not Null

The various operations that can be performed in the Filter window are given below:

Operation	Description
Add to Filter	Click ADD To Filter button to add a condition to filter list, if the filter list is empty.
AND to Filter	Click AND To Filter button to add a condition with logical AND operator to filter list.
OR to Filter	Click OR To Filter button to add a condition with logical OR operator to filter list.
Insert '('	Select any condition in the filter list and Click to insert an open parenthesis at the start of the condition.
Insert ')'	Select any condition in the filter list and Click  to insert a close parenthesis at the end of the condition.
Delete '('	Select any condition in the filter list and Click  to delete an existing open parenthesis in the selected condition.
Delete ')'	Select any condition in the filter list and Click  to delete an existing close parenthesis in the selected condition.
Delete Condition	Select any condition in the filter list and Click  to delete the selected condition.
Delete All	Click  to delete all the conditions in the filter list.

## Mail Analytics

### How to generate Mail Traffic Report?

Perform the following steps to generate Mail Traffic Report:

Select Exchange Online Reports from the available vertical tabs. Then from left side of the application, select Mail Traffic Report under Mail Analytics.

For demonstration purpose, "Inbound Mails" report has been chosen.

On selecting "Inbound Mails" Report, a pop - up window is displayed as shown below:

Mail Analytics

Recipient Mailboxes

Select the recipient mailboxes to fetch mail items

Data collected on: 01/09/2017 10:49:20 AM

Refresh now:

Find:

All Mailboxes

Mailboxes

Shared Mailboxes

Public Folders

Display Name	Email Address
<input type="checkbox"/> Allan Deyoung	AllanD@MOD799074.onmicrosoft.com
<input type="checkbox"/> Ben Walters	BenW@MOD799074.onmicrosoft.com
<input type="checkbox"/> Brian Johnson (TAILSPIN)	BrianJ@MOD799074.onmicrosoft.com
<input type="checkbox"/> Christie Cline	ChristieC@MOD799074.onmicrosoft.com
<input type="checkbox"/> Conf Room Adams	Adams@MOD799074.onmicrosoft.com
<input type="checkbox"/> Conf Room Baker	Baker@MOD799074.onmicrosoft.com
<input type="checkbox"/> Conf Room Crystal	Crystal@MOD799074.onmicrosoft.com
<input type="checkbox"/> Conf Room Hood	Hood@MOD799074.onmicrosoft.com
<input type="checkbox"/> Conf Room Rainier	Rainier@MOD799074.onmicrosoft.com
<input type="checkbox"/> Conf Room Stevens	Stevens@MOD799074.onmicrosoft.com
<input type="checkbox"/> Debra Berger	DebraB@MOD799074.onmicrosoft.com
<input type="checkbox"/> Diego Siciliani	DiegoS@MOD799074.onmicrosoft.com
<input type="checkbox"/> DiscoverySearchMailbox{D!	DiscoverySearchMailbox{D919BA05-46A6-
<input type="checkbox"/> Doc Santos	DocS@MOD799074.onmicrosoft.com

☐ Select All
☐ Include custom folders
☐ Include sub-folders

35 mailbox(es) found.

Back

Next

Cancel

Select the desired mailbox and Click on Next button.

Mail Analytics

Recipient Mailboxes

Select the recipient mailboxes to fetch mail items

Data collected on: 01/09/2017 10:49:20 AM

Refresh now:

Find:

All Mailboxes

Mailboxes

Shared Mailboxes

Public Folders

Display Name	Email Address
<input type="checkbox"/> Lee Gu	LeeG@MOD799074.onmicrosoft.com
<input type="checkbox"/> Lidia Holloway	LidiaH@MOD799074.onmicrosoft.com
<input type="checkbox"/> Lynne Robbins	LynneR@MOD799074.onmicrosoft.com
<input checked="" type="checkbox"/> Megan Bowen	MeganB@MOD799074.onmicrosoft.com
<input checked="" type="checkbox"/> Miriam Graham	MiriamG@MOD799074.onmicrosoft.com
<input type="checkbox"/> MOD Administrator	admin@MOD799074.onmicrosoft.com
<input type="checkbox"/> Nate Diaz	NateD@MOD799074.onmicrosoft.com
<input type="checkbox"/> Nestor Wilke	NestorW@MOD799074.onmicrosoft.com
<input type="checkbox"/> Patti Fernandez	PattiF@MOD799074.onmicrosoft.com
<input type="checkbox"/> Pradeep Gupta	PradeepG@MOD799074.onmicrosoft.com
<input type="checkbox"/> SurfaceHub	SurfaceHub@MOD799074.onmicrosoft.com
<input type="checkbox"/> Test Shared	TestS@MOD799074.onmicrosoft.com
<input type="checkbox"/> tony stark	tonys@MOD799074.onmicrosoft.com

☐ Select All
☐ Include custom folders
☐ Include sub-folders

2 selected of 35.

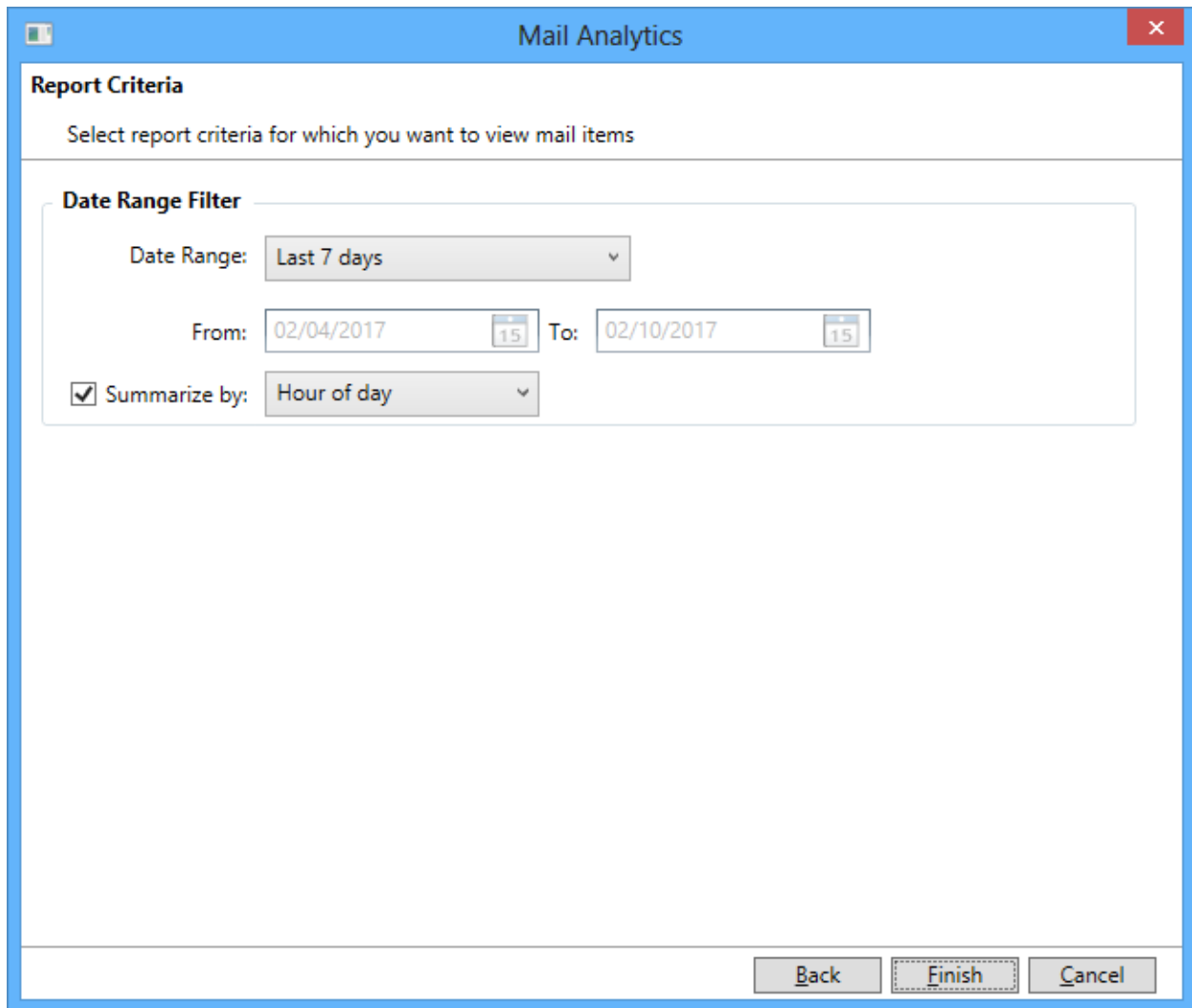
Back

Next

Cancel

Select the desired date range option and Click on Finish button.





The image shows a software window titled "Mail Analytics" with a blue header bar and a red close button in the top right corner. Below the header, the window has a title "Report Criteria" and a subtitle "Select report criteria for which you want to view mail items". The main content area is titled "Date Range Filter" and contains three input fields: "Date Range:" with a dropdown menu showing "Last 7 days", "From:" with a date field showing "02/04/2017" and a calendar icon, and "To:" with a date field showing "02/10/2017" and a calendar icon. Below these fields is a checkbox labeled "Summarize by:" which is checked, followed by a dropdown menu showing "Hour of day". At the bottom right of the window, there are three buttons: "Back", "Finish" (which is highlighted with a dashed border), and "Cancel".

**Mail Analytics**

**Report Criteria**

Select report criteria for which you want to view mail items

**Date Range Filter**

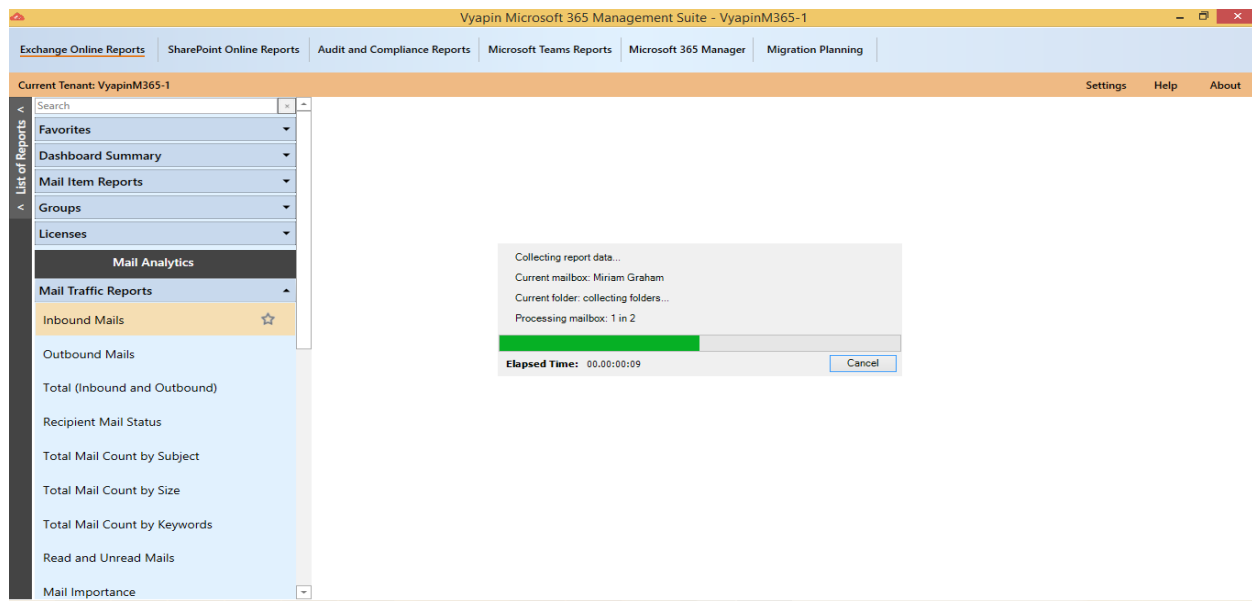
Date Range: Last 7 days

From: 02/04/2017 To: 02/10/2017

☒ Summarize by: Hour of day

Back Finish Cancel

During data collection, the window is displayed as shown below.



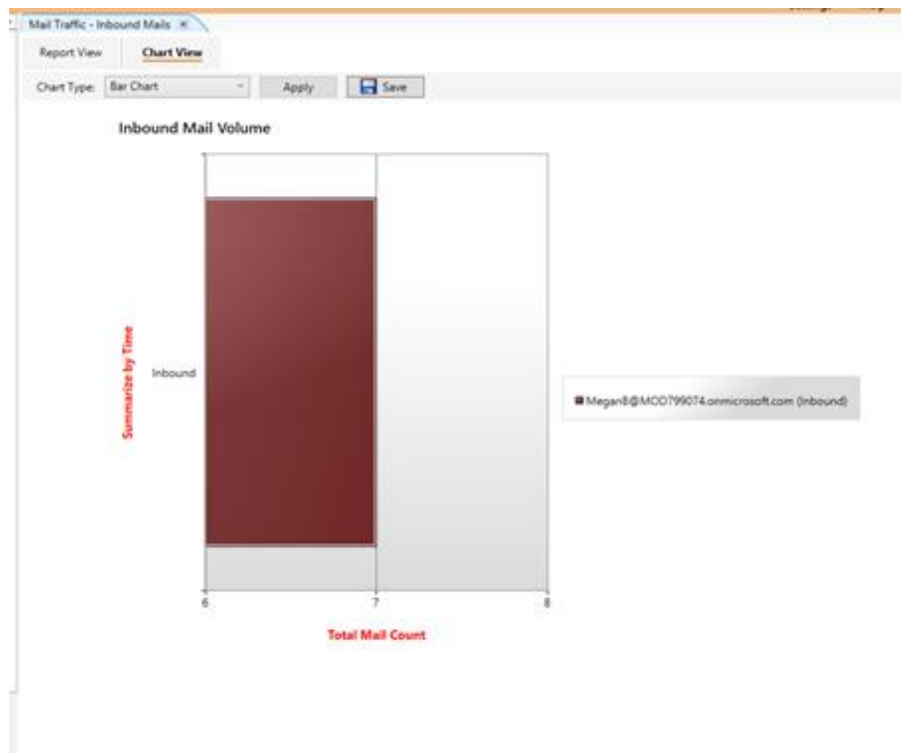
Once the data collection process is complete, the report data will be displayed in a report window as shown below:

The screenshot shows the 'Vyapin Microsoft 365 Management Suite - VyapinM365-1' window with the 'Mail Traffic - Inbound Mails' report displayed. The report is in 'Report View' mode. The 'Show:' dropdown is set to 'Summary'. The 'Selected Date' is 'Last 7 days (10/26/2021 to 11/01/2021)'. The report table has the following data:

Mailbox Name	Email Address	Type	Total Mail Count
Megan Bowen	MeganB@M365x795267.OnMicrosoft.com	Inbound	7

You can use Summarize by Time option (Hour of day, Day of week, Day, Week) to view report as different time interval.

Click on Chart View to view the report as a chart view.



Follow the above mentioned steps to run the other reports of Mail Traffic Reports.

## How to generate Message log traffic statistics reports?

Before you run a report in Message log traffic statistics, you have to configure the data collector to collect traffic data from message logs at specified intervals. Initially the data collector will collect data for the last 15 days. During every subsequent run, the data collector will collect data from last run time to current time. The data collector window will appear as shown below,

The screenshot shows a 'Data Collector' window. The title bar says 'Data Collector'. Inside, there's a section titled 'Collector Settings:' with the instruction 'Specify suitable schedule settings using which the data collection should run.' Below this, there are two radio buttons: 'Run the Data Collection now' (unselected) and 'Schedule the Data Collection' (selected). Under the selected option, there's a 'Schedule:' dropdown set to 'Daily' and a 'Start Time:' field set to '08:00 AM'. Below these, there's a field 'Every 1 day(s)' with a small up/down arrow. At the bottom right, there are 'OK' and 'Cancel' buttons.

Once the data collection is complete, select Message log traffic statistics reports under Mail Analytics. For demonstration purpose, "Inbound Mails" report has been chosen.

On selecting "Inbound Mails" Report, a pop - up window is displayed as shown below:

The dialog box is titled "User Selection Picker" and contains the following elements:


- Recipient Mailboxes**: A section header with the instruction "Select the recipient mailboxes to fetch mail items".
- Data collected on:** 02-07-2018 13:48:20
- Refresh now:** A circular arrow icon.
- Find:** A search input field with a magnifying glass icon.
- Mailboxes**: A sidebar with two categories: "Shared Mailboxes" and "Distribution Groups".
- Table**: A table with two columns: "Display Name" and "Email Address". It lists 15 mailboxes, each with a checkbox for selection.
- Select All**: A checkbox at the bottom of the table.
- Status**: "0 selected of 31."
- Buttons**: "Back", "Next", and "Cancel" buttons at the bottom right.

	Display Name	Email Address
<input checked="" type="checkbox"/>	Adele Vance	AdeleV@M365x793246.OnMicrosoft.com
<input type="checkbox"/>	Administrator MOD	admin@M365x793246.OnMicrosoft.com
<input type="checkbox"/>	Alex Wilber	AlexW@M365x793246.OnMicrosoft.com
<input type="checkbox"/>	Allan Deyoung	AllanD@M365x793246.OnMicrosoft.com
<input type="checkbox"/>	Brian Johnson (TAILSPIN)	BrianJ@M365x793246.onmicrosoft.com
<input type="checkbox"/>	Christie Cline	ChristieC@M365x793246.OnMicrosoft.com
<input type="checkbox"/>	Conf Room Adams	Adams@M365x793246.onmicrosoft.com
<input type="checkbox"/>	Conf Room Baker	Baker@M365x793246.onmicrosoft.com
<input type="checkbox"/>	Conf Room Crystal	Crystal@M365x793246.onmicrosoft.com
<input type="checkbox"/>	Conf Room Hood	Hood@M365x793246.onmicrosoft.com
<input type="checkbox"/>	Conf Room Rainier	Rainier@M365x793246.onmicrosoft.com
<input type="checkbox"/>	Conf Room Stevens	Stevens@M365x793246.onmicrosoft.com
<input type="checkbox"/>	Debra Berger	DebraB@M365x793246.OnMicrosoft.com
<input type="checkbox"/>	Diego Siciliani	DiegoS@M365x793246.OnMicrosoft.com

Select the desired mailbox / shared mailbox / distribution group and Click on Next button.

**User Selection Picker**

**Recipient Mailboxes**  
Select the recipient mailboxes to fetch mail items

Data collected on: 02-07-2018 13:48:20      Refresh now:       Find:

Mailboxes	Display Name	Email Address
<input checked="" type="checkbox"/>	Adele Vance	AdeleV@M365x793246.OnMicrosoft.com
<input type="checkbox"/>	Administrator MOD	admin@M365x793246.OnMicrosoft.com
<input checked="" type="checkbox"/>	Alex Wilber	AlexW@M365x793246.OnMicrosoft.com
<input checked="" type="checkbox"/>	Allan Deyoung	AllanD@M365x793246.OnMicrosoft.com
<input type="checkbox"/>	Brian Johnson (TAILSPIN)	BrianJ@M365x793246.onmicrosoft.com
<input type="checkbox"/>	Christie Cline	ChristieC@M365x793246.OnMicrosoft.com
<input type="checkbox"/>	Conf Room Adams	Adams@M365x793246.onmicrosoft.com
<input type="checkbox"/>	Conf Room Baker	Baker@M365x793246.onmicrosoft.com
<input type="checkbox"/>	Conf Room Crystal	Crystal@M365x793246.onmicrosoft.com
<input type="checkbox"/>	Conf Room Hood	Hood@M365x793246.onmicrosoft.com
<input type="checkbox"/>	Conf Room Rainier	Rainier@M365x793246.onmicrosoft.com
<input type="checkbox"/>	Conf Room Stevens	Stevens@M365x793246.onmicrosoft.com
<input type="checkbox"/>	Debra Berger	DebraB@M365x793246.OnMicrosoft.com
<input type="checkbox"/>	Diego Siciliani	DiegoS@M365x793246.OnMicrosoft.com
<input type="checkbox"/> Select All		

3 selected of 31.

Select the desired date range option and Click on Finish button.

**User Selection Picker**

**Report Criteria**  
Select report criteria for which you want to view mail items

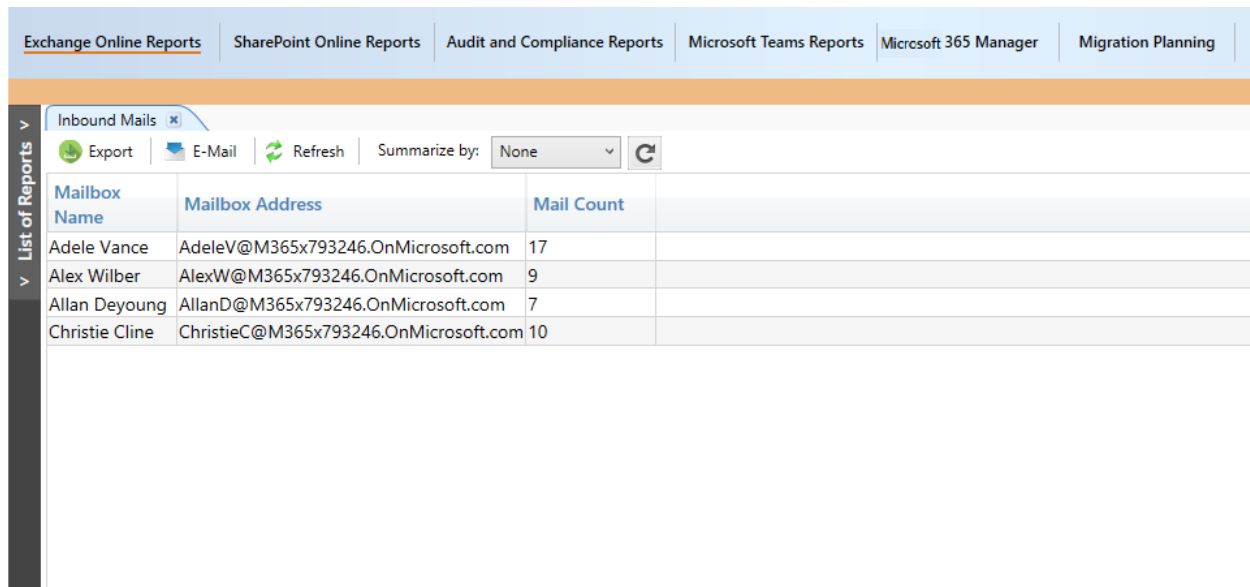
**Date Range Filter**

Date Range:

From:  To:

☒ Summarize by:

Once the data collection process is complete, the report data will be displayed in a report window as shown below:



The screenshot shows the 'Exchange Online Reports' tab selected in a top navigation bar. Below the navigation bar, there's a sidebar on the left with 'List of Reports' expanded. The main content area displays a table titled 'Inbound Mails'. Above the table, there are buttons for 'Export', 'E-Mail', 'Refresh', and a 'Summarize by' dropdown menu set to 'None'. The table has three columns: 'Mailbox Name', 'Mailbox Address', and 'Mail Count'. It lists four mailboxes: Adele Vance (17), Alex Wilber (9), Allan Deyoung (7), and Christie Cline (10).

Mailbox Name	Mailbox Address	Mail Count
Adele Vance	AdeleV@M365x793246.OnMicrosoft.com	17
Alex Wilber	AlexW@M365x793246.OnMicrosoft.com	9
Allan Deyoung	AllanD@M365x793246.OnMicrosoft.com	7
Christie Cline	ChristieC@M365x793246.OnMicrosoft.com	10

You can use Summarize by Time option (Hour of day, Day of week, Day, Week) to view report as different time interval.

## How to generate Response Time report?

The Response Time Reports are very useful to analyze the time taken by each Mailbox / user from a Distribution group / user who has permissions to a Shared Mailbox to respond to a mail received. It also helps you to view the list of mails which are responded yet and other useful information. Perform the following steps to generate a Conversation Report:

Perform the following steps to generate a Response Time Report:

Select Exchange Online Reports from the available vertical tabs. Then from left pane of application, select Response Time Reports.

On the selection of "Response Time Summary Report for Mailbox" from the list of available reports, a dialog is displayed as shown below:

**User Picker**
✕

**Conversation Settings**

Select a mailbox to process the response time of the mailbox user

Data Collected on: 31-12-2018 11:57:58
Refresh now: 
Find:

	Display Name	Email Address
<input type="checkbox"/>	Alex Wilber	AlexW@M365x154503.OnMicrosoft.com
<input type="checkbox"/>	Allan Deyoung	AllanD@M365x154503.OnMicrosoft.com
<input type="checkbox"/>	Brian Johnson (TAILSPIN)	BrianJ@M365x154503.onmicrosoft.com
<input type="checkbox"/>	Christie Cline	ChristieC@M365x154503.OnMicrosoft.com
<input type="checkbox"/>	Conf Room Adams	Adams@M365x154503.onmicrosoft.com
<input type="checkbox"/>	Conf Room Baker	Baker@M365x154503.onmicrosoft.com
<input type="checkbox"/>	Conf Room Crystal	Crystal@M365x154503.onmicrosoft.com
<input type="checkbox"/>	Conf Room Hood	Hood@M365x154503.onmicrosoft.com
<input type="checkbox"/>	Conf Room Rainier	Rainier@M365x154503.onmicrosoft.com
<input type="checkbox"/>	Conf Room Stevens	Stevens@M365x154503.onmicrosoft.com
<input type="checkbox"/>	Debra Berger	DebraB@M365x154503.OnMicrosoft.com
<input type="checkbox"/>	Diego Siciliani	DiegoS@M365x154503.OnMicrosoft.com
<input type="checkbox"/>	Emily Braun	EmilyB@M365x154503.OnMicrosoft.com

☐ Select All
☐ Include Subfolders

For Time Period: Yesterday ▼
From: 30-12-2018 15
To: 30-12-2018 15

Response Time Limit: 5 minutes ▼

31 mailbox(es) found.
OK
Cancel

On selecting the desired Mailbox / Distribution Group / Shared Mailbox and other required field like Response Time limit, the resultant data are displayed in a window as shown below:

Summary View		Detailed View							
Export  E-Mail  Refresh									
Mailbox Name	Email Address	Number of Mails Received	Number of Mails with Responses	Total Number of Mails without Responses	Number of Automatic Replies	Actual Mails without Responses	Number of Mails within the Response Time limit	Number of Mails exceeding the Response Time limit	
Adele Vance	AdeleV@M365x545031.OnMicrosoft.com	2	0	2	0	2	0	0	
Alex Wilber	AlexW@M365x545031.OnMicrosoft.com	4	0	4	2	2	0	0	
Lidia Holloway	LidiaH@M365x545031.OnMicrosoft.com	12	1	11	0	11	0	1	

When you click on the "Detailed View" in the window, detailed information on each column shown in the "Summary View" will be displayed. Some of the views can be seen below,

Summary View	Detailed View						
Export	E-Mail	Refresh	Filter by : Mails with Responses				
User Mailbox Name	User Email Address	Received Mail From Address	Received Mail To Address	Received Mail CC	Received Mail Subject	Received Mail ReceivedTime	Sent Mail From Address
Lidia Holloway	LidiaH@M365x545031.OnMicrosoft.com	PradeepG@M365x545031.OnMicrosoft.com	Traders@M365x545031.onmicrosoft.com		Test distribution	17-05-2018 10:34:55 AM	LidiaH@M365x545031.OnMicrosoft.com

Summary View		Detailed View										
Export		E-Mail		Refresh		Filter by : Responses Exceeding Response Time Limit						
User Mailbox Name	User Email Address	Received Mail From Address	Received Mail To Address	Received Mail CC	Received Mail Subject	Received Mail ReceivedTime	Sent Mail From Address	Sent Mail To Address	Sent Mail CC	Sent Mail Subject	Sent Mail Time	Response Mail Time Duration
Lidia Holloway	LidiaH@M365x545031.OnMicrosoft.com	PradeepG@M365x545031.OnMicrosoft.com	Traders@M365x545031.onmicrosoft.com		Test distribution	17-05-2018 10:34:55 AM	LidiaH@M365x545031.OnMicrosoft.com	PradeepG@M365x545031.OnMicrosoft.com		Re: Test distribution	17-05-2018 10:42:47 AM	7 Minutes

## How to generate Mailbox Report?

Perform the following steps to generate Mailbox Report:

Select Exchange Online Reports from the available vertical tabs. Then from left side of the application, select Mailbox Report.

For demonstration purpose "Mailbox General Information and Address Details" report has been chosen.



On selecting "Mailbox General Information and Address Details" Report, a pop - up window is displayed as shown below:



**User Picker**

**Select users:**

Select users. You may query and select users based on their roles, groups, devices and attributes.

Refresh now:  Find... 

All Users  
Users who have Admin Roles  
Users based on Groups  
Mobile Device Access  
Users based on Attributes

Display Name	Email Address
--------------	---------------

☐ Select All ☐ Use this selection for all the reports in this session



**OK** **Cancel**

0 user(s) found.

**User Picker**

**Select users:**

Select users. You may query and select users based on their roles, groups, devices and attributes.

Data collected on: 06/07/2016 5:46:25 PM Refresh now:  Find... 

All Users  
Users who have Admin Roles  
Users based on Groups  
Mobile Device Access  
Users based on Attributes

Display Name	Email Address
<input type="checkbox"/> Alex Darrow	AlexD@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Allie Bellew	AllieB@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Anne Wallace	AnneW@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Aziz Hassouneh	AzizH@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Belinda Newman	BelindaN@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Bonnie Kearney	BonnieK@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Brian Johnson (TAILSPIN)	BrianJ@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Adams	Adams@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Baker	Baker@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Crystal	Crystal@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Hood	Hood@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Rainier	Rainier@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Stevens	Stevens@vyapindemo8.onmicrosoft.com

☐ Select All ☐ Use this selection for all the reports in this session

**OK** **Cancel**

0 user(s) selected. 32 user(s) found.

Select the desired mailbox and Click **OK...** button to display the respective mailbox details.

User Picker

Select users:

Select users. You may query and select users based on their roles, groups, devices and attributes.

Data collected on: 06/07/2016 5:46:25 PM

Refresh now:

Find...

All Users

Users who have Admin Roles

Users based on Groups

Mobile Device Access

Users based on Attributes

Display Name	Email Address
<input checked="" type="checkbox"/> Alex Darrow	AlexD@vyapindemo8.onmicrosoft.com
<input checked="" type="checkbox"/> Allie Bellew	AllieB@vyapindemo8.onmicrosoft.com
<input checked="" type="checkbox"/> Anne Wallace	AnneW@vyapindemo8.onmicrosoft.com
<input checked="" type="checkbox"/> Aziz Hassouneh	AzizH@vyapindemo8.onmicrosoft.com
<input checked="" type="checkbox"/> Belinda Newman	BelindaN@vyapindemo8.onmicrosoft.com
<input checked="" type="checkbox"/> Bonnie Kearney	BonnieK@vyapindemo8.onmicrosoft.com
<input checked="" type="checkbox"/> Brian Johnson (TAILSPIN)	BrianJ@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Adams	Adams@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Baker	Baker@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Crystal	Crystal@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Hood	Hood@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Rainier	Rainier@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Stevens	Stevens@vyapindemo8.onmicrosoft.com

☐ Select All
☐ Use this selection for all the reports in this session

OK

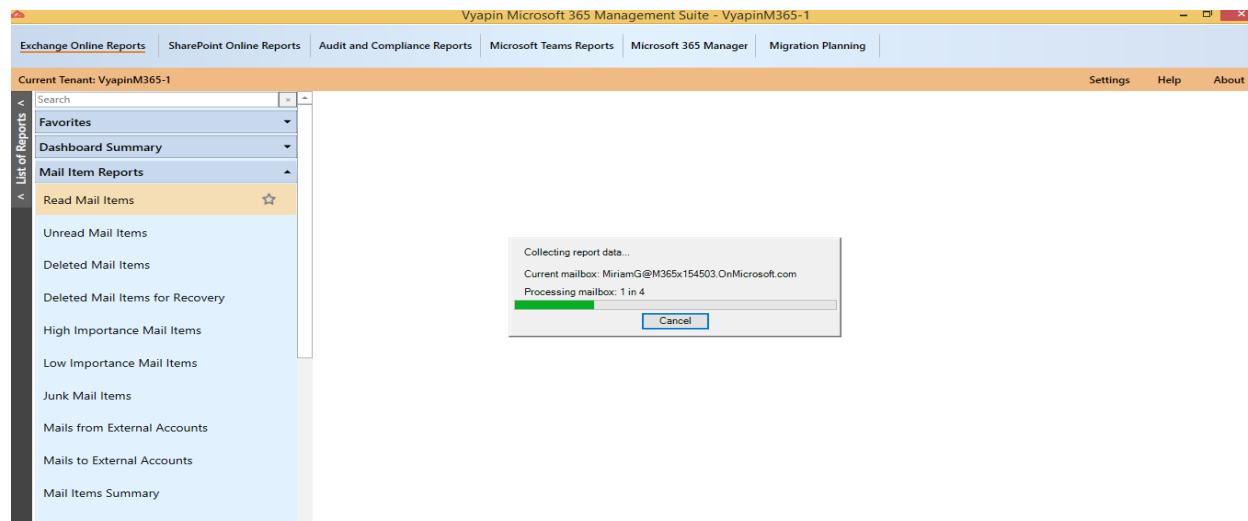
Cancel

7 user(s) selected.

32 user(s) found.

128

During data collection, the window is displayed as shown below:








Once the data collection process is complete, the report data will be displayed in a report window as shown below:

Object Name	Display Name	First Name	Last Name	Initials	Office	Manager	Assistant Name	Department
FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/MeganB	Megan Bowen	Megan	Bowen		12/1110	FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/MiriamG		Market
FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/LynneR	Lynne Robbins	Lynne	Robbins		20/1104	FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/MiriamG		Retail
FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/LidiaH	Lidia Holloway	Lidia	Holloway		20/2107	FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/LeeG		Engine
FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/MiriamG	Miriam Graham	Miriam	Graham		131/2103	FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/PattiF		Sales &

Number of columns to be displayed on the grid can be selected from the dropdown. By default, all columns are displayed.

Object Name	Display Name	First Name	Last Name	Initials	Office	Manager	Department
admin	admin admin						
AllieB	Allie Bellew				18/2107	TonyK	Finance
AnneW	Anne Wallace				15/1102	TonyK	Executive Management
AzizH	Aziz Hassouneh				98/2202	TonyK	Finance
BelindaN	Belinda Newman				20/1109	JulianI	Legal
BonnieK	Bonnie Kearney				131/2105	AnneW	Sales & Marketing
Brian Johnson (TAILSPIN)	Brian Johnson (TAILSPIN)						

After selecting the desired column from the dropdown, press **Refresh** button to display.

 Export	 Filter	 E-mail	 Refresh	<-- Select columns --> 	Data Collection Time: 30-Sep-15 11:13:44 AM
Object Name	Display Name	First Name			
admin	admin admin	admin			
AllieB	Allie Bellew	Allie			
AnneW	Anne Wallace	Anne			
AzizH	Aziz Hassouneh	Aziz			
BelindaN	Belinda Newman	Belinda			
BonnieK	Bonnie Kearney	Bonnie			
Brian Johnson (TAILSPIN)	Brian Johnson (TAILSPIN)	Brian			

## How to generate Mail Size Report?

Perform the following steps to generate Mail Size Report:

Select Exchange Online Reports from the available vertical tabs. Then from left side of the application, select Mail Size Report under Mail Analytics.

For demonstration purpose, "Mail Size by Subject" report has been chosen.

On selecting "Mail Size by Subject" Report, a pop - up window is displayed as shown below:

Mail Analytics

Recipient Mailboxes

Select the recipient mailboxes to fetch mail items

Data collected on: 01/09/2017 10:49:20 AM

Refresh now:

Find:

All Mailboxes

Mailboxes

Shared Mailboxes

Public Folders

Display Name	Email Address
<input type="checkbox"/> Allan Deyoung	AllanD@MOD799074.onmicrosoft.com
<input type="checkbox"/> Ben Walters	BenW@MOD799074.onmicrosoft.com
<input type="checkbox"/> Brian Johnson (TAILSPIN)	BrianJ@MOD799074.onmicrosoft.com
<input type="checkbox"/> Christie Cline	ChristieC@MOD799074.onmicrosoft.com
<input type="checkbox"/> Conf Room Adams	Adams@MOD799074.onmicrosoft.com
<input type="checkbox"/> Conf Room Baker	Baker@MOD799074.onmicrosoft.com
<input type="checkbox"/> Conf Room Crystal	Crystal@MOD799074.onmicrosoft.com
<input type="checkbox"/> Conf Room Hood	Hood@MOD799074.onmicrosoft.com
<input type="checkbox"/> Conf Room Rainier	Rainier@MOD799074.onmicrosoft.com
<input type="checkbox"/> Conf Room Stevens	Stevens@MOD799074.onmicrosoft.com
<input type="checkbox"/> Debra Berger	DebraB@MOD799074.onmicrosoft.com
<input type="checkbox"/> Diego Siciliani	DiegoS@MOD799074.onmicrosoft.com
<input type="checkbox"/> DiscoverySearchMailbox{D!	DiscoverySearchMailbox{D919BA05-46A6-
<input type="checkbox"/> Doc Santos	DocS@MOD799074.onmicrosoft.com

☐ Select All
☐ Include custom folders
☐ Include sub-folders

35 mailbox(es) found.

Back

Next

Cancel

Select the desired mailbox and Click on Next button.

Mail Analytics

Recipient Mailboxes

Select the recipient mailboxes to fetch mail items

Data collected on: 01/09/2017 10:49:20 AM
Refresh now:
Find:

All Mailboxes

Mailboxes

Shared Mailboxes

Public Folders

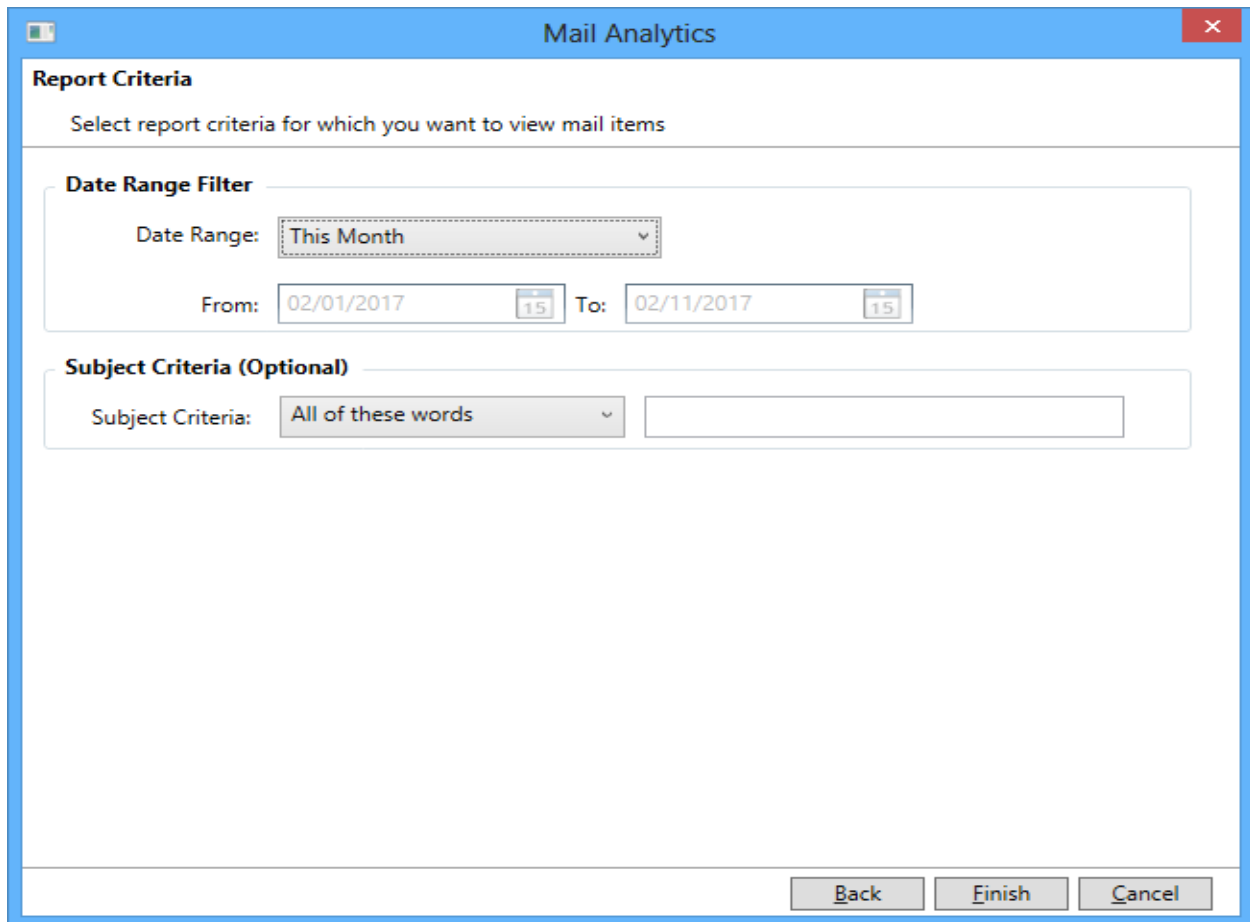
Display Name	Email Address
<input type="checkbox"/> Lee Gu	LeeG@MOD799074.onmicrosoft.com
<input type="checkbox"/> Lidia Holloway	LidiaH@MOD799074.onmicrosoft.com
<input type="checkbox"/> Lynne Robbins	LynneR@MOD799074.onmicrosoft.com
<input checked="" type="checkbox"/> Megan Bowen	MeganB@MOD799074.onmicrosoft.com
<input checked="" type="checkbox"/> Miriam Graham	MiriamG@MOD799074.onmicrosoft.com
<input type="checkbox"/> MOD Administrator	admin@MOD799074.onmicrosoft.com
<input type="checkbox"/> Nate Diaz	NateD@MOD799074.onmicrosoft.com
<input type="checkbox"/> Nestor Wilke	NestorW@MOD799074.onmicrosoft.com
<input type="checkbox"/> Patti Fernandez	PattiF@MOD799074.onmicrosoft.com
<input type="checkbox"/> Pradeep Gupta	PradeepG@MOD799074.onmicrosoft.com
<input type="checkbox"/> SurfaceHub	SurfaceHub@MOD799074.onmicrosoft.com
<input type="checkbox"/> Test Shared	TestS@MOD799074.onmicrosoft.com
<input type="checkbox"/> tony stark	tonys@MOD799074.onmicrosoft.com

☐ Select All
☐ Include custom folders
☐ Include sub-folders

2 selected of 35.

BackNextCancel

Select the desired date range option and Click on Finish button.



**Mail Analytics**

**Report Criteria**

Select report criteria for which you want to view mail items

**Date Range Filter**

Date Range: This Month

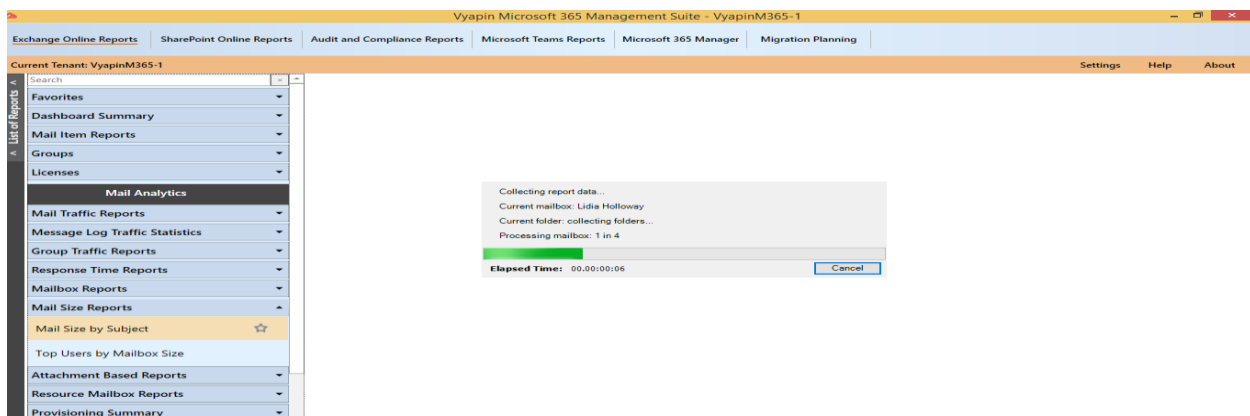
From: 02/01/2017 To: 02/11/2017

**Subject Criteria (Optional)**

Subject Criteria: All of these words

Back Finish Cancel

During data collection, the window is displayed as shown below.



Once the data collection process is complete, the report data will be displayed in a report window as shown below:

Mail Size by Subject									
Export		Filter	E-mail		Refresh	Selected Date: Last 7 days (12-25-2018 to 12-31-2018)			
Mailbox Name	Email Address	Folder Path	Folder Name	Type	Message Subject	Message Size (Bytes)	Message Size (KB)	Message Size (MB)	Message Size (GB)
Lidia Holloway	LidiaH@M365x154503.OnMicrosoft.com	\Inbox	Inbox	Inbound	Your Office 365 Trial has expired	1197754	1169.682	1.142	
Lidia Holloway	LidiaH@M365x154503.OnMicrosoft.com	\Inbox	Inbox	Inbound	Your weekly PIM digest for M365x154503.onmicrosoft.com	266440	260.195	0.254	
Lidia Holloway	LidiaH@M365x154503.OnMicrosoft.com	\Inbox	Inbox	Inbound	Your Azure AD Identity Protection Weekly Digest	177161	173.009	0.169	
Megan Bowen	MeganB@M365x154503.OnMicrosoft.com	\Inbox	Inbox	Inbound	Your Office 365 Trial has expired	1196602	1168.556	1.142	
Megan Bowen	MeganB@M365x154503.OnMicrosoft.com	\Inbox	Inbox	Inbound	Your weekly PIM digest for M365x154503.onmicrosoft.com	266234	259.994	0.254	
Megan Bowen	MeganB@M365x154503.OnMicrosoft.com	\Inbox	Inbox	Inbound	Your Azure AD Identity Protection Weekly Digest	176455	172.319	0.168	
Megan Bowen	MeganB@M365x154503.OnMicrosoft.com	\Sent Items	Sent Items	Outbound	Test send as	10883	10.628	0.01	

Follow the above mentioned steps to run the other reports of Mail Size Reports.

## How to generate Attachment Based Report?

Perform the following steps to generate Attachment Based Report:

Select Exchange Online Reports from the available vertical tabs. Then from left side of the application, select Attachment Based Report under Mail Analytics.

For demonstration purpose, "Mail Count by Attachments" report has been chosen.

On selecting "Mail Count by Attachments" Report, a pop - up window is displayed as shown below:



Mail Analytics

Recipient Mailboxes

Select the recipient mailboxes to fetch mail items

Data collected on: 01/09/2017 10:49:20 AM

Refresh now:

Find:

All Mailboxes

Mailboxes

Shared Mailboxes

Public Folders

Display Name	Email Address
<input type="checkbox"/> Allan Deyoung	AllanD@MOD799074.onmicrosoft.com
<input type="checkbox"/> Ben Walters	BenW@MOD799074.onmicrosoft.com
<input type="checkbox"/> Brian Johnson (TAILSPIN)	BrianJ@MOD799074.onmicrosoft.com
<input type="checkbox"/> Christie Cline	ChristieC@MOD799074.onmicrosoft.com
<input type="checkbox"/> Conf Room Adams	Adams@MOD799074.onmicrosoft.com
<input type="checkbox"/> Conf Room Baker	Baker@MOD799074.onmicrosoft.com
<input type="checkbox"/> Conf Room Crystal	Crystal@MOD799074.onmicrosoft.com
<input type="checkbox"/> Conf Room Hood	Hood@MOD799074.onmicrosoft.com
<input type="checkbox"/> Conf Room Rainier	Rainier@MOD799074.onmicrosoft.com
<input type="checkbox"/> Conf Room Stevens	Stevens@MOD799074.onmicrosoft.com
<input type="checkbox"/> Debra Berger	DebraB@MOD799074.onmicrosoft.com
<input type="checkbox"/> Diego Siciliani	DiegoS@MOD799074.onmicrosoft.com
<input type="checkbox"/> DiscoverySearchMailbox{D!	DiscoverySearchMailbox{D919BA05-46A6-
<input type="checkbox"/> Doc Santos	DocS@MOD799074.onmicrosoft.com

☐ Select All
☐ Include custom folders
☐ Include sub-folders

35 mailbox(es) found.

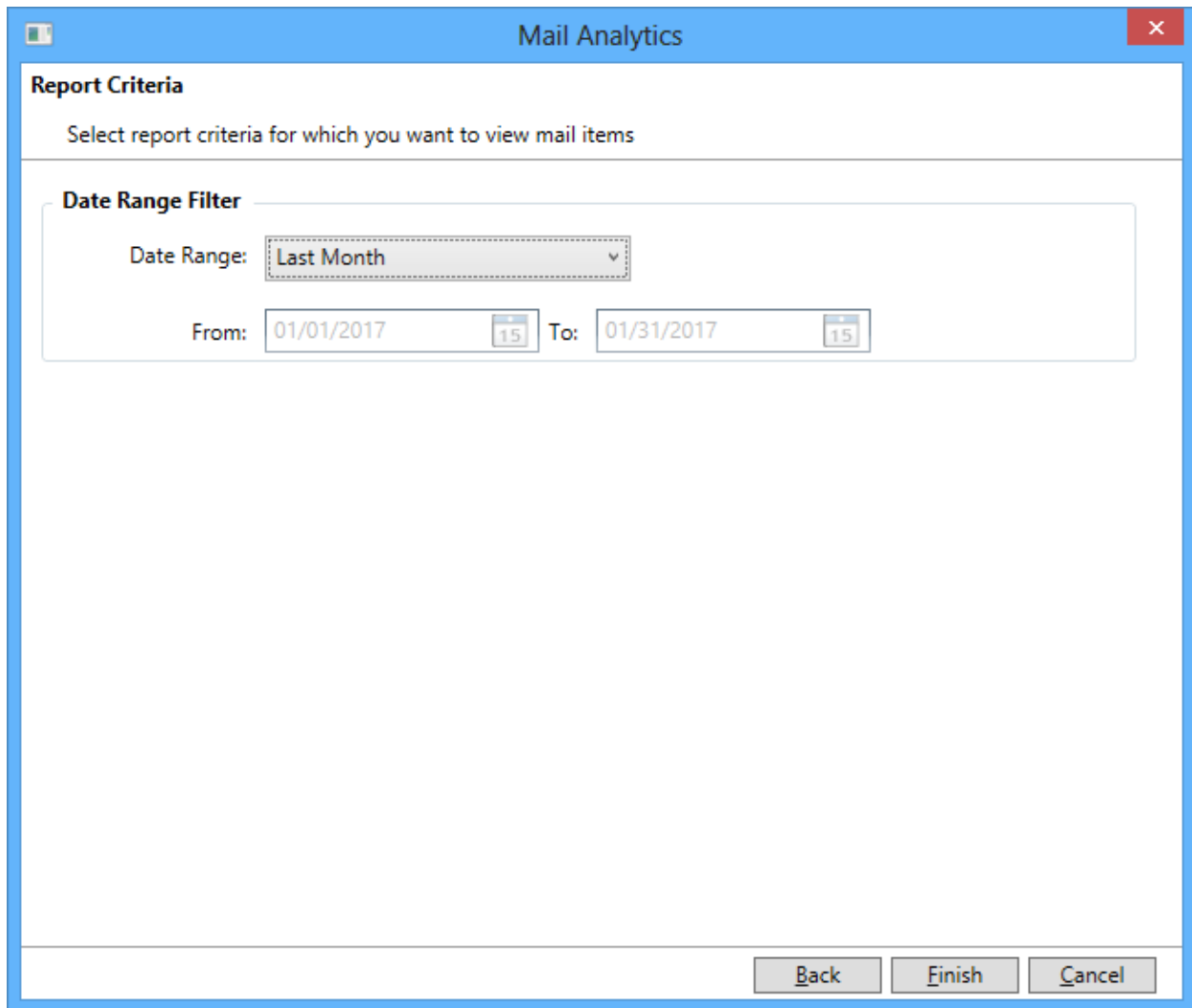
Back

Next

Cancel

Select the desired mailbox and Click on Next button.





The image shows a software window titled "Mail Analytics" with a standard Windows-style title bar (blue background, minimize, maximize, and close buttons). The window contains a section titled "Report Criteria" with the instruction "Select report criteria for which you want to view mail items". Below this, there is a "Date Range Filter" section. It includes a "Date Range:" label followed by a dropdown menu currently showing "Last Month". Below the dropdown, there are "From:" and "To:" labels. The "From:" field contains the date "01/01/2017" and a small calendar icon with the number "15". The "To:" field contains the date "01/31/2017" and a similar calendar icon with the number "15". At the bottom right of the window, there are three buttons: "Back", "Finish", and "Cancel".

**Mail Analytics**

**Report Criteria**

Select report criteria for which you want to view mail items

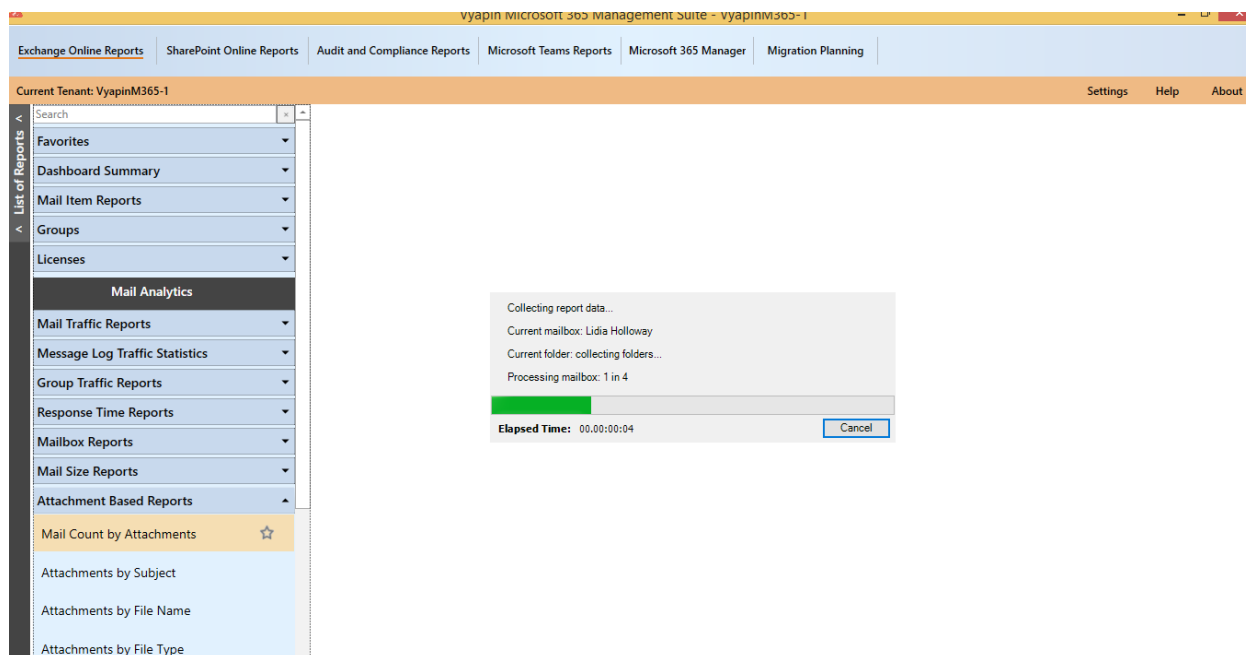
**Date Range Filter**

Date Range: Last Month

From: 01/01/2017 To: 01/31/2017

Back Finish Cancel

During data collection, the window is displayed as shown below.



Once the data collection process is complete, the report data will be displayed in a report window as shown below:

Mail Count by Attachments						
<div> <span>Export</span> <span>Filter</span> <span>E-mail</span> <span>Refresh</span> </div> <div>Selected Date: Last 7 days (12-25-2018 to 12-31-2018)</div>						
Mailbox Name	Email Address	Folder Path	Folder Name	Type	Total Attachment Count	
Lidia Holloway	LidiaH@M365x154503.OnMicrosoft.com	\Inbox	Inbox	Inbound	0	
Lidia Holloway	LidiaH@M365x154503.OnMicrosoft.com	\Sent Items	Sent Items	Outbound	0	
Lynne Robbins	LynneR@M365x154503.OnMicrosoft.com	\Inbox	Inbox	Inbound	0	
Lynne Robbins	LynneR@M365x154503.OnMicrosoft.com	\Sent Items	Sent Items	Outbound	0	
Megan Bowen	MeganB@M365x154503.OnMicrosoft.com	\Inbox	Inbox	Inbound	0	
Megan Bowen	MeganB@M365x154503.OnMicrosoft.com	\Sent Items	Sent Items	Outbound	0	
Miriam Graham	MiriamG@M365x154503.OnMicrosoft.com	\Inbox	Inbox	Inbound	0	
Miriam Graham	MiriamG@M365x154503.OnMicrosoft.com	\Sent Items	Sent Items	Outbound	0	

Follow the above mentioned steps to run the other reports of Attachment Based Reports.

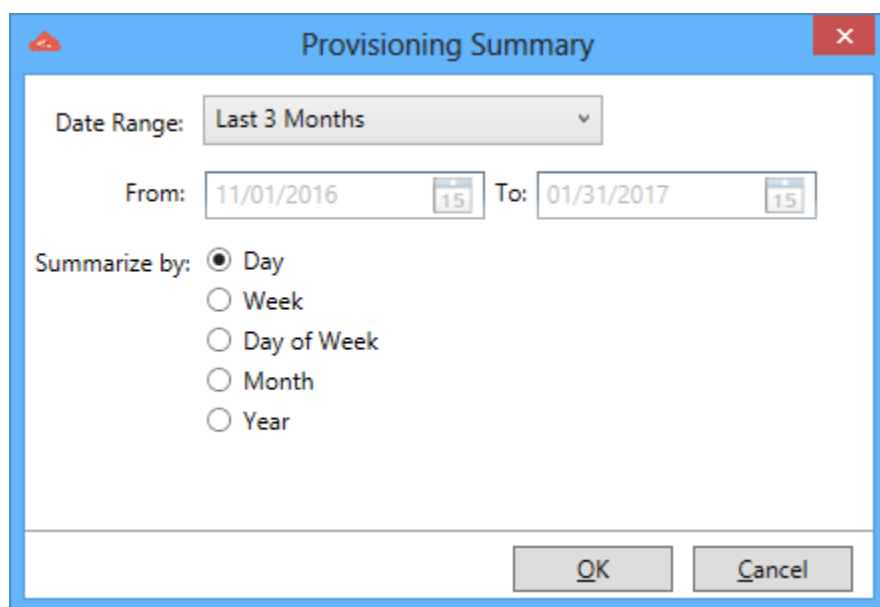
## How to generate Provisioning Summary Report?

Perform the following steps to generate Provisioning Summary Report:

Select Exchange Online Reports from the available vertical tabs. Then from left side of the application, select Provisioning Summary Report under Mail Analytics.

For demonstration purpose, "Active Users by Created Date" report has been chosen.

On selecting "Active Users by Created Date" Report, a pop - up window is displayed as shown below:

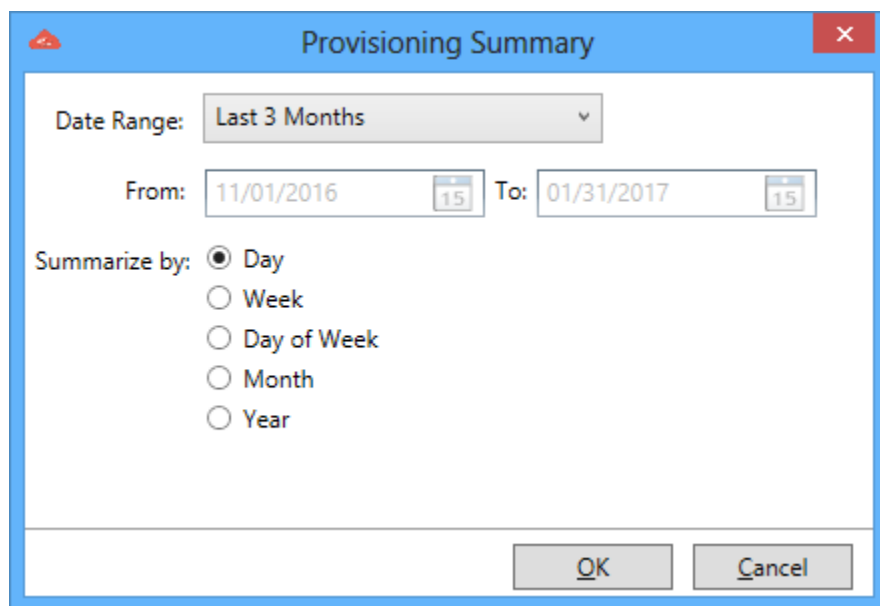


The image shows a software dialog box titled "Provisioning Summary". It has a blue header bar with a red close button (X) on the right. The main area contains the following controls:

- Date Range:** A dropdown menu currently showing "Last 3 Months".
- From:** A date input field showing "11/01/2016" with a calendar icon and the number "15" in a small box to its right.
- To:** A date input field showing "01/31/2017" with a calendar icon and the number "15" in a small box to its right.
- Summarize by:** A group of five radio buttons:
  - ☒ Day
  - ☐ Week
  - ☐ Day of Week
  - ☐ Month
  - ☐ Year

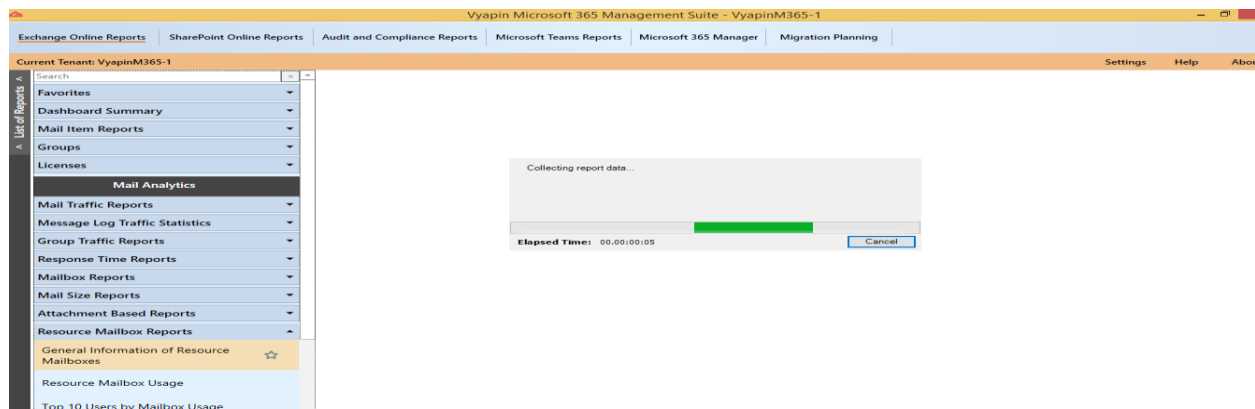
At the bottom right, there are two buttons: "OK" and "Cancel".

Select the desired date range option and Click on OK button.

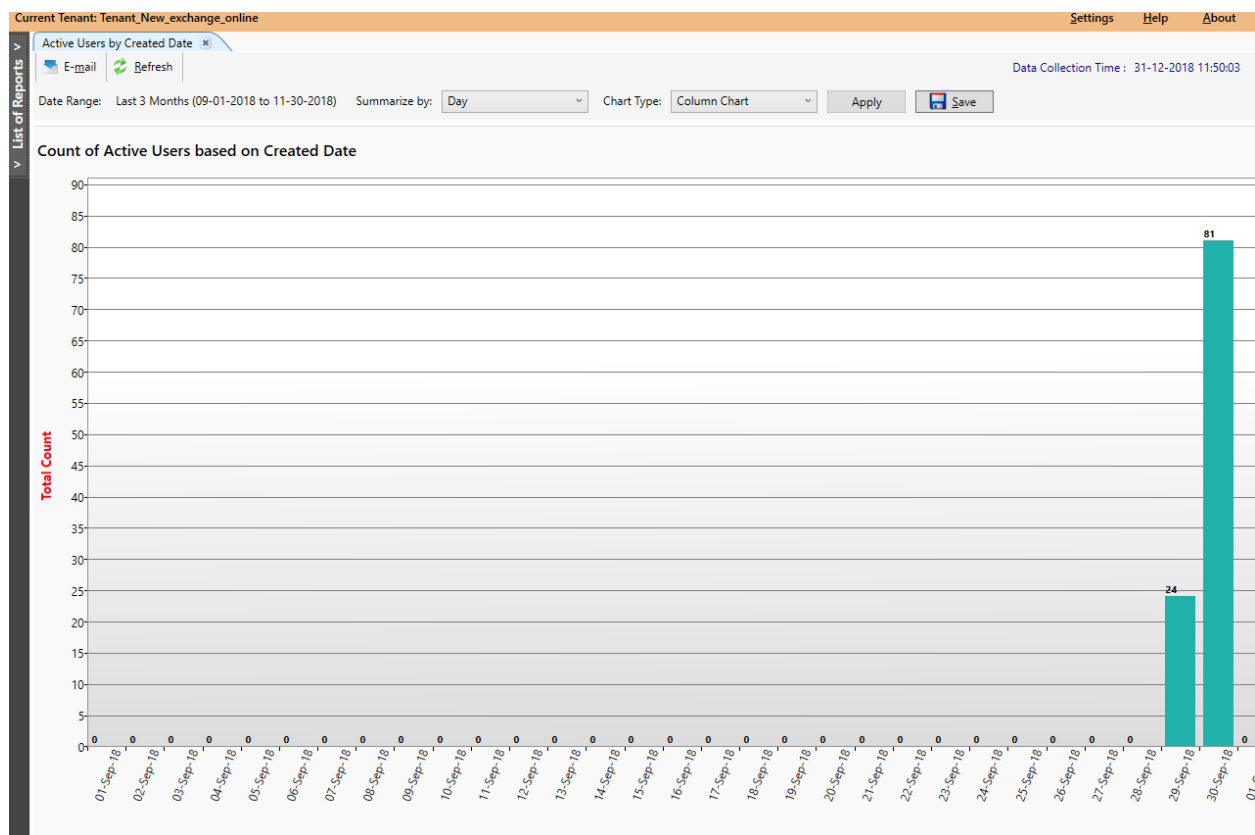


This image is identical to the one above, showing the "Provisioning Summary" dialog box. The "Date Range" dropdown is set to "Last 3 Months", the "From" date is "11/01/2016", the "To" date is "01/31/2017", and the "Summarize by" radio button for "Day" is selected. The "OK" and "Cancel" buttons are at the bottom right.

During data collection, the window is displayed as shown below.



Once the data collection process is complete, the report data will be displayed in a report window as shown below:



You can use Summarize by Time option (Hour of day, Day of week, Day, Week) to view report as different time interval.

Follow the above mentioned steps to run the other reports of Provisioning Summary Reports.

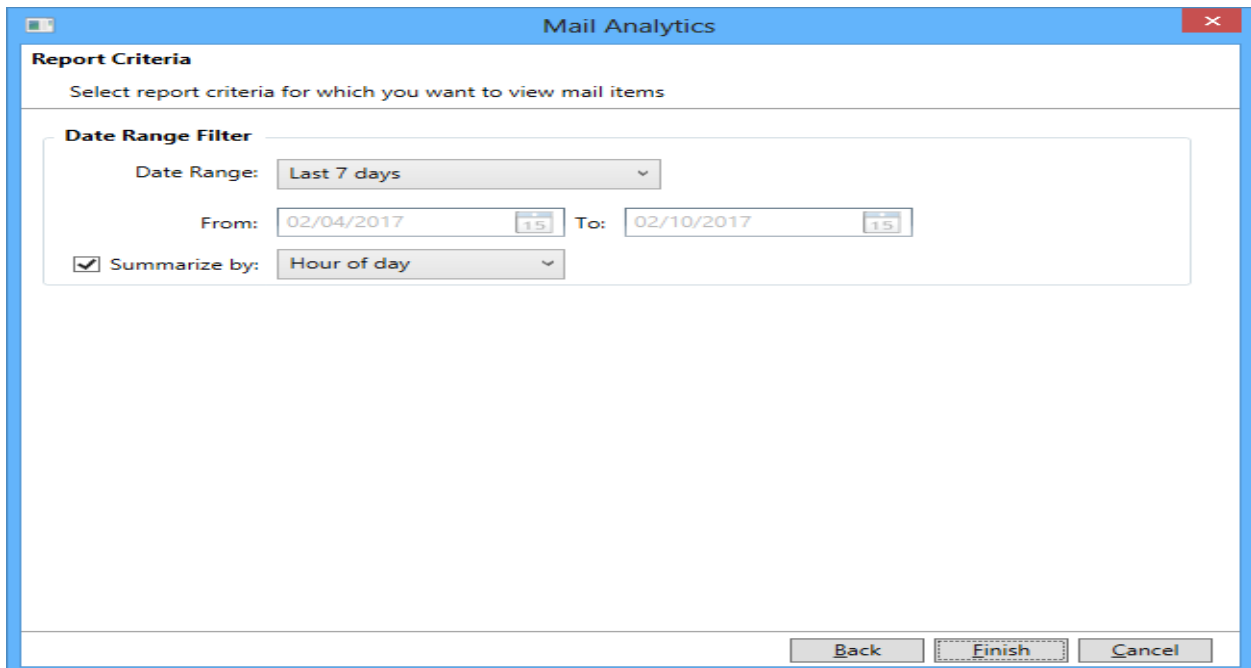
## How to generate a Resource Mailbox Report?

Perform the following steps to generate Mail Traffic Report:

Select Exchange Online Reports from the available vertical tabs. Then from left side of the application, select Resource Mailbox reports under Mail Analytics.

For demonstration purpose, "Resource Mailbox Usage" report has been chosen.

On selecting "Resource Mailbox Usage" Report, a pop - up window is displayed as shown below:



The image shows a 'Mail Analytics' dialog box titled 'Report Criteria'. It contains a section for selecting report criteria. The 'Date Range Filter' section includes a 'Date Range' dropdown set to 'Last 7 days', a 'From' date field set to '02/04/2017', a 'To' date field set to '02/10/2017', and a 'Summarize by' dropdown set to 'Hour of day'. The 'Summarize by' option is checked. At the bottom, there are three buttons: 'Back', 'Finish', and 'Cancel'.

**Mail Analytics**

**Report Criteria**

Select report criteria for which you want to view mail items

**Date Range Filter**

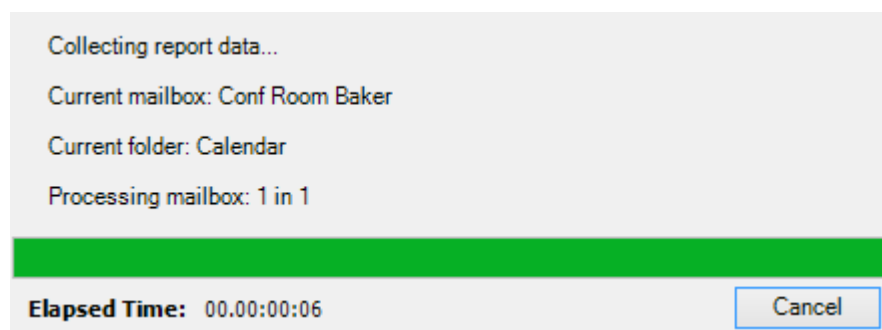
Date Range: Last 7 days

From: 02/04/2017 To: 02/10/2017

☒ Summarize by: Hour of day

Back Finish Cancel

Select the desired mailbox and click on "OK". During data collection, the window is displayed as shown below.



Once the data collection process is complete, the report data will be displayed in a report window as shown below:

Vyapin Office 365 Management Suite - Tenant\_New\_exchange\_online

Exchange Online Reports | SharePoint Online Reports | Audit and Compliance Reports | Microsoft Teams Reports | Office 365 Manager | Migration Planning

Current Tenant: Tenant\_New\_exchange\_online Settings Help

General Information of Resource Mailboxes

Export Filter E-mail Refresh

Mailbox Name	Email Address	Automate Processing	Allow Conflicts	Booking Window (in Days)	Maximum Duration (in Hours)	Allow Repeating Meetings	Schedule Only During Work Hours	Add Organizer to Subject	Delete Non Calendar Items	
Conf Room Adams	Adams@M365x154503.onmicrosoft.com	No	False	180	24	True	False	True	True	
Conf Room Baker	Baker@M365x154503.onmicrosoft.com	No	False	180	24	True	False	True	True	
Conf Room Crystal	Crystal@M365x154503.onmicrosoft.com	No	False	180	24	True	False	True	True	
Conf Room Hood	Hood@M365x154503.onmicrosoft.com	No	False	180	24	True	False	True	True	
Conf Room Rainier	Rainier@M365x154503.onmicrosoft.com	No	False	180	24	True	False	True	True	

You can use Summarize by Time option (Hour of day, Day of week, Day, Week) to view report as different time interval.

## How to generate Public Folder Report?

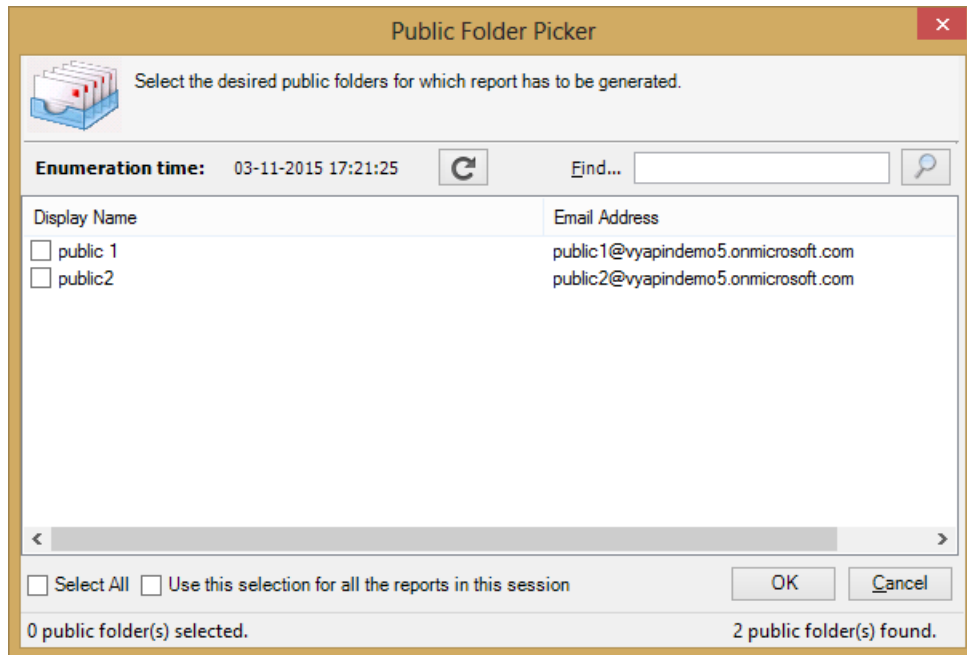
Perform the following steps to generate a **Public Folder Report**:

1. Select **Exchange Online Reports** from the available vertical tabs. Then from left pane of the application, select **Public Folders**.

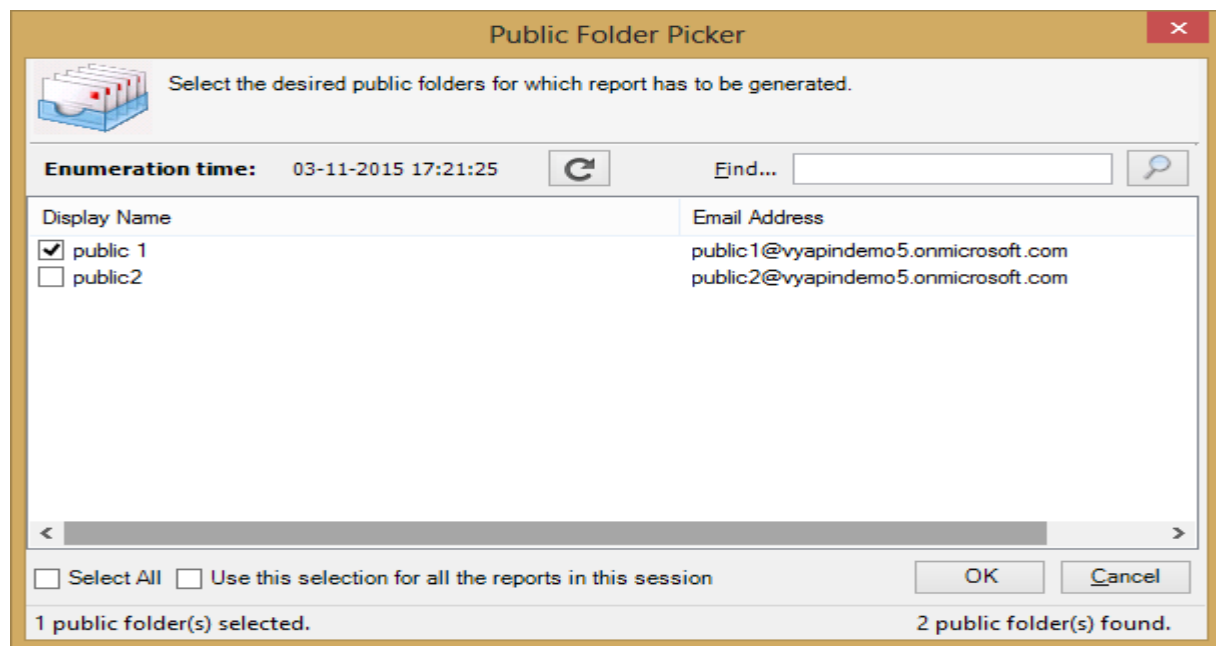
For demonstration purpose, **Public Folder General Settings** report has been chosen.

2. On selecting **Public Folder General Settings** report, a pop-up window is displayed as shown below:

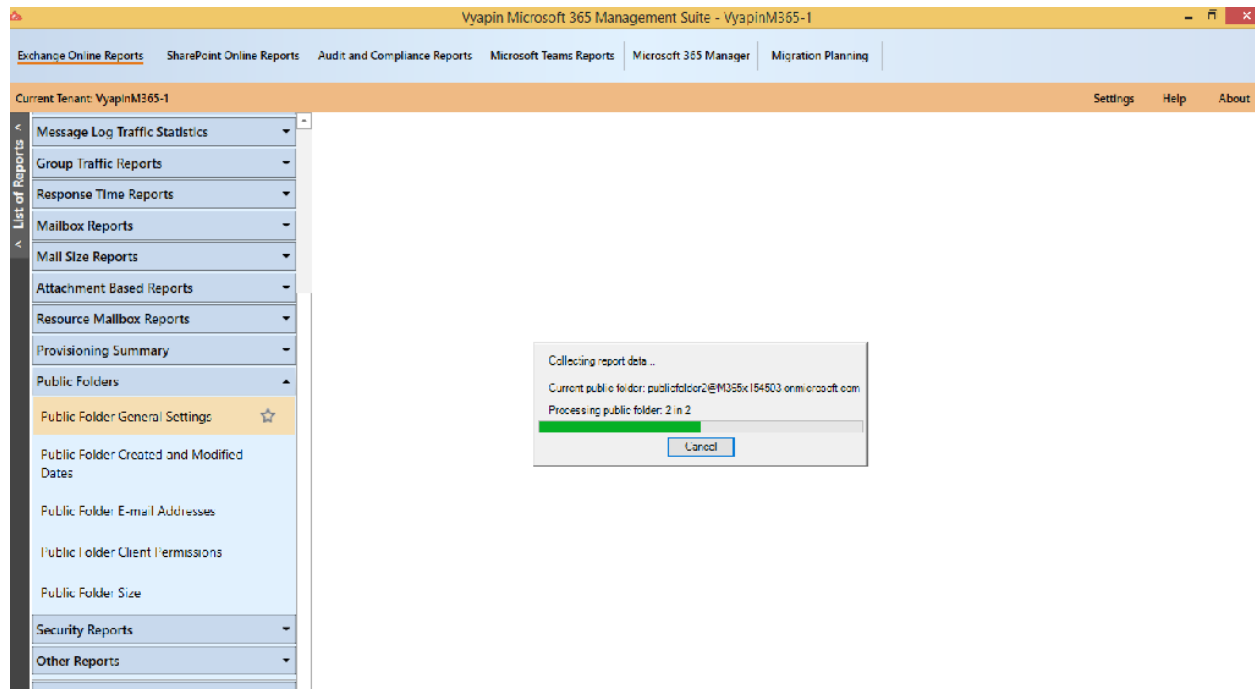




Select the desired public folder and click **OK** button to display the respective public folder details.








During data collection, the window will be displayed as shown below:








Once the data collection process is complete, the report data will be displayed in a report window as shown below:

Public Folder General Settings							
Export		Filter	E-mail	Refresh	<-- Select columns -->		Data Collection Time: 31-12-2018 11:36:41
Object Name	Display name	Alias name	E-mail address	Folder name	Recipient type	Address list membership	
public folder1	public folder1	publicfolder1	publicfolder1@M365x154503.onmicrosoft.com	public folder1	PublicFolder	M365x154503.onmicrosoft.com\All Recipients (VLV) M365x154503.onmicrosoft.com \MailPublicFolders(VLV) M365x154503.onmicrosoft.com\Default Global Address List M365x154503.onmicrosoft.com \Offline Global Address List M365x154503.onmicrosoft.com\Public Folders	
public folder2	public folder2	publicfolder2	publicfolder2@M365x154503.onmicrosoft.com	public folder2	PublicFolder	M365x154503.onmicrosoft.com\All Recipients (VLV) M365x154503.onmicrosoft.com \MailPublicFolders(VLV) M365x154503.onmicrosoft.com\Default Global Address List M365x154503.onmicrosoft.com \Offline Global Address List M365x154503.onmicrosoft.com\Public Folders	

Columns to be displayed on the grid can be selected from the dropdown. By default, all columns are displayed.

 Export	 Filter	 E-mail	 Refresh	<-- Select columns --> 			Data Collection Time: 30-Sep-15 12:33:06 PM
Object Name	Display name	Alias name			Folder name	Recipient type	Address list membership
Public Folder1	Public Folder1	PublicFolder1			mo2.onmicrosoft.com	PublicFolder1	\MailPublicFolders(VLV) \All Re \Default Global Address List \C Address List
Public Folder2	Public Folder2	PublicFolder2			PublicFolder2@vyapindemo2.onmicrosoft.com	PublicFolder2	\MailPublicFolders(VLV) \All Re \Default Global Address List \C Address List

After selecting the desired column from the dropdown, click **Refresh** button.

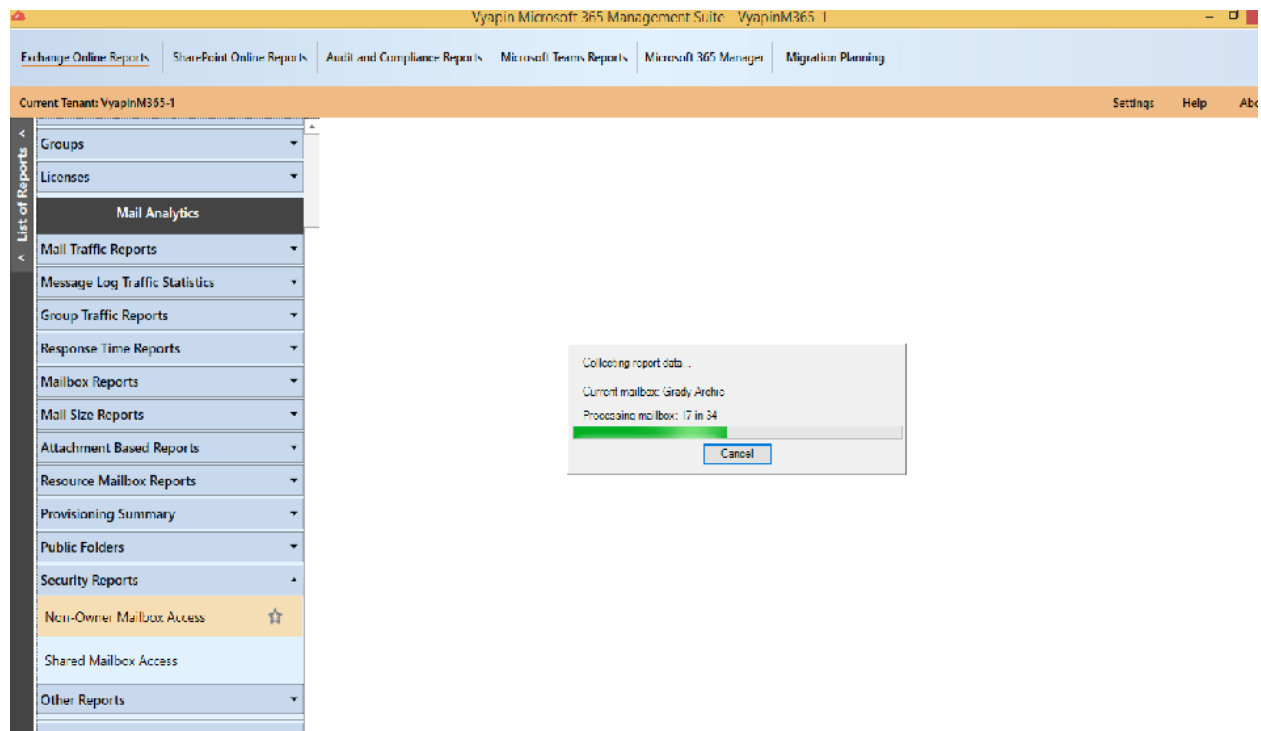
 Export	 Filter	 E-mail	 Refresh	<-- Select columns -->		Data Collection Time: 30-Sep-15 12:33:06 PM
Object Name	Display name	Alias name				
Public Folder1	Public Folder1	PublicFolder1				
Public Folder2	Public Folder2	PublicFolder2				

Follow the above mentioned similar steps to run a different **Public Folder Report**.

## How to generate a Security Report?

1. Perform the following steps to generate Security Report
2. Select Exchange Online Reports from the available vertical tabs. Then from left pane of the application, select Security Reports.
3. On selecting "Non-Owner Mailbox Access" Report, a window is displayed as shown below:

For demonstration purpose, "Non-Owner Mailbox Access" report has been chosen.



- Once the data collection process is complete, the report data will be displayed in a report window as shown below:

Mailbox Name	Mailbox E-mail Address	Identity	User or Group Name	Account Type	User or Group E-mail Address
Alex Wilber	AlexW@M365x154503.OnMicrosoft.com	IRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/AlexW	MOD Administrator	USER	admin@M365x154503.onmicrosoft.com
Alex Wilber	AlexW@M365x154503.OnMicrosoft.com	FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/AlexW	MOD Administrator	USER	admin@M365x154503.onmicrosoft.com
Brian Johnson (TAILSPIN)	BrianJ@M365x154503.onmicrosoft.com	FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/Brian Johnson (TAILSPIN)	MOD Administrator	USER	admin@M365x154503.onmicrosoft.com
Brian Johnson (TAILSPIN)	BrianJ@M365x154503.onmicrosoft.com	IRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/Brian Johnson (TAILSPIN)	MOD Administrator	USER	admin@M365x154503.onmicrosoft.com
Christie Cline	ChristieC@M365x154503.OnMicrosoft.com	FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/ChristieC	Lidie Lolloway	USER	LidieL@M365x154503.OnMicrosoft.com
Conf Room Adams	Adams@M365x154503.onmicrosoft.com	FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/Conf Room Adams	MOD Administrator	USER	admin@M365x154503.onmicrosoft.com
Conf Room Adams	Adams@M365x154503.onmicrosoft.com	IRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/Conf Room Adams	MOD Administrator	USER	admin@M365x154503.onmicrosoft.com
Conf Room Baker	Baker@M365x154503.onmicrosoft.com	FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/Conf Room Baker	MOD Administrator	USER	admin@M365x154503.onmicrosoft.com
Conf Room Baker	Baker@M365x154503.onmicrosoft.com	IRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/Conf Room Baker	MOD Administrator	USER	admin@M365x154503.onmicrosoft.com
Conf Room Crystal	Crystal@M365x154503.onmicrosoft.com	FRAP264A001.PROD.OUTLOOK.COM/Microsoft Exchange Hosted Organizations/M365x154503.onmicrosoft.com/Conf Room Crystal	MOD Administrator	USER	admin@M365x154503.onmicrosoft.com

Number of records: 30

## How to schedule an Exchange report task?

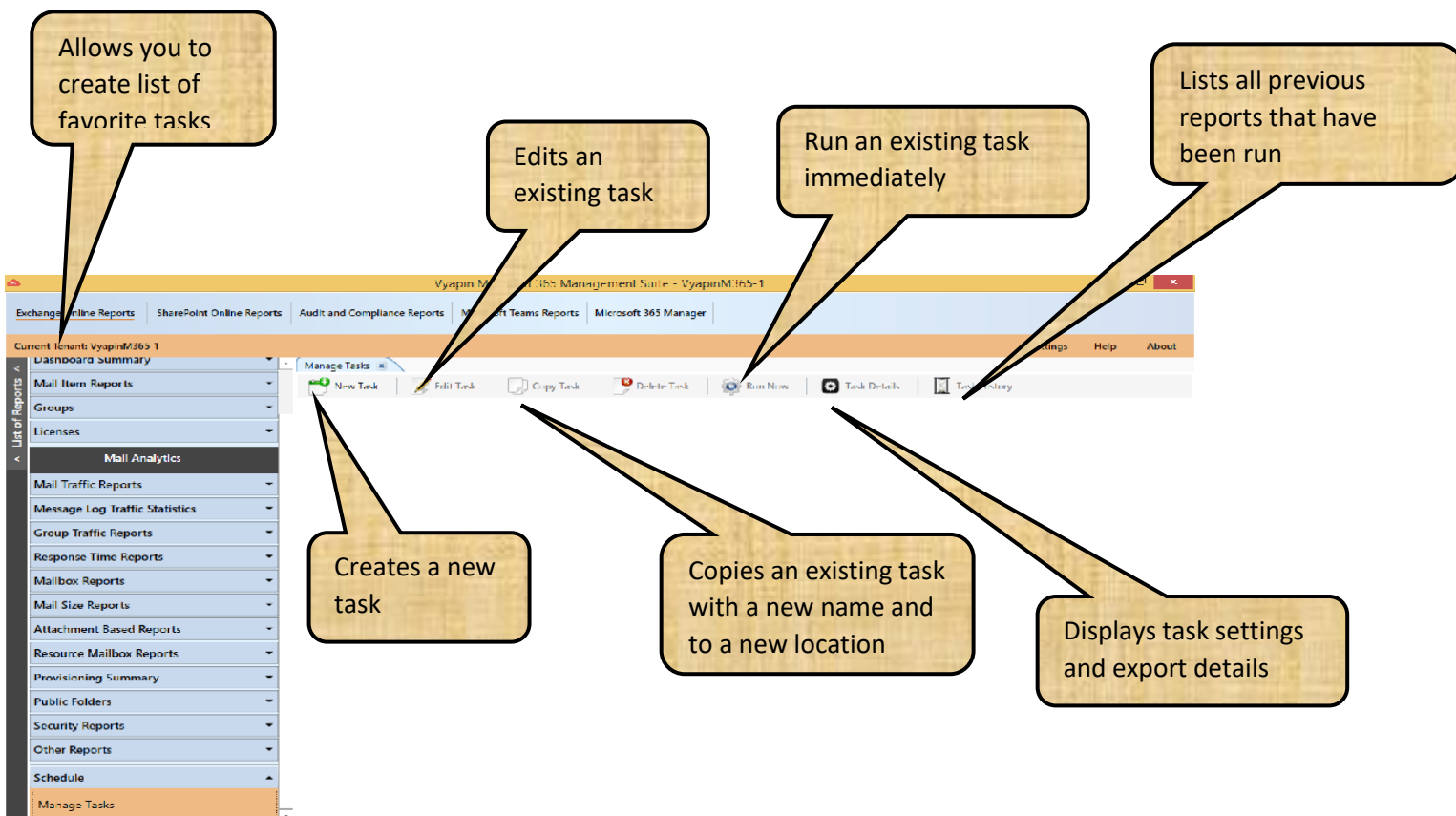
## [Report Selection](#)

## [Exchange object selection](#)

## [Delivery Options](#)

## [Task Settings](#)

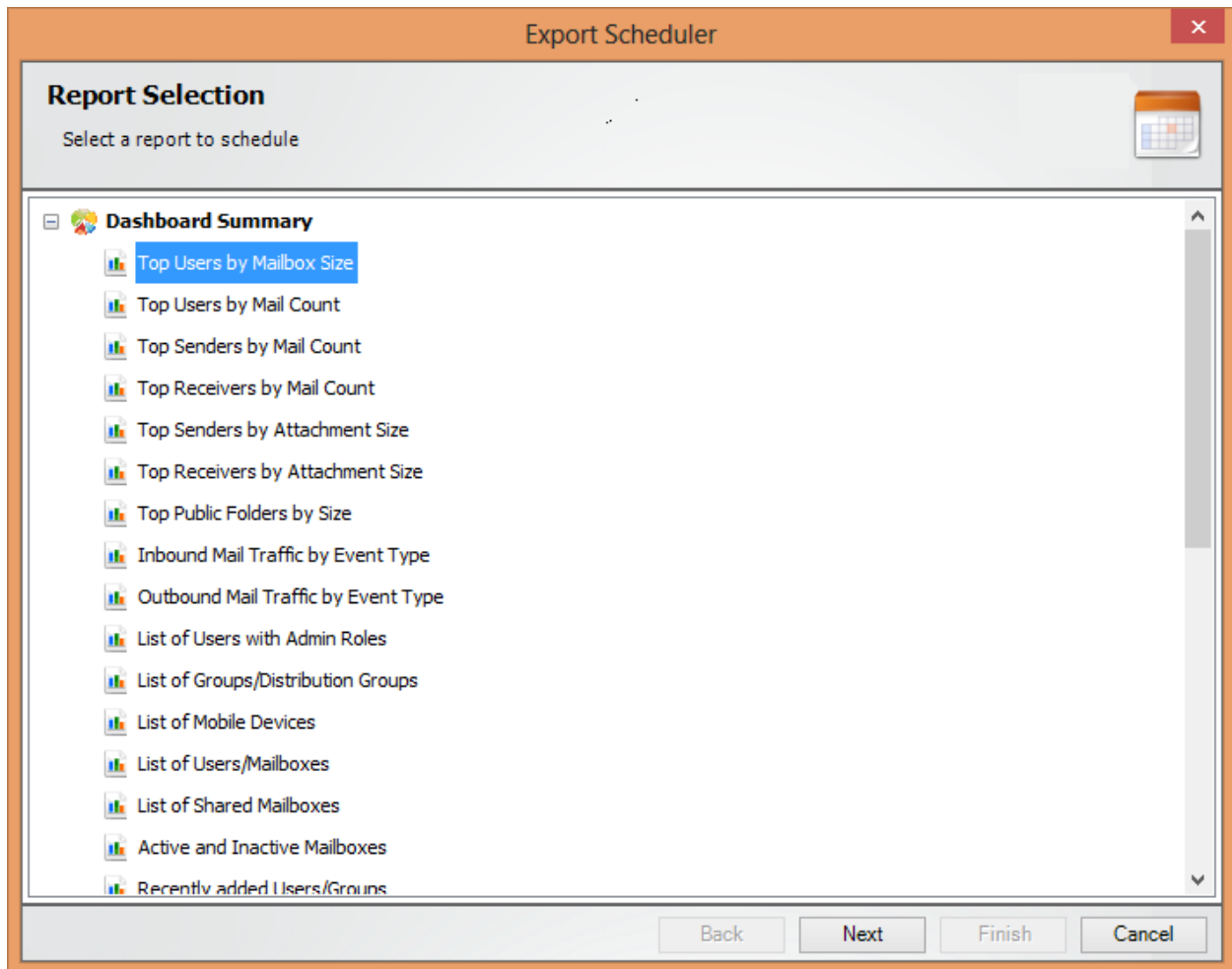
### Main Screen: Manage Tasks



## 1. Report Selection

---

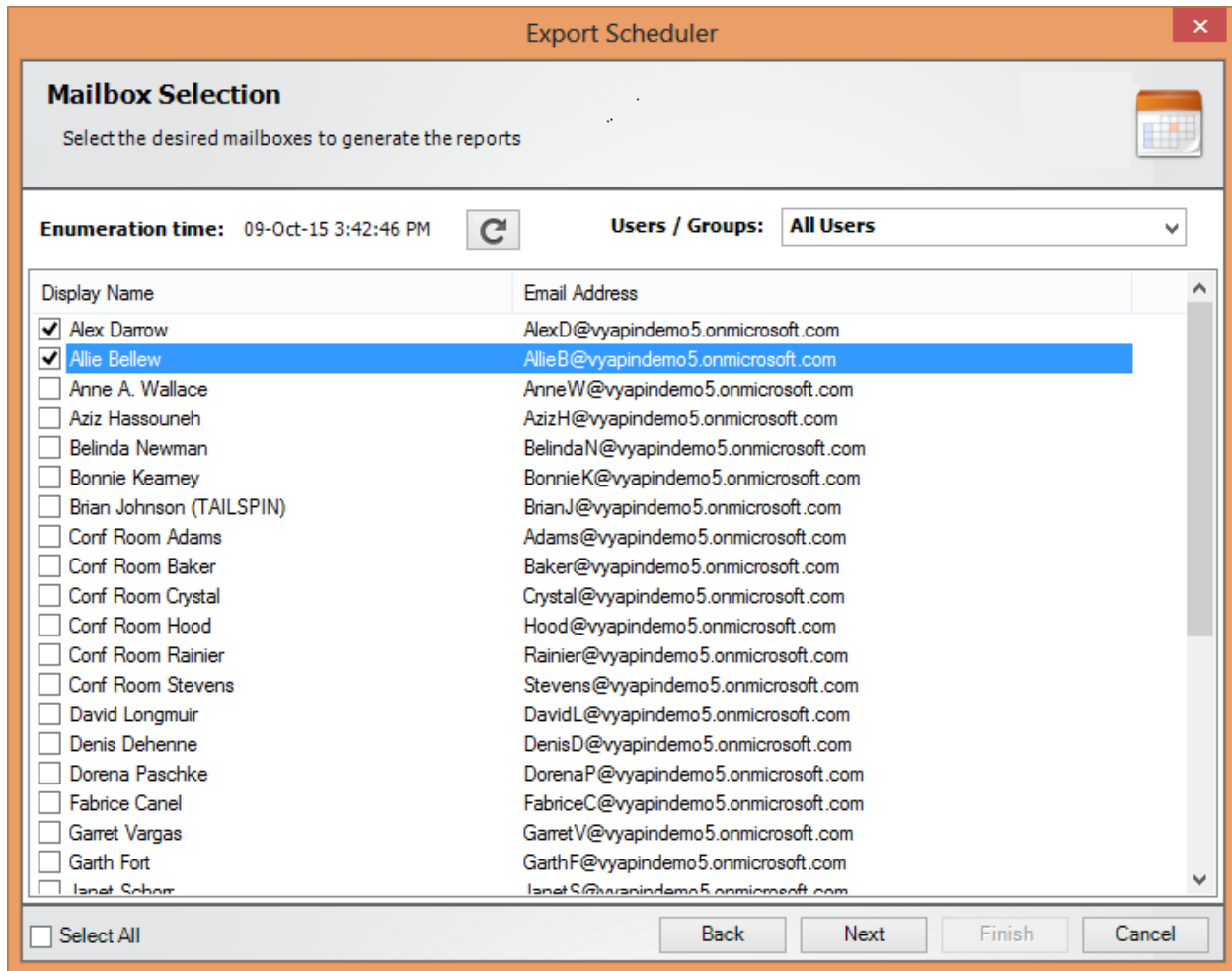
Select a report from the list of available reports which you like to be scheduled. The report selection window appears as shown below.



## 2. Exchange object selection


Based on the type of report selected, a list of **Mailboxes**, **Groups**, **Public Folders**, **Contacts**, and **Users** will be displayed in this window.

This selection window will appear as shown below for a **Mailbox Report**:



**Export Scheduler**

**Mailbox Selection**  
Select the desired mailboxes to generate the reports

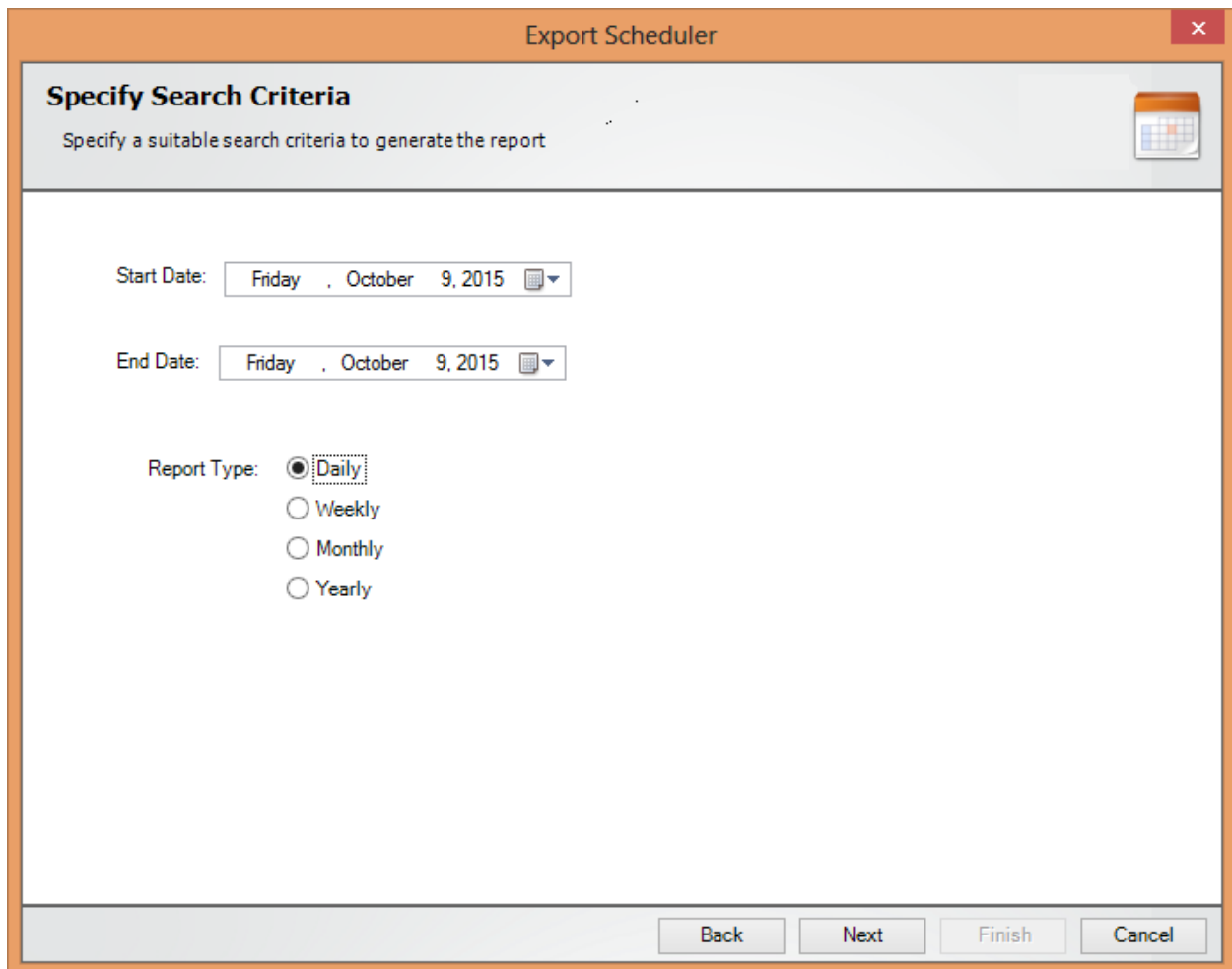
Enumeration time: 09-Oct-15 3:42:46 PM  Users / Groups: **All Users** ▼

Display Name	Email Address
<input checked="" type="checkbox"/> Alex Darrow	AlexD@vyapindemo5.onmicrosoft.com
<input checked="" type="checkbox"/> Allie Bellew	AllieB@vyapindemo5.onmicrosoft.com
<input type="checkbox"/> Anne A. Wallace	AnneW@vyapindemo5.onmicrosoft.com
<input type="checkbox"/> Aziz Hassouneh	AzizH@vyapindemo5.onmicrosoft.com
<input type="checkbox"/> Belinda Newman	BelindaN@vyapindemo5.onmicrosoft.com
<input type="checkbox"/> Bonnie Keamey	BonnieK@vyapindemo5.onmicrosoft.com
<input type="checkbox"/> Brian Johnson (TAILSPIN)	BrianJ@vyapindemo5.onmicrosoft.com
<input type="checkbox"/> Conf Room Adams	Adams@vyapindemo5.onmicrosoft.com
<input type="checkbox"/> Conf Room Baker	Baker@vyapindemo5.onmicrosoft.com
<input type="checkbox"/> Conf Room Crystal	Crystal@vyapindemo5.onmicrosoft.com
<input type="checkbox"/> Conf Room Hood	Hood@vyapindemo5.onmicrosoft.com
<input type="checkbox"/> Conf Room Rainier	Rainier@vyapindemo5.onmicrosoft.com
<input type="checkbox"/> Conf Room Stevens	Stevens@vyapindemo5.onmicrosoft.com
<input type="checkbox"/> David Longmuir	DavidL@vyapindemo5.onmicrosoft.com
<input type="checkbox"/> Denis Dehenne	DenisD@vyapindemo5.onmicrosoft.com
<input type="checkbox"/> Dorena Paschke	DorenaP@vyapindemo5.onmicrosoft.com
<input type="checkbox"/> Fabrice Canel	FabriceC@vyapindemo5.onmicrosoft.com
<input type="checkbox"/> Garret Vargas	GarretV@vyapindemo5.onmicrosoft.com
<input type="checkbox"/> Garth Fort	GarthF@vyapindemo5.onmicrosoft.com
<input type="checkbox"/> Janet Schorr	JanetS@vyapindemo5.onmicrosoft.com

☐ Select All

Back Next Finish Cancel

For a **Mailbox Usage Report**, the following window will appear. You can select the **Start Date** and **End Date** for the scope of data, also the type of report whether **Daily**, **Weekly**, **Monthly**, or a **Yearly** report.



The image shows a software window titled "Export Scheduler" with a close button in the top right corner. Inside the window, there is a section titled "Specify Search Criteria" with a subtitle "Specify a suitable search criteria to generate the report" and a calendar icon. Below this, there are two date selection fields: "Start Date:" and "End Date:", both showing "Friday, October 9, 2015" with a calendar icon to the right. Underneath the date fields, there is a "Report Type:" label followed by four radio button options: "Daily" (which is selected), "Weekly", "Monthly", and "Yearly". At the bottom of the window, there are four buttons: "Back", "Next", "Finish", and "Cancel".

Export Scheduler

**Specify Search Criteria**

Specify a suitable search criteria to generate the report

Start Date: Friday, October 9, 2015

End Date: Friday, October 9, 2015

Report Type:

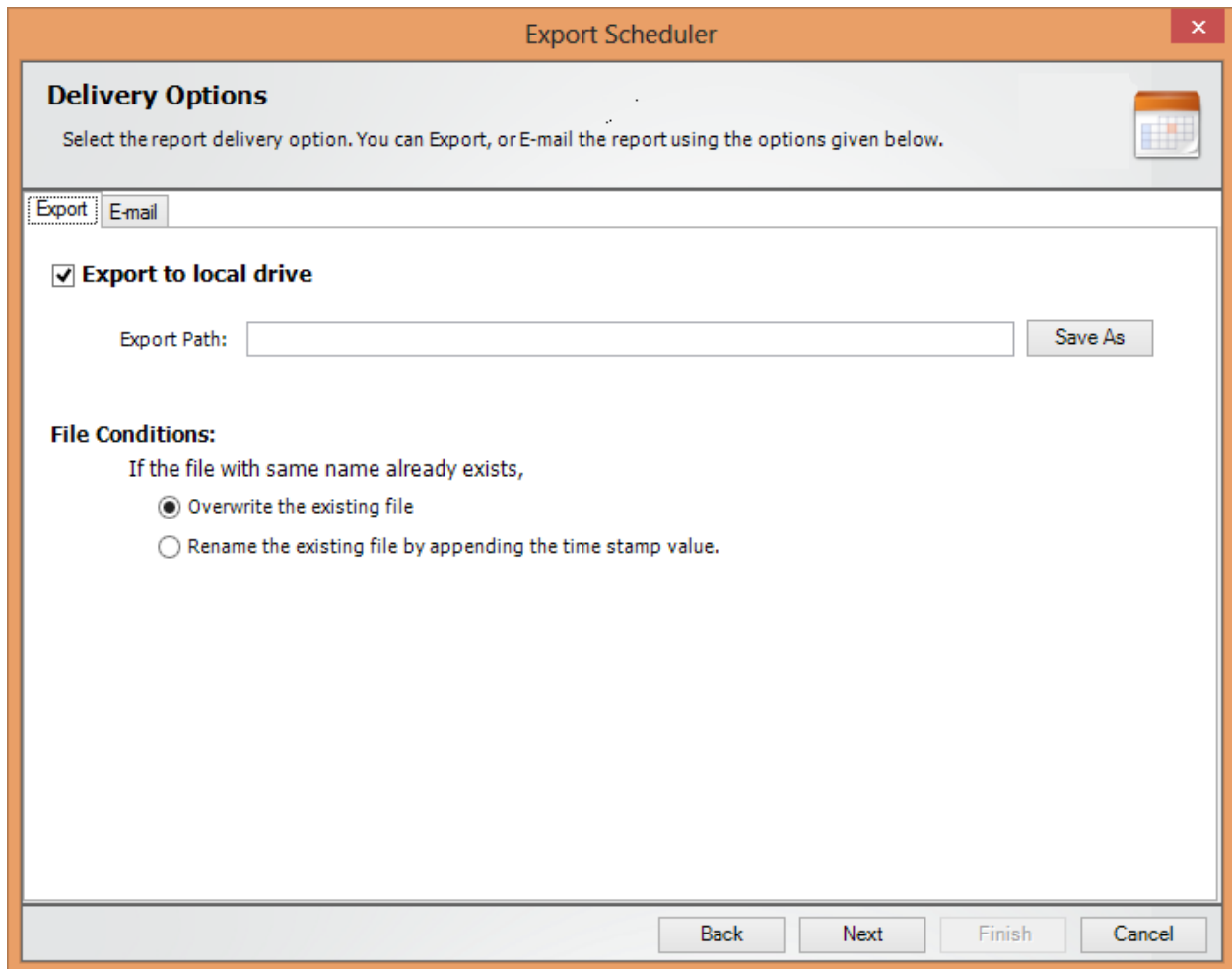
- ☒ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Yearly

Back Next Finish Cancel



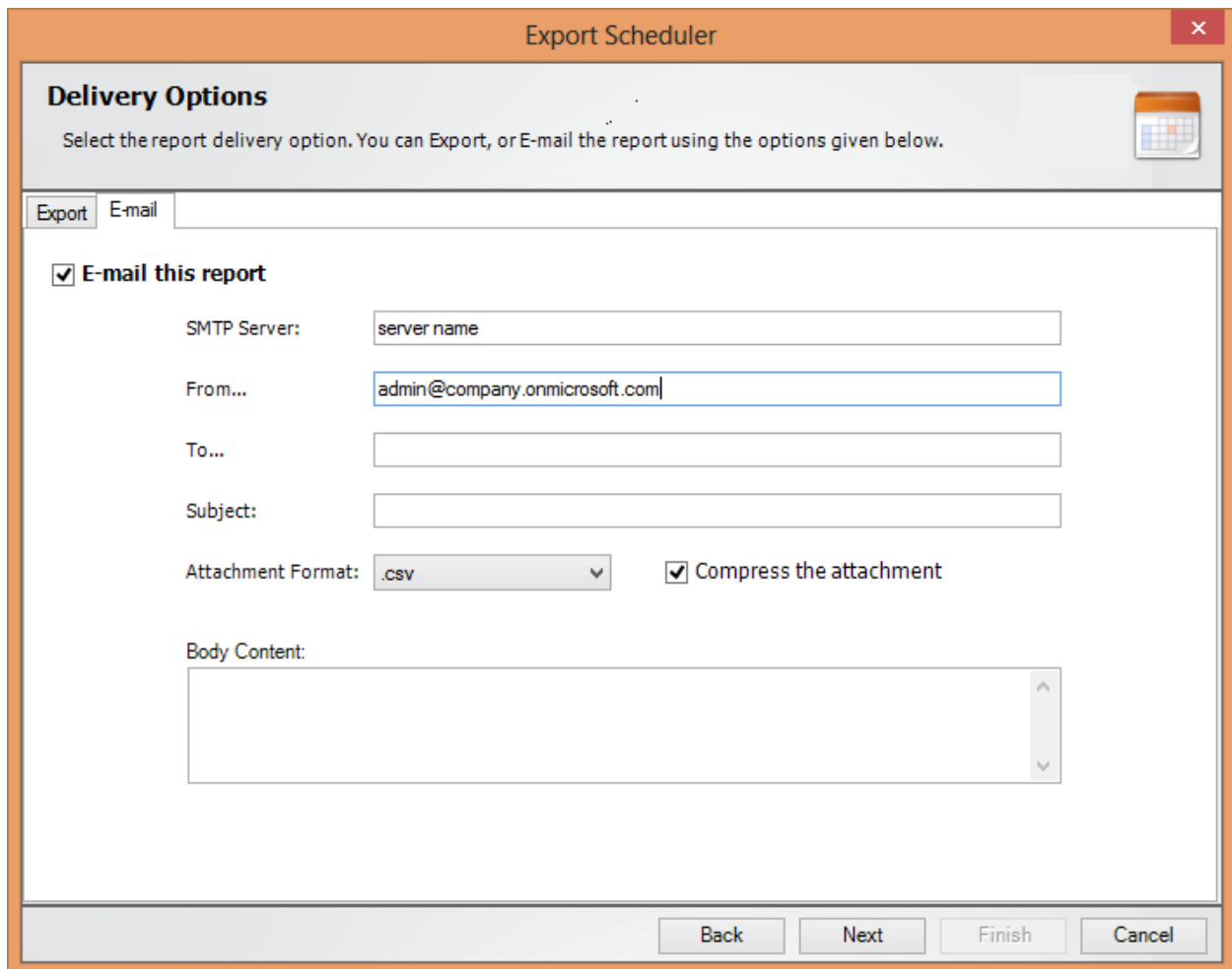
### 3. Delivery Options

In this window, select a delivery option, to **export** / **e-mail** the generated report on scheduled run. This window appears as shown below:



The image shows a software window titled "Export Scheduler" with a close button (X) in the top right corner. Inside the window, there is a section titled "Delivery Options" with a subtitle: "Select the report delivery option. You can Export, or E-mail the report using the options given below." To the right of this text is a small calendar icon. Below the subtitle, there are two tabs: "Export" (which is selected and has a dotted border) and "E-mail". Under the "Export" tab, there is a checked checkbox labeled "Export to local drive". Below this checkbox is a text field labeled "Export Path:" followed by a "Save As" button. Further down, there is a section titled "File Conditions:" with the text "If the file with same name already exists,". Below this text are two radio button options: "Overwrite the existing file" (which is selected) and "Rename the existing file by appending the time stamp value." At the bottom of the window, there are four buttons: "Back", "Next", "Finish", and "Cancel".

If you want to e-mail the generated report on scheduled run, specify **SMTP Server** name, **From Address**, **To Address**, **Mail Subject**, **Mail Content**, **Attachment Format**, and option to **compress the attachment**.



The image shows a Windows-style dialog box titled "Export Scheduler" with a close button (X) in the top right corner. Inside the dialog, there is a section titled "Delivery Options" with a subtitle: "Select the report delivery option. You can Export, or E-mail the report using the options given below." Below this, there are two tabs: "Export" and "E-mail". The "E-mail" tab is selected. Under the "E-mail" tab, there is a checkbox labeled "E-mail this report" which is checked. Below this checkbox, there are several input fields: "SMTP Server:" with the text "server name", "From..." with the text "admin@company.onmicrosoft.com", "To..." (empty), "Subject:" (empty), "Attachment Format:" with a dropdown menu showing ".csv", and a checkbox labeled "Compress the attachment" which is checked. Below these fields is a text area labeled "Body Content:" which is empty. At the bottom of the dialog, there are four buttons: "Back", "Next", "Finish", and "Cancel".

**Export Scheduler**

**Delivery Options**

Select the report delivery option. You can Export, or E-mail the report using the options given below.

**Export** **E-mail**

☒ **E-mail this report**

SMTP Server: server name

From... admin@company.onmicrosoft.com

To...

Subject:

Attachment Format: .csv ☒ Compress the attachment

Body Content:

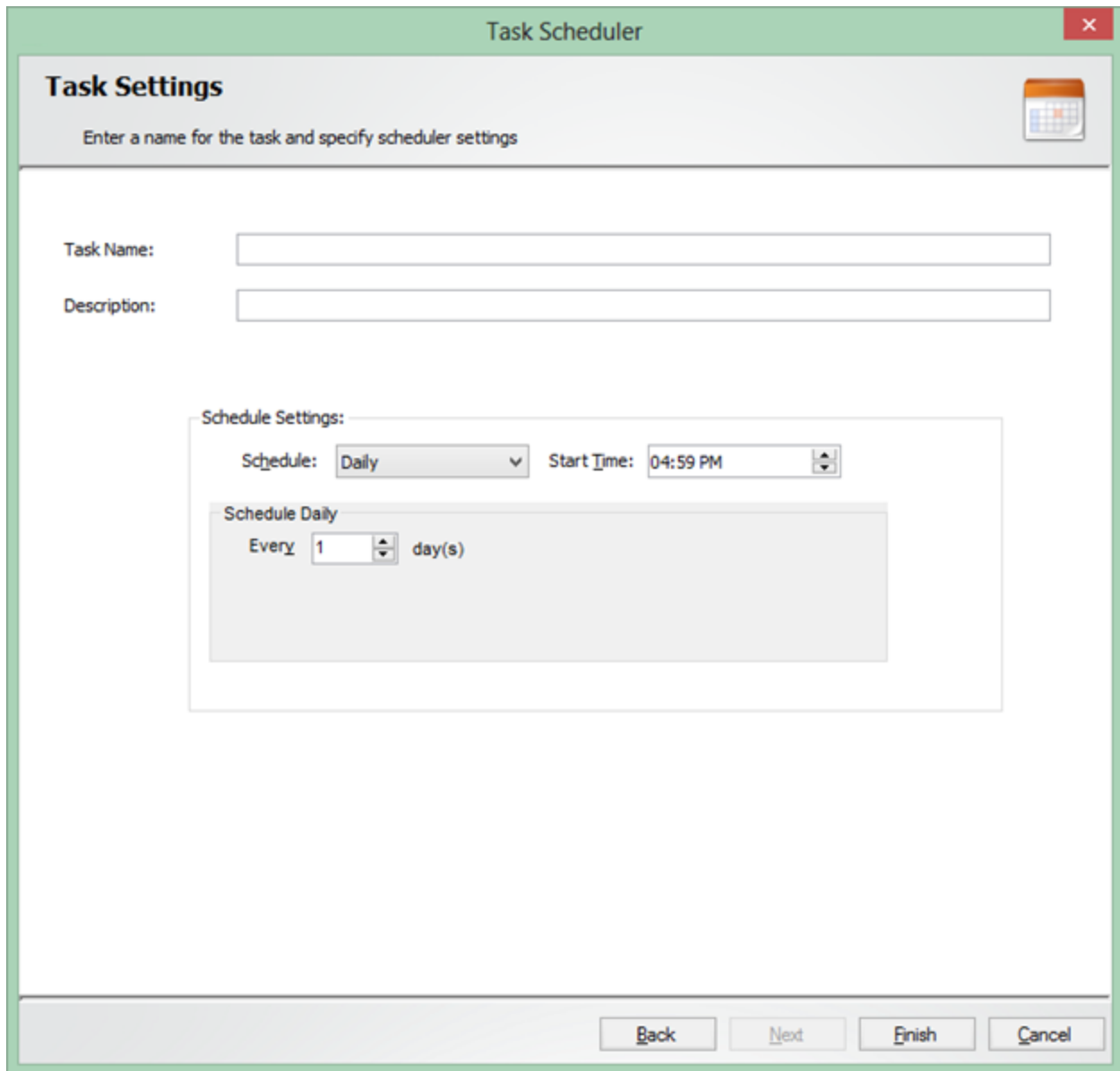
Back Next Finish Cancel

## 4. Task Settings

---

To specify the **Task Name** and **Task Settings**, perform the steps given below.

1. **Task Settings** screen will appear as shown below:



The screenshot shows the 'Task Scheduler' window with the 'Task Settings' tab selected. The dialog box has a title bar 'Task Scheduler' and a subtitle 'Task Settings'. Below the subtitle is a prompt: 'Enter a name for the task and specify scheduler settings'. There are two text input fields: 'Task Name:' and 'Description:'. Below these is a 'Schedule Settings' section. It contains a 'Schedule:' dropdown menu set to 'Daily', a 'Start Time:' dropdown menu set to '04:59 PM', and a 'Schedule Daily' section with an 'Every' dropdown set to '1' and the text 'day(s)'. At the bottom of the dialog are four buttons: 'Back', 'Next', 'Finish', and 'Cancel'.

2. Enter a unique task name in **Task Name** textbox.
3. Click **Finish** to create a **Windows Scheduled Task** and save the corresponding task settings.

# Microsoft 365 Reports (SharePoint Online Reports)

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[How to generate a SharePoint Configuration report?](#)

[How to generate a SharePoint Security report?](#)

[How to generate a SharePoint Inventory report?](#)

[How to generate List of Externally Shared Sites, Externally Shared Lists and External Users?](#)

[How to generate Effective Permission of Users for Specific Sites and Lists Report?](#)

[How to generate Externally Shared Sites and Lists for Specific Users?](#)

[How to generate Sites Configured for External Sharing Report?](#)

[How to generate OneDrive report?](#)

[How to Export/Publish data?](#)

[How to E-mail data?](#)

[How to use filter?](#)

[How to schedule a SharePoint report task?](#)

## How to generate a SharePoint Configuration Report?

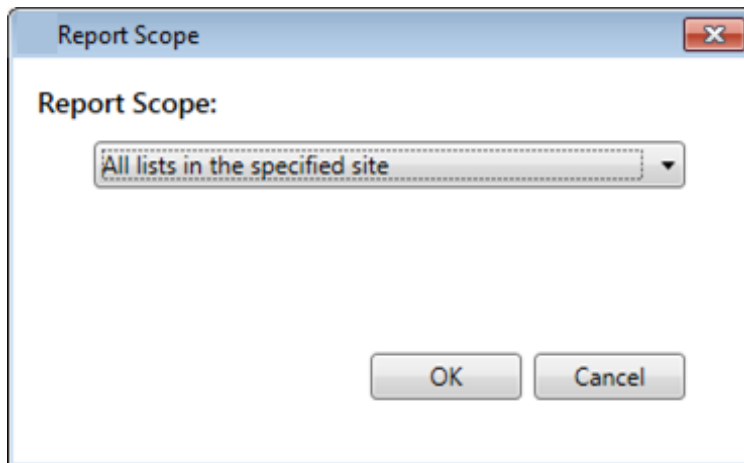
---

Perform the following steps to generate a SharePoint Configuration Report:

1. Select **SharePoint Online Reports** from the available vertical tabs. Then from left pane of the application, select **Configuration Report**.

For demonstration purpose, **List General Settings** report has been chosen.

2. On selecting **List General Settings** report, a pop - up window is displayed as shown below:



3. Once the data collection process gets completed, the report data will be displayed in the window as shown below:



Export / Publish Filter E-mail Refresh this report <-- Select columns -->

Report: List General Settings Scope: All lists in the specified List: Content and Structure Data Collection Time: 01-Oct-15 2:57:42 PM

Web URL	Web Title	Base Template		Description
https://vyapindemo5.sharepoint.com	Contoso Team Site	AppDataC		
https://vyapindemo5.sharepoint.com	Contoso Team Site	GenericList		This system list was created by the Publish Resources feature to store profiles for configuring caching in your site.
https://vyapindemo5.sharepoint.com	Contoso Team Site	DesignCatalog	Composed Looks	Use this list to store composed looks. These looks can be applied to this site by navigating to Site Settings and choosing Change the
https://vyapindemo5.sharepoint.com	Contoso Team Site	GenericList	Content and Structure Reports	Use the reports list to customize the queries that appear in the Content and Structure views
https://vyapindemo5.sharepoint.com	Contoso Team Site	GenericList	Device Channels	Use this page to create and manage mobile alternate device channels. Channels allow to classify visitors based on the devices they use to browse your site and optimize the display of your pages accordingly. Channels created can each be assigned a different Master Page and can have regions of each Page Layout selectively hidden and revealed to them with Device Channel Panels.
https://vyapindemo5.sharepoint.com	Contoso Team Site	DocumentLibrary	Documents	
https://vyapindemo5.sharepoint.com	Contoso Team Site	DocumentLibrary	Form Templates	This library contains administrator-approved form templates that were activated to this collection.
https://vyapindemo5.sharepoint.com	Contoso Team Site	851	Images	This system library was created by the Publishing feature to store images that are used on pages in this site.
https://vyapindemo5.sharepoint.com	Contoso Team Site	MasterPageCatalog	Master Page Gallery	Use the master page gallery to store master pages. The master pages in this gallery are available to this site and any sites underneath it.
https://vyapindemo5.sharepoint.com	Contoso Team Site	544	MicroFeed	MySite MicroFeed Persistent Storage List
https://vyapindemo5.sharepoint.com	Contoso Team Site	GenericList	Notification List	
https://vyapindemo5.sharepoint.com	Contoso Team Site	170	Office365Demos	

Number of rows: 31

4. After selecting the desired column from the dropdown, press **Click** button.

[illegible]

Follow the above mentioned steps to run other **Configuration Reports**.



## How to generate a SharePoint Security Report?

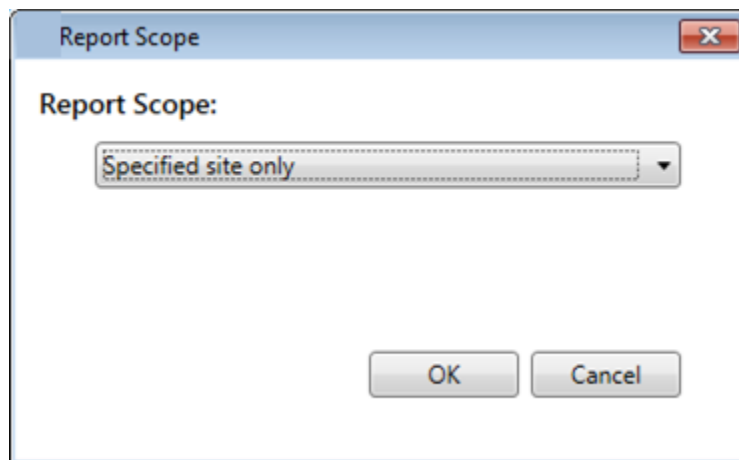
---

Perform the following steps to generate a SharePoint Security Report:

1. Select **SharePoint Online Reports** from the available vertical tabs. Then from left pane of the application, select **Security**.

For demonstration purpose, **Effective Permission of Sites** report has been chosen.

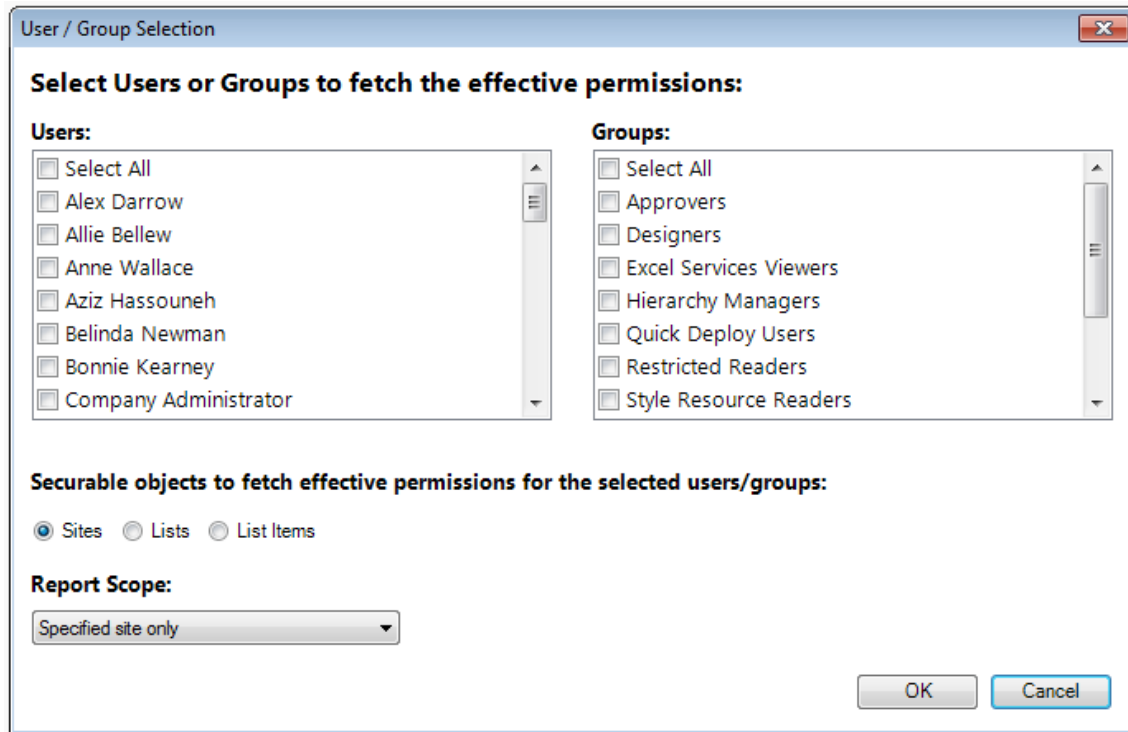
2. On selecting **Effective Permission of Sites** report, a pop-up window is displayed as shown below to select the scope of the report:



3. Once the data collection process gets completed, the report data will be displayed in the window as shown below:

Effective Permissions of Sites						
<div>  Export / Publish            Filter            E-mail            Refresh this report           &lt;-- Select columns --&gt; </div>						
Report:	Scope:	List:	Show permissions for:		Data Collection Time: 13-09-2016 10:29:08	
Effective permissions of sites	Specified site only	Content and Structure	internal and external users			
User or Group	Web URL	Web Title	Account Type	Permission Inherited From	Permission Levels	Description
Excel Services Viewers	https://vyapindemo5.sharepoint.com	Contoso Team Site	SharePointGroup	Given Directly	View Only	Can view pages, list items, Document types with serv can be viewed in the brow downloaded.
Alex Darrow	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Allie Bellew	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Anne Wallace	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Aziz Hassouneh	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Belinda Newman	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Bonnie Kearney	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
David Longmuir	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Denis Dehenne	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Dorena Paschke	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Fabrice Canel	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Garret Vargas	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Garth Fort	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Janet Schorr	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Julian Isla	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Junmin Hao	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Kari Furse	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Katie Jordan	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
MOD Administrator	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Molly Dempsey	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Pavel Banský	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Robin Counts	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Rob Young	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Sara Davis	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
System Account	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Tony Krijnen	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Zrinka Makovac	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Number of rows: 200						

4. For a user based report like Effective permissions of User and Groups, you will be asked to select the **users / groups**, to view the corresponding Security information.



The dialog box is titled "User / Group Selection" and contains the following elements:

- Select Users or Groups to fetch the effective permissions:**
  - Users:** A list box containing checkboxes for "Select All", "Alex Darrow", "Allie Bellew", "Anne Wallace", "Aziz Hassouneh", "Belinda Newman", "Bonnie Kearney", and "Company Administrator".
  - Groups:** A list box containing checkboxes for "Select All", "Approvers", "Designers", "Excel Services Viewers", "Hierarchy Managers", "Quick Deploy Users", "Restricted Readers", and "Style Resource Readers".
- Securable objects to fetch effective permissions for the selected users/groups:** Three radio buttons labeled "Sites" (selected), "Lists", and "List Items".
- Report Scope:** A dropdown menu currently showing "Specified site only".
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

Columns to be displayed on the Grid can be selected from the dropdown. By default, all columns are displayed.

Export / Publish

Filter

E-mail

Refresh this report

<-- Select columns -->

User or Group

Web Url

Web Title

Account Type

Permission Inherited From

Permission Levels

Description

Report:

Scope:

List:

Effective permissions of the sites

Specified site only

Content

Data Collection Time: 01-Oct-15 3:01:40 PM

User or Group	Web URL	Web Title	Account type	Permission Inherited From	Permission Levels	Description
Excel Services Viewers	https://vyapindemo5.sharepoint.com	Contoso Team Site	SharePointGroup	Given Directly	View Only	Can view pages, list items, Document types with serv can be viewed in the brow downloaded.
Alex Darrow	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Allie Bellew	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Anne Wallace	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Aziz Hassouneh	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Belinda Newman	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Bonnie Kearney	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
David Longmuir	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Denis Dehenne	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Dorena Paschke	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Fabrice Canel	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Garret Vargas	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Garth Fort	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Janet Schorr	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Julian Isla	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Junmin Hao	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Kari Furse	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Katie Jordan	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
MOD Administrator	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Molly Dempsey	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Pavel Banský	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Robin Counts	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Rob Young	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Sara Davis	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
System Account	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Tony Krijnen	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.
Zrinka Makovac	https://vyapindemo5.sharepoint.com	Contoso Team Site	User	Team Site Owners	Full Control	Has full control.

Number of rows: 200

5. After selecting the desired column from the dropdown, Click **Refresh** button.

Export / Publish Filter E-mail Refresh this report <-- Select columns -->

**Report:** Effective permissions of the sites **Scope:** Specified site only **List:** ☒ User or Group ☒ Web Url ☐ Web Title ☐ Account Type ☐ Permission Inherited From ☐ Permission Levels ☐ Description

Data Collection Time: 01-Oct-15 3:01:40 PM

User or Group	Web Url
Excel Services Viewers	https://vyapindemo5.sharepoint.com
Alex Darrow	https://vyapindemo5.sharepoint.com
Allie Bellew	https://vyapindemo5.sharepoint.com
Anne Wallace	https://vyapindemo5.sharepoint.com
Aziz Hassouneh	https://vyapindemo5.sharepoint.com
Belinda Newman	https://vyapindemo5.sharepoint.com
Bonnie Kearney	https://vyapindemo5.sharepoint.com
David Longmuir	https://vyapindemo5.sharepoint.com
Denis Dehenne	https://vyapindemo5.sharepoint.com
Dorena Paschke	https://vyapindemo5.sharepoint.com
Fabrice Canel	https://vyapindemo5.sharepoint.com
Garret Vargas	https://vyapindemo5.sharepoint.com
Garth Fort	https://vyapindemo5.sharepoint.com
Janet Schorr	https://vyapindemo5.sharepoint.com
Julian Isla	https://vyapindemo5.sharepoint.com
Junmin Hao	https://vyapindemo5.sharepoint.com
Kari Furse	https://vyapindemo5.sharepoint.com
Katie Jordan	https://vyapindemo5.sharepoint.com
MOD Administrator	https://vyapindemo5.sharepoint.com
Molly Dempsey	https://vyapindemo5.sharepoint.com
Pavel Banský	https://vyapindemo5.sharepoint.com
Robin Counts	https://vyapindemo5.sharepoint.com
Rob Young	https://vyapindemo5.sharepoint.com
Sara Davis	https://vyapindemo5.sharepoint.com
System Account	https://vyapindemo5.sharepoint.com
Tony Krijnen	https://vyapindemo5.sharepoint.com
Zrinka Makovac	https://vyapindemo5.sharepoint.com
Team Site Owners	https://vyapindemo5.sharepoint.com
Alex Darrow	https://vyapindemo5.sharepoint.com
Allie Bellew	https://vyapindemo5.sharepoint.com
Anne Wallace	https://vyapindemo5.sharepoint.com
Aziz Hassouneh	https://vyapindemo5.sharepoint.com

Number of rows: 200

Follow the above mentioned steps to run other **Security Reports**.

## How to generate a SharePoint Inventory Report?

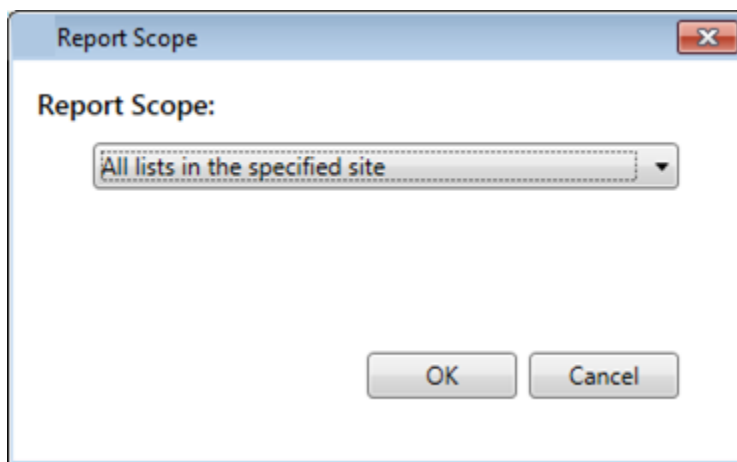
---

Perform the following steps to generate SharePoint Inventory Report:

1. Select **SharePoint Online Reports** from the available vertical tabs. Then from left pane of the application, select **Inventory**.

For demonstration purpose, **List General Settings** report has been chosen.

2. On selecting **List General Settings** Report, a pop-up window is displayed as shown below to select the scope of the report:



3. Once the data collection process gets completed, the report data will be displayed in the window as shown below:

List Inventory

Export / Publish

Filter

E-mail

Refresh

<-- Select columns -->

Report:

Scope:

List:

Data Collection Time: 08-Oct-15 4:01:16 PM

List Inventory

Specific list only

Documents

List Title	Number Of List Items	Number Of Columns	Permission Type	Permission Level	Groups or Users	Size
Documents	132	91	Inherited	View Only	Excel Services Viewers	504.7
Documents	132	91	Inherited	Full Control, Limited Access	Team Site Owners	504.7
Documents	132	91	Inherited	Read	Team Site Visitors	504.7
Documents	132	91	Inherited	Edit, Limited Access	Team Site Members	504.7
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	i:0#.f[membership]alexnd@vyapindemo5.onmicrosoft.com	504.7
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	i:0#.f[membership]allieb@vyapindemo5.onmicrosoft.com	504.7
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	i:0#.f[membership]annew@vyapindemo5.onmicrosoft.com	504.7
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	i:0#.f[membership]azizh@vyapindemo5.onmicrosoft.com	504.7
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	i:0#.f[membership]belindan@vyapindemo5.onmicrosoft.com	504.7
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	i:0#.f[membership]bonniek@vyapindemo5.onmicrosoft.com	504.7
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	i:0#.f[membership]davidl@vyapindemo5.onmicrosoft.com	504.7
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	i:0#.f[membership]denisd@vyapindemo5.onmicrosoft.com	504.7
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	i:0#.f[membership]dorenep@vyapindemo5.onmicrosoft.com	504.7
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	i:0#.f[membership]fabricec@vyapindemo5.onmicrosoft.com	504.7
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	i:0#.f[membership]garretv@vyapindemo5.onmicrosoft.com	504.7
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	i:0#.f[membership]garthf@vyapindemo5.onmicrosoft.com	504.7
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	i:0#.f[membership]janets@vyapindemo5.onmicrosoft.com	504.7
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	i:0#.f[membership]juliani@vyapindemo5.onmicrosoft.com	504.7
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	i:0#.f[membership]junminh@vyapindemo5.onmicrosoft.com	504.7

<

Number of rows: 25

Total size of all lists = 504.7734 MB

>

Columns to be displayed on the Grid can be selected from the dropdown. By default, all columns are displayed.

Export / Publish Filter E-mail Refresh this report <-- Select columns --> Data Collection Time: 01-Oct-15 3:13:48 PM

Report: List Inventory Scope: All lists in the specified List: Content and Structure F

List Title	List URL	Created Date	Description	List Template	Base Type	Number Of List Items	Number Of Columns
appdata	/_catalogs/appdata	9/19/2015 2:13:16 AM		9/19/2015 2:13:16 AM	AppDataCatalog	GenericList	63
appdata	/_catalogs/appdata	9/19/2015 2:13:16 AM		9/19/2015 2:13:16 AM	AppDataCatalog	GenericList	63
appdata	/_catalogs/appdata	9/19/2015 2:13:16 AM		9/19/2015 2:13:16 AM	AppDataCatalog	GenericList	63
appdata	/_catalogs/appdata	9/19/2015 2:13:16 AM		9/19/2015 2:13:16 AM	AppDataCatalog	GenericList	63
appdata	/_catalogs/appdata	9/19/2015 2:13:16 AM		9/19/2015 2:13:16 AM	AppDataCatalog	GenericList	63
appdata	/_catalogs/appdata	9/19/2015 2:13:16 AM		9/19/2015 2:13:16 AM	AppDataCatalog	GenericList	63
appdata	/_catalogs/appdata	9/19/2015 2:13:16 AM		9/19/2015 2:13:16 AM	AppDataCatalog	GenericList	63
appdata	/_catalogs/appdata	9/19/2015 2:13:16 AM		9/19/2015 2:13:16 AM	AppDataCatalog	GenericList	63
appdata	/_catalogs/appdata	9/19/2015 2:13:16 AM		9/19/2015 2:13:16 AM	AppDataCatalog	GenericList	63
appdata	/_catalogs/appdata	9/19/2015 2:13:16 AM		9/19/2015 2:13:16 AM	AppDataCatalog	GenericList	63
appdata	/_catalogs/appdata	9/19/2015 2:13:16 AM		9/19/2015 2:13:16 AM	AppDataCatalog	GenericList	63
appdata	/_catalogs/appdata	9/19/2015 2:13:16 AM		9/19/2015 2:13:16 AM	AppDataCatalog	GenericList	63
appdata	/_catalogs/appdata	9/19/2015 2:13:16 AM		9/19/2015 2:13:16 AM	AppDataCatalog	GenericList	63
appdata	/_catalogs/appdata	9/19/2015 2:13:16 AM		9/19/2015 2:13:16 AM	AppDataCatalog	GenericList	63
appdata	/_catalogs/appdata	9/19/2015 2:13:16 AM		9/19/2015 2:13:16 AM	AppDataCatalog	GenericList	63
appdata	/_catalogs/appdata	9/19/2015 2:13:16 AM		9/19/2015 2:13:16 AM	AppDataCatalog	GenericList	63
appdata	/_catalogs/appdata	9/19/2015 2:13:16 AM		9/19/2015 2:13:16 AM	AppDataCatalog	GenericList	63
appdata	/_catalogs/appdata	9/19/2015 2:13:16 AM		9/19/2015 2:13:16 AM	AppDataCatalog	GenericList	63
appdata	/_catalogs/appdata	9/19/2015 2:13:16 AM		9/19/2015 2:13:16 AM	AppDataCatalog	GenericList	63
appdata	/_catalogs/appdata	9/19/2015 2:13:16 AM		9/19/2015 2:13:16 AM	AppDataCatalog	GenericList	63
appdata	/_catalogs/appdata	9/19/2015 2:13:16 AM		9/19/2015 2:13:16 AM	AppDataCatalog	GenericList	63
appdata	/_catalogs/appdata	9/19/2015 2:13:16 AM		9/19/2015 2:13:16 AM	AppDataCatalog	GenericList	63

Number of rows: 952 Total size of all lists = 516.2785 MB

4. After selecting the desired column from the dropdown, Click **Refresh** button.



[illegible]

Follow the above mentioned steps to run other **Security Reports**.

## How to generate list of externally shared sites, externally shared lists and external users?

Perform the following steps to generate the Reports:

Select SharePoint Online Reports from the available vertical tabs. Then from left pane of application, select External Sharing.

On the selection of "List of External Shared Sites" from the list of available reports, the resultant data is displayed as shown below:

Exchange Online Reports | **SharePoint Online Reports** | Audit and Compliance Reports | Microsoft Teams Reports | Microsoft 365 Manager | Migration Planning

Current Tenant: VyapinM365-1

Search | List of Externally Shared Sites | Export | E-mail | Refresh | Data Collection Time : 2/9/2017 5:18:14 PM

Settings Help About

List of Reports  
 Favorites  
 Configuration  
 Security  
 Inventory  
 OneDrive  
 External Sharing  
 List of Externally Shared Sites  
 List of Externally Shared Lists  
 External Users having access for Specific Sites  
 External Users having access for Specific Lists  
 Externally Shared Sites and Lists for Specific Users  
 List of External Users  
 Sites Configured for External Sharing  
 SharePoint Audit Log Reports  
 Configure Data Collector

**List of Externally Shared Sites**

User or Group	E-mail	User Type	Web Url	Web Title
Ganesan Sethuraman	ganesan1978@hotmail.com	external	https://mod799074.sharepoint.com	Office 365 De
Ganesan Sethuraman	ganesan1978@hotmail.com	external	https://mod799074.sharepoint.com	Office 365 De
Ganesan Sethuraman	ganesan1978@hotmail.com	external	https://mod799074.sharepoint.com/archiver	Archiver
Ganesan Sethuraman	ganesan1978@hotmail.com	external	https://mod799074.sharepoint.com/archiver	Archiver
Ganesan Sethuraman	ganesan1978@hotmail.com	external	https://mod799074.sharepoint.com/docs	Docs
Ganesan Sethuraman	ganesan1978@hotmail.com	external	https://mod799074.sharepoint.com/docs	Docs
Ganesan Sethuraman	ganesan1978@hotmail.com	external	https://mod799074.sharepoint.com/EDC_Demo	EDC_Demo
Ganesan Sethuraman	ganesan1978@hotmail.com	external	https://mod799074.sharepoint.com/EDC_Demo	EDC_Demo
Ganesan Sethuraman	ganesan1978@hotmail.com	external	https://mod799074.sharepoint.com/infrastructure	Infrastructure
Ganesan Sethuraman	ganesan1978@hotmail.com	external	https://mod799074.sharepoint.com/infrastructure	Infrastructure
Ganesan Sethuraman	ganesan1978@hotmail.com	external	https://mod799074.sharepoint.com/google.com	new subsite i
Ganesan Sethuraman	ganesan1978@hotmail.com	external	https://mod799074.sharepoint.com/google.com	new subsite i

On the selection of "List of External Shared Lists" from the list of available reports, the resultant data is displayed as shown below:

Exchange Online Reports | **SharePoint Online Reports** | Audit and Compliance Reports | Microsoft Teams Reports | Microsoft 365 Manager | Migration Planning

Current Tenant: VyapinM365-1

Search | List of Externally Shared Sites | Export | E-mail | Refresh | Data Collection Time : 2/9/2017 6:00:53 PM

Settings Help About

List of Reports  
 Favorites  
 Configuration  
 Security  
 Inventory  
 OneDrive  
 External Sharing  
 List of Externally Shared Sites  
 List of Externally Shared Lists  
 External Users having access for Specific Sites  
 External Users having access for Specific Lists  
 Externally Shared Sites and Lists for Specific Users  
 List of External Users  
 Sites Configured for External Sharing  
 SharePoint Audit Log Reports  
 Configure Data Collector

**List of Externally Shared Lists**

User or Group	E-mail	Web Url	Web Title	List Name
Ganesan Sethuraman	ganesan1978@hotmail.com	https://mod799074.sharepoint.com/EDC_Demo	EDC_Demo	Site Pages
Ganesan Sethuraman	ganesan1978@hotmail.com	https://mod799074.sharepoint.com/infrastructure	Infrastructure	Composed Looks
Ganesan Sethuraman	ganesan1978@hotmail.com	https://mod799074.sharepoint.com/infrastructure	Infrastructure	Composed Looks
Ganesan Sethuraman	ganesan1978@hotmail.com	https://mod799074.sharepoint.com/infrastructure	Infrastructure	Documents
Ganesan Sethuraman	ganesan1978@hotmail.com	https://mod799074.sharepoint.com/infrastructure	Infrastructure	Documents
Ganesan Sethuraman	ganesan1978@hotmail.com	https://mod799074.sharepoint.com/infrastructure	Infrastructure	Images
Ganesan Sethuraman	ganesan1978@hotmail.com	https://mod799074.sharepoint.com/infrastructure	Infrastructure	Images
Ganesan Sethuraman	ganesan1978@hotmail.com	https://mod799074.sharepoint.com/infrastructure	Infrastructure	Master Page Gallery
Ganesan Sethuraman	ganesan1978@hotmail.com	https://mod799074.sharepoint.com/infrastructure	Infrastructure	Master Page Gallery
Ganesan Sethuraman	ganesan1978@hotmail.com	https://mod799074.sharepoint.com/infrastructure	Infrastructure	MicroFeed

On the selection of "List of External Users" from the list of available reports, the resultant data is displayed as shown below:

Settings

Help

About

Search

List of External Users

Export

E-mail

Refresh

Data Collection Time : 2/10/2017 1:34:34 PM

List of External Users

<-- Select Columns -->

Display Name

First Name

Last Name

Mail Address

Mobile

Title

Ganesan Sethuraman

Null

Null

ganesan1978\_hotmail.com#EXT#@MOD799074.onmicrosoft.com

Null

Null

John Bairstow

John

Bairstow

john\_contoso.com1#EXT#@MOD799074.onmicrosoft.com

Null

QA

John Hastings

John

Hastings

john\_contoso.com#EXT#@MOD799074.onmicrosoft.com

Null

Software

Megan Bowen

Null

Null

karthick\_vyapin.com#EXT#@MOD799074.onmicrosoft.com

Null

Null

Rambo

Rambo

Martin

Rambo\_contoso.com#EXT#@MOD799074.onmicrosoft.com

Null

Professor

Starc

Mitchell

Starc

starc\_contoso.com#EXT#@MOD799074.onmicrosoft.com

Null

T1

t1

ds

dsdd

t1\_contoso.com#EXT#@MOD799074.onmicrosoft.com

Null

dsd

List of Externally Shared Sites

List of Externally Shared Lists

External Users having access for Specific Sites

External Users having access for Specific Lists

Externally Shared Sites and Lists for Specific Users

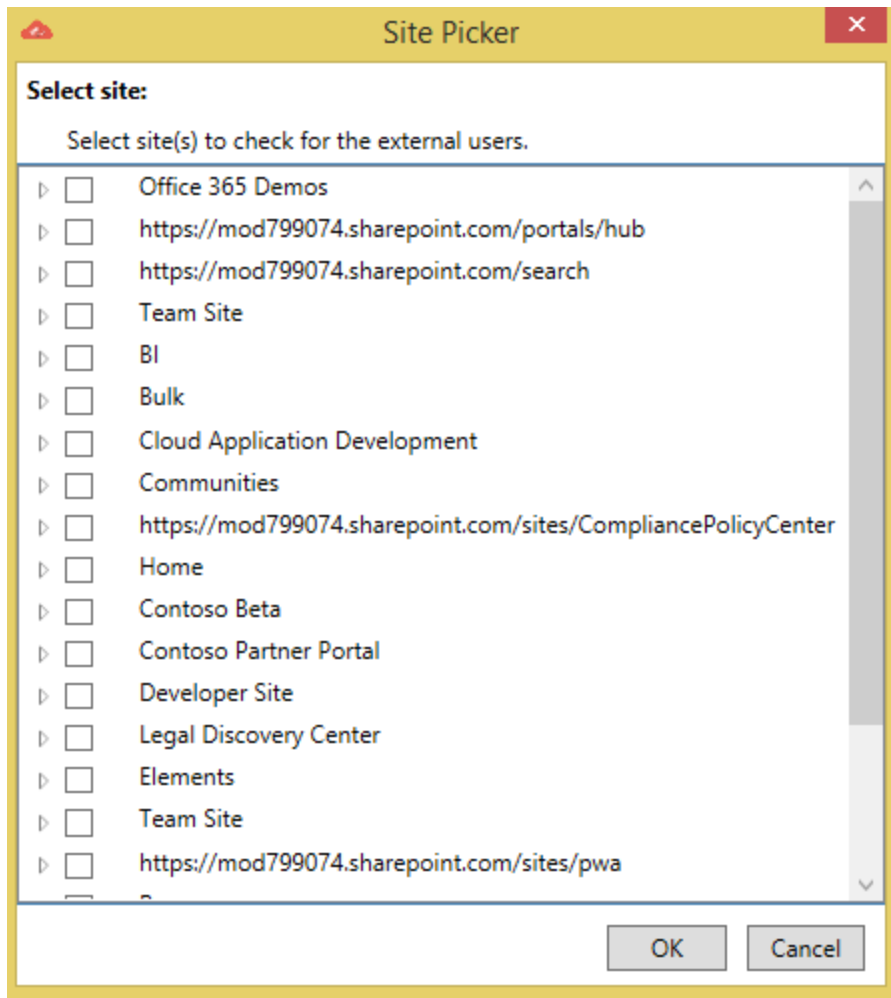
List of External Users

## How to generate effective permission of users for specific sites and lists report?

Perform the following steps to generate the Reports:

Select SharePoint Online Reports from the available vertical tabs. Then from left pane of application, select External Sharing.

On the selection of "External Users having access for Specific Sites" and "External Users having access for Specific Lists" from the list of available reports, a dialog is displayed as shown below:



After selecting the desired sites, the resultant data is displayed as shown below:

User or Group	E-mail	User Type	Web Url	Web Title	Account Type
Ganesan Sethuraman	ganesan1978@hotmail.com	external	https://mod799074.sharepoint.com/infrastructure	Infrastructure	User
Ganesan Sethuraman	ganesan1978@hotmail.com	external	https://mod799074.sharepoint.com/infrastructure	Infrastructure	User
Ganesan Sethuraman	ganesan1978@hotmail.com	external	https://mod799074.sharepoint.com/archiver	Archiver	User
Ganesan Sethuraman	ganesan1978@hotmail.com	external	https://mod799074.sharepoint.com/archiver	Archiver	User

The below image shows the final window of the "External Users having access for Specific Lists":



Current Tenant: VyapinM365-1

Settings Help About

Search

Export E-mail Refresh

Data Collection Time : 10-Feb-2017 14:11:45

Site Collection Settings

<-- Select Columns -->

URL	SharingStatus	Owner	Title
https://mod799074.sharepoint.com/	External sharing for authenticated and guest users		Office 365 De
https://mod799074.sharepoint.com/portals/hub	External sharing is disabled		
https://mod799074.sharepoint.com/search	External sharing is disabled		
https://mod799074.sharepoint.com/sites/Analytics	External sharing is disabled	admin@MOD799074.onmicrosoft.com	Team Site
https://mod799074.sharepoint.com/sites/bicenter	External sharing is disabled	admin@MOD799074.onmicrosoft.com	BI
https://mod799074.sharepoint.com/sites/bulk	External sharing is disabled	meganb@mod799074.onmicrosoft.com	Bulk
https://mod799074.sharepoint.com/sites/clouddev	External sharing is disabled	meganb@mod799074.onmicrosoft.com	Cloud Applic
https://mod799074.sharepoint.com/sites/communities	External sharing is disabled	admin@MOD799074.onmicrosoft.com	Communities
https://mod799074.sharepoint.com/sites/CompliancePolicyCenter	External sharing is disabled		
https://mod799074.sharepoint.com/sites/contoso	External sharing is disabled	admin@MOD799074.onmicrosoft.com	Home
https://mod799074.sharepoint.com/sites/contosobeta	External sharing is disabled	admin@MOD799074.onmicrosoft.com	Contoso Beta
https://mod799074.sharepoint.com/sites/contosopartners	External sharing is disabled	admin@MOD799074.onmicrosoft.com	Contoso Part
https://mod799074.sharepoint.com/sites/Dev	External sharing is disabled	admin@MOD799074.onmicrosoft.com	Developer Sit
https://mod799074.sharepoint.com/sites/ediscovery	External sharing is disabled	admin@mod799074.onmicrosoft.com	Legal Discove
https://mod799074.sharepoint.com/sites/	External sharing is disabled	meganb@mod799074.onmicrosoft.com	Elements

Number of columns to be displayed on the Grid can be selected from the dropdown. By default, all columns are displayed.

Current Tenant: VyapinM365-1

Settings Help About

Search

Export E-mail Refresh

Data Collection Time : 10-Feb-2017 14:11:45

Site Collection Settings

<-- Select Columns -->

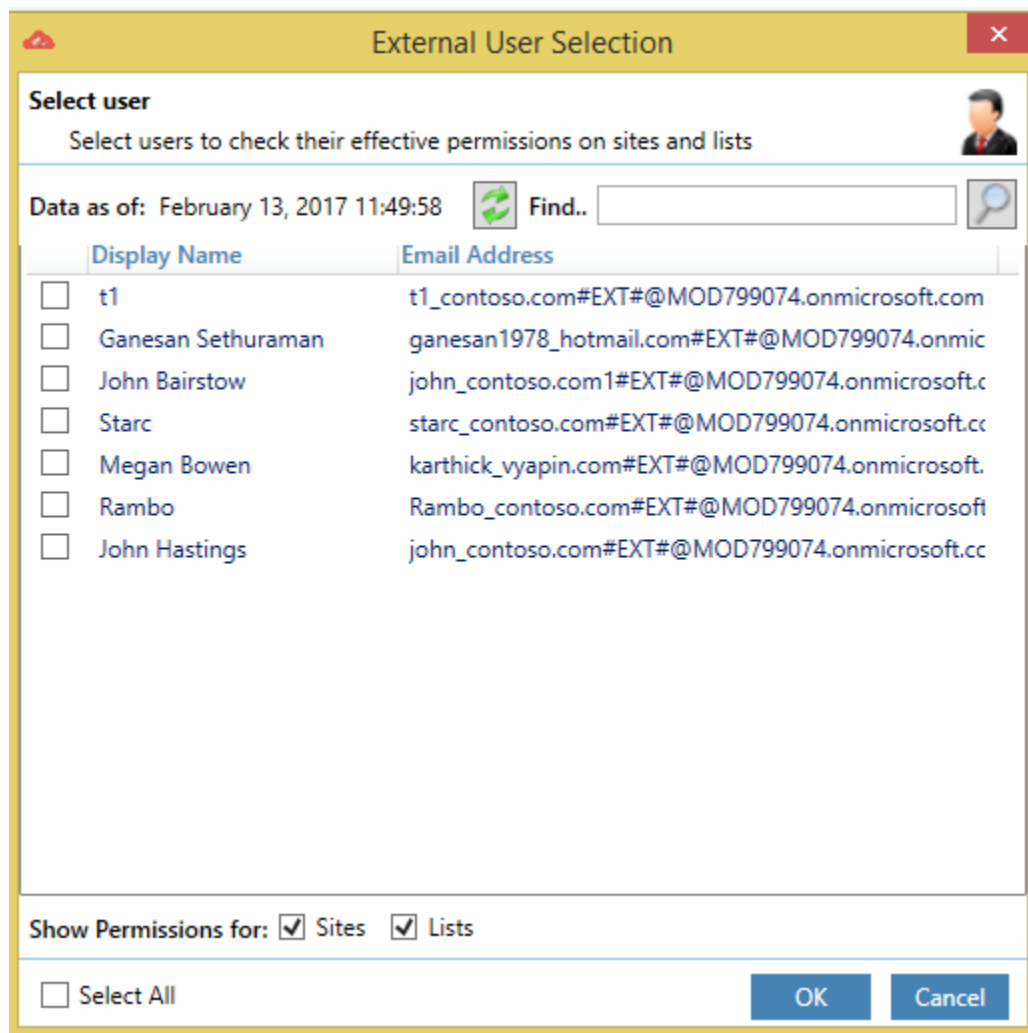
URL	SharingStatus	Owner	Title	
https://mod799074.sharepoint.com/	External sharing for authenticated and guest users		Office 365 De	
https://mod799074.sharepoint.com/portals/hub	External sharing is disabled			
https://mod799074.sharepoint.com/search	External sharing is disabled			
https://mod799074.sharepoint.com/sites/Analytics	External sharing is disabled	admin@MOD799074.onmicrosoft.com	Team Site	
https://mod799074.sharepoint.com/sites/bicenter	External sharing is disabled	admin@MOD799074.onmicrosoft.com	BI	
https://mod799074.sharepoint.com/sites/bulk	External sharing is disabled	meganb@mod799074.onmicrosoft.com	Bulk	2017-01-1
https://mod799074.sharepoint.com/sites/clouddev	External sharing is disabled	meganb@mod799074.onmicrosoft.com	Cloud Application Development	2017-01-1
https://mod799074.sharepoint.com/sites/communities	External sharing is disabled	admin@MOD799074.onmicrosoft.com	Communities	2016-11-0
https://mod799074.sharepoint.com/sites/CompliancePolicyCenter	External sharing is disabled			2017-01-3
https://mod799074.sharepoint.com/sites/contoso	External sharing is disabled	admin@MOD799074.onmicrosoft.com	Home	2016-10-3
https://mod799074.sharepoint.com/sites/contosobeta	External sharing is disabled	admin@MOD799074.onmicrosoft.com	Contoso Beta	2016-10-3
https://mod799074.sharepoint.com/sites/contosopartners	External sharing is disabled	admin@MOD799074.onmicrosoft.com	Contoso Partner Portal	2016-10-3
https://mod799074.sharepoint.com/sites/Dev	External sharing is disabled	admin@MOD799074.onmicrosoft.com	Developer Site	2016-11-0
https://mod799074.sharepoint.com/sites/ediscovery	External sharing is disabled	admin@mod799074.onmicrosoft.com	Legal Discovery Center	2016-10-3

## How to generate externally shared sites and lists for specific users?

Perform the following steps to generate the "Externally Shared Sites and Lists for Specific Users" Reports:

Select SharePoint Online Reports from the available vertical tabs. Then from left pane of application, select External Sharing.

On the selection of "Externally Shared Sites and Lists for Specific Users" from the list of available reports, a dialog is displayed as shown below:



The dialog box is titled "External User Selection" and contains a "Select user" section with the instruction "Select users to check their effective permissions on sites and lists". It includes a "Data as of" timestamp of "February 13, 2017 11:49:58" and a "Find.." search bar. Below is a table of users with checkboxes for selection. At the bottom, there are checkboxes for "Show Permissions for: Sites" and "Lists", both of which are checked, and a "Select All" checkbox. "OK" and "Cancel" buttons are at the bottom right.

	Display Name	Email Address
<input type="checkbox"/>	t1	t1_contoso.com#EXT#@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Ganesan Sethuraman	ganesan1978_hotmail.com#EXT#@MOD799074.onmic
<input type="checkbox"/>	John Bairstow	john_contoso.com1#EXT#@MOD799074.onmicrosoft.c
<input type="checkbox"/>	Starc	starc_contoso.com#EXT#@MOD799074.onmicrosoft.cc
<input type="checkbox"/>	Megan Bowen	karthick_vyapin.com#EXT#@MOD799074.onmicrosoft.
<input type="checkbox"/>	Rambo	Rambo_contoso.com#EXT#@MOD799074.onmicrosoft
<input type="checkbox"/>	John Hastings	john_contoso.com#EXT#@MOD799074.onmicrosoft.cc

Show Permissions for: ☒ Sites ☒ Lists

☐ Select All

OK Cancel

After selecting the desired external users to process, the resultant data is displayed as shown below:

**List of Reports**

- Search
- Favorites
- Configuration
- Security
- Inventory
- OneDrive
- File and Folder events
- Site Administration
- External Sharing
  - List of Externally Shared Sites
  - List of Externally Shared Lists
  - External Users having access for Specific Sites
  - External Users having access for Specific Lists
  - Externally Shared Sites and Lists for Specific Users**
  - List of External Users
  - Sites Configured for External Sharing
- Schedule

---

Settings Help About

Search [Externally Shared Sites and Lists for Specific Users]
 Data Collection Time : 2/11/2017 2:51:40 PM

Export E-mail Refresh

### Externally Shared Sites and Lists for Specific Users

User	E-mail	Web Url	Web Title	List Name
Ganesan Sethuraman	ganesan1978_hotmail.com#ext#@mod799074.onmicrosoft.com	https://mod799074.sharepoint.com/sites/elements	Elements	
Ganesan Sethuraman	ganesan1978_hotmail.com#ext#@mod799074.onmicrosoft.com	https://mod799074.sharepoint.com/sites/elements/Day Walker	Day Walker	
Ganesan Sethuraman	ganesan1978_hotmail.com#ext#@mod799074.onmicrosoft.com	https://mod799074.sharepoint.com/sites/elements/wftest	WF Test	



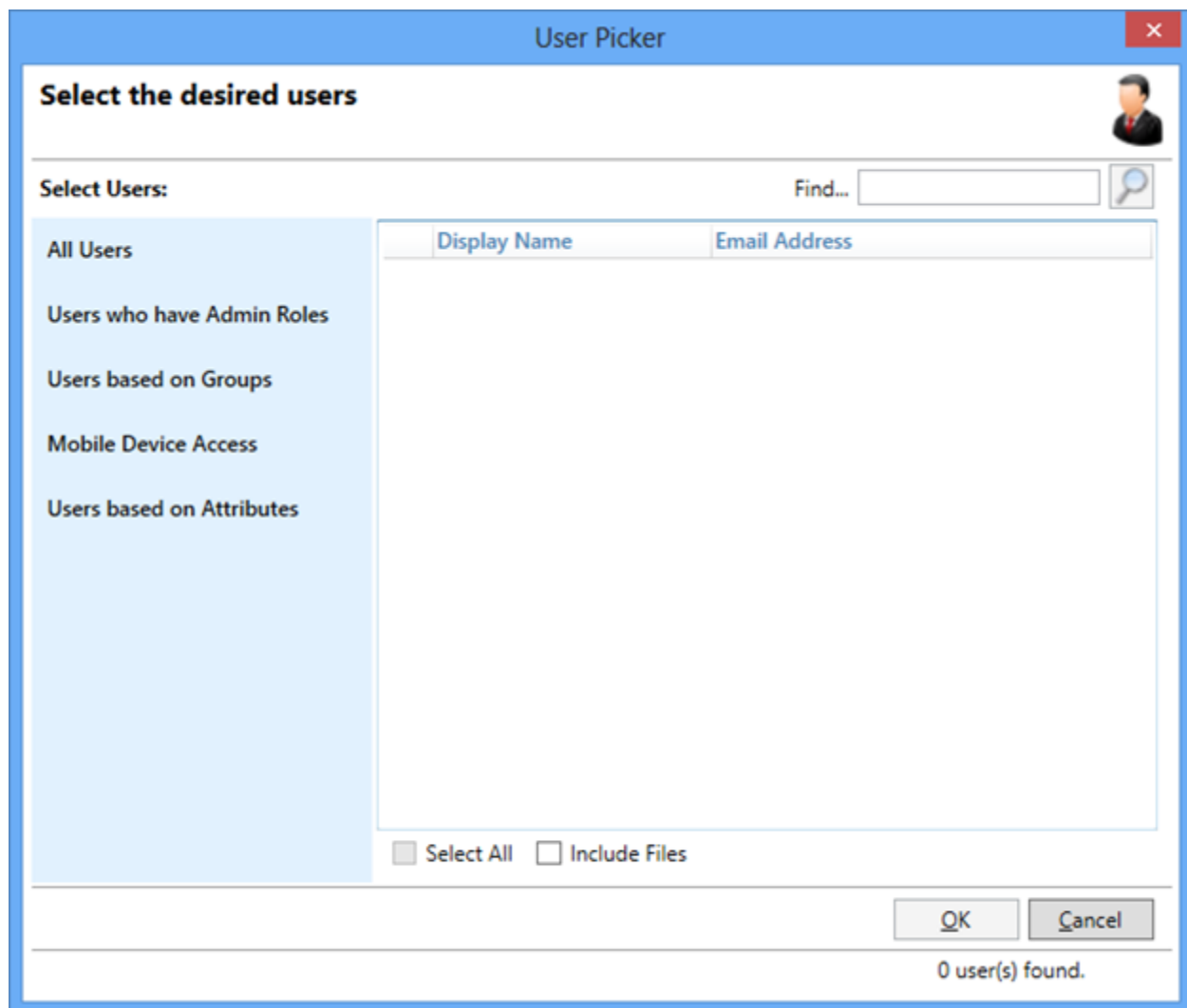
## How to generate OneDrive Report?

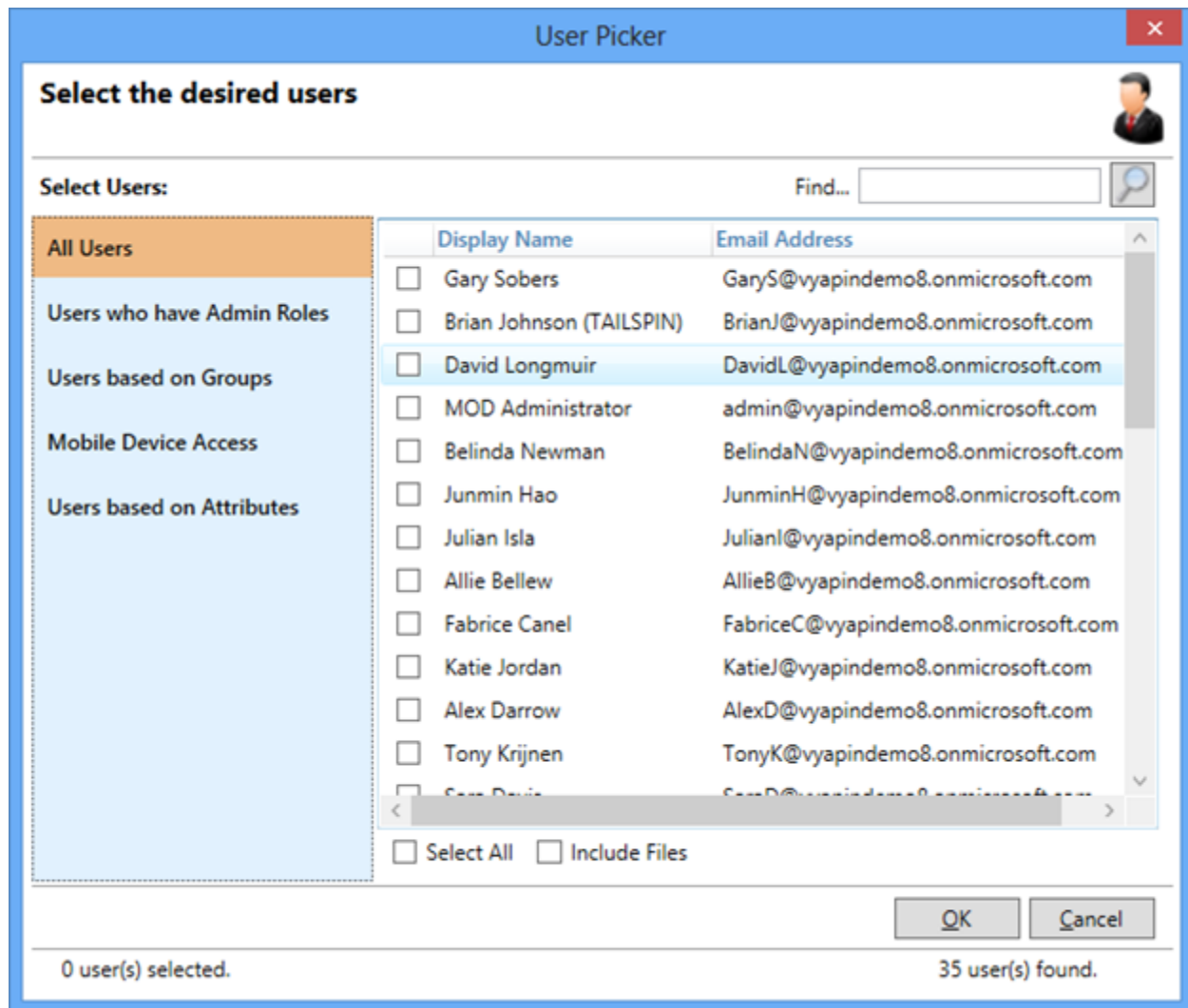
Before generating an OneDrive Report, a valid admin site should be connected with proper credentials in the Configuration Settings. Perform the following steps to generate an OneDrive Report:

1. Select **SharePoint Online Reports** from the available vertical tabs. Then from left pane of the application, select **OneDrive**.

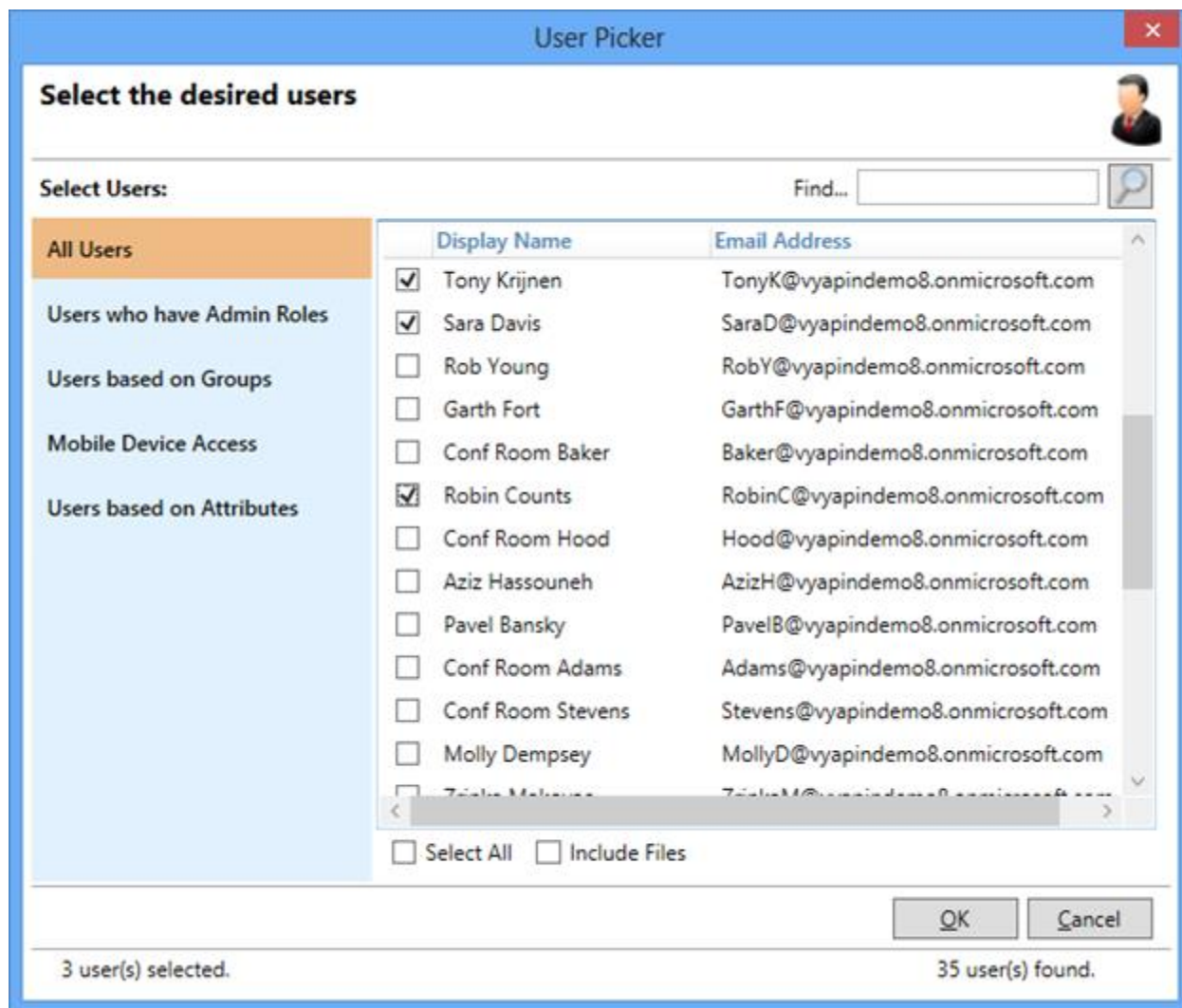
For demonstration purpose, **OneDrive Permissions** report has been chosen.

2. On selecting **OneDrive Permissions** report, a pop-up window will be displayed as shown below:

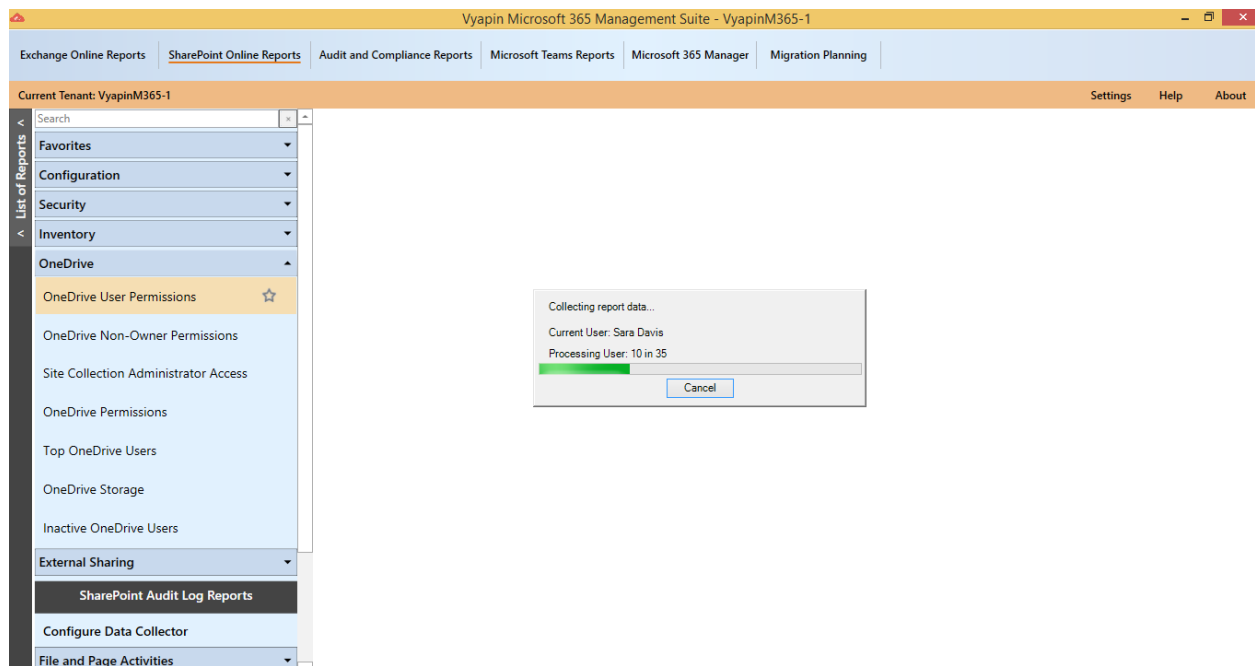




3. Select the desired user(s) and Click **OK** button to display the respective user details.



During data collection, the window is displayed as shown below.



Once the data collection process is complete, the report data will be displayed in a report window as shown below:

OneDrive User Permissions

Export E-mail Refresh Data Collection Time: 24-06-2016 17:52:34

▶ Sara Davis


▶ Tony Krijnen

▲ Robin Counts

Account Name	Folder or File Name	Object Type	Folder or File URL	Permission Type
Robin Counts	delete me	Folder	/personal/tonyk_mod625253_onmicrosoft_com/Documents/delete me	Inherited
Robin Counts	Personal	Folder	/personal/allieb_mod625253_onmicrosoft_com/Documents/Personal	Inherited
Robin Counts	D365-ODB	Folder	/personal/allieb_mod625253_onmicrosoft_com/Documents/D365-ODB	Inherited
Robin Counts	delete me	Folder	/personal/allieb_mod625253_onmicrosoft_com/Documents/delete me	Inherited
Robin Counts	part4	Folder	/personal/allieb_mod625253_onmicrosoft_com/Documents/part4	Inherited
Robin Counts	Account Files	Folder	/personal/allieb_mod625253_onmicrosoft_com/Documents/Account Files	Inherited
Robin Counts	Allie Bellew Documents	Folder	/personal/allieb_mod625253_onmicrosoft_com/Documents/Allie Bellew Documents	Inherited
Robin Counts	Personal	Folder	/personal/annew_mod625253_onmicrosoft_com/Documents/Personal	Inherited
Robin Counts	delete me	Folder	/personal/annew_mod625253_onmicrosoft_com/Documents/delete me	Inherited
Robin Counts	Community Projects	Folder	/personal/azizh_mod625253_onmicrosoft_com/Documents/Community Projects	Inherited
Robin Counts	Personal	Folder	/personal/belindan_mod625253_onmicrosoft_com/Documents/Personal	Inherited
Robin Counts	Personal	Folder	/personal/bonniek_mod625253_onmicrosoft_com/Documents/Personal	Inherited
Robin Counts	Shared With Everyone	Folder	/personal/bonniek_mod625253_onmicrosoft_com/Documents/Shared With Everyone	Inherited
Robin Counts	Personal Info	Folder	/personal/davidl_mod625253_onmicrosoft_com/Documents/Personal Info	Inherited
Robin Counts	Personal	Folder	/personal/denisd_mod625253_onmicrosoft_com/Documents/Personal	Inherited
Robin Counts	Private	Folder	/personal/dorenep_mod625253_onmicrosoft_com/Documents/Private	Inherited
Robin Counts	Community Projects	Folder	/personal/fabricec_mod625253_onmicrosoft_com/Documents/Community Projects	Inherited
Robin Counts	D365-ODB	Folder	/personal/fabricec_mod625253_onmicrosoft_com/Documents/D365-ODB	Inherited
Robin Counts	My Stuff	Folder	/personal/garretv_mod625253_onmicrosoft_com/Documents/My Stuff	Inherited
Robin Counts	Community Service	Folder	/personal/garthf_mod625253_onmicrosoft_com/Documents/Community Service	Inherited
Robin Counts	Private	Folder	/personal/janets_mod625253_onmicrosoft_com/Documents/Private	Inherited
Robin Counts	Janet Schorr Documents	Folder	/personal/janets_mod625253_onmicrosoft_com/Documents/Janet Schorr Documents	Inherited
Robin Counts	Personal	Folder	/personal/robymod625253_onmicrosoft_com/Documents/Personal	Inherited
Robin Counts	10MB	Folder	/personal/robymod625253_onmicrosoft_com/Documents/10MB	Inherited
Robin Counts	Contents	Folder	/personal/robymod625253_onmicrosoft_com/Documents/Contents	Inherited
Robin Counts	delete me	Folder	/personal/robymod625253_onmicrosoft_com/Documents/delete me	Inherited
Robin Counts	My Stuff	Folder	/personal/juliani_mod625253_onmicrosoft_com/Documents/My Stuff	Inherited
Robin Counts	part4	Folder	/personal/juliani_mod625253_onmicrosoft_com/Documents/part4	Inherited
Robin Counts	Engineering Competition	Folder	/personal/junminh_mod625253_onmicrosoft_com/Documents/Engineering Competition	Inherited
Robin Counts	Personal Info	Folder	/personal/karif_mod625253_onmicrosoft_com/Documents/Personal Info	Inherited
Robin Counts	Contoso Electronics	Folder	/personal/katiej_mod625253_onmicrosoft_com/Documents/Contoso Electronics	Inherited
Robin Counts	Private Info	Folder	/personal/katiej_mod625253_onmicrosoft_com/Documents/Private Info	Inherited
Robin Counts	Class Documents	Folder	/personal/katiej_mod625253_onmicrosoft_com/Documents/Class Documents	Inherited

## How to Export / Publish data?

The **Export / Publish** feature helps the user to export / publish report data generated by Vyapin Microsoft 365 Management Suite to a file using various formats namely HTML/CSV/XLSX.

1. Click on  **Export / Publish** in the report window or select **Export** option under **File** menu to export report data to a file in the desired format.

**Export**

☒ **Export to local drive**

Export Path:  Save As

☐ **Publish to SharePoint library**

☒ Use the same SharePoint site used to generate the report

☐ Use a different SharePoint site

Site URL:

Authentication type: Office 365 Cloud Identity ▼

User name: VSSPRO\deepak ▼ ...

Password:

Library name:  ▼ ↻

File name:  Extension: .csv ▼

**File Conditions:**

If the file with same name already exists,

☒ Overwrite the existing file

☐ Rename the new file by appending the time stamp value.


OK Cancel

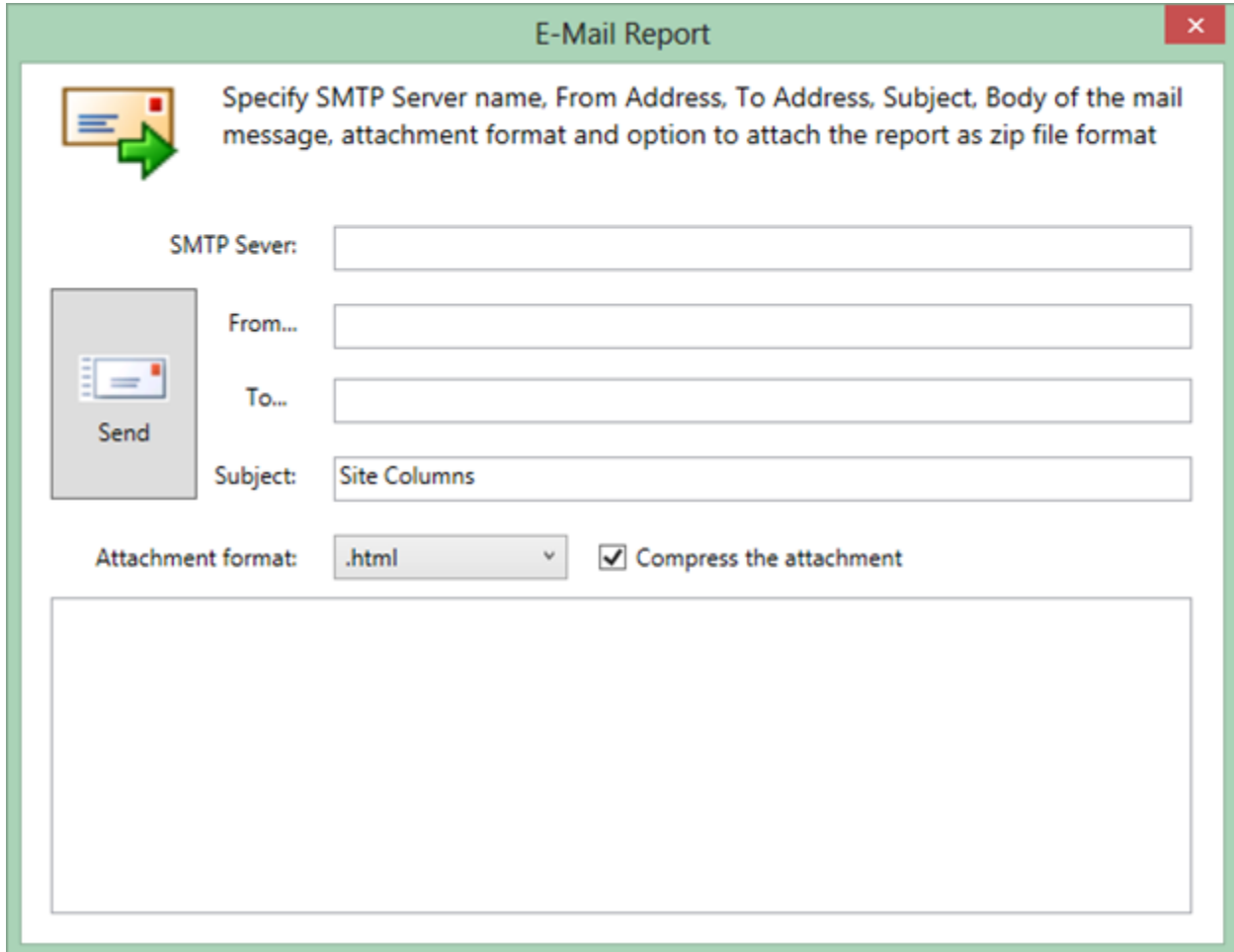
2. Specify a **File Name** to export report data to. Specify the **Export Path** and select a desired file format. The path refers to the destination location where the output file generated should be stored. It can also be given using the **Browse** button.
3. You can also publish the report data to a SharePoint library. Specify the **File name**, file format, SharePoint **site URL**, credentials, and a library to publish the report.

4. In **File Conditions** specify a condition to **Overwrite** or **Rename** the report data file, if the file with the same name already exists in the export location or SharePoint library.

## How to E-mail data?

Vyapin Microsoft 365 Management Suite provides the option to e-mail the reports generated using Built-in Reports.


1. Click  E-mail in the toolbar to e-mail the report to e-mail recipients. E-mail dialog will be displayed as shown below:



The image shows a screenshot of the 'E-Mail Report' dialog box. The title bar is green with a red close button. Inside, there's a green arrow icon pointing to the right. The text says: 'Specify SMTP Server name, From Address, To Address, Subject, Body of the mail message, attachment format and option to attach the report as zip file format'. Below this, there are input fields for 'SMTP Sever:', 'From...', 'To...', and 'Subject:'. The 'Subject:' field contains the text 'Site Columns'. To the left of these fields is a grey button labeled 'Send'. Below the input fields, there's a dropdown menu for 'Attachment format:' set to '.html', and a checkbox labeled 'Compress the attachment' which is checked. At the bottom, there is a large empty text area for the mail body.

2. For e-mailing reports, Vyapin Microsoft 365 Management Suite requires **SMTP Server, From Address, To Addresses** (recipients separated by semicolons) and the report **Attachment format**.

Specify **SMTP Server** name, **From Address, To Address**, mail **Subject**, mail content, **Attachment format** and option to **Compress the attachment**.


3. Click  to send the report by e-mail to the selected recipients.

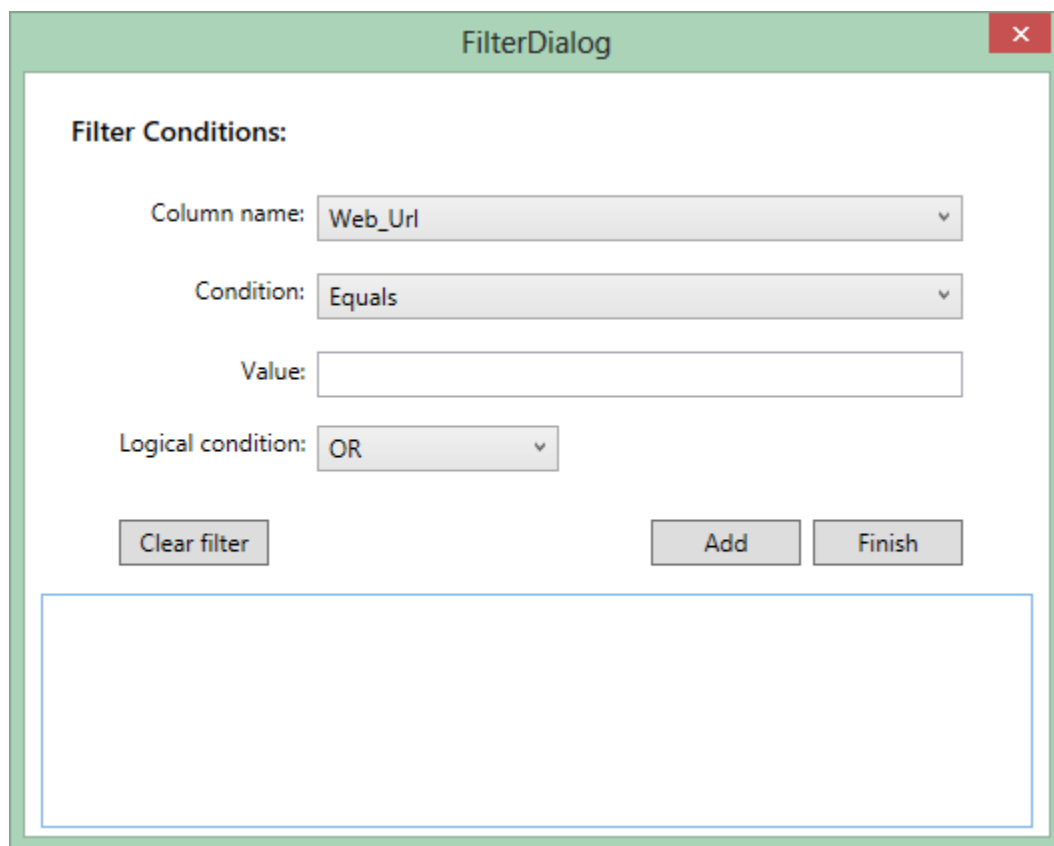


## How to use Filter?

Vyapin Microsoft 365 Management Suite can filter the report data based on a filter condition. The Filter criteria can be specified based on columns in the report to match certain values of the data.

You can apply a report filter condition by following the steps given below:

1. Click  **Filter** in the toolbar available in the report window to launch Filter window. Filter window will be displayed as shown below:



2. In the **Filter** window, select any column from the **Column name** dropdown and select a condition from the **Condition** dropdown.
3. Enter a value in the given value field.
4. Click **Add** button to add a condition to the **Filter list**.
5. Use **Logical condition** dropdown to add multiple filter conditions to the list and to form a complex filter query if needed.
6. On clicking **Finish** the filter dialog window will be closed and you can view the filtered data in the report viewer. You can now export, publish, or e-mail the filtered report based on the requirement.

## How to schedule a SharePoint report task?

---

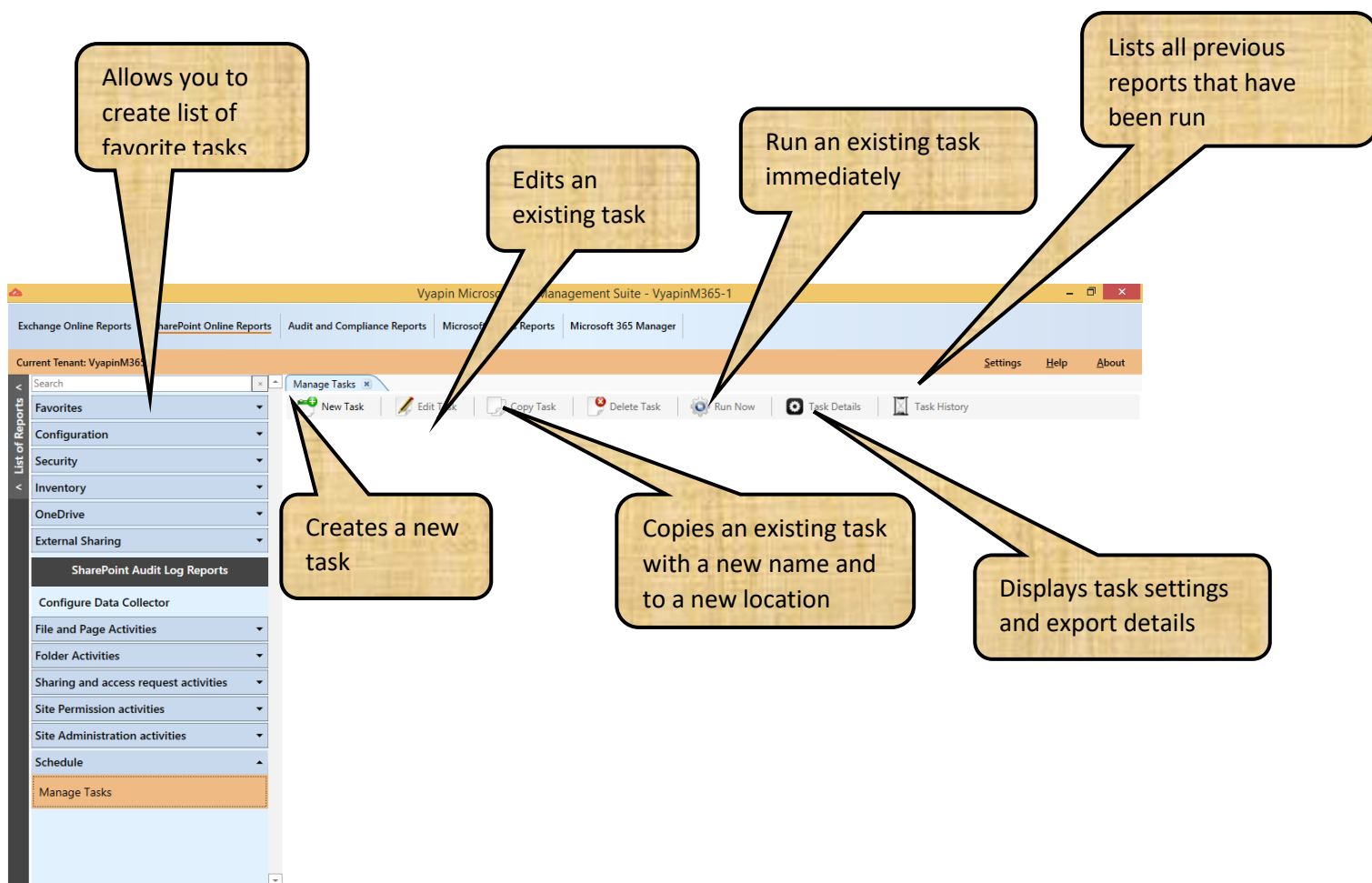
[SharePoint site details](#)

[Report Selection](#)

[Delivery Options](#)

[Task Settings](#)

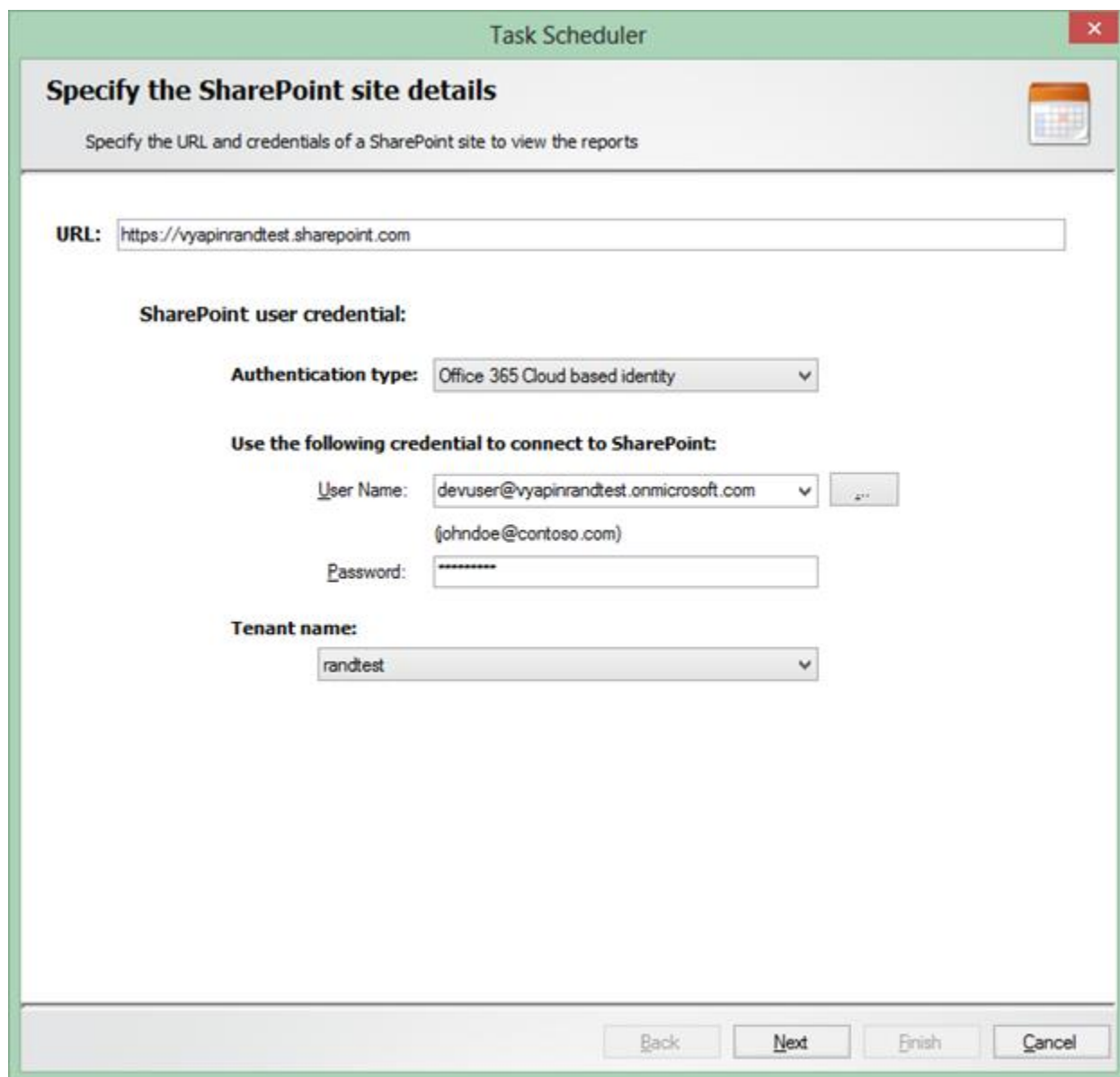
### Main Screen: Manage Tasks



## 1: SharePoint site details

You can create SharePoint report scheduled task to generate reports at specified intervals. The generated report can also be exported, published, or mailed using this wizard.

1. Specify the **SharePoint Site details** like Site **URL**, **credential**, and **Tenant name** to store the generated data. This window will appear as shown below.



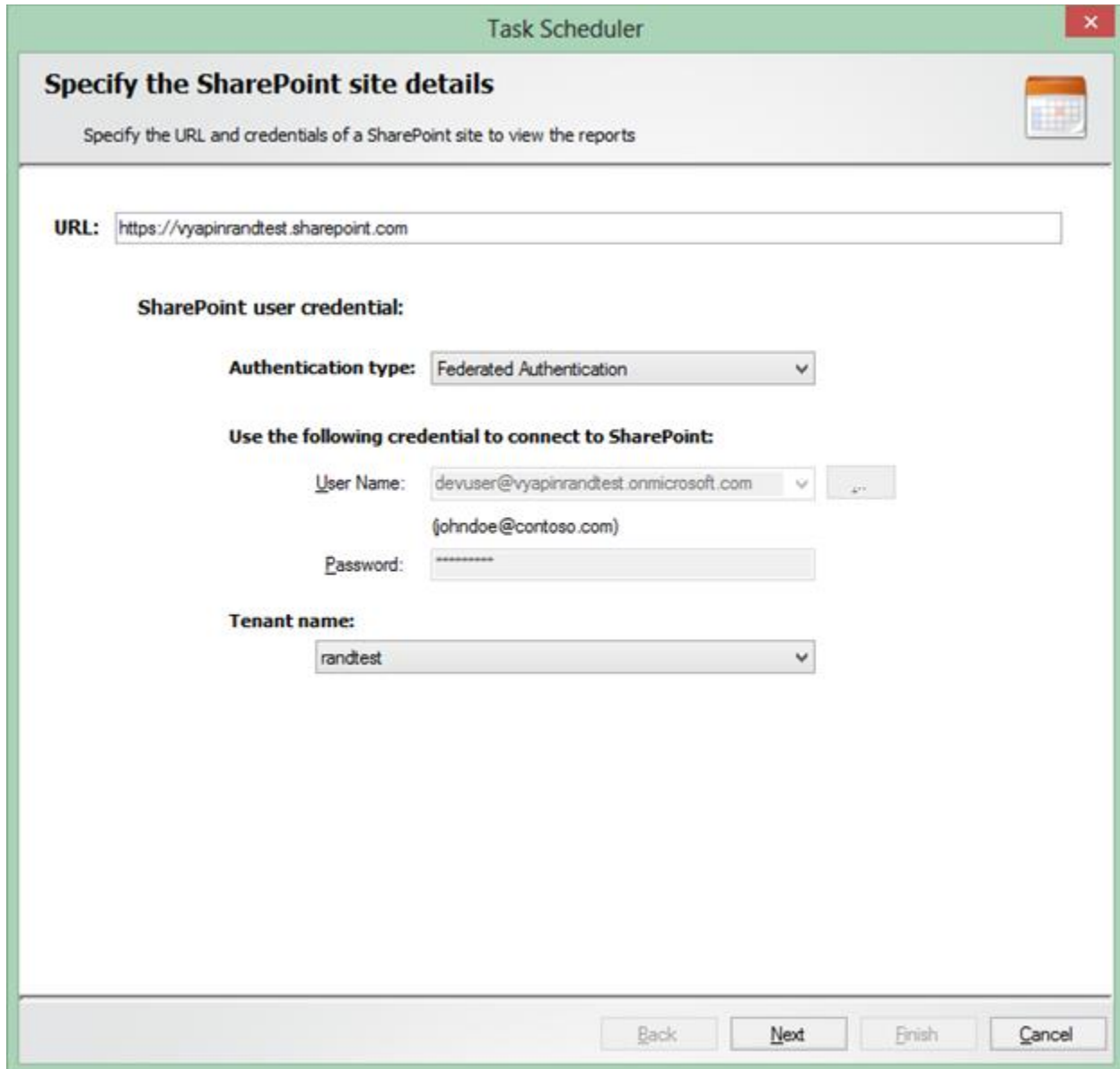
The screenshot shows a window titled "Task Scheduler" with a sub-header "Specify the SharePoint site details". Below the sub-header is a description: "Specify the URL and credentials of a SharePoint site to view the reports". The form contains the following fields:

- URL:** A text box containing "https://vyapinrandtest.sharepoint.com".
- SharePoint user credential:**
  - Authentication type:** A dropdown menu with "Office 365 Cloud based identity" selected.
  - Use the following credential to connect to SharePoint:**
    - User Name:** A dropdown menu with "devuser@vyapinrandtest.onmicrosoft.com" selected. A small "Show" button is next to it.
    - Password:** A text box containing "(johndoe@contoso.com)".
  - Tenant name:** A dropdown menu with "randtest" selected.

At the bottom of the window are four buttons: "Back", "Next", "Finish", and "Cancel".

2. Select **Federated** Identity in **Authentication Type** combo to connect to a SharePoint site (SharePoint On-premise or SharePoint Online) using federated identity configured using ADFS. Also, select this option to connect to Microsoft 365 SharePoint Online configured using federated identity provider.

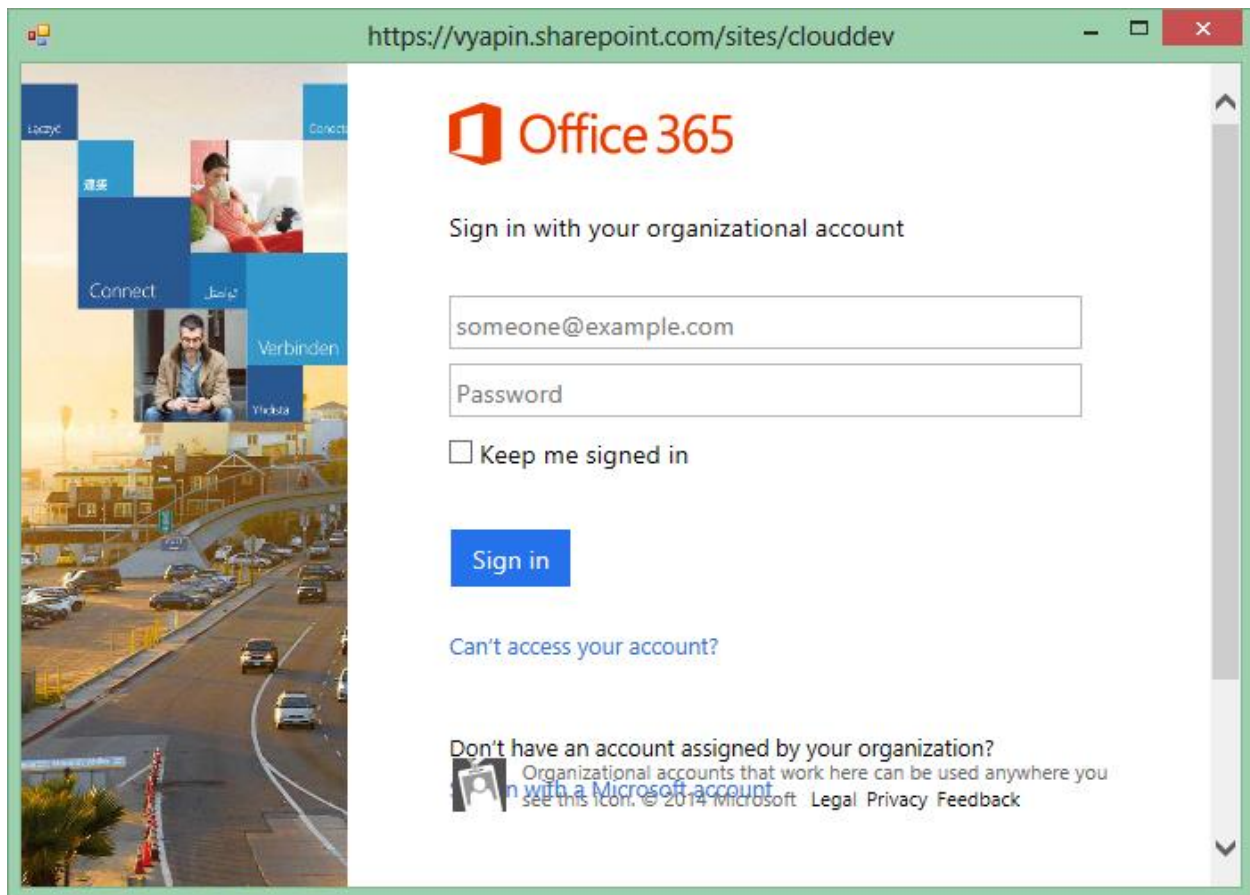
3. To connect to Office 365's SharePoint Online environment, you can use Web Single Sign-on option for both Cloud Identity (Office 365 Online User Credential e.g., johndoe@vyapin.onmicrosoft.com) and Federated Identity (configured via ADFS e.g., [johndoe@vyapin.onmicrosoft.com](mailto:johndoe@vyapin.onmicrosoft.com)).



The screenshot shows a Windows Task Scheduler window titled 'Task Scheduler'. Inside, there is a dialog box titled 'Specify the SharePoint site details' with a subtitle 'Specify the URL and credentials of a SharePoint site to view the reports'. The dialog box contains the following fields and controls:

- URL:** A text box containing 'https://vyapinrandtest.sharepoint.com'.
- SharePoint user credential:**
  - Authentication type:** A dropdown menu set to 'Federated Authentication'.
  - Use the following credential to connect to SharePoint:**
    - User Name:** A dropdown menu set to 'devuser@vyapinrandtest.onmicrosoft.com' with a 'Show Password' button to its right.
    - Password:** A text box containing '(johndoe@contoso.com)'.
    - Tenant name:** A dropdown menu set to 'randtest'.
- Buttons:** 'Back', 'Next', 'Finish', and 'Cancel' buttons at the bottom right.

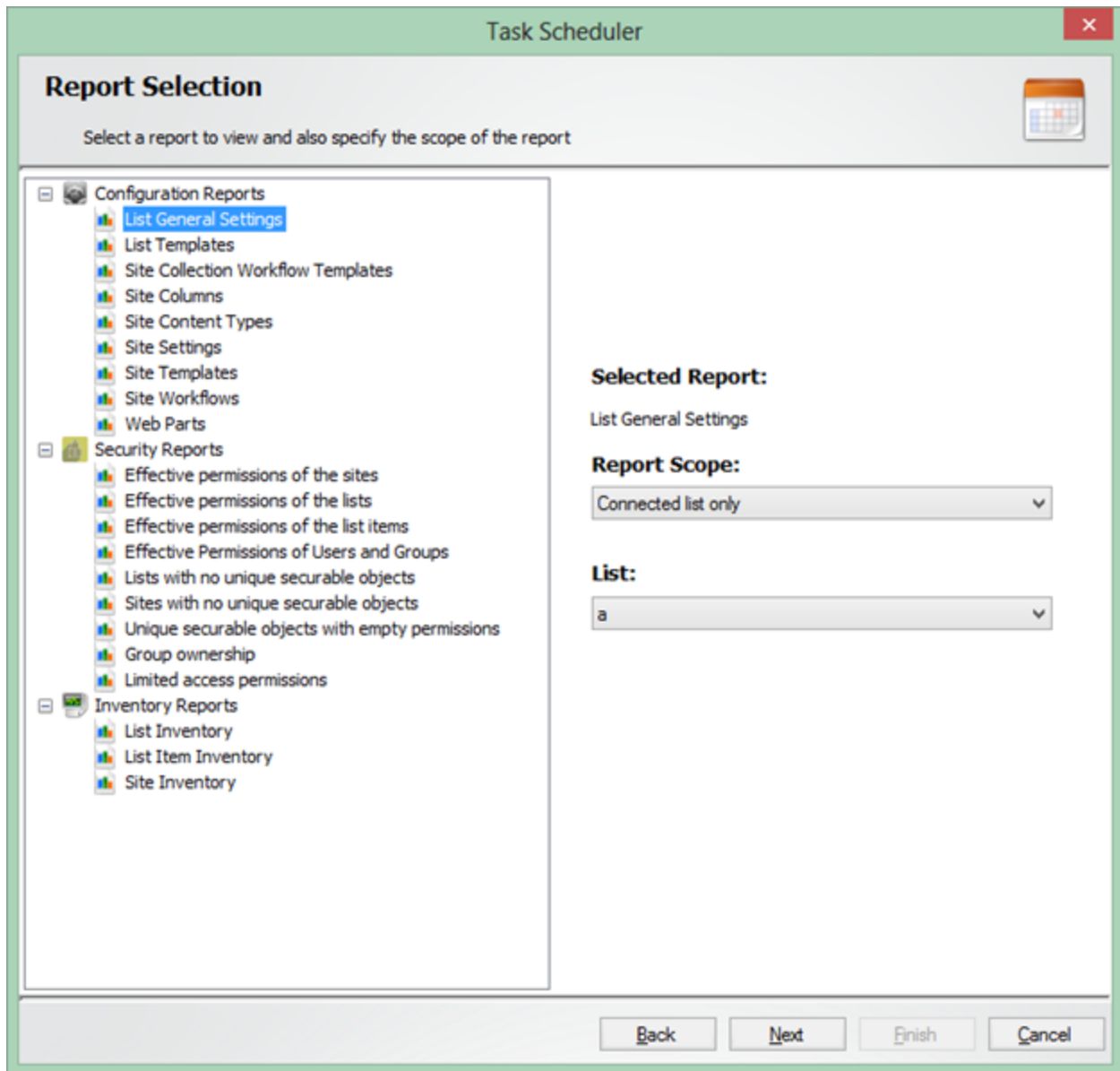
4. Upon clicking **Next** button, you will be prompted for credential (**User Name** and **Password**) as shown below:



5. Provide **ID** and **Password** in the respective textboxes and click **Sign in** button to proceed.

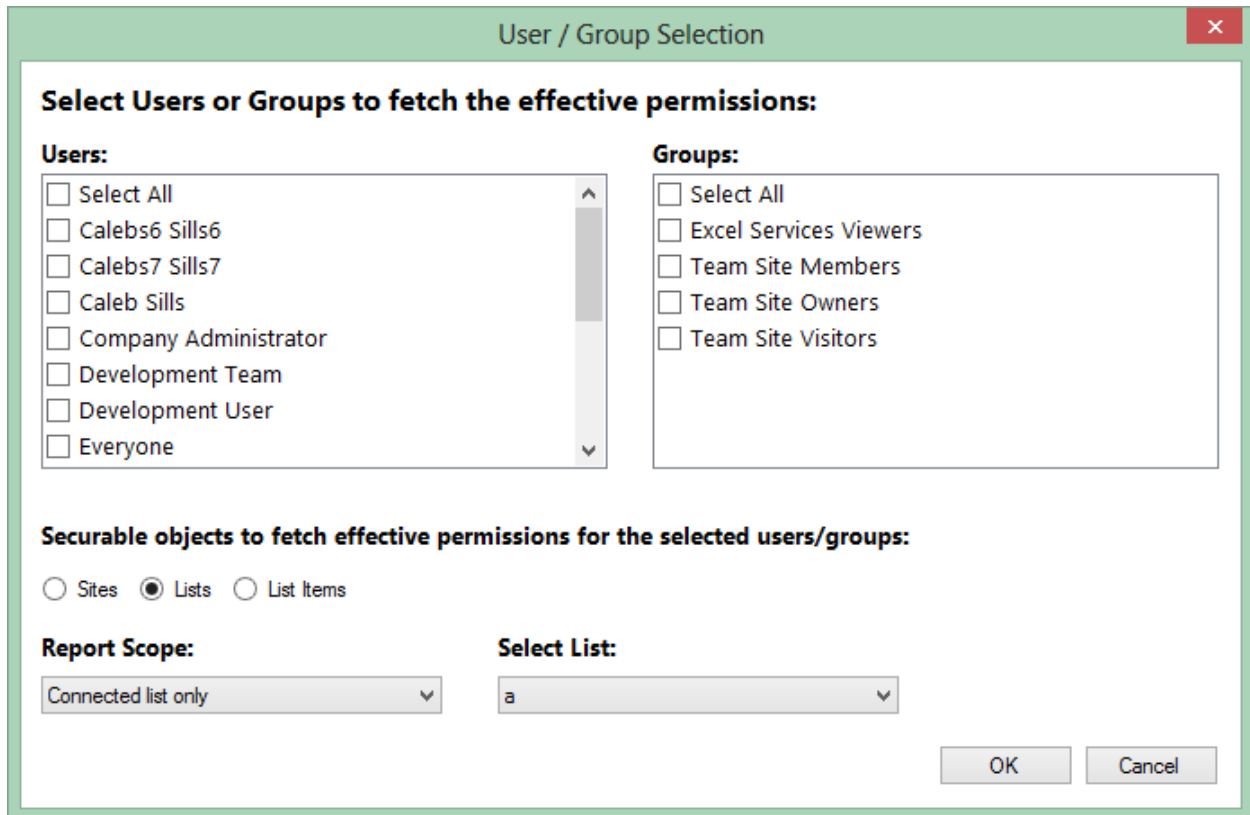
## 2: Report Selection

1. Select a report from the list of available reports which you like to be scheduled. The report selection window will appear as shown below:



2. Select the **Report Scope** to be generated and the list, if the report is a list context report.

3. If the selected report is **Effective permissions of users and groups**, you will be asked to select the **User** and **Group** on clicking **Next** as shown below:



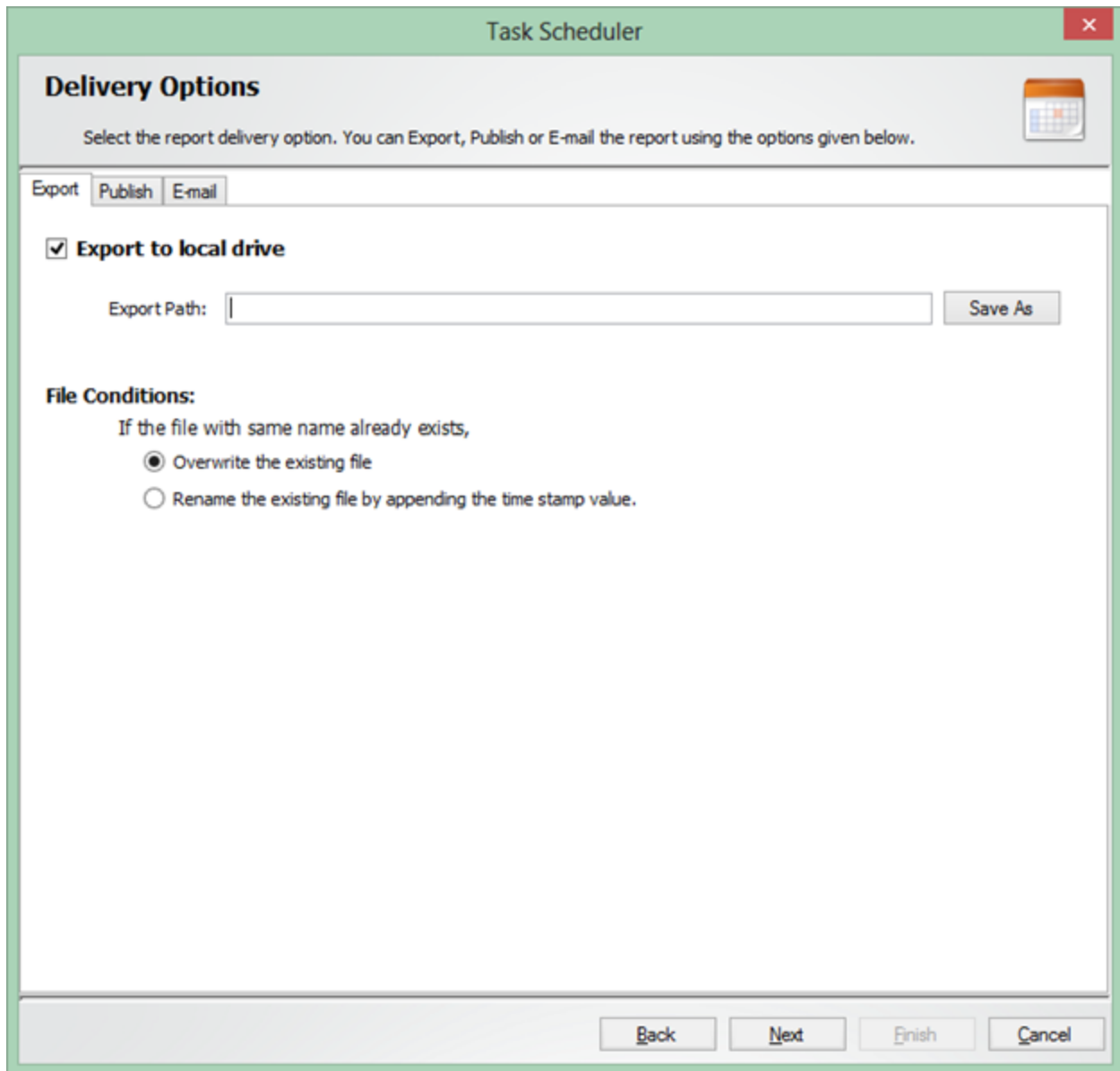
The dialog box is titled "User / Group Selection" and contains the following sections:

- Select Users or Groups to fetch the effective permissions:**
  - Users:** A list box with the following items: ☐ Select All, ☐ Calebs6 Sills6, ☐ Calebs7 Sills7, ☐ Caleb Sills, ☐ Company Administrator, ☐ Development Team, ☐ Development User, ☐ Everyone.
  - Groups:** A list box with the following items: ☐ Select All, ☐ Excel Services Viewers, ☐ Team Site Members, ☐ Team Site Owners, ☐ Team Site Visitors.
- Securable objects to fetch effective permissions for the selected users/groups:**
  - Radio buttons for ☐ Sites, ☒ Lists, and ☐ List Items.
- Report Scope:** A dropdown menu showing "Connected list only".
- Select List:** A dropdown menu showing "a".
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

### 3: Delivery Options

---

1. In this window, select a delivery option, to **Export** / **Publish** / **E-mail** the generated report on scheduled run. This window appears as shown below:




The screenshot shows a window titled "Task Scheduler" with a sub-header "Delivery Options". Below the sub-header is a text box that says "Select the report delivery option. You can Export, Publish or E-mail the report using the options given below." There are three tabs: "Export", "Publish", and "E-mail". The "Export" tab is selected. Under the "Export" tab, there is a checkbox labeled "Export to local drive" which is checked. Below this checkbox is a text field labeled "Export Path:" followed by a button labeled "Save As". Below the "Export Path:" field is a section titled "File Conditions:" with the text "If the file with same name already exists,". There are two radio buttons: "Overwrite the existing file" (which is selected) and "Rename the existing file by appending the time stamp value." At the bottom of the window are four buttons: "Back", "Next", "Finish", and "Cancel".

2. You can also publish the report data to a **SharePoint library**. Specify the **File name**, **File format**, **SharePoint site URL**, **credentials**, and a **library** to publish the report.



Task Scheduler

Delivery Options



Select the report delivery option. You can Export, Publish or E-mail the report using the options given below.

Export

Publish

E-mail

☒ Publish to SharePoint library:

☒ Use the same SharePoint site used to generate the report

☐ Use a different SharePoint site

URL:

Authentication type:

Office 365 Cloud based identity

User Name:


VSSPRO\deepak

(johndoe@contoso.com)

Password:

\*\*\*\*\*

Library Name:



File Name:

Extension:

.csv

File Conditions:

If the file with same name already exists,

☒ Overwrite the existing file

☐ Rename the existing file by appending the time stamp value.

Back

Next

Finish

Cancel

3. If you want to e-mail the generated report on scheduled run, specify **SMTP server** name, **From** address, **To** address, mail **Subject**, mail **Content**, **Attachment Format**, and option to **Compress the attachment**.

The screenshot shows the 'Task Scheduler' window with the 'Delivery Options' tab selected. The dialog box has a title bar with 'Task Scheduler' and a close button. Below the title bar, the 'Delivery Options' section is active, showing three tabs: 'Export', 'Publish', and 'E-mail'. The 'E-mail' tab is selected, and the 'E-mail this report' checkbox is checked. The fields for 'SMTP Server:', 'From...', 'To...', and 'Subject:' are empty, except for 'Subject:' which contains 'List General Settings'. The 'Attachment Format:' dropdown is set to '.csv', and the 'Compress the attachment' checkbox is checked. The 'Body Content:' field is a large text area. At the bottom, there are four buttons: 'Back', 'Next', 'Finish', and 'Cancel'.

**Task Scheduler**

**Delivery Options**

Select the report delivery option. You can Export, Publish or E-mail the report using the options given below.

Export Publish **E-mail**

☒ **E-mail this report**

SMTP Server:

From...

To...

Subject:

Attachment Format: .csv  ☒ Compress the attachment

Body Content:

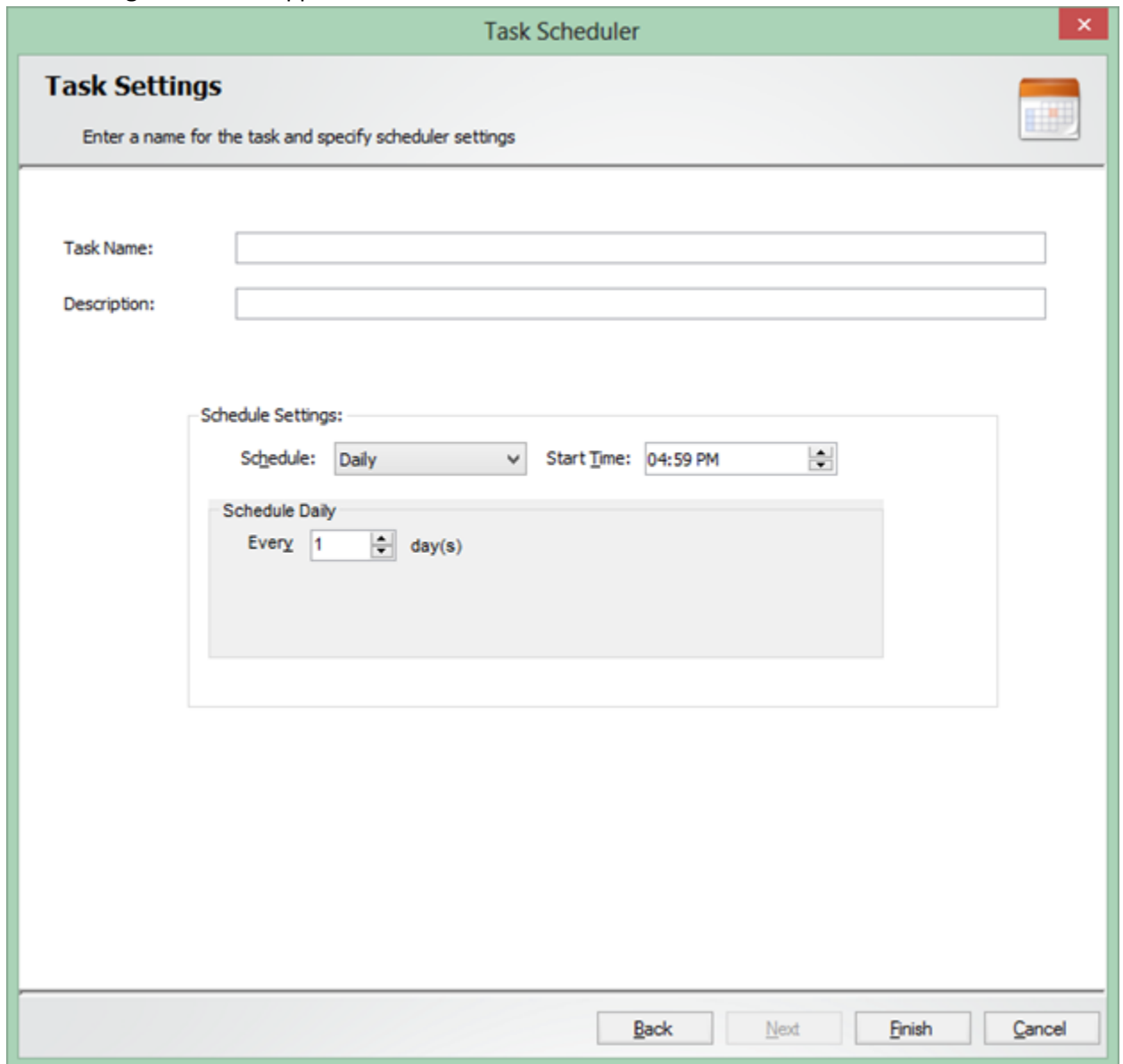
Back Next Finish Cancel

## 4: Task Settings

---

To specify the task name and task settings, perform the steps given below.

1. **Task Settings** screen will appear as shown below:



The screenshot shows the 'Task Scheduler' window with the 'Task Settings' tab selected. The dialog box has a title bar with 'Task Scheduler' and a close button. Below the title bar, the 'Task Settings' tab is active, showing a sub-header 'Enter a name for the task and specify scheduler settings' and a calendar icon. The main area contains two text boxes: 'Task Name:' and 'Description:'. Below these is a 'Schedule Settings:' section. Inside this section, there is a 'Schedule:' dropdown menu set to 'Daily' and a 'Start Time:' field set to '04:59 PM'. Below the 'Schedule:' dropdown is a 'Schedule Daily' section with an 'Every' label, a spinner box set to '1', and the text 'day(s)'. At the bottom of the dialog box are four buttons: 'Back', 'Next', 'Finish', and 'Cancel'.

2. Enter a unique task name in **Task Name** textbox.
3. Click **Finish** to create a Windows Scheduled task and save the corresponding task settings.

## Microsoft 365 Reports (Microsoft Teams Reports):

[How to generate a general information report?](#)

[How to generate a Usage report?](#)

[How to generate a security report?](#)

[How to e-mail data?](#)

[How to export data?](#)

[How to refresh data?](#)

[How to use filter?](#)

### How to generate a general information report?

---

Select Microsoft Teams Reports from the available vertical tabs. Then from left side of the application, select General Information.

For demonstration purpose "List of Teams and its Members" report has been chosen.

On selecting "List of Teams and its Members" Report, a pop-up window is displayed as shown below:

Select Teams

Teams Selection

Select Teams to show the list of members in the selected Teams.

Data Collected on: 19-09-2019 14:57:11

Refresh now:

Find:

	Display Name	Email Address
<input type="checkbox"/>	DotNet Developers	DotNetDevelopers@M365x483002.onmicrosoft.com
<input type="checkbox"/>	Governance 365 LTS	Governance365LTS@M365x483002.onmicrosoft.com
<input type="checkbox"/>	Mark 8 Project Team	Mark8ProjectTeam@M365x483002.onmicrosoft.com
<input type="checkbox"/>	Retail	Retail@M365x483002.onmicrosoft.com
<input type="checkbox"/>	Sales and Marketing	SalesAndMarketing@M365x483002.onmicrosoft.com

☐ Select All

5 team(s) found.

OK

Cancel

Select the desired Teams and Click **OK...** button to display the respective Teams details. Once the data collection process is complete, the report data will be displayed in a report window as shown below:

List of Teams and its members					
<div> <div>Export</div> <div>Filter</div> <div>E-mail</div> <div>Refresh</div> <div>&lt;-- Select columns --&gt;</div> <div></div> </div> <div>Data Collection Time: 19-09-2019 15:02:01</div>					
Teams Name	Address of Teams	Number of Members	Member Name	Mail Id	
DotNet Developers	DotNetDevelopers@M365x483002.onmicrosoft.com	26	MOD Administrator	admin@M365x483002.onmicrosoft.com	
DotNet Developers	DotNetDevelopers@M365x483002.onmicrosoft.com	26	Debra Berger	DebraB@M365x483002.OnMicrosoft.com	
DotNet Developers	DotNetDevelopers@M365x483002.onmicrosoft.com	26	Alex Wilber	AlexW@M365x483002.OnMicrosoft.com	
DotNet Developers	DotNetDevelopers@M365x483002.onmicrosoft.com	26	Patti Fernandez	PattiF@M365x483002.OnMicrosoft.com	
DotNet Developers	DotNetDevelopers@M365x483002.onmicrosoft.com	26	Pradeep Gupta	PradeepG@M365x483002.OnMicrosoft.com	
DotNet Developers	DotNetDevelopers@M365x483002.onmicrosoft.com	26	Joni Sherman	JoniS@M365x483002.OnMicrosoft.com	
DotNet Developers	DotNetDevelopers@M365x483002.onmicrosoft.com	26	Christie Cline	ChristieC@M365x483002.OnMicrosoft.com	
DotNet Developers	DotNetDevelopers@M365x483002.onmicrosoft.com	26	Allan Deyoung	AllanD@M365x483002.OnMicrosoft.com	
DotNet Developers	DotNetDevelopers@M365x483002.onmicrosoft.com	26	Johanna Lorenz	JohannaL@M365x483002.OnMicrosoft.com	
DotNet Developers	DotNetDevelopers@M365x483002.onmicrosoft.com	26	Nestor Wilke	NestorW@M365x483002.OnMicrosoft.com	
DotNet Developers	DotNetDevelopers@M365x483002.onmicrosoft.com	26	Isaiah Langer	IsaiahL@M365x483002.OnMicrosoft.com	
DotNet Developers	DotNetDevelopers@M365x483002.onmicrosoft.com	26	Adele Vance	AdeleV@M365x483002.OnMicrosoft.com	
Number of records: 93					

Number of columns to be displayed on the Grid can be selected from the dropdown. By default, all columns are displayed.

List of Teams and its members					
<div> <div>Export</div> <div>Filter</div> <div>E-mail</div> <div>Refresh</div> <div>&lt;-- Select columns --&gt;</div> <div></div> </div>					
Teams Name	Address of Teams	Number of Members	Member Name	Mail Id	
DotNet Developers	DotNetDevelopers@M365x483002.onmicrosoft.com	26	MOD Administrator	admin@M365x483002.onmicrosoft.com	
DotNet Developers	DotNetDevelopers@M365x483002.onmicrosoft.com	26	Debra Berger	DebraB@M365x483002.OnMicrosoft.com	
DotNet Developers	DotNetDevelopers@M365x483002.onmicrosoft.com	26	Alex Wilber	AlexW@M365x483002.OnMicrosoft.com	
DotNet Developers	DotNetDevelopers@M365x483002.onmicrosoft.com	26	Patti Fernandez	PattiF@M365x483002.OnMicrosoft.com	
DotNet Developers	DotNetDevelopers@M365x483002.onmicrosoft.com	26	Pradeep Gupta	PradeepG@M365x483002.OnMicrosoft.com	
DotNet Developers	DotNetDevelopers@M365x483002.onmicrosoft.com	26	Joni Sherman	JoniS@M365x483002.OnMicrosoft.com	

After selecting the desired column from the dropdown, press Refresh button to display.

List of Teams and its members			
<div> <div>Export</div> <div>Filter</div> <div>E-mail</div> <div>Refresh</div> <div>&lt;-- Select columns --&gt;</div> </div> <div>Data Collection Time: 19-09-2019 15:02:01</div>			
Teams Name	Number of Members	Member Name	
DotNet Developers	26	MOD Administrator	
DotNet Developers	26	Debra Berger	
DotNet Developers	26	Alex Wilber	
DotNet Developers	26	Patti Fernandez	
DotNet Developers	26	Pradeep Gupta	
DotNet Developers	26	Joni Sherman	
DotNet Developers	26	Christie Cline	
DotNet Developers	26	Allan Deyoung	
DotNet Developers	26	Johanna Lorenz	
DotNet Developers	26	Nestor Wilke	
DotNet Developers	26	Isaiah Langer	
DotNet Developers	26	Adele Vance	
DotNet Developers	26	Irvin Sayers	
DotNet Developers	26	Lee Gu	
DotNet Developers	26	Megan Bowen	
DotNet Developers	26	Lynne Robbins	
DotNet Developers	26	Grady Archie	
DotNet Developers	26	Lidia Holloway	
DotNet Developers	26	Cameron White	
DotNet Developers	26	Miriam Graham	
DotNet Developers	26	Diego Siciliani	
DotNet Developers	26	Delia Dennis	
DotNet Developers	26	Garhart Moller	
Number of records: 93			

Follow the above mentioned steps to run the other reports Teams Reports.

## How to generate a Usage report?

Select Microsoft Teams Reports from the available vertical tabs. Then from left side of the application, select Usage Reports.

For demonstration purpose "Teams Channel Usage" report has been chosen.

On selecting "Teams Channel Usage" Report, a pop-up window is displayed as shown below:

Teams Scheduler

Teams Selection

Select the desired teams to generate the reports

Enumeration time: 03/11/2021 11:25:50

Display Name	Email Address
<input checked="" type="checkbox"/> Sales and Marketing	SalesAndMarketing@M365x795267.onmicrosoft.com
<input type="checkbox"/> Retail	Retail@M365x795267.onmicrosoft.com
<input type="checkbox"/> Mark 8 Project Team	Mark8ProjectTeam@M365x795267.onmicrosoft.com
<input type="checkbox"/> Digital Initiative Public Relations	DigitalInitiativePublicRelations@M365x795267.onmicrosoft.com
<input type="checkbox"/> U.S. Sales	USSales@M365x795267.onmicrosoft.com
<input type="checkbox"/> SOC Team	SOCteam@M365x795267.onmicrosoft.com
<input type="checkbox"/> Design	Design@M365x795267.onmicrosoft.com
<input type="checkbox"/> Communications	Communications@M365x795267.onmicrosoft.com
<input type="checkbox"/> Contoso marketing	Contosomarketing@M365x795267.onmicrosoft.com
<input type="checkbox"/> Remote living	Remoteliving@M365x795267.onmicrosoft.com

☐ Select All

Back

Next

Finish

Cancel

Select the desired Teams and Click OK... button to display the respective Teams Channel details. Once the data collection process is complete, the report data will be displayed in a report window as shown below:

Current Tenant: VyapinM365-1 Settings Help About

Teams Channel Usage Data Collection Time: 06/12/2021 20:53:42

Export Filter E-mail Refresh <-- Select columns --> Duration days 90

Teams Name	Address of Teams	Channel Name	Channel Mail Address	Active Users Count	Meetings Count	Messages Count	LastActivity Date	Dur
Mark 8 Project Team	Mark8ProjectTeam@M365x795267.onmicrosoft.com	General		0	6	0		90
Mark 8 Project Team	Mark8ProjectTeam@M365x795267.onmicrosoft.com	Digital Assets Web	ef6c16fd.M365x795267.onmicrosoft.com@amer.teams.ms	6	7	7		90
Mark 8 Project Team	Mark8ProjectTeam@M365x795267.onmicrosoft.com	Research and Development	7a5954c6.M365x795267.onmicrosoft.com@ame	8	8	17		90
Mark 8 Project Team	Mark8ProjectTeam@M365x795267.onmicrosoft.com	Go to Market Plan	488e104e.M365x795267.onmicrosoft.com@ame	8	8	14		90
Mark 8 Project Team	Mark8ProjectTeam@M365x795267.onmicrosoft.com	Design	435fc843.M365x795267.onmicrosoft.com@ame	5	9	17		90

Number of columns to be displayed on the Grid can be selected from the dropdown. By default, all columns are displayed

Teams Channel Usage Data Collection Time: 06/12/2021 20:02:15

Export Filter E-mail Refresh <-- Select columns --> Duration days 180

Teams Name	Address of Teams	Channel Name	Channel Mail Address	Active Users Count	Meetings Count	Messages Count	LastActivity Date	Dur
Sales and Marketing	SalesAndMarketing@M365x795267.onmicrosoft.com	Monthly Reports	89828e08.M365x795267.onmicrosoft.com@am	2	3	2		180
Mark 8 Project Team	Mark8ProjectTeam@M365x795267.onmicrosoft.com	General		0	6	0		180
Sales and Marketing	SalesAndMarketing@M365x795267.onmicrosoft.com	General	80b7d0a6.M365x795267.onmicrosoft.com@am	2	7	3		180
Mark 8 Project Team	Mark8ProjectTeam@M365x795267.onmicrosoft.com	Digital Assets Web	ef6c16fd.M365x795267.onmicrosoft.com@amer.teams.ms	6	7	7		180
Mark 8 Project Team	Mark8ProjectTeam@M365x795267.onmicrosoft.com	Research and Development	7a5954c6.M365x795267.onmicrosoft.com@ame	8	8	17		180
Mark 8 Project Team	Mark8ProjectTeam@M365x795267.onmicrosoft.com	Go to Market Plan	488e104e.M365x795267.onmicrosoft.com@ame	8	8	14		180
Mark 8 Project Team	Mark8ProjectTeam@M365x795267.onmicrosoft.com	Design	435fc843.M365x795267.onmicrosoft.com@ame	5	9	17		180

After selecting the desired column from the dropdown, press Refresh button to display.

Teams Channel Usage Data Collection Time: 06/12/2021 20:02:15

Export Filter E-mail Refresh <-- Select columns --> Duration days 180

Teams Name	Address of Teams	Channel Name	Active Users Count	Meetings Count	Messages Count
Sales and Marketing	SalesAndMarketing@M365x795267.onmicrosoft.com	Monthly Reports	2	3	2
Mark 8 Project Team	Mark8ProjectTeam@M365x795267.onmicrosoft.com	General	0	6	0
Sales and Marketing	SalesAndMarketing@M365x795267.onmicrosoft.com	General	2	7	3
Mark 8 Project Team	Mark8ProjectTeam@M365x795267.onmicrosoft.com	Digital Assets Web	6	7	7
Mark 8 Project Team	Mark8ProjectTeam@M365x795267.onmicrosoft.com	Research and Development	8	8	17
Mark 8 Project Team	Mark8ProjectTeam@M365x795267.onmicrosoft.com	Go to Market Plan	8	8	14
Mark 8 Project Team	Mark8ProjectTeam@M365x795267.onmicrosoft.com	Design	5	9	17

Duration days to be displayed on the Grid can be selected from the dropdown. By default, it collect 90 days records.



Teams Channel Usage							
Export	Filter	E-mail	Refresh	<-- Select columns -->	Duration days	90	Data Cc
Teams Name	Address of Teams	Channel Name	Channel Mail Address	Active Users Count	Meetings Count	Messages Count	
Marketing	SalesAndMarketing@M365x795267.onmicrosoft.com	Monthly Reports	890180e1.365x795267.onmicrosoft.com@amer.teams.ms	2	3	2	
Project Team	Mark8ProjectTeam@M365x795267.onmicrosoft.com	General		0	6	0	
Marketing	SalesAndMarketing@M365x795267.onmicrosoft.com	General	80b7d0a6.M365x795267.onmicrosoft.com@amer.teams.ms	2	7	3	
Project Team	Mark8ProjectTeam@M365x795267.onmicrosoft.com	Digital Assets Web	ef6c16fd.M365x795267.onmicrosoft.com@amer.teams.ms	6	7	7	
Project Team	Mark8ProjectTeam@M365x795267.onmicrosoft.com	Research and Development	7a5954c6.M365x795267.onmicrosoft.com@amer.teams.ms	8	8	17	
Project Team	Mark8ProjectTeam@M365x795267.onmicrosoft.com	Go to Market Plan	488e104e.M365x795267.onmicrosoft.com@amer.teams.ms	8	8	14	

After selecting the duration days from the dropdown. Once the data collection process is complete, the report data will be displayed in a report window as shown below:

Teams Channel Usage

Export

Filter

E-mail

Refresh

<-- Select columns -->

Duration days

180

Data Collection Time: 06/12/2021 20:53:42

Teams Name	Address of Teams	Channel Name	Channel Mail Address	Active Users Count	Meetings Count	Messages Count	LastActivity Date	Duration
Mark 8 Project Team	Mark8ProjectTeam@M365x795267.onmicrosoft.com	General		0	6	0		180
Mark 8 Project Team	Mark8ProjectTeam@M365x795267.onmicrosoft.com	Digital Assets Web	ef6c16fd.M365x795267.onmicrosoft.com@amer.teams.ms	6	7	7		180
Mark 8 Project Team	Mark8ProjectTeam@M365x795267.onmicrosoft.com	Research and Development	7a5954c6.M365x795267.onmicrosoft.com@amer.teams.ms	8	8	17		180
Mark 8 Project Team	Mark8ProjectTeam@M365x795267.onmicrosoft.com	Go to Market Plan	488e104e.M365x795267.onmicrosoft.com@amer.teams.ms	8	8	14		180
Mark 8 Project Team	Mark8ProjectTeam@M365x795267.onmicrosoft.com	Design	435fc843.M365x795267.onmicrosoft.com@amer.teams.ms	5	9	17		180

Follow the above mentioned steps to run the other reports Teams Reports.

## How to generate security report?

Select Microsoft Teams Reports from the available vertical tabs. Then from left side of the application, select Security Reports.

For demonstration purpose "List of Teams with external users as members" report has been chosen.

On selecting "List of Teams and its Members" Report, the application starts collecting the data to display the list of Teams as requested:

List of Teams with external users as Members			
<div> <div>Export</div> <div>Filter</div> <div>E-mail</div> <div>Refresh</div> <div>-- Select columns --&gt;</div> </div> <div>Data Collection Time: 19-09-2019 12:34:34</div>			
Teams Name	Address of Teams	Member Name	Mail Id
Vyapin Test Team	VyapinTestTeam@M365x438229.onmicrosoft.com	Megan Bowen	meganb_M365x483002.onmicrosoft.com#EXT#@M365x438229.onmicrosoft.com
Team2	Team2@M365x438229.onmicrosoft.com	Megan Bowen	meganb_M365x483002.onmicrosoft.com#EXT#@M365x438229.onmicrosoft.com
Recurrence Test Team	RecurrenceTestTeam@M365x438229.onmicrosoft.com	Megan Bowen	meganb_M365x483002.onmicrosoft.com#EXT#@M365x438229.onmicrosoft.com

Number of columns to be displayed on the Grid can be selected from the dropdown. By default, all columns are displayed.

List of Teams and its members					
<div> <div>Export</div> <div>Filter</div> <div>E-mail</div> <div>Refresh</div> <div>-- Select columns --&gt;</div> </div>					
Teams Name	Address of Teams	Number of Members	Member Name	Mail Id	
DotNet Developers	DotNetDevelopers@M365x483002.onmicrosoft.com	26	MOD Administrator	admin@M365x483002.onmicrosoft.com	
DotNet Developers	DotNetDevelopers@M365x483002.onmicrosoft.com	26	Debra Berger	DebraB@M365x483002.OnMicrosoft.com	
DotNet Developers	DotNetDevelopers@M365x483002.onmicrosoft.com	26	Alex Wilber	AlexW@M365x483002.OnMicrosoft.com	
DotNet Developers	DotNetDevelopers@M365x483002.onmicrosoft.com	26	Patti Fernandez	PattiF@M365x483002.OnMicrosoft.com	
DotNet Developers	DotNetDevelopers@M365x483002.onmicrosoft.com	26	Pradeep Gupta	PradeepG@M365x483002.OnMicrosoft.com	
DotNet Developers	DotNetDevelopers@M365x483002.onmicrosoft.com	26	Joni Sherman	JoniS@M365x483002.OnMicrosoft.com	

After selecting the desired column from the dropdown, press Refresh button to display.

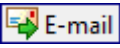
List of Teams and its members			
<div> <div>Export</div> <div>Filter</div> <div>E-mail</div> <div>Refresh</div> <div>-- Select columns --&gt;</div> </div> <div>Data Collection Time: 19-09-2019 15:02:01</div>			
Teams Name	Number of Members	Member Name	
DotNet Developers	26	MOD Administrator	
DotNet Developers	26	Debra Berger	
DotNet Developers	26	Alex Wilber	
DotNet Developers	26	Patti Fernandez	
DotNet Developers	26	Pradeep Gupta	
DotNet Developers	26	Joni Sherman	
DotNet Developers	26	Christie Cline	
DotNet Developers	26	Allan Deyoung	
DotNet Developers	26	Johanna Lorenz	
DotNet Developers	26	Nestor Wilke	
DotNet Developers	26	Isaiah Langer	
DotNet Developers	26	Adele Vance	
DotNet Developers	26	Irvin Sayers	
DotNet Developers	26	Lee Gu	
DotNet Developers	26	Megan Bowen	
DotNet Developers	26	Lynne Robbins	
DotNet Developers	26	Grady Archie	
DotNet Developers	26	Lidia Holloway	
DotNet Developers	26	Cameron White	
DotNet Developers	26	Miriam Graham	
DotNet Developers	26	Diego Siciliani	
DotNet Developers	26	Delia Dennis	
DotNet Developers	26	Garhart Moller	
Number of records: 93			

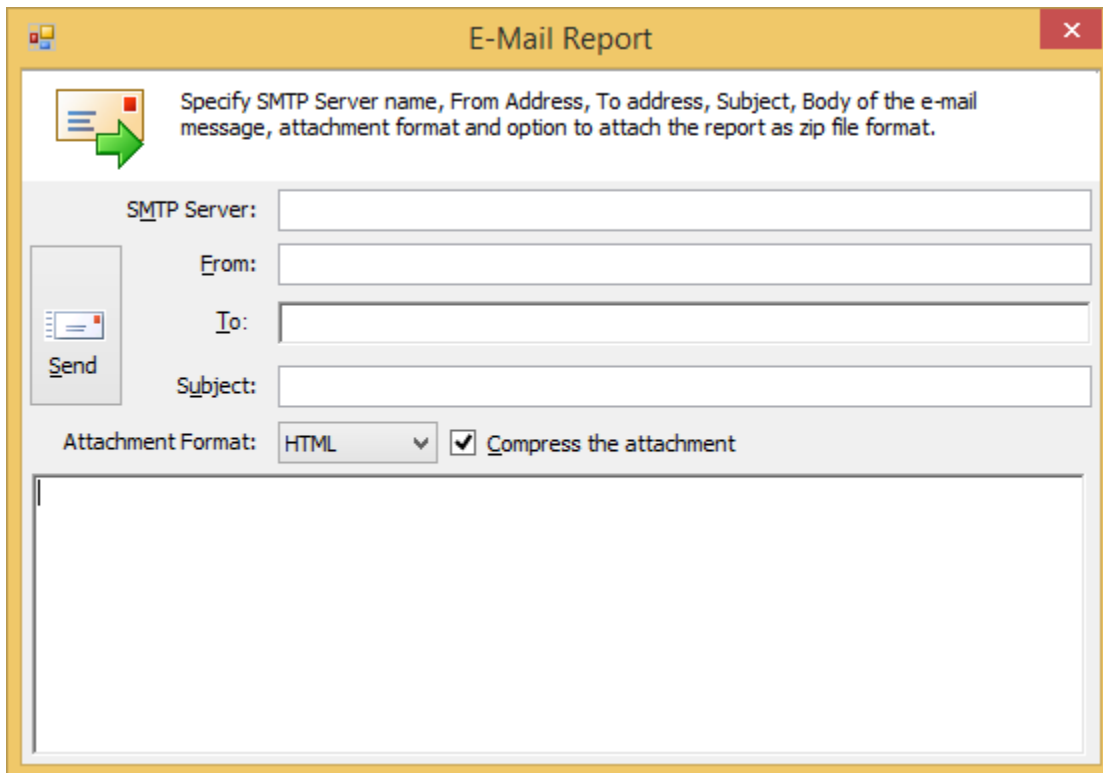
Follow the above mentioned steps to run the other reports Teams Reports.

## How to E-mail data?

---

Vyapin Microsoft 365 Management Suite provides the option to e-mail reports generated using the **Built-in Reports** feature.

- Click  in the toolbar to e-mail the report to e-mail recipients. The **E-mail Report** dialog will be displayed as shown below:



The **E-Mail Report** dialog box is shown with a yellow title bar and a red close button. It contains a text area for the email body, a **Send** button, and fields for **SMTP Server**, **From**, **To**, **Subject**, **Attachment Format** (set to HTML), and a checkbox for **Compress the attachment**.

- For e-mailing reports, Vyapin Microsoft 365 Management Suite requires **SMTP Server**, **From E-mail Address**, **To E-mail Addresses**, (recipients separated by semicolons) and the report **Attachment Format**.

Specify the **SMTP Server** name, **From** address, **To** address, **Subject** of the mail, the content of the mail, **Attachment Format** and option to compress the attachment.

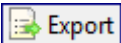


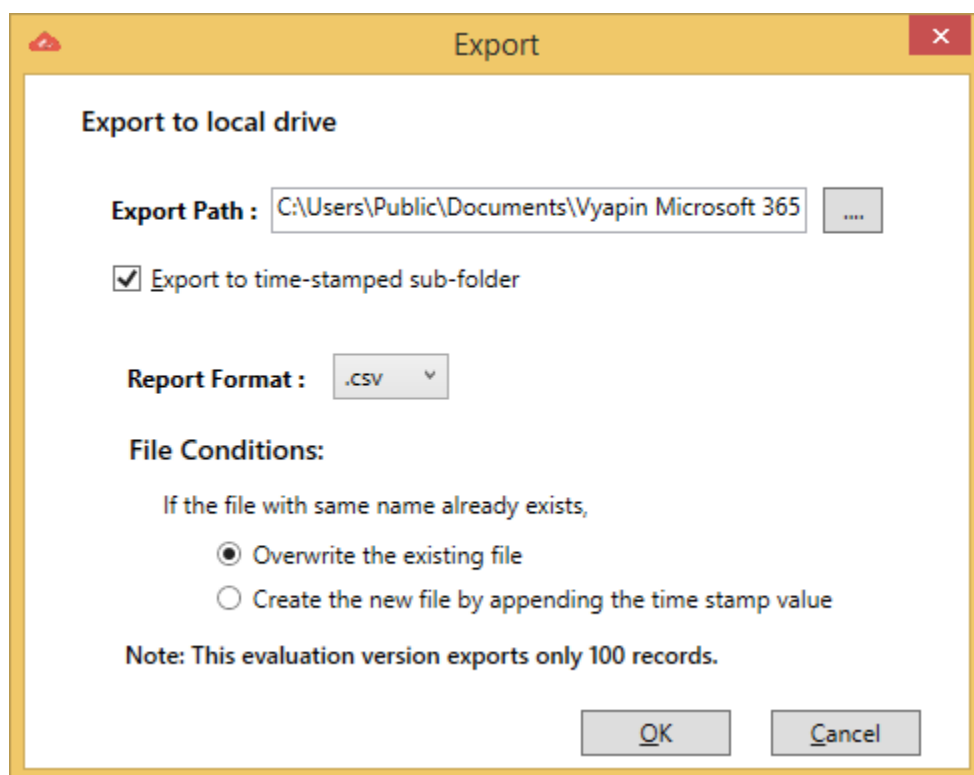
- Click  to send the report by e-mail to the selected recipients.

## How to Export data?

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The Export feature helps the user to export report data generated by Vyapin Microsoft 365 Management Suite to a file using various formats namely **HTML/CSV/XLSX**.

5. Click on  in the report window or select **Export** option under **File** menu to export report data to a file in the desired format.



6. Specify a **File Name** to export report data to or accept the default file name. Specify the **Export Path** and select a desired **File Format**. The **Export Path** refers to the destination location where the output file generated should be stored. It can be given using the **Browse** button.

By default, the report will be exported to a time-stamped sub-folder in the format **YYYY-MM-DD HH.MM.SS** under the specified **Export Path**. This will be useful to avoid overwriting of existing files, if any, in the specified **Export Path**.

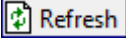
In **CSV** file format, the information is stored as comma separated values. For each report, a CSV file will be generated. The name of the CSV file will be the name of the report.

In **HTML** and **XLSX** file formats, the information is stored in **.html** and **.xlsx** files respectively. For each report, a file corresponding to the selected file format will be generated. The name of the file will be the name of the report.

## How to refresh data?

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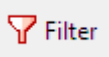
**Refresh** the current report data to view the latest information from the **Exchange Online**.

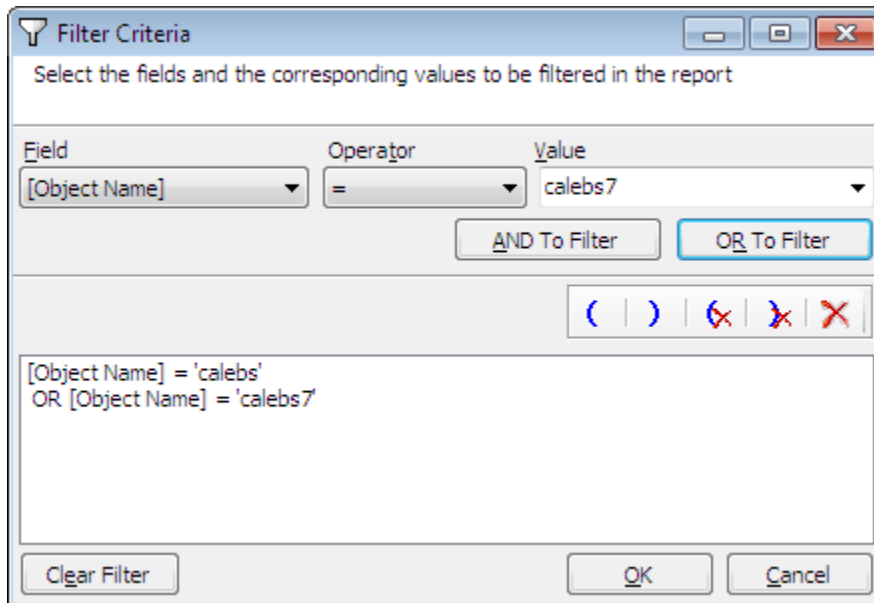
Click  in the toolbar available in the report window to refresh report data. The existing data will be cleared and latest data will be loaded in the report window.

## How to use Filter?

Vyapin Microsoft 365 Management Suite can filter the report data based on a **Filter** condition. The **Filter** criteria can be specified based on columns in the report to match certain values of the data.

You can apply a report filter condition by following the steps given below:






11. Click **Filter**  in the toolbar available in the report window to launch **Filter** window.  
Filter window will be displayed as shown below:
12. In the **Filter** window, select any column from the **Field** dropdown.
13. Select any operator from the **Operator** dropdown.
14. Select any value from the **Value** dropdown.
15. Click **Add To Filter** button to add condition to the filter list.
16. The **Add To Filter** will change to **AND To Filter**. The **OR To Filter** button will be enabled. The selected condition will be set as a filter and displayed (as shown below).



17. Use **AND To Filter** and **OR To Filter**, **parenthesis (,)** etc., to build an enhanced filter condition as shown in the above figure
18. Click **OK** to apply the given filter settings and generate the filtered report output.
19. Click **Cancel** to abort the filter action.
20. The various operators available in Vyapin Microsoft 365 Management Suite are given below:

Operator	Applicable Data Types	Description	Example
=	String, Numeric, Boolean, Date	Value of column name matching exactly with the specified value data	[Display Name] = 'Administrator'
<>	String, Numeric, Boolean, Date	Value of column name not matching exactly with the specified value data	[Display Name] <> 'Administrator'
>	Numeric, Date	Value of column name greater than the specified value data	[Incoming message size (KB)] > 1024
>=	Numeric, Date	Value of column name greater than or equal to the specified value data	[Outgoing message size (KB)] >= 1024
<	Numeric, Date	Value of column name lesser than the specified value data	[Issue warning at (KB)] < 5000
<=	Numeric, Date	Value of column name lesser than or equal to the specified value data	[Prohibit send at (KB)] <= 3000
starts with	String	Value of column name starts with the specified value data	[Member of] starts with 'Admin'
ends with	String	Value of column name ends with the specified value data	[Member of] ends with 'Admins'
does not start with	String	Value of column name does not start with the specified value data	[Member of] does not start with 'Domain'
does not end with	String	Value of column name does not end with the specified value data	[Member of] does not end with 'Admins'
contains	String	Value of column name contains specified value data	[Member of] contains 'A'
does not contains	String	Value of column name does not contain specified value data	[Member of] does not contains 'A'
Is Null	String, Numeric, Boolean, Date	Value of column name does not contain specified value data	[Alias Name] Is Null
Is Not Null	String, Numeric, Boolean, Date	Value of column name is not null	[Alias Name] Is Not Null

The various operations that can be performed in the Filter window are given below:

Operation	Description
Add to Filter	Click ADD To Filter button to add a condition to filter list, if the filter list is empty.
AND to Filter	Click AND To Filter button to add a condition with logical AND operator to filter list.
OR to Filter	Click OR To Filter button to add a condition with logical OR operator to filter list.
Insert '('	Select any condition in the filter list and Click to insert an open parenthesis at the start of the condition.
Insert ')'	Select any condition in the filter list and Click  to insert a close parenthesis at the end of the condition.
Delete '('	Select any condition in the filter list and Click  to delete an existing open parenthesis in the selected condition.
Delete ')'	Select any condition in the filter list and Click  to delete an existing close parenthesis in the selected condition.
Delete Condition	Select any condition in the filter list and Click  to delete the selected condition.
Delete All	Click  to delete all the conditions in the filter list.



# Microsoft 365 Manager

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Manage licenses

[Tenant selection](#)

[User selection](#)

[License changes](#)

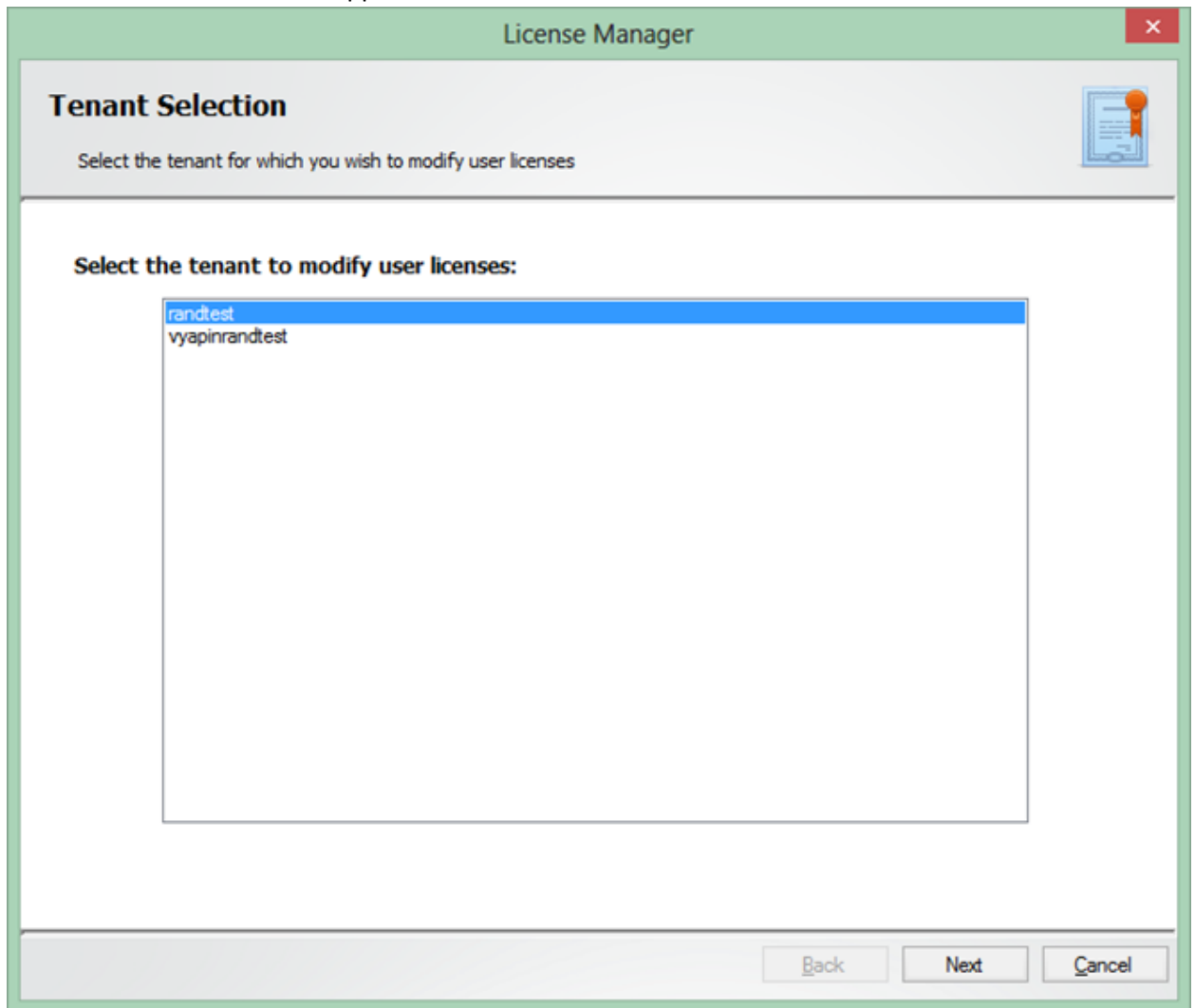
[Assigning license changes](#)

## Tenant Selection

---

In this window, select the tenant in which you want to make the license changes.

1. **Tenant Selection** screen will appear as shown below.



2. Select the desired tenant in which you want to make the license changes and Click **Next**.
3. On clicking **Next**, Microsoft 365 Manager will fetch all the license information and user information corresponding to the selected tenant. This may take some time, depending upon the size of the tenant attributes.

## User Selection

In this window, you can select the users from a list of available users, to make the license changes.

**User Selection** screen will appear as shown below.

**License Manager**

**User Selection**

Select users from the list of available users to modify user licenses

**Users / Groups:** All Users

**Available Users:**

Name	Location
Conf Room Baker	IN
Davis Brian	IN
David Longmuir	IN
Alex Darrow	IN
Garth Fort	IN
Julian Isla	IN
Janet Schorr	IN
Garret Vargas	IN
Allie Bellew	IN
Sara Davis	IN
Brian Johnson (TAILSPIN)	IN
Conf Room Rainier	IN

**Selected Users:**

Name	Location
Conf Room Baker	IN
Davis Brian	IN
David Longmuir	IN

Add >

< Remove

☒ Assign default location for users with missing location information India

Note: Licenses cannot be assigned to users when location information is not set

Back Next Cancel

You can select a group from **Users** dropdown, to filter users who are members of the selected group, to ease selection.

On clicking **Next**, current license assignments of the selected users will be displayed.

License Manager

User Selection

Select users from the list of available users to modify user licenses

Users / Groups:

Executives

Available Users:

Name	Location
Denis Dehenne	IN
Robin Counts	IN

Add >

< Remove

Selected Users:

Name	Location
Denis Dehenne	IN
Robin Counts	IN

☒ Assign default location for users with missing location information

India

Note: Licenses cannot be assigned to users when location information is not set

Back

Next

Cancel

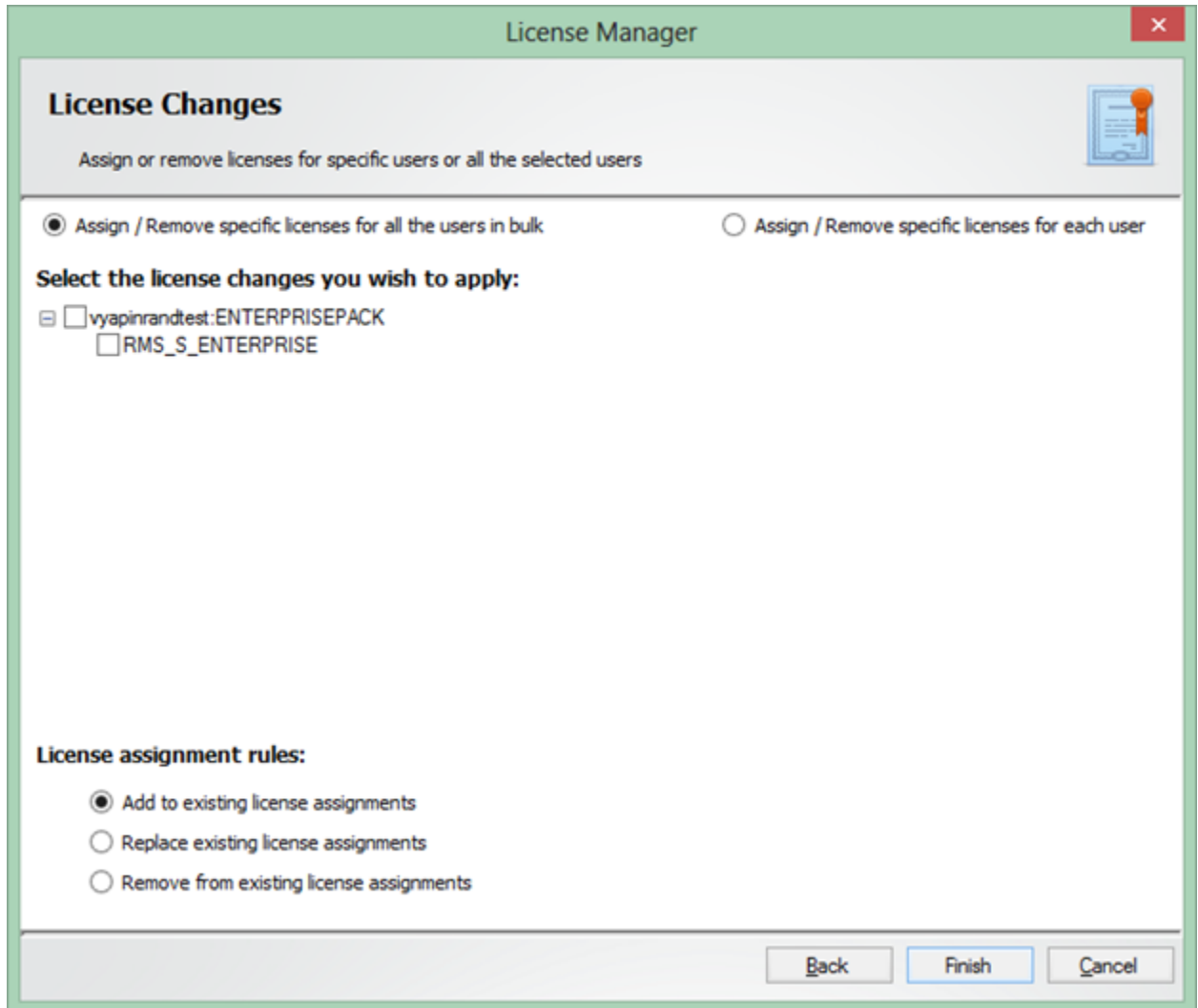
210

## License changes

---

In this window, you can specify the license changes you want to make. You can select between two options, either to **Assign / Remove specific licenses for all the users in bulk** or **Assign / Remove specific licenses for each user**.

1. **Assign / Remove** specific licenses for all the users in bulk step will appear as shown below.



The screenshot shows a 'License Manager' window with a 'License Changes' section. The window has a green title bar and a red close button. The 'License Changes' section has a subtitle 'Assign or remove licenses for specific users or all the selected users' and a small icon of a document with a ribbon. There are two radio buttons: 'Assign / Remove specific licenses for all the users in bulk' (selected) and 'Assign / Remove specific licenses for each user'. Below these is a section 'Select the license changes you wish to apply:' with a tree view showing 'vyapinrandtest:ENTERPRISEPACK' and 'RMS\_S\_ENTERPRISE'. At the bottom is a section 'License assignment rules:' with three radio buttons: 'Add to existing license assignments' (selected), 'Replace existing license assignments', and 'Remove from existing license assignments'. At the very bottom are 'Back', 'Finish', and 'Cancel' buttons.

**License Manager**

**License Changes**  
Assign or remove licenses for specific users or all the selected users

☒ Assign / Remove specific licenses for all the users in bulk ☐ Assign / Remove specific licenses for each user

**Select the license changes you wish to apply:**

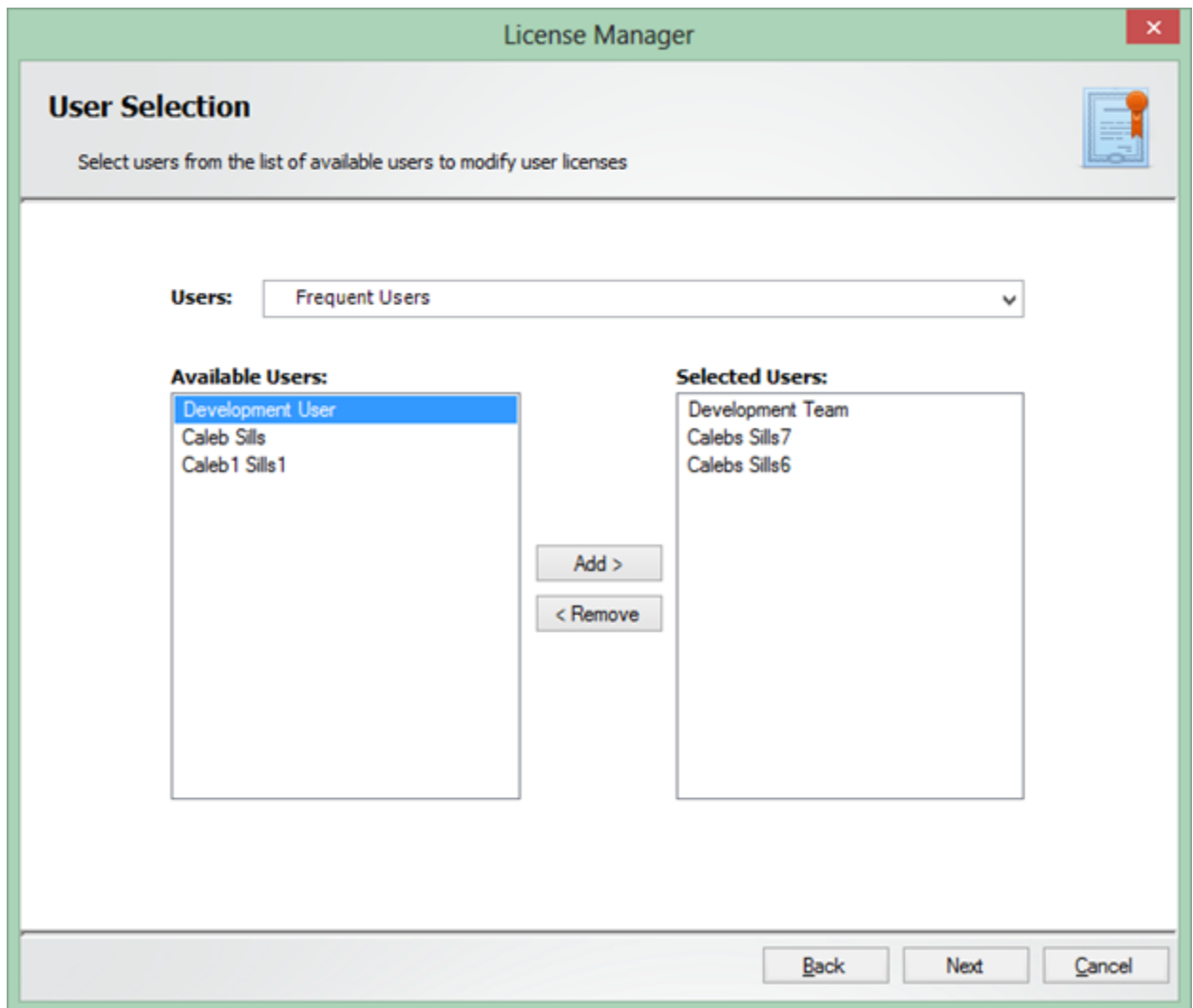
☐ vyapinrandtest:ENTERPRISEPACK  
☐ RMS\_S\_ENTERPRISE

**License assignment rules:**

☒ Add to existing license assignments  
☐ Replace existing license assignments  
☐ Remove from existing license assignments

**Back** **Finish** **Cancel**

2. Select the **License assignments**, which you want to be applied for the selected users.



3. Select between the options, **Add** to existing license assignments, **Replace** existing license assignments, or **Remove** from existing license assignments to make license changes for all the selected users.
4. **Assign / Remove specific licenses for each user** screen will appear as shown below:

×

License Manager

### License Changes

Assign or remove licenses for specific users or all the selected users

☐ Assign / Remove specific licenses for all the users in bulk
☒ Assign / Remove specific licenses for each user

Select the license changes you wish to apply:

User name	License type
Calebs Sills7	<input type="checkbox"/> vyapinrandtest:ENTERPRISEPACK
	<input type="checkbox"/> RMS_S_ENTERPRISE
	<input type="checkbox"/> OFFICESUBSCRIPTION
	<input type="checkbox"/> MCOSTANDARD
	<input type="checkbox"/> SHAREPOINTWAC
	<input type="checkbox"/> SHAREPOINTENTERPRISE
	<input type="checkbox"/> EXCHANGE_S_ENTERPRISE
Calebs Sills6	<input type="checkbox"/> vyapinrandtest:ENTERPRISEPACK
	<input checked="" type="checkbox"/> RMS_S_ENTERPRISE
	<input type="checkbox"/> OFFICESUBSCRIPTION
	<input type="checkbox"/> MCOSTANDARD
	<input type="checkbox"/> SHAREPOINTWAC
	<input type="checkbox"/> SHAREPOINTENTERPRISE
	<input type="checkbox"/> EXCHANGE_S_ENTERPRISE

- Make the desired **License Changes** in the grid. The changes you made will be denoted with color markings (Green for **assigned license** and Red for **removed license**) as shown below:

×

License Manager

### License Changes

Assign or remove licenses for specific users or all the selected users

☐ Assign / Remove specific licenses for all the users in bulk
☒ Assign / Remove specific licenses for each user

**Select the license changes you wish to apply:**

User name	License type
Calebs Sills7	<input type="checkbox"/> vyapinrandtest:ENTERPRISEPACK
	<input type="checkbox"/> RMS_S_ENTERPRISE
	<input type="checkbox"/> OFFICESUBSCRIPTION
	<input checked="" type="checkbox"/> MCOSTANDARD
	<input checked="" type="checkbox"/> SHAREPOINTWAC
	<input type="checkbox"/> SHAREPOINTENTERPRISE
	<input type="checkbox"/> EXCHANGE_S_ENTERPRISE
Calebs Sills6	<input type="checkbox"/> vyapinrandtest:ENTERPRISEPACK
	<input type="checkbox"/> RMS_S_ENTERPRISE
	<input type="checkbox"/> OFFICESUBSCRIPTION
	<input type="checkbox"/> MCOSTANDARD
	<input type="checkbox"/> SHAREPOINTWAC
	<input type="checkbox"/> SHAREPOINTENTERPRISE
	<input type="checkbox"/> EXCHANGE_S_ENTERPRISE

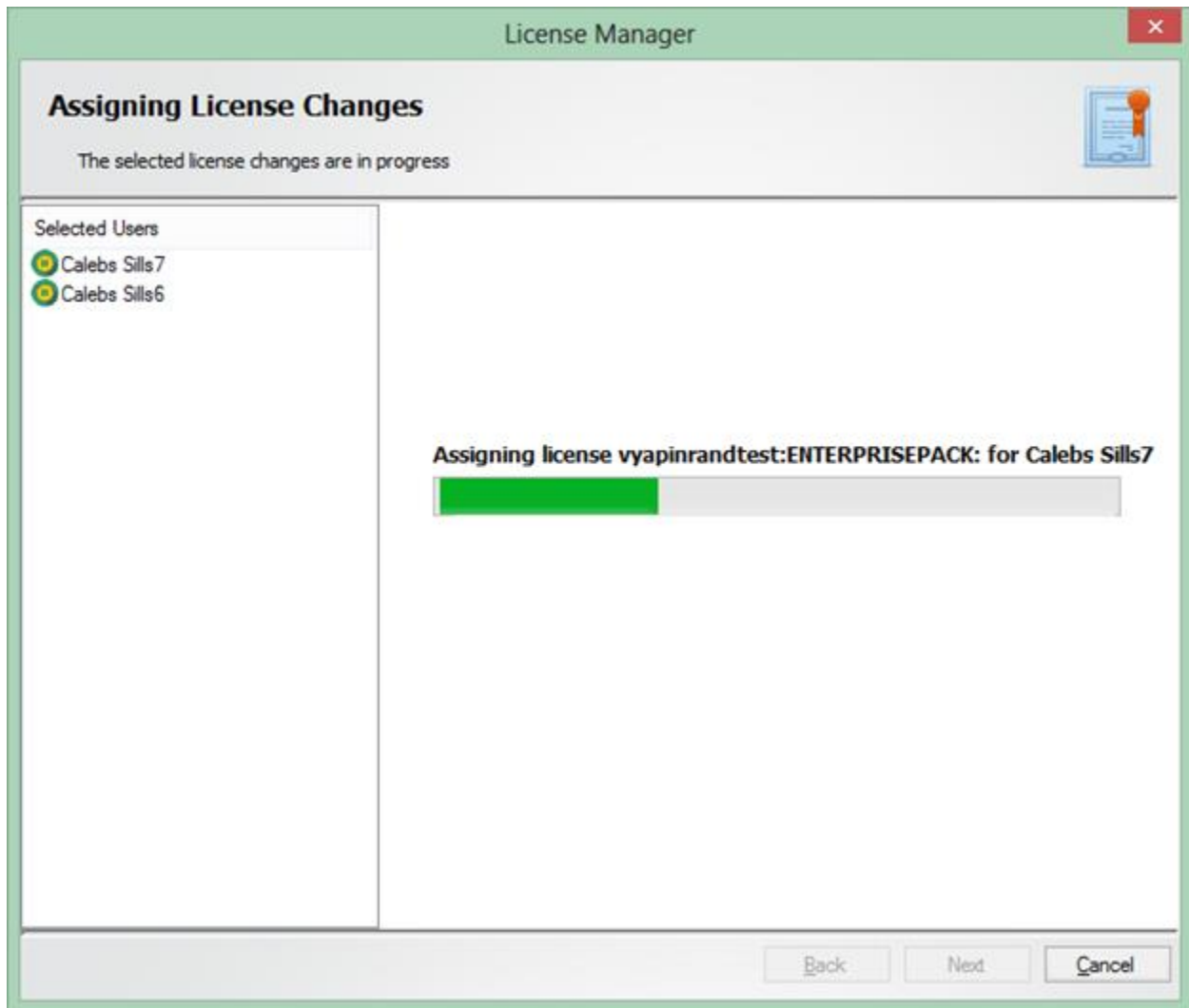
6. On clicking **Finish**, the license changes which you selected will be applied for the selected users.



## Assigning license changes

---

1. This window shows the process of license assignments which were selected in the previous step as shown below:



## Manage Licenses using Rules

---

[Search Attributes](#)

[Task Settings](#)

## Search Attributes

In this feature, list of users for assigning licenses are filtered by the search conditions specified and the selected licenses are assigned to them.

Search Attributes page will be displayed as shown below:

**Manage licenses by rules**

**Search Attributes**  
Specify attributes to filter users for modifying licenses

**User Attribute:** Select attribute name ▾ **Condition:** equals ▾ **Value:** Select or enter value ▾ **Select licenses:** Select Licenses ▾

Add

Property	Condition	Value	Licenses
----------	-----------	-------	----------

Remove

☒ Assign default location for users with missing location information India ▾

**License assignment rules:**

☒ Add to existing license assignments  
☐ Replace existing license assignments  
☐ Remove from existing license assignments

Back Next Cancel

Select a search attribute from the list of attributes provided, condition based on the selected attribute, value to filter on the search attribute given and the license to be assigned for this particular search condition like shown below:

Manage licenses by rules

Search Attributes

Specify attributes to filter users for modifying licenses

User Attribute:

Display Name

Condition:

equals

Value:

Alex

[select from possible values](#)

Select licenses:

Select Licenses

Add

Property	Condition	Value	Licenses
Is Licensed	equals	No	Selected Licenses
Display Name	equals	Alex	Selected Licenses

Remove

☒ Assign default location for users with missing location information

India

License assignment rules:

☒ Add to existing license assignments
☐ Replace existing license assignments
☐ Remove from existing license assignments

Back

Next

Cancel

Select a default location to assign licenses if any selected user's location information is missing.

Select a license assignment rule to add, remove, or replace the existing license assignments for the selected user.

## Task Settings

To specify the task name and task settings for the Microsoft 365 Export task, perform the steps given below:

1. **Task Settings** screen will appear as shown below:

The screenshot shows a Windows-style dialog box titled "Export Public Folders" with a green header bar. Inside, there's a section titled "Task settings" with a sub-instruction: "Enter a unique name for the task and specify trigger settings." To the right of this instruction is a green checkmark icon. Below the instruction, there are two input fields: "Task Name:" with the text "task new" and "Export location:" with the path "C:\Users\Public\Documents\Vyapin Office 365 Management Suite\Mail Export\ExportedFiles". To the right of the export location field is a browse button "...". Below these fields, there's a section titled "When to run this task:" with two radio buttons: "Run now" (which is selected) and "Schedule". To the right of the radio buttons is a "Schedule Settings:" section. This section contains a "Schedule:" dropdown menu set to "Daily" and a "Start Time:" dropdown menu set to "07:03 PM". Below these, there's a "Schedule Daily" section with an "Every" label, a spinner box set to "1", and the text "day(s)". At the bottom of the dialog box, there are four buttons: "Back", "Next", "Finish", and "Cancel".

2. Enter a unique task name in **Task Name** textbox. Also select an Export location to save the exported files.
3. Select a Trigger Option from one of the following options given below:
4. **Run now** - to run the task immediately after clicking **Finish** button

5. **Schedule** - To create a Windows scheduled task. Microsoft 365 Export will create a scheduled task in the Windows Scheduled Tasks with the given settings.

## Manage Licenses using Rules - Advanced

---

[Search Attributes](#)

[Task Settings](#)

## Search Attributes

In this feature, list of users for assigning licenses are filtered by the search conditions specified and the selected licenses are assigned to them.

1. Search Attributes page will be displayed as shown below:

**Manage licenses by rules**

**Search Attributes**  
Specify attributes to filter users for modifying licenses

**User Attribute:**  **Condition:**  **Value:**  **Select licenses:**

Property	Condition	Value	Licenses
----------	-----------	-------	----------

☒ **Assign default location for users with missing location information**

**License assignment rules:**

☒ Add to existing license assignments  
☐ Replace existing license assignments  
☐ Remove from existing license assignments

2. Select a search attribute from the list of attributes provided, condition based on the selected attribute, value to filter on the search attribute given, and the license to be assigned for this particular search condition as shown below:



Manage licenses by rules

Search Attributes

Specify attributes to filter users for modifying licenses

User Attribute:

Display Name

Condition:

equals

Value:

Alex

[select from possible values](#)

Select licenses:

Select Licenses

Add

Property	Condition	Value	Licenses
Is Licensed	equals	No	Selected Licenses
Display Name	equals	Alex	Selected Licenses

Remove

☒ Assign default location for users with missing location information

India

License assignment rules:

☒ Add to existing license assignments
☐ Replace existing license assignments
☐ Remove from existing license assignments

Back

Next

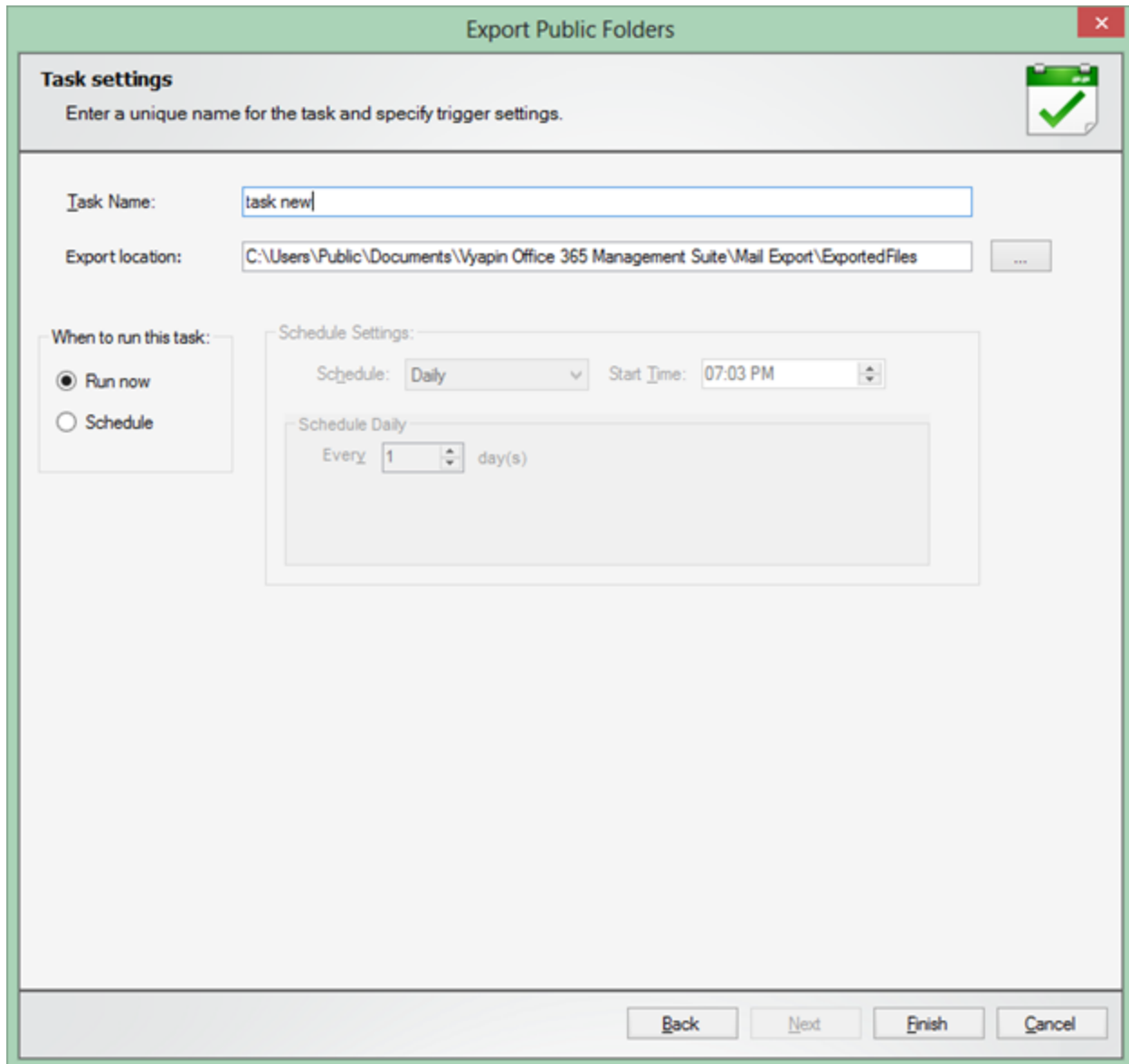
Cancel

- Select a search rule to use if multiple search conditions are selected.
- Select licenses you wish to apply for the users filtered based on the search conditions provided.
- Select a default location to assign licenses if any selected user's location information is missing.
- Select a license assignment rule to add, remove, or replace the existing license assignments for the selected user.

## Task Settings

To specify the task name and task settings for the Microsoft 365 Export task, perform the steps given below:

1. **Task Settings** screen will appear as shown below:



The screenshot shows the 'Export Public Folders' dialog box with the 'Task settings' tab selected. The dialog has a title bar with a close button. Inside, there's a header section with the title 'Task settings' and a subtitle 'Enter a unique name for the task and specify trigger settings.' with a green checkmark icon. Below this, there are three main sections: 'Task Name' with a text box containing 'task new', 'Export location' with a text box containing 'C:\Users\Public\Documents\Vyapin Office 365 Management Suite\Mail Export\ExportedFiles' and a browse button (...), and 'When to run this task:' with two radio buttons: 'Run now' (selected) and 'Schedule'. The 'Schedule' option is disabled. To the right of the 'Run now' radio button is the 'Schedule Settings' section, which is also disabled. It contains a 'Schedule' dropdown set to 'Daily', a 'Start Time' dropdown set to '07:03 PM', and a 'Schedule Daily' section with 'Every 1 day(s)'. At the bottom of the dialog are four buttons: 'Back', 'Next', 'Finish', and 'Cancel'.

2. Enter a unique task name in **Task Name** textbox. Also select an Export location to save the exported files.
3. Select a Trigger Option from one of the following options given below:
4. **Run now** - to run the task immediately after clicking **Finish** button

5. **Schedule** - To create a Windows scheduled task. Microsoft 365 Export will create a scheduled task in the Windows Scheduled Tasks with the given settings.

## Mailbox Permissions

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[How to Manage Mailbox Permissions?](#)

[How to Manage Mailbox Folder Permissions?](#)

[How to Manage Public Folder Permissions?](#)

[How to Copy Role Permissions?](#)

[How to Migrate Permissions?](#)

[How to Reset Mailbox Permissions?](#)

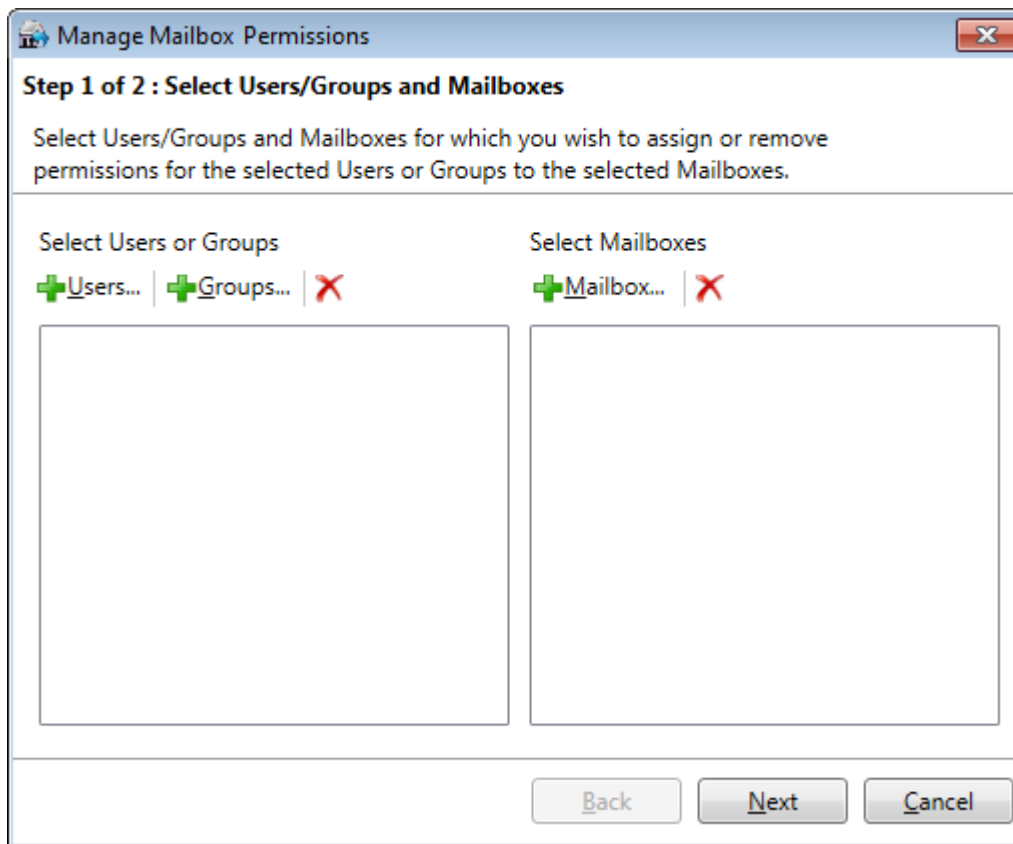
## How to Manage Mailbox Permissions?

---

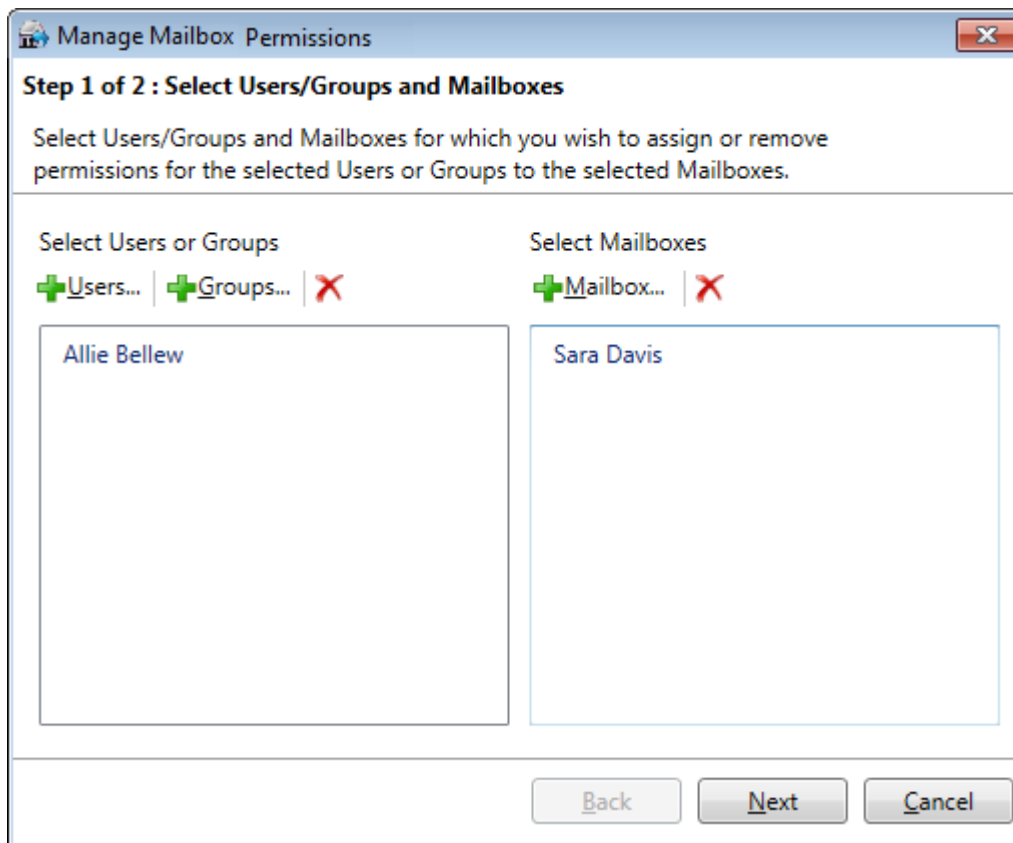
The Mailbox Permissions feature allows you to assign or remove permissions (**Full Access**, **Send As** and **Send On Behalf**) for the selected users on selected Mailboxes.

Perform the following steps to Manage Mailbox Permissions:

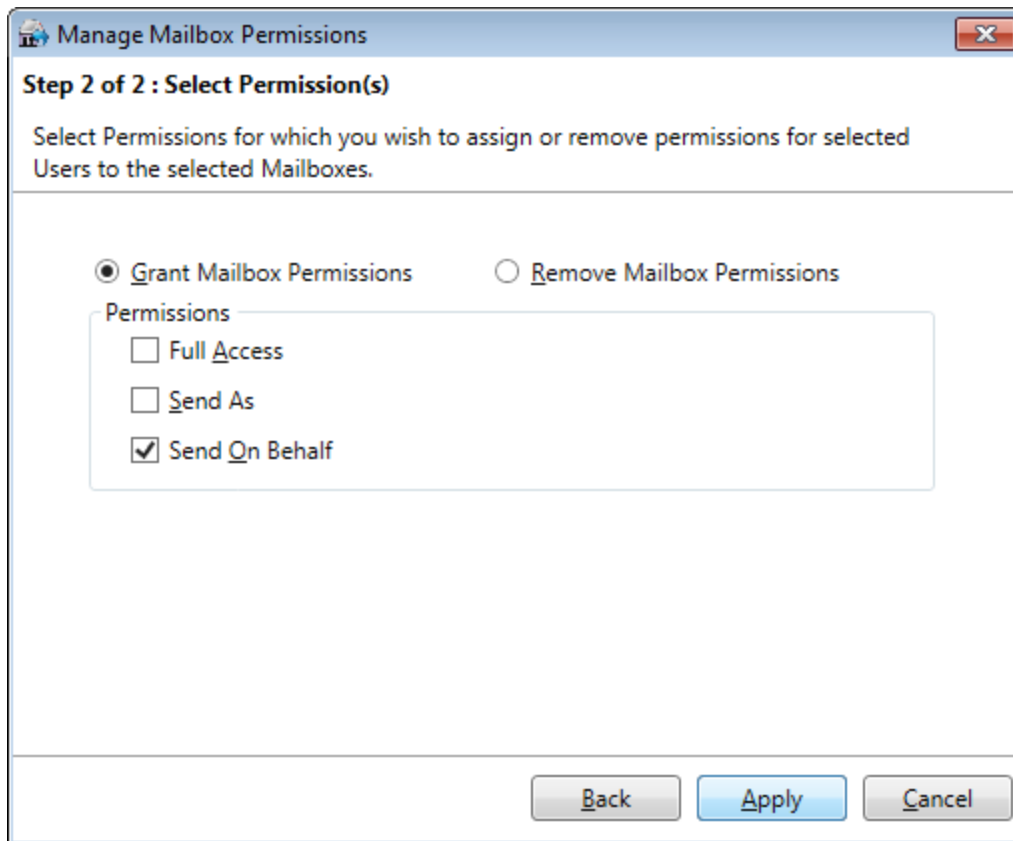
1. Select Microsoft 365 Manager from the available vertical tabs. Then from left side of the application, select **Mailbox Permissions** and then click on **Manage Mailbox Permissions**.
2. On selecting **Manage Mailbox Permissions**, a pop - up window is displayed as shown below:



3. Select **Users / Groups** along with the Mailboxes and Click on the **Next** button to proceed.



4. To grant permission, use **Grant Mailbox Permissions** option and set **Full Access, Send As,** and **Send On Behalf** from available options and Click on **Apply** button.



5. To remove a permission, which was set earlier, use **Remove Mailbox Permissions** option and Click on **Apply** button.

Manage Mailbox Permissions

**Step 2 of 2 : Select Permission(s)**

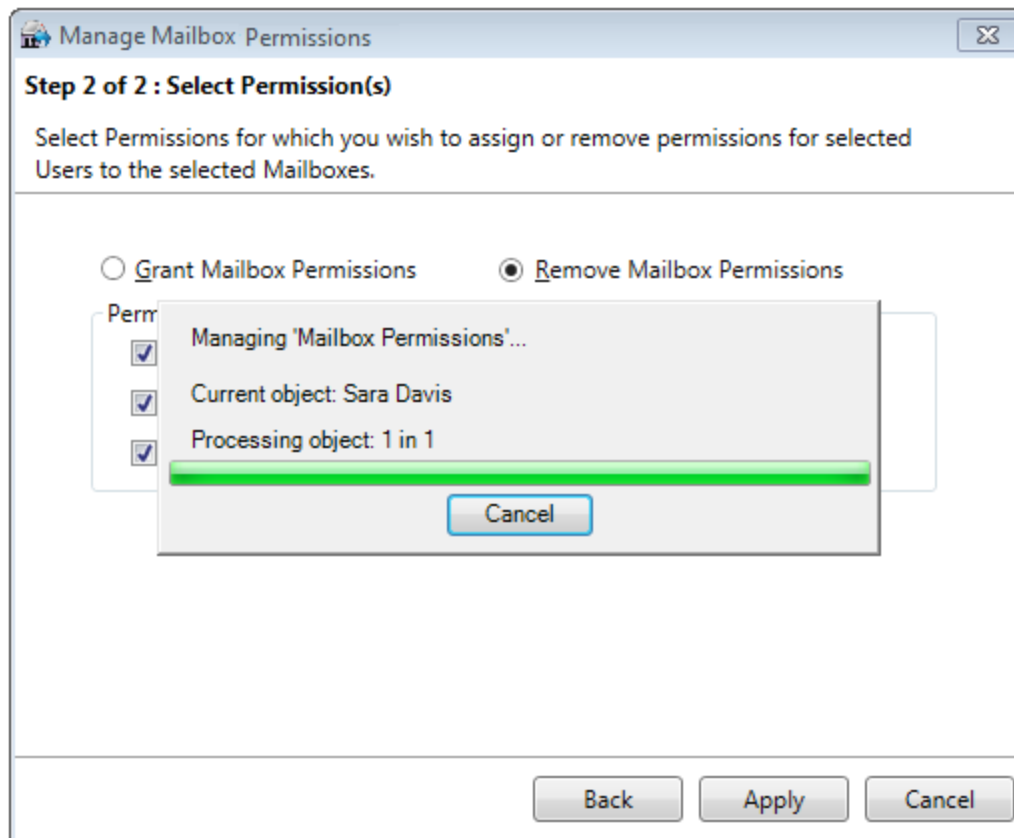
Select Permissions for which you wish to assign or remove permissions for selected Users to the selected Mailboxes.

☐ Grant Mailbox Permissions      ☒ Remove Mailbox Permissions

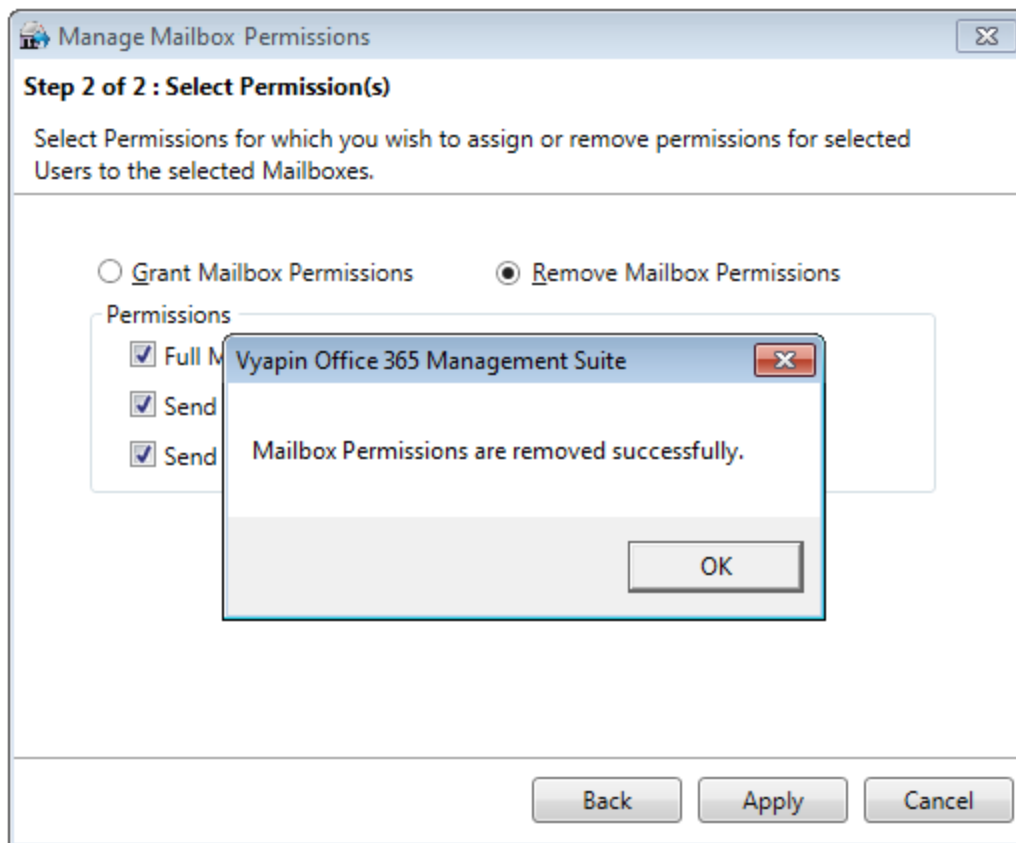
Permissions

- ☒ Full Access
- ☒ Send As
- ☒ Send On Behalf

Back      Apply      Cancel





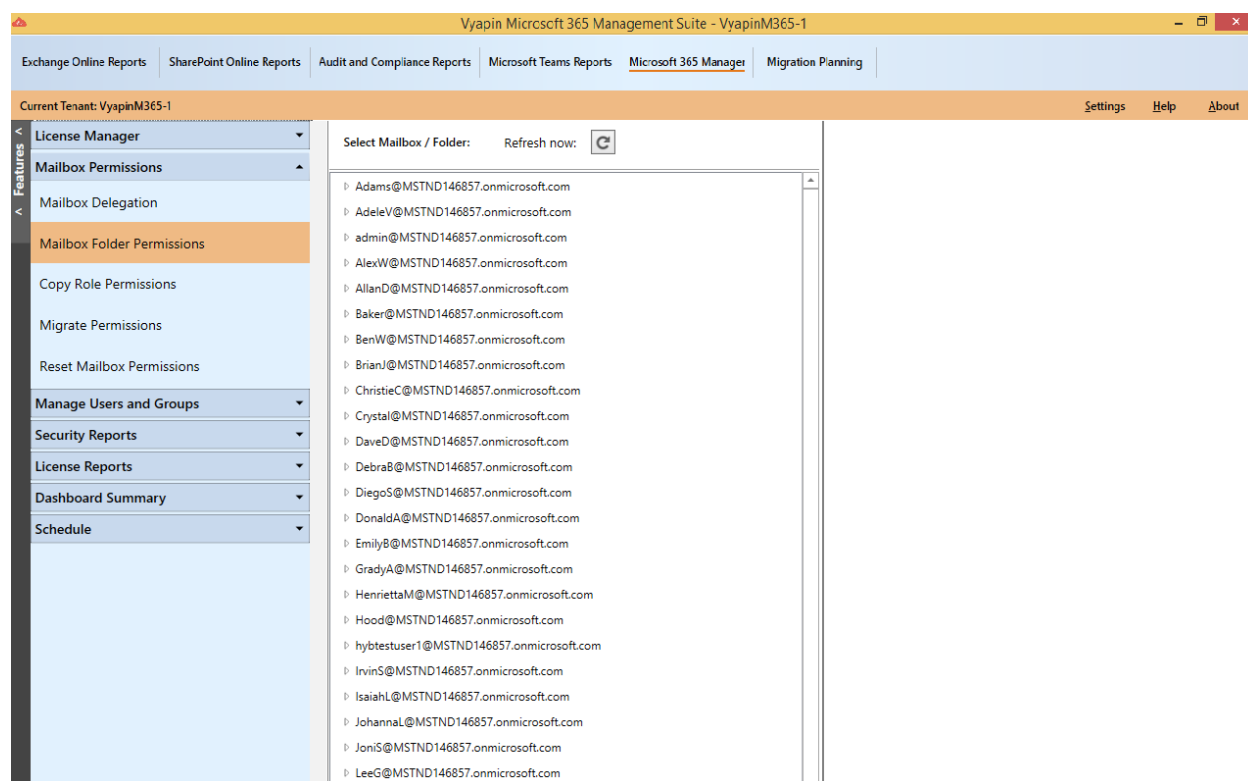


## How to Manage Mailbox Folder Permissions?

The Mailbox Folder Permissions feature allows you to assign or remove permissions (Owner, Publishing Editor, Editor, Publishing Author, Author, Non-editing Author, Reviewer and Contributor) for the selected users on selected Mailbox folders.

Perform the following steps to Manage Mailbox Folder Permissions:

Select Microsoft 365 Manager from the available vertical tabs. Then from left side of the application, select Mailbox Permissions and then click on Manage Mailbox Folder Permissions.



On selecting the mailboxes/folders from the available mailboxes, then the existing folder permissions will be displayed as shown below:

Mailbox Folder Permissions

Select Mailbox / Folder:

Refresh now:

Features

Adams@MSTND146857.onmicrosoft.com

Archive

Calendar

Contacts

Conversation Action Settings

Deleted Items

Drafts

ExternalContacts

Files

Inbox

Journal

Junk Email

Notes

Outbox

Sent Items

Tasks

Yammer Root

AdeleV@MSTND146857.onmicrosoft.com

admin@MSTND146857.onmicrosoft.com

AlexW@MSTND146857.onmicrosoft.com

AllanD@MSTND146857.onmicrosoft.com

Baker@MSTND146857.onmicrosoft.com

BenW@MSTND146857.onmicrosoft.com

BrianJ@MSTND146857.onmicrosoft.com

ChristieC@MSTND146857.onmicrosoft.com

Crystal@MSTND146857.onmicrosoft.com

DaveD@MSTND146857.onmicrosoft.com

DebraB@MSTND146857.onmicrosoft.com

DiegoS@MSTND146857.onmicrosoft.com

DonaldA@MSTND146857.onmicrosoft.com

EmilyB@MSTND146857.onmicrosoft.com

Permissions for the Inbox folder

+ Add

- Remove

Name	Permission Level
Default	None
Anonymous	None

Permissions

Permission Level: None

Read

☒ None

☐ Full Details

Write

☐ Create items

☐ Create subfolders

☐ Edit own

☐ Edit all

Delete Items

☒ None

☐ Own

☐ All

Other

☐ Folder owner

☐ Folder contact

☐ Folder visible

☐ Apply permissions to sub-folders

Apply Permissions

To assign or remove user permissions for the mailbox/folder, use Add Or Remove option to add or remove users to the list and set the permission level from the dropdown. If None option was chosen from dropdown, we can set custom permission such as Read, Write, Deleted Items and the other condition as applicable

Mailbox Folder Permissions

Select Mailbox / Folder: Refresh now:

Features

- Adams@MSTND146857.onmicrosoft.com
  - Archive
  - Calendar
  - Contacts
  - Conversation Action Settings
  - Deleted Items
  - Drafts
  - ExternalContacts
  - Files
  - Inbox
  - Journal
  - Junk Email
  - Notes
  - Outbox
  - Sent Items
  - Tasks
  - Yammer Root
- AdeleV@MSTND146857.onmicrosoft.com
- admin@MSTND146857.onmicrosoft.com
- AlexW@MSTND146857.onmicrosoft.com
- AllanD@MSTND146857.onmicrosoft.com
- Baker@MSTND146857.onmicrosoft.com
- BenW@MSTND146857.onmicrosoft.com
- BrianJ@MSTND146857.onmicrosoft.com
- ChristieC@MSTND146857.onmicrosoft.com
- Crystal@MSTND146857.onmicrosoft.com
- DaveD@MSTND146857.onmicrosoft.com
- DebraB@MSTND146857.onmicrosoft.com
- DiegoS@MSTND146857.onmicrosoft.com
- DonaldA@MSTND146857.onmicrosoft.com
- EmilyB@MSTND146857.onmicrosoft.com

Permissions for the Inbox folder

Add

Remove

Name	Permission Level
Default	None
Anonymous	None
Alex Wilber	Editor
Allan Deyoung	Publishing Editor

Permissions

Permission Level: Publishing Editor

Read

None

Full Details

Write

Create items

Create subfolders

Edit own

Edit all

Delete Items

None

Own

All

Other

Folder owner

Folder contact

Folder visible

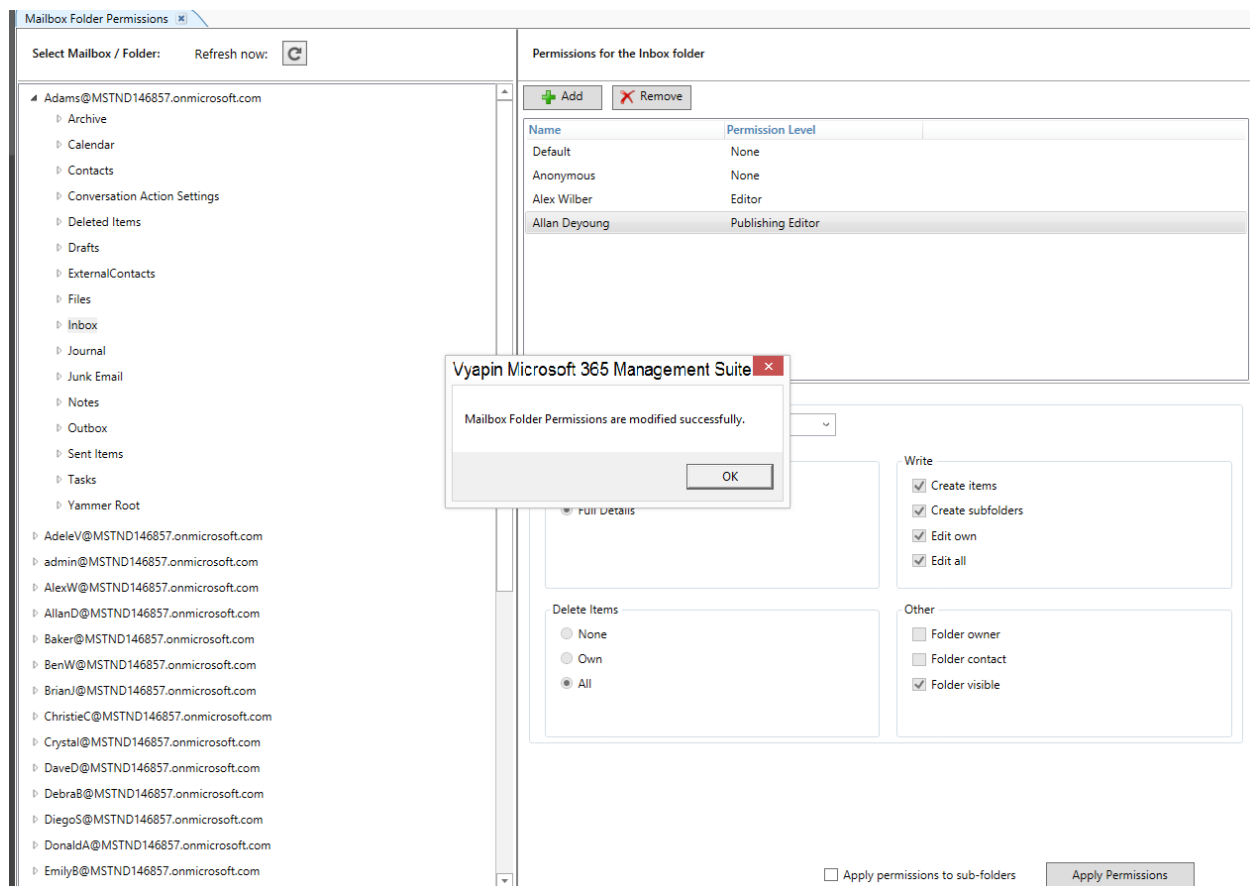
☐ Apply permissions to sub-folders

Apply Permissions

Use **Apply permissions to sub-folders** option to assign the permissions to all the sub-folders.

Click on **Apply Permissions** to proceed.

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## How to Manage Public Folder Permissions?

The **Public Folder Permissions** feature allows you to assign or remove permissions (Owner, Publishing Editor, Editor, Publishing Author, Author, Non-editing Author, Reviewer and Contributor) for the selected users on selected Public folders.

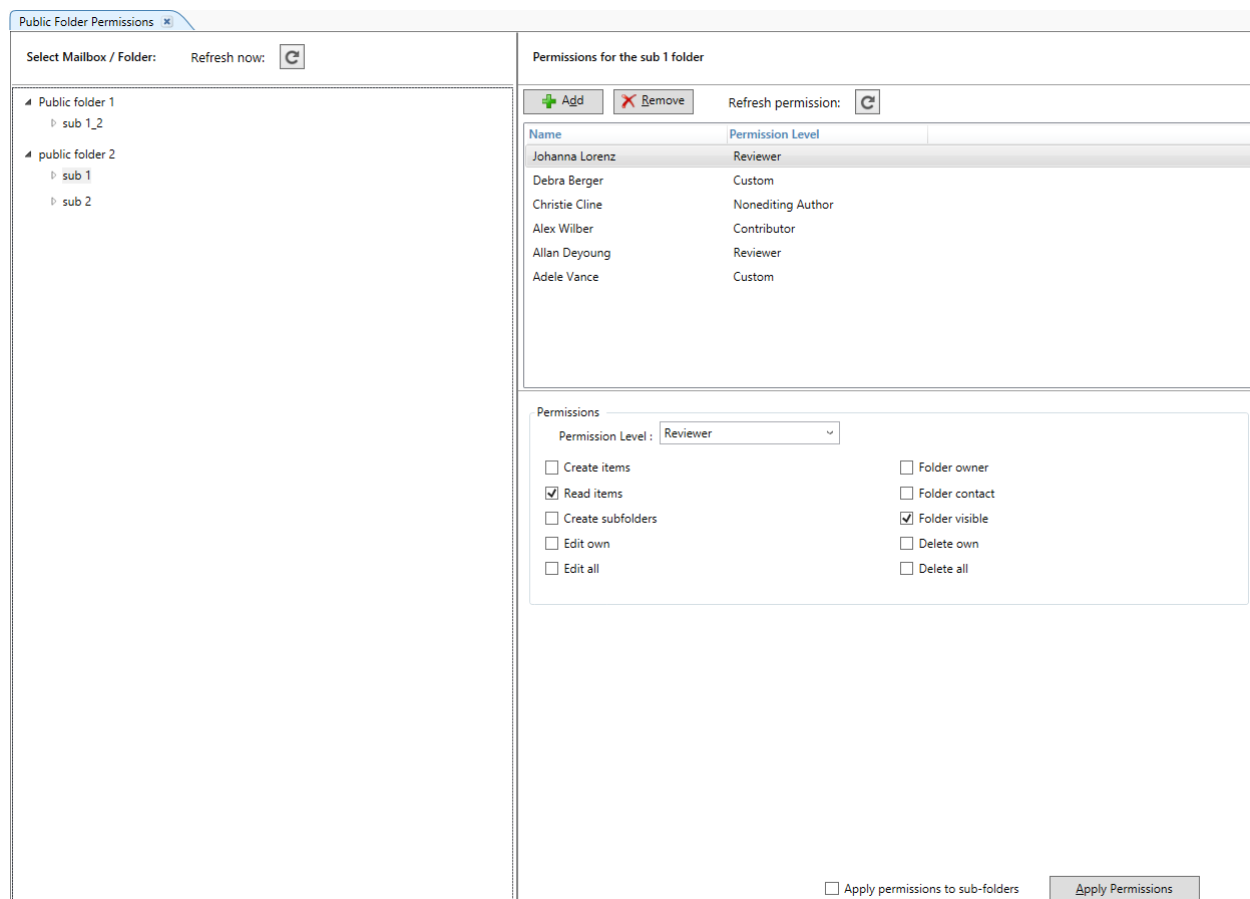
Perform the following steps to Manage Public Folder Permissions:

Select Microsoft 365 Manager from the available vertical tabs. Then from left side of the application, select Mailbox Permissions and then click on Manage Public Folder Permissions.

On selecting "Manage Public Folder Permissions", the list of Public Folders in your tenant will be displayed as shown below:



On selecting the folder from the list of available folders, then the existing folder permissions will be displayed as shown below:



To assign or remove user permissions for a folder, use **Add** Or **Remove** option to add or remove users to the list and set the permission level from the dropdown. If None option was chosen from dropdown, we can set custom permission such as Read, Write, Deleted Items and the other condition as applicable.

Public Folder Permissions

Select Mailbox / Folder: Refresh now:

- Public folder 1
  - sub 1\_2
- public folder 2
  - sub 1
  - sub 2

Permissions for the sub 1 folder

Add
 Remove
Refresh permission:

Name	Permission Level
Johanna Lorenz	Reviewer
Debra Berger	Custom
Christie Cline	Nonediting Author
Alex Wilber	Contributor
Allan Deyoung	Reviewer
Adele Vance	Custom
Lee Gu	Custom

Permissions
Permission Level: Custom

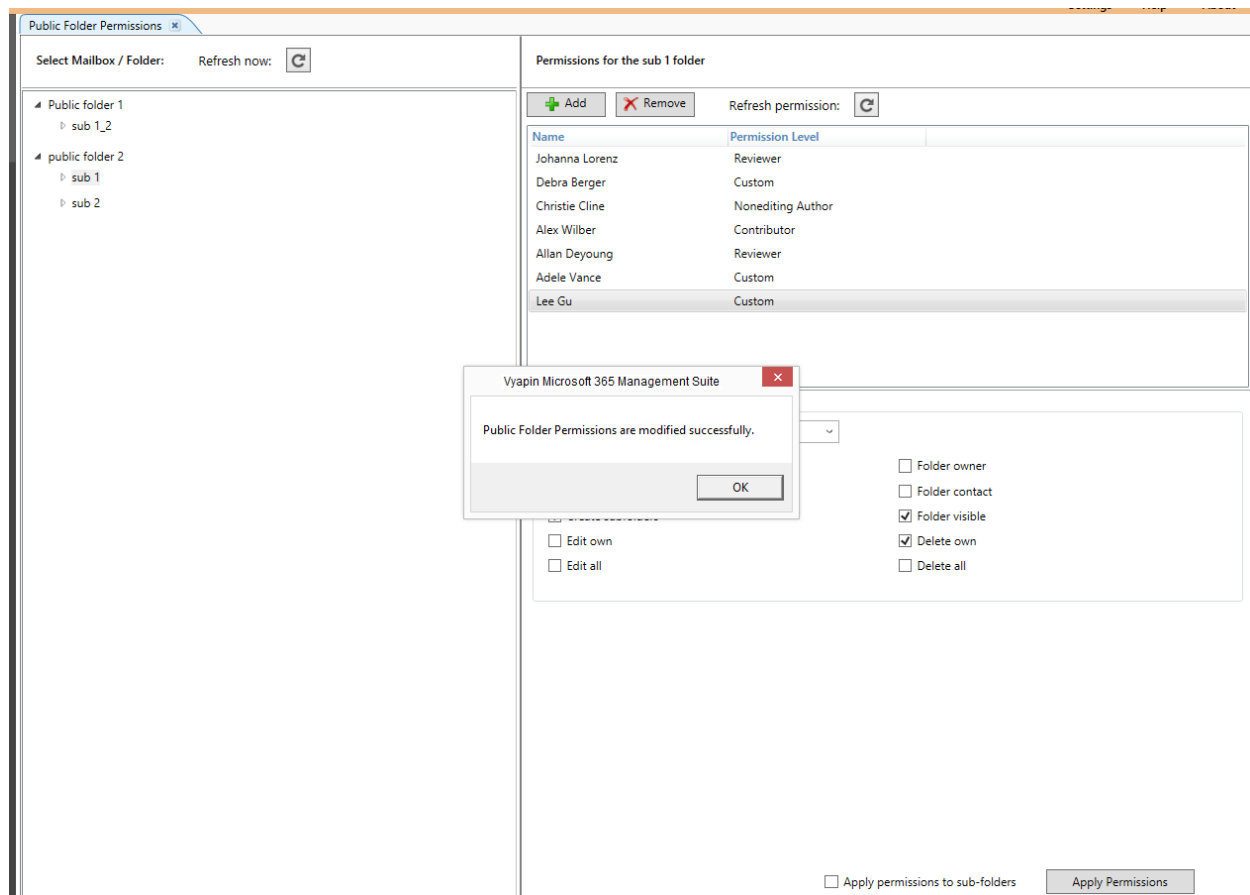
☐ Create items
☒ Read items
☒ Create subfolders
☐ Edit own
☐ Edit all

☐ Folder owner
☐ Folder contact
☒ Folder visible
☒ Delete own
☐ Delete all

☐ Apply permissions to sub-folders

Use **Apply permissions to sub-folders** option to assign the permissions to all the sub-folders.

Click on **Apply Permissions** to proceed.



## How to Copy Role Permissions?


The Copy Role Permissions feature allows you to copy exchange role permissions from one user to multiple users at the same time.

Perform the following steps to Copy Role Permissions:

Select Microsoft 365 Manager from the available vertical tabs. Then from left side of the application, select Mailbox Permissions and then click on Copy Role Permissions.

On selecting "Copy Role Permissions", a pop - up window is displayed as shown below:





Copy Role Permissions

Select User(s)



Assign Roles to multiple users. You may assign role permissions from one user to multiple users at the same time.

Copy Role Permissions From:

Enter Email Address:  [View Roles](#)

e.g., Username@domain.onmicrosoft.com

Copy Role Permissions To:

 Add Users... 


Display Name	Email Address
--------------	---------------

OK


Cancel

Enter the user email address for which you wish to copy role permissions from.

Add one or more users for which you wish to copy role permissions to.



Copy Role Permissions



Select User(s)


Assign Roles to multiple users. You may assign role permissions from one user to multiple users at the same time.


Copy Role Permissions From:

Enter Email Address:  [View Roles](#)

e.g., Username@domain.onmicrosoft.com

Copy Role Permissions To:

 Add Users...

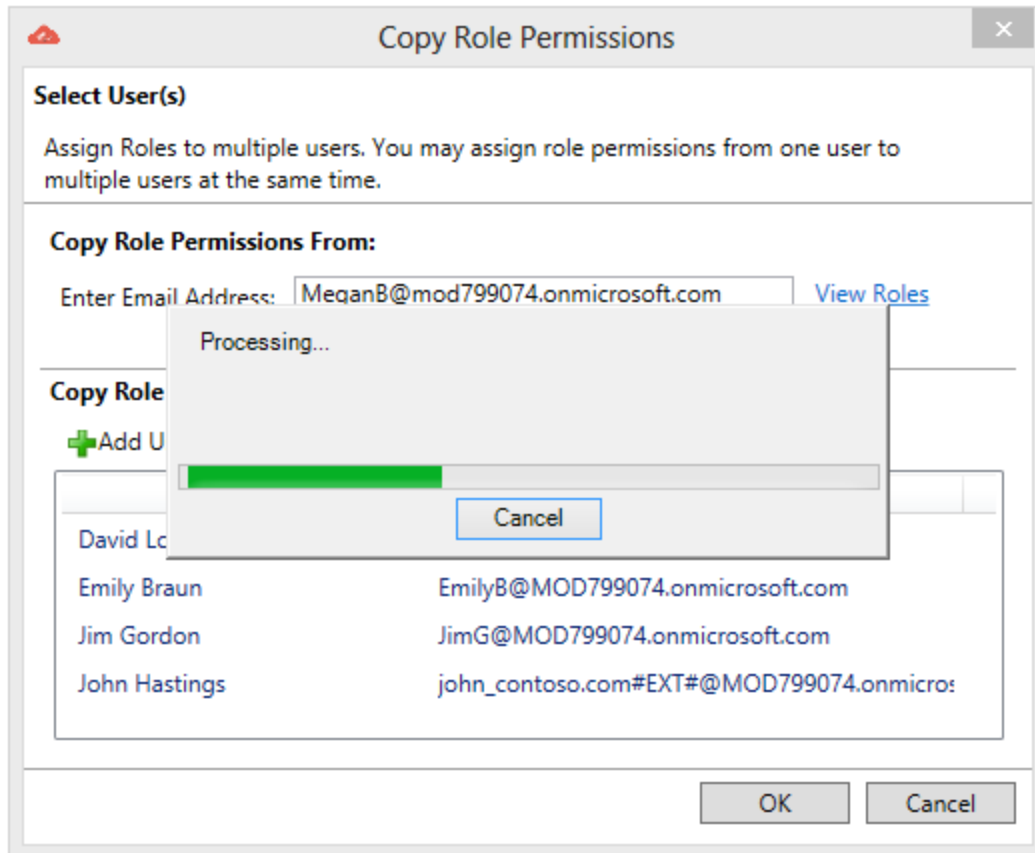


Display Name	Email Address
David Longmuir	david@mod799074.onmicrosoft.com
Emily Braun	EmilyB@MOD799074.onmicrosoft.com
Jim Gordon	JimG@MOD799074.onmicrosoft.com
John Hastings	john_contoso.com#EXT#@MOD799074.onmicros

OK

Cancel

Click OK button to proceed.



Once the exchange role permissions is copied, then the copy role permissions window will be closed automatically.

## How to Migrate Permissions?

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In the **Migrate Permissions** feature, you can migrate permissions (**Full Access**, **Send As** and **Send On Behalf**) from on-premise mailboxes to Microsoft 365 Mailboxes.

Perform the following steps to **Migrate Mailbox Permissions**:

1. Select Microsoft 365 Manager from the available vertical tabs. Then from left side of the application, select **Mailbox Permissions** and then click on **Migrate Permissions**.
2. On selecting **Migrate Permissions**, a pop - up window is displayed as shown below:

The screenshot shows a window titled "Migrate Permissions" with a close button in the top right corner. The main heading is "Step 1 of 2 : Exchange Server". Below this is the instruction "Connect to Exchange Server". The form contains the following fields:

- Exchange Version :** A dropdown menu currently showing "--Select--".
- Exchange Server Name :** A text input field. Below it, an example is provided: "e.g., rd70.contoso.com".
- User Name :** A dropdown menu.
- Password :** A text input field.
- Connection Status :** Displays "Not Connected".

At the bottom of the window, there are three buttons: "Back", "Next", and "Cancel".

3. Enter the **Exchange Server Name**, **User Name**, and its **Password** to connect to Exchange Server. Then click on **Next** button to proceed.

**Migrate Permissions**

**Step 1 of 2 : Exchange Server**


Connect to Exchange Server

Exchange Version : Exchange 2013

Exchange Server Name : rd70.planet.local  
e.g., rd70.contoso.com

User Name : planet\administrator

Password : ●●●●●●●●

Connection Status : **Connected** 

[Back](#) [Next](#) [Cancel](#)

4. Choose the mailbox for which we have to set the permission from On-premise to Office mailboxes and Click on **Apply** button.

Migrate Permissions

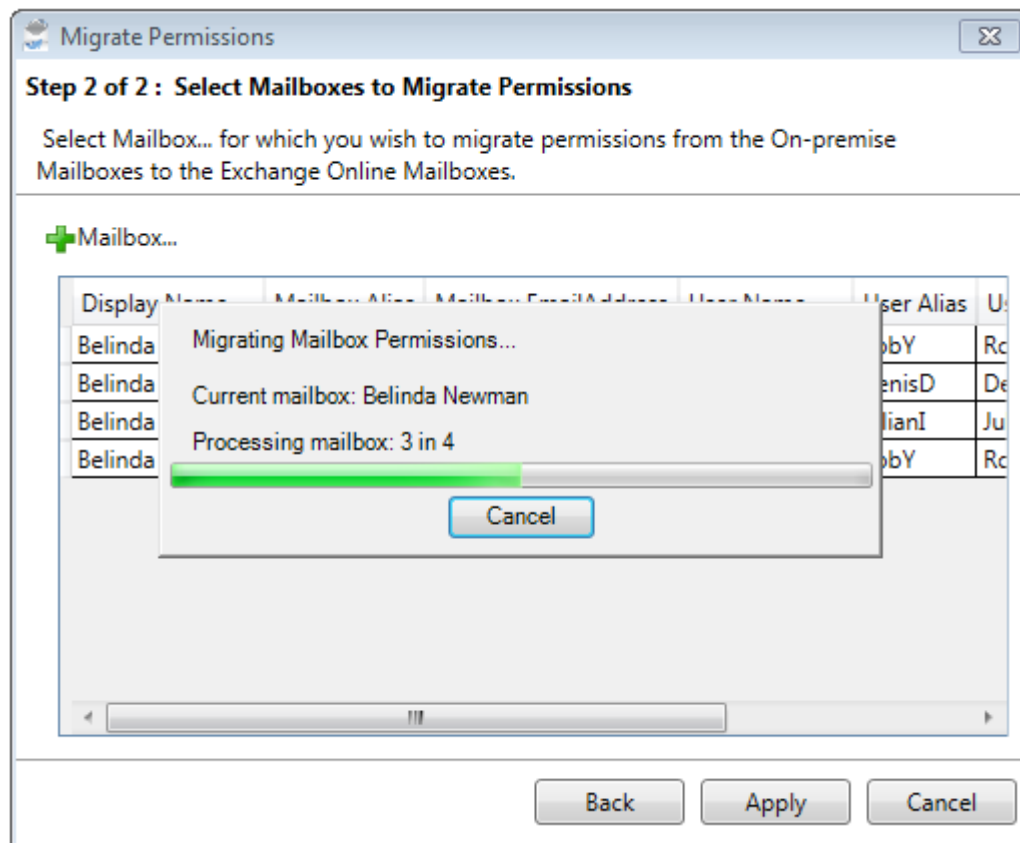
Step 2 of 2 : Select Mailboxes to Migrate Permissions

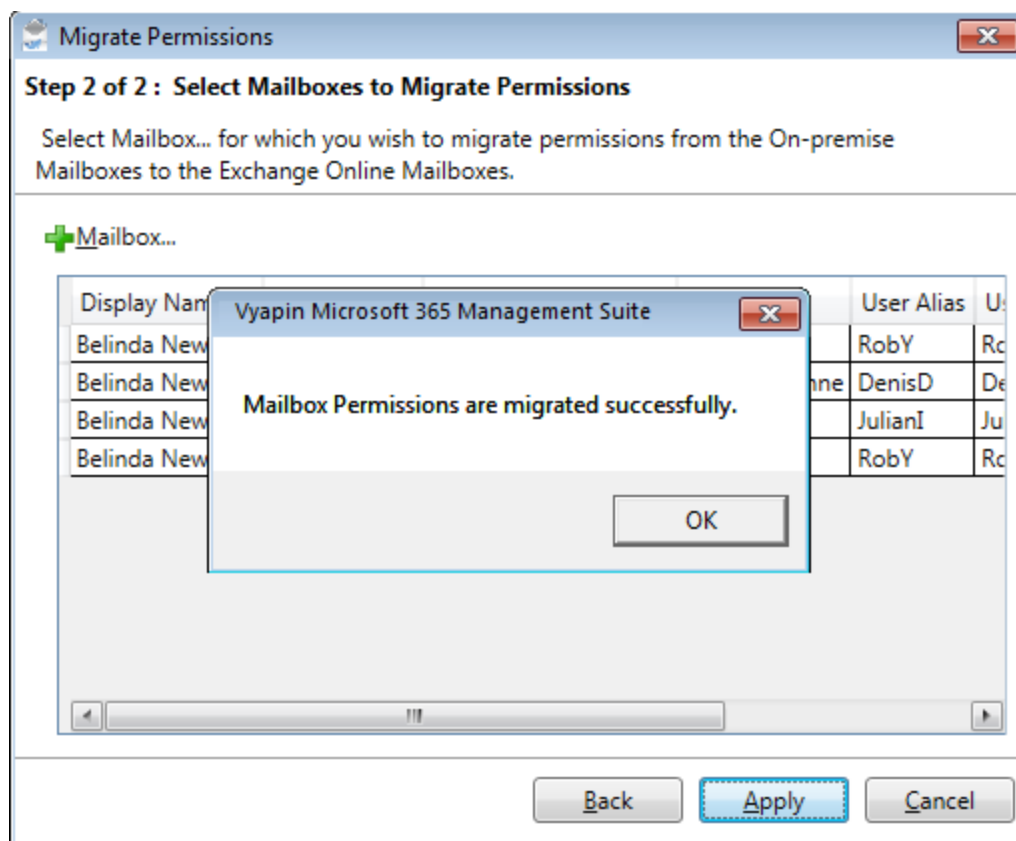
Select Mailbox... for which you wish to migrate permissions from the On-premise Mailboxes to the Exchange Online Mailboxes.

+ Mailbox...

Display Name	Mailbox Alias	Mailbox EmailAddress	User Name	User Alias	User EmailAddress
Belinda Newman	BelindaN	BelindaN@planet.local	Rob Young	RobY	RobY@planet.local
Belinda Newman	BelindaN	BelindaN@planet.local	Denis Dehenne	DenisD	DenisD@planet.local
Belinda Newman	BelindaN	BelindaN@planet.local	Julian Isla	JulianI	JulianI@planet.local
Belinda Newman	BelindaN	BelindaN@planet.local	Rob Young	RobY	RobY@planet.local

BackApplyCancel







## How to Reset Mailbox Permissions?

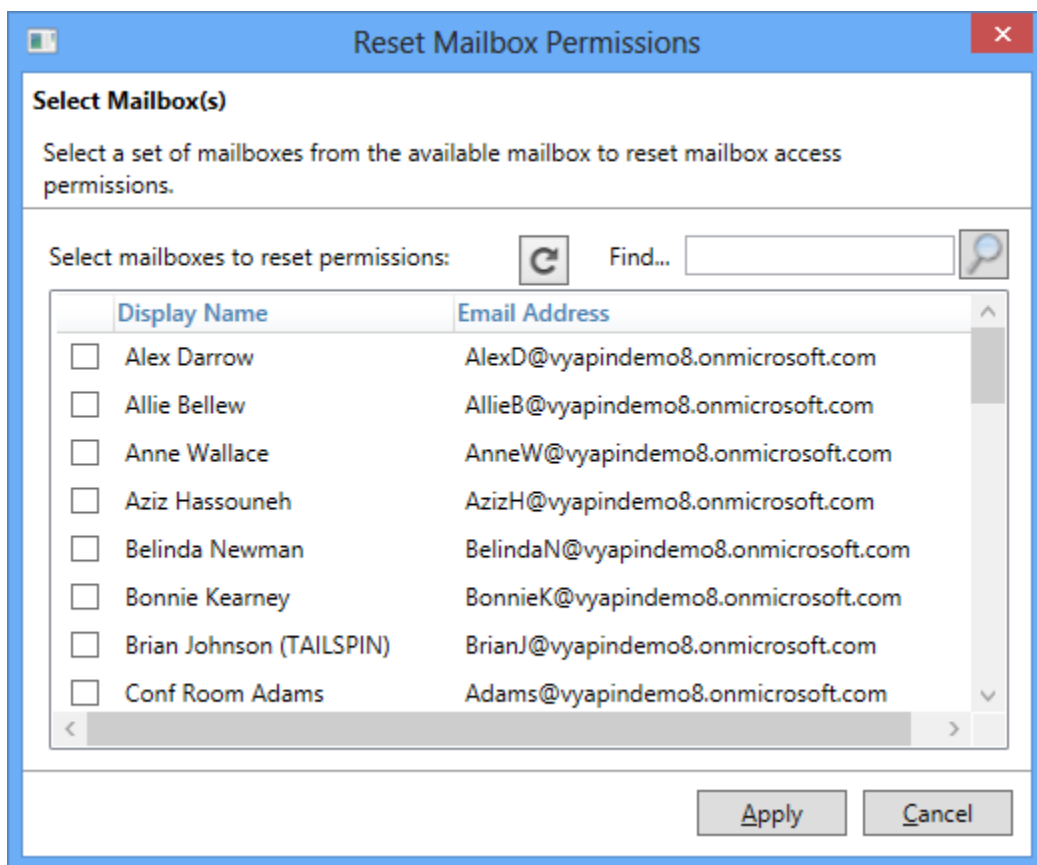
---

The **Reset Mailbox Permissions** feature allows you to reset all non-owner mailbox permissions (Full Access, Send As and Send On Behalf) for the selected set of Mailboxes.

Perform the following steps to Reset Mailbox Permissions:

Select Microsoft 365 Manager from the available vertical tabs. Then from left side of the application, select **Mailbox Permissions** and then click on **Reset Mailbox Permissions**.

On selecting **Reset Mailbox Permissions**, a pop - up window is displayed as shown below:





Select the Mailboxes for which you want to reset all non-owner mailbox permissions and Click on the **Apply** button to proceed.



**Reset Mailbox Permissions**

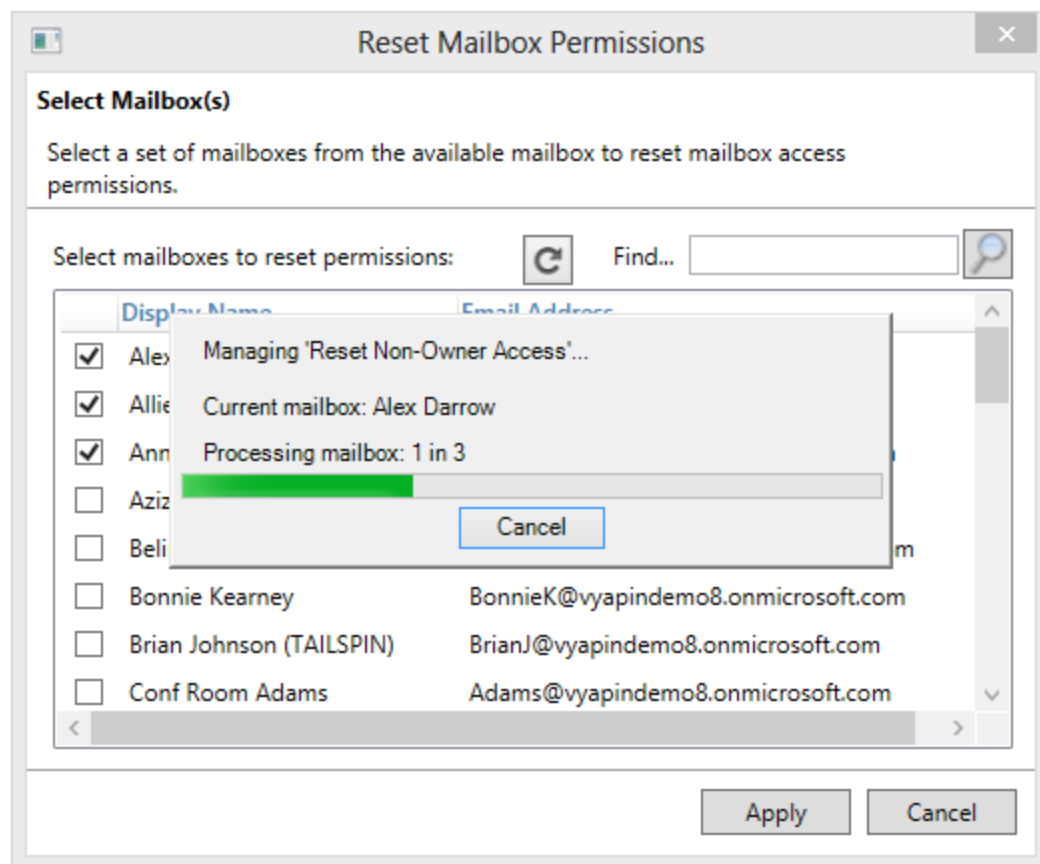
**Select Mailbox(s)**

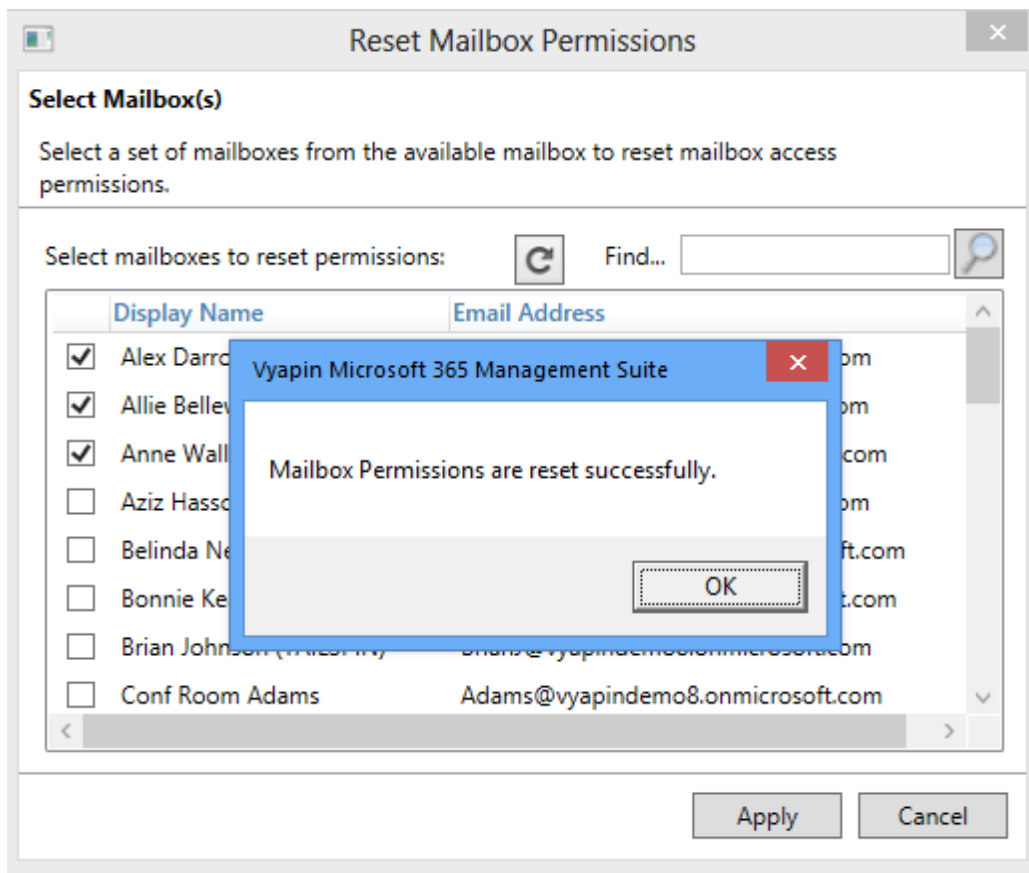
Select a set of mailboxes from the available mailbox to reset mailbox access permissions.

Select mailboxes to reset permissions:  Find...  

	Display Name	Email Address
<input checked="" type="checkbox"/>	Alex Darrow	AlexD@vyapindemo8.onmicrosoft.com
<input checked="" type="checkbox"/>	Allie Bellew	AllieB@vyapindemo8.onmicrosoft.com
<input checked="" type="checkbox"/>	Anne Wallace	AnneW@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	Aziz Hassouneh	AzizH@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	Belinda Newman	BelindaN@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	Bonnie Kearney	BonnieK@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	Brian Johnson (TAILSPIN)	BrianJ@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	Conf Room Adams	Adams@vyapindemo8.onmicrosoft.com





## Manage Users and Groups

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[How to Provision Users?](#)

[How to De-Provision Users?](#)

[How to Manage Group Members?](#)

[How to Manage Admin Role Members?](#)

[Manage Users](#)

[Manage Groups](#)

## How to Provision Users?

The **Provision Users** feature allows you to create and provision users in your Office 365 tenant. It provides useful features for administrators like assigning licenses, mailbox permissions, group membership, administrator roles and Exchange admin roles.

Select Microsoft 365 Manager from the available vertical tabs. Then from left side of the application, select Manage Users and Groups category and then click on Provision Users.

On selecting "Provision Users", a page will be displayed as shown below:

The screenshot displays the 'Vyapin Microsoft 365 Management Suite - VyapinM365-1' application. The top navigation bar includes tabs for 'Exchange Online Reports', 'SharePoint Online Reports', 'Audit and Compliance Reports', 'Microsoft Teams Reports', 'Microsoft 365 Manager' (selected), and 'Migration Planning'. Below this, the 'Current Tenant: VyapinM365-1' is shown, along with 'Settings', 'Help', and 'About' links. The left sidebar features a 'Features' menu with a 'Provision Users' option highlighted. The main content area is titled 'User Login Information' and contains the following fields and options:

- First Name:
- Last Name:
- Mail Address: \*  @ M365x456987.onmicrosoft.c
- Display Name: \*
- Sign-in status: ☒ Sign-in allowed ☐ Sign-in blocked
- Weak password indicator: \*  Weak
- ☒ Make this user change their password when they first sign in.
- ☐ Send password in email
- Enter e-mail address:

A note states: 'Note: Email will be sent From connected tenant user: DiegoS@M365x456987.OnMicrosoft.com and the machine running the application must be configured to send external mails.'

Below the 'User Login Information' section is an 'Additional Details...' button. The 'User Settings' section includes:

- Load the settings:  ☐ Save the settings in this name
- ☐ Conditional Access
- ☐ Licenses
- ☐ Mailbox Permissions
- ☐ Group Membership
- ☐ Admin Roles
- ☐ Exchange Roles

At the bottom right, there are 'Create' and 'Reset' buttons.

The list of options available for administrators in this feature are General Details, Licenses, Mailbox Permissions, Group membership, Admin roles and Exchange roles.

- **General Details** option allows you to specify the general information required for user creation like First Name, Last Name, Mail Address, Display Name etc.

**General Details**

First Name:

Last Name:

Mail Address: \*  @

Display Name: \*

Sign-in status: ☒ Sign-in allowed ☐ Sign-in blocked

\*  Strong

☒ Make this user change their password when they first sign in.

☒ Send password in email

Enter e-mail address:

**Note: Email will be sent From connected tenant user: DiegoS@M365x456987.OnMicrosoft.com and the machine running the application must be configured to send external mails.**

Additional Details..

**Licenses** option allows you to assign licenses for the user to be created. You can select a license to be assigned or you can use the "Copy Product licenses", if you want to copy the licenses which are assigned to another user in the tenant

☒ Licenses

☒ Assign product licenses ☐ Copy product licenses

Select Usage Location : 

United States

☒ M365x456987:EMSPREMIUM

☒ ADALLOMS\_STANDALONE

☒ RMSS\_PREMIUM2

☒ RMSS\_PREMIUM

☒ RMSS\_ENTERPRISE

☒ INTUNEA

☒ AADPREMIUM\_P2

☒ MFAPREMIUM

☒ AADPREMIUM

☐ M365x456987:ENTERPRISEPREMIUM

☐ BPOSS\_TODO\_3

☐ FORMSPLAN\_E5

☐ STREAMO365\_E5

☐ THREATINTELLIGENCE

☐ Deskless

**Mailbox Permissions** option allows you to assign mailbox permissions for the user mailbox to be created. You can select the permissions to be assigned or you can use the "Copy Mailbox Permissions", if you want to copy the permissions which are assigned to another mailbox in the tenant.



## Mailbox Permissions

☒ Assign Mailbox Permissions ☐ Copy Mailbox Permissions

### Send As

The Send As permission allows a delegate to send e-mail from this mailbox. The message will appear to have been sent by the mailbox owner.



Display Name	Email Address
Adele Vance	AdeleV@M365x456987.OnMicrosoft.c
Adam Wallen	AdamW@M365x456987.onmicrosoft.c

### Send on Behalf

The Send on Behalf permission allows the delegate to send e-mail on behalf of this mailbox.



Display Name	Email Address
Aldo Muller	AldoM@M365x456987.onmicrosoft.co
Alex Wilber	AlexW@M365x456987.OnMicrosoft.co

### Full Access

The Full Access permission allows a delegate to open this mailbox and behave as the mailbox owner.



Display Name	Email Address
Achim Maier	AchimM@M365x456987.onmicrosoft.c
Adam Wallen	AdamW@M365x456987.onmicrosoft.c

**Group Membership** option allows you to add the created users to groups. You can select the groups for adding the users or you can use the "Copy Group Membership", if you want to copy the group membership from another user in the tenant

☒ **Group Membership**

☒ Add to existing group      ☐ Copy group membership

Display Name	Email Address
Executives	Executives@M365x456987.onmicrosof
All Employees	Employees@M365x456987.onmicrosof

**Admin Roles** option allows you to add administrator roles for the created user. You can select the roles for adding to the user or you can use the "Copy Admin Roles", if you want to copy the admin roles from another user in the tenant

☒ **Admin Roles**

☒ Assign Admin Roles      ☐ Copy Admin Roles

☐ **User (no administrator access)**  
 This user won't have permissions to the Office 365 admin center or any admin tasks.

☐ **Global administrator**  
 This user will have access to all features in the admin center and can perform all tasks in the Office 365 admin center.

☒ **Customized administrator**  
 You can assign this user one or many roles so they can manage specific areas of Office 365.

<input checked="" type="checkbox"/> Billing Administrator
<input checked="" type="checkbox"/> Dynamics 365 service administrator
<input checked="" type="checkbox"/> Exchange administrator
<input type="checkbox"/> Password administrator
<input type="checkbox"/> Skype for Business administrator
<input type="checkbox"/> Power BI service administrator
<input type="checkbox"/> Service administrator

**Exchange Roles** option allows you to add Exchange admin roles for the created user. You can select the roles for adding to the user or you can use the "Copy Exchange Roles", if you want to copy the Exchange admin roles from another user in the tenant

Exchange Roles

☒ Assign Exchange Roles ☐ Copy Exchange Roles

- ☒ Compliance Management
- ☒ Discovery Management
- ☒ Help Desk
- ☒ Hygiene Management
- ☐ Organization Management
- ☐ Recipient Management

After specifying all the inputs required for user creation, click on "Create" for creating the user in your Microsoft 365 tenant, assign licenses, mailbox permissions, roles etc.

## How to De-provision Users?

---

The **De-provision Users** feature allows you to manage users, it contains several useful options for admins to use before removing a user account from Office 365 tenant.

When someone leaves the organization, it is important to make sure that you secure all the confidential data and files. Organization would never allow the user to retain the sensitive information. De-provisioning a user improperly, can result in data loss and security breaches.

Perform the following steps to De-provision Users:

Select Microsoft 365 Manager from the available vertical tabs. Then from left side of the application, select Manage Users and Groups category and then click on De-provision Users.

On selecting "De-provision Users", a pop - up window is displayed as shown below:

User Picker

Select users:

Select users. You may query and select users based on their roles, groups, devices and attributes.


All Users


Users who have Admin Roles

Users based on Groups

Mobile Device Access

Users based on Attributes

Refresh now: 

Find...  

Display Name	Email Address
--------------	---------------

☐ Select All

OK

Cancel

0 user(s) found.

User Picker

Select users:

Select users. You may query and select users based on their roles, groups, devices and attributes.

Data collected on: 06/07/2016 5:46:25 PM

Refresh now:

Find...

All Users

Users who have Admin Roles

Users based on Groups

Mobile Device Access

Users based on Attributes

Display Name	Email Address
<input type="checkbox"/> Gary Sobers	GaryS@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Brian Johnson (TAILSPIN)	BrianJ@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> David Longmuir	DavidL@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> MOD Administrator	admin@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Belinda Newman	BelindaN@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Junmin Hao	JunminH@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Julian Isla	JulianI@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Allie Bellew	AllieB@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Fabrice Canel	FabriceC@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Katie Jordan	KatieJ@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Alex Darrow	AlexD@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Tony Krijnen	TonyK@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Sam Davis	SamD@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Select All	

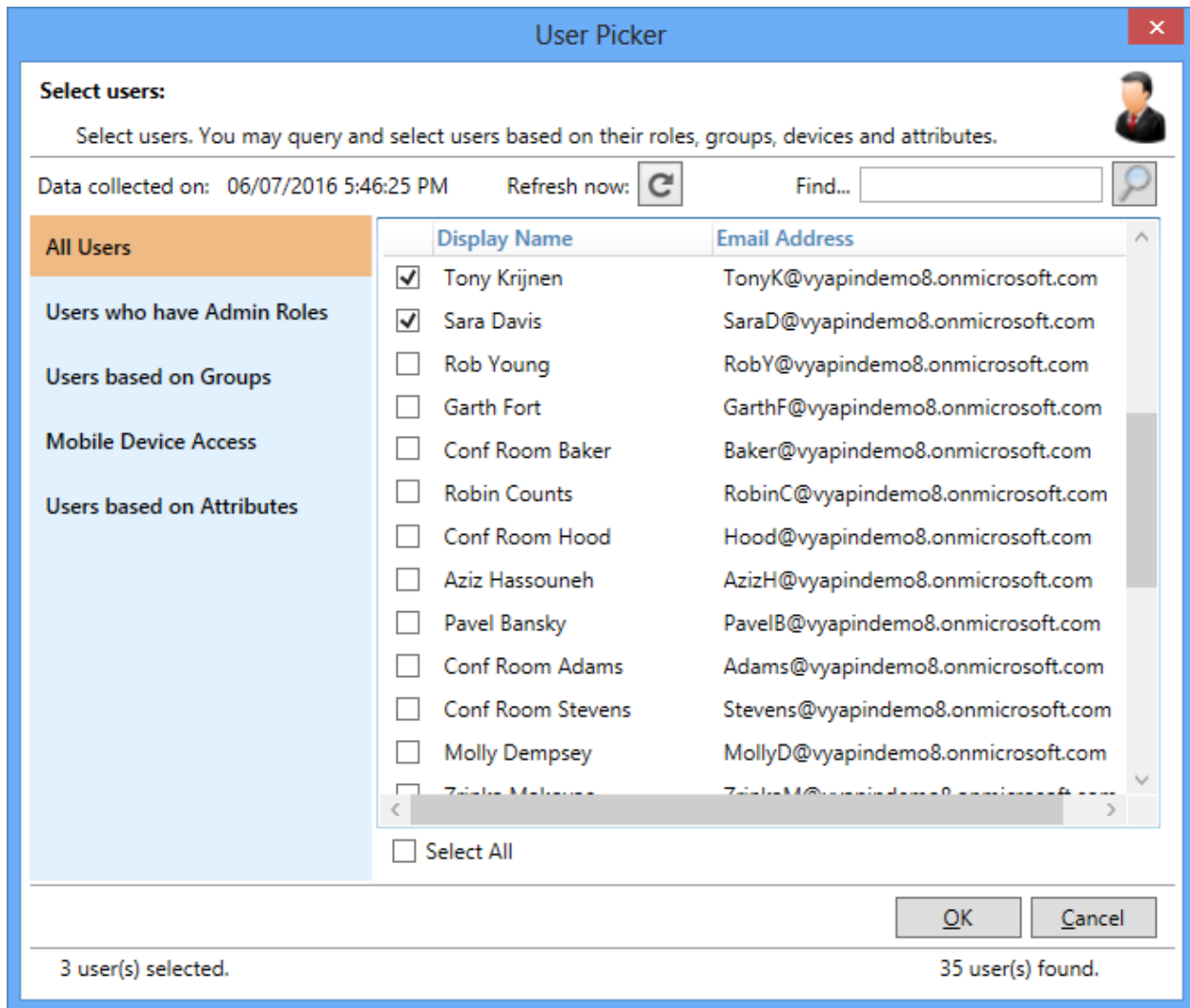
OK

Cancel

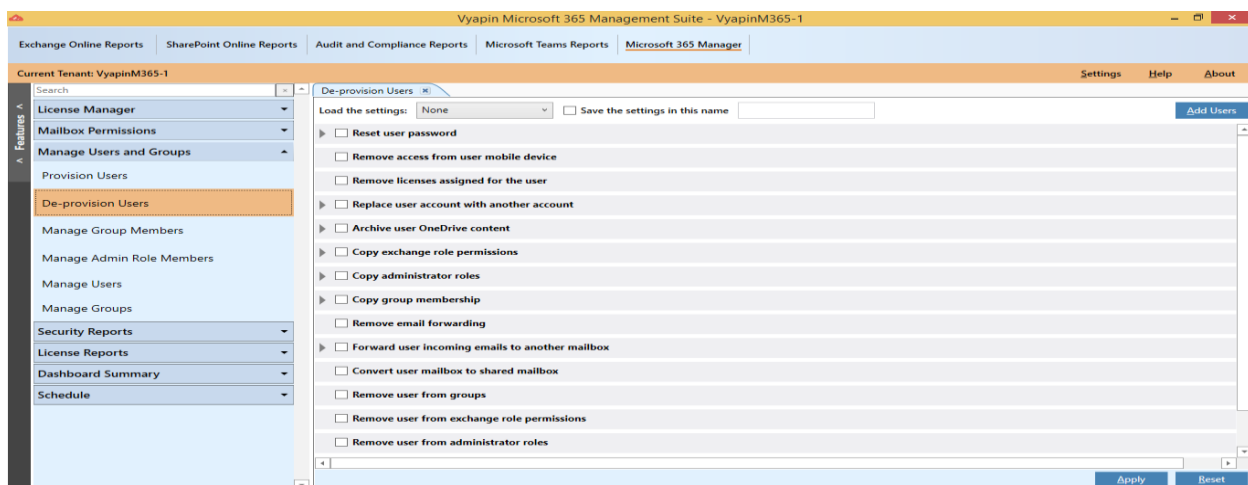
0 user(s) selected.

35 user(s) found.

Select the desired user(s) and Click on **OK** button to display the respective user details.



Select options from the list displayed to perform on removing the users from Office 365 tenant.



**Reset user password** option can be used to reset the password for the selected account. When a user leaves, the first thing you want to do is reset the password on their account, so that they can no longer

access their account. Resetting their password means you can still access their mailbox but prevents them from accessing sensitive information once they have left.

The screenshot shows a dialog box titled "Reset user password" with a green checkmark in the top right corner. It contains the following elements:

- A section "Send password in email:" with a text input field "Enter email address:" and an "Add" button. Below the input field is the example text "e.g., Username@domain.onmicrosoft.com".
- A section "Email the new password to the following recipients:" with a list box labeled "To Addresses" containing the email "SaraD@mod625253.onmicrosoft.com". To the right of the list box are "Add" and "Remove" buttons.
- A checkbox labeled "Make this user change their password when they first sign in." which is currently unchecked.
- A note at the bottom: "Note: Email will be sent From connected tenant user: SaraD@mod625253.onmicrosoft.com and the machine running the application must be configured to send external mails."

Once you reset their password, auto-generated password will be sent to the selected e-mail addresses.

You may use **Make this user change their password when they first sign in** option to prompt user to change their password, next time they login.

- **Remove access from user mobile device** option can be used to remove mobile device access for the configured users from Office 365. If there are mobile devices connected to Office 365, you can either ask the employee to remove this on their mobile devices or, if the employee has been terminated under unfavorable circumstances, you may need to remotely wipe their mobile devices to prevent them from accessing corporate data or information from the device.
- **Remove licenses assigned for the user** option can be used to remove all the Office 365 licenses / services assigned for the user.
- **Replace user account with another account** option can be used to replace user account with another account in Office 365. When a user leaves, you can rename the leaver's account with the new account.

The screenshot shows a dialog box titled "Replace user account with another account" with a green checkmark in the top right corner. It contains the following elements:

- A list box on the left showing two user accounts: "Tony Krijnen" (highlighted in orange) and "Sara Davis" (highlighted in blue).
- Form fields on the right for the new account details:
  - "First name:" with the value "Stephen"
  - "Last name:" with the value "Flemming"
  - "\*Display name:" with the value "Stephen Flemming"
  - "\*User name:" with the value "StephenF" and a dropdown menu showing "mod625253.onmicrosoft.com"
- An "Additional Details..." button at the bottom.

If you want to replace additional details for the selected users, click **Additional Details...**, then the window will be displayed as shown below:

Additional Details

Enter the additional details:

Job title:Product Manager

Department:Sales & Marketing

Office:34/112 B

Office phone:

Mobile phone:

Fax number:

Street address:8055 Microsoft Way

City:Birmingham

State or province:AL

ZIP or postal:35243

Country or region:United States

Clear
OK

**Archive user OneDrive content** option can be used to export the OneDrive folders and files for the selected users from Office 365. OneDrive for Business is a bundle that comes with Office 365 used for storing and organizing your work related documents. All the files that you store on OneDrive for Business are private unless you share them, so when employee leaves your organization, you should check to see if there are any documents to archive before deleting the user account.

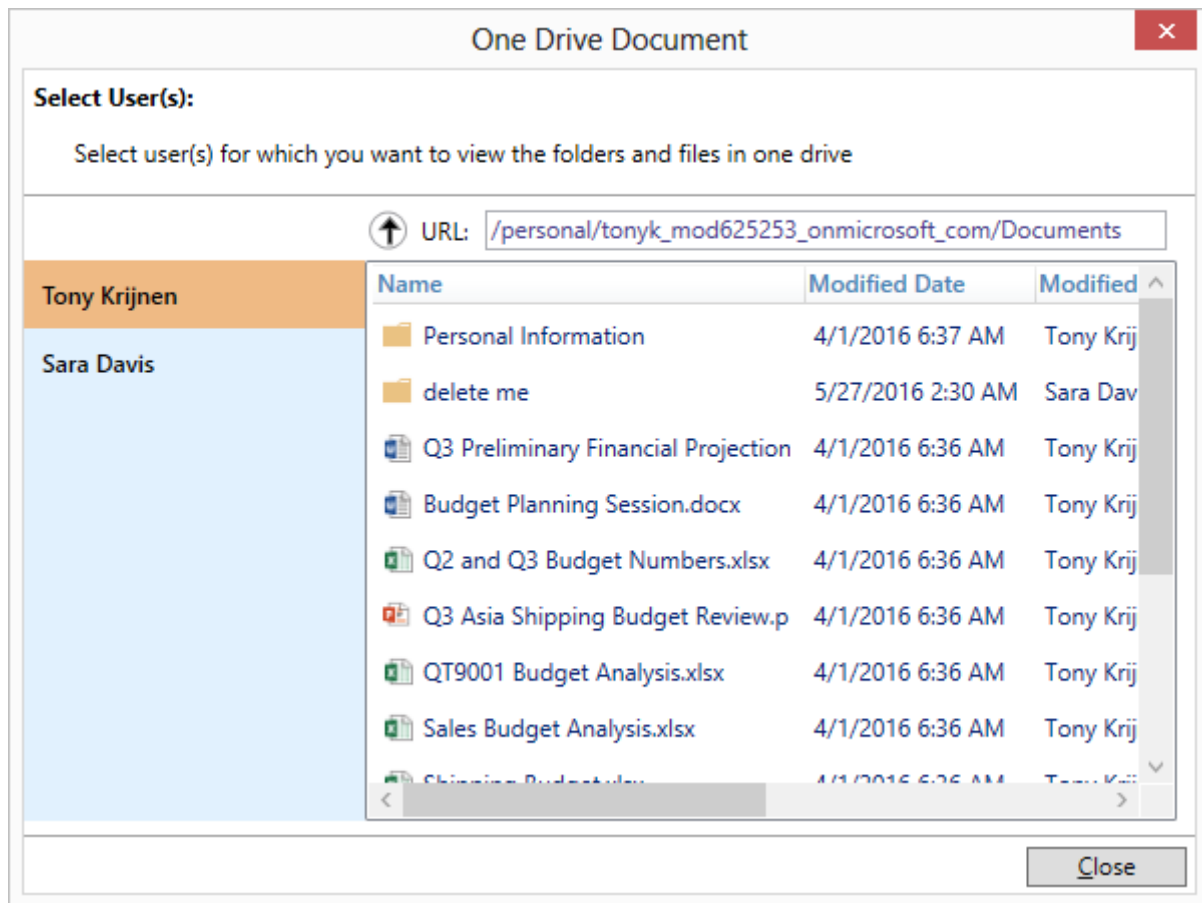
☒ Archive user OneDrive content

Admin URL:https://mod625253-admin.sharepoint.comView documents

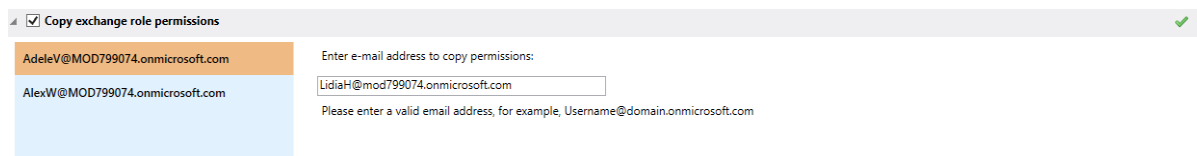
Export location:C:\Users\Public\Documents\Vyapin Office 365 Management Suite...

Click **View documents** to view the OneDrive documents for that selected user. OneDrive document viewer window will be displayed as shown below:

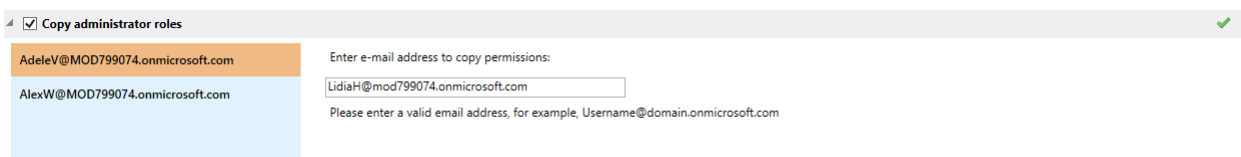




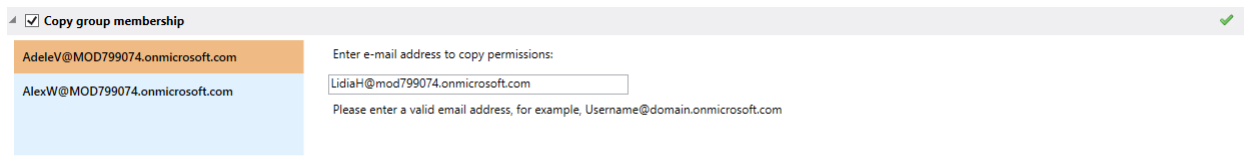
**Copy exchange role permissions** option can be used to copy role permissions from the selected de-provision user to another user automatically. When a user leaves, you may want to automatically copy role permissions from one user to another user.



**Copy administrator roles** option can be used to copy admin roles from the selected de-provision user to another user automatically. When a user leaves, you may want to automatically copy roles from one user to another user.



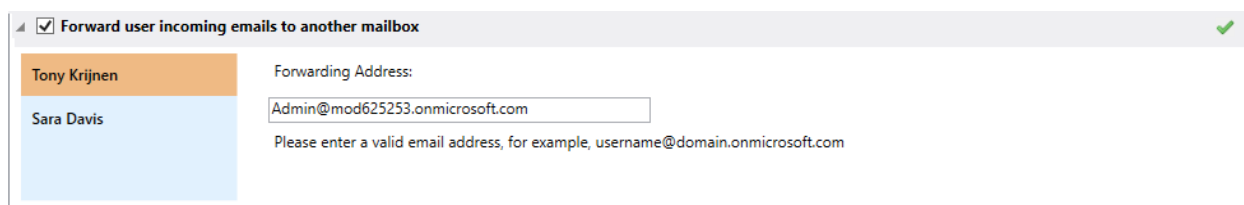
**Copy group membership** option can be used to add the group membership of the selected de-provision user to another user automatically. When a user leaves, you may want to automatically group membership from one user to another user.



The screenshot shows a configuration window titled "Copy group membership" with a green checkmark in the top right corner. On the left, there is a list of users: "AdeleV@MOD799074.onmicrosoft.com" (highlighted in orange) and "AlexW@MOD799074.onmicrosoft.com" (highlighted in blue). On the right, there is a text input field labeled "Enter e-mail address to copy permissions:" containing the text "LidiaH@mod799074.onmicrosoft.com". Below the input field, a small text label reads: "Please enter a valid email address, for example, Username@domain.onmicrosoft.com".

- **Remove email forwarding** option can be used to remove forwarding address which you have already configured for the selected mailbox.
- **Forward user incoming emails to another mailbox** option can be used to forward all your incoming emails to another mailbox automatically. When a user leaves, you may want to automatically forward the user new incoming emails to another mailbox.

If you want to forward all your incoming emails to another mailbox, then click on users and enter the valid e-mail address to forward incoming mails.

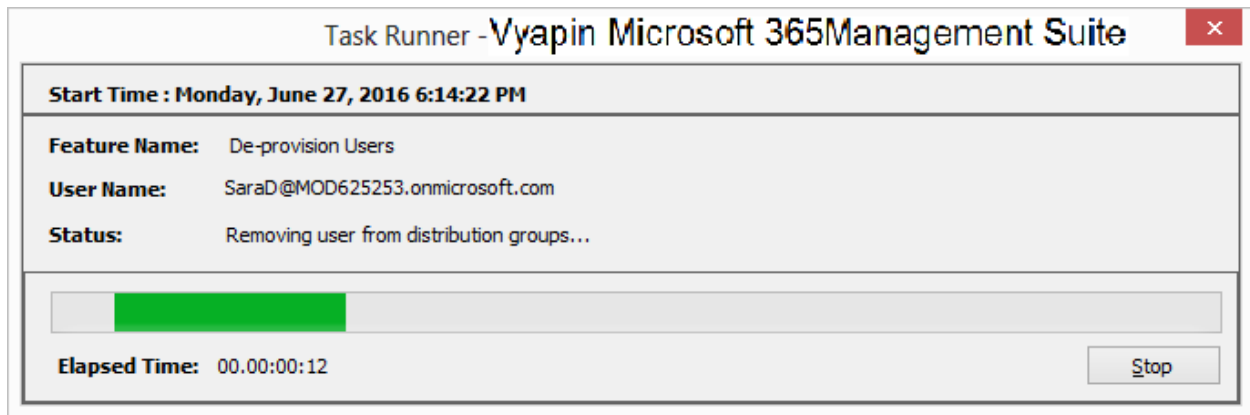


The screenshot shows a configuration window titled "Forward user incoming emails to another mailbox" with a green checkmark in the top right corner. On the left, there is a list of users: "Tony Krijnen" (highlighted in orange) and "Sara Davis" (highlighted in blue). On the right, there is a text input field labeled "Forwarding Address:" containing the text "Admin@mod625253.onmicrosoft.com". Below the input field, a small text label reads: "Please enter a valid email address, for example, username@domain.onmicrosoft.com".

- **Convert user mailbox to shared mailbox** option can be used to convert an user mailbox to a shared mailbox. Office 365 allows you to have any number of shared mailboxes. These mailboxes do not require a license. The mailboxes have all the same functions of a regular mailbox. The shared mailbox has a storage limit of 10 GB. Once the user mailbox is converted to a shared mailbox, you can remove the license from the user account, freeing up the license for use with another user.
- **Remove user from groups** option is used to remove a specific user from all groups the user belongs, so that the user can no longer access any information related to the groups.
- **Remove user from exchange role permissions** option can be used to remove a specific user from all the exchange roles assigned for that user.
- **Remove user from administrator roles** option can be used to remove a specific user from all the administrator roles assigned for that user.
- **Restrict user access** option can be used to prevent the selected user to sign-in to Office 365.
- **Delete user account** option can be used to delete the selected user account from Office 365 tenant. Deleting the user account also frees the Office 365 license assigned to that user. When

you delete a user account, you don't lose their data and the user becomes inactive. The user's data is stored for 30 days, the user account and all associated data can be restored.

Once you have selected the options to perform on de-provisioning users, click on **Apply** button to run the de-provision task.



## How to Manage Users?

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The **Manage Users** feature is used to update user license and also other preliminary information such as First Name, Last Name, Designation, City, State, Country, Office Address etc.

To access the feature follow the below steps:-

Click on the **Microsoft 365 Manager** from the vertical tabs. Then select **Manage Users and Groups** tab from the available options and click Manage Users.


On selecting, **Manage Users** from the list, a pop - up window is displayed as shown below:

User Picker


Select users:

Select users. You may query and select users based on their roles, groups, devices and attributes.

Refresh now:



Find...



All Users

Users who have Admin Roles

Users based on Groups

Mobile Device Access

Users based on Attributes

Display Name	Email Address
--------------	---------------

☐ Select All

OK

Cancel

0 user(s) found.

User Picker

Select users:

Select users. You may query and select users based on their roles, groups, devices and attributes.

Data collected on: 23-06-2016 10:54:48

Refresh now:

Find:

All Users

Users who have Admin Roles

Users based on Groups

Mobile Device Access

Users based on Attributes

Display Name	Email Address
<input type="checkbox"/> Alex Darrow	AlexD@MOD625253.onmicrosoft.com
<input type="checkbox"/> Allie Bellew	AllieB@mod625253.onmicrosoft.com
<input type="checkbox"/> Andy Murray	AndyM@MOD625253.onmicrosoft.com
<input type="checkbox"/> Anne Wallace	AnneW@MOD625253.onmicrosoft.com
<input type="checkbox"/> Aziz Hassouneh	AzizH@MOD625253.onmicrosoft.com
<input type="checkbox"/> Belinda Newman	BelindaN@MOD625253.onmicrosoft.com
<input type="checkbox"/> Ben Andrews	ben@MOD625253.onmicrosoft.com
<input type="checkbox"/> Bob Brian	Bobb@MOD625253.onmicrosoft.com
<input type="checkbox"/> Bonnie Kearney	BonnieK@MOD625253.onmicrosoft.com
<input type="checkbox"/> Brian Johnson (TAILSPIN)	BrianJ@MOD625253.onmicrosoft.com
<input type="checkbox"/> Chris Green	chris@MOD625253.onmicrosoft.com
<input type="checkbox"/> Conf Room Adams	Adams@MOD625253.onmicrosoft.com
<input type="checkbox"/> Select All	

OK

Cancel

0 user(s) selected.

1037 user(s) found.

Select the desired user(s) and Click on **OK** button to display the respective user details.

User Picker

Select users:

Select users. You may query and select users based on their roles, groups, devices and attributes.

Data collected on: 23-06-2016 10:54:48

Refresh now:

Find:

All Users

Users who have Admin Roles

Users based on Groups

Mobile Device Access

Users based on Attributes

Display Name	Email Address
<input type="checkbox"/> Katie Jordan	KatieJ@MOD625253.onmicrosoft.com
<input type="checkbox"/> Melissa MacBeth	melissa@MOD625253.onmicrosoft.com
<input type="checkbox"/> MOD Administrator	admin@MOD625253.onmicrosoft.com
<input type="checkbox"/> Molly Dempsey	MollyD@MOD625253.onmicrosoft.com
<input type="checkbox"/> Nate Diaz	NateD@MOD625253.onmicrosoft.com
<input type="checkbox"/> Pavel Banský	PavelB@MOD625253.onmicrosoft.com
<input type="checkbox"/> Rob Young	RobY@MOD625253.onmicrosoft.com
<input checked="" type="checkbox"/> Robin Counts	RobinC@MOD625253.onmicrosoft.com
<input checked="" type="checkbox"/> Sara Davis	SaraD@MOD625253.onmicrosoft.com
<input checked="" type="checkbox"/> Tony Krijnen	TonyK@mod625253.onmicrosoft.com
<input type="checkbox"/> User 1	User1@MOD625253.onmicrosoft.com
<input type="checkbox"/> User 10	User10@MOD625253.onmicrosoft.com

☐ Select All

OK

Cancel

3 user(s) selected.

1037 user(s) found.

The respective user information along with the license will be displayed as shown below.



User can select from the list of options for columns such as Designation, Department, City and State as shown below:

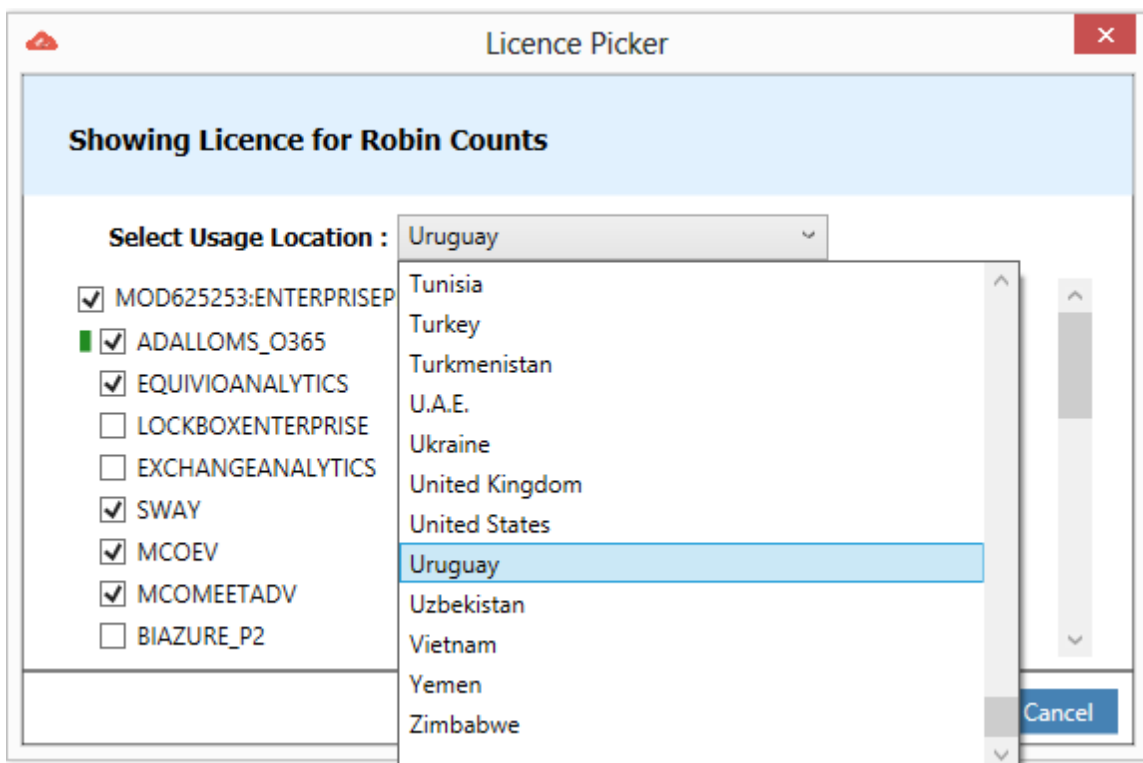
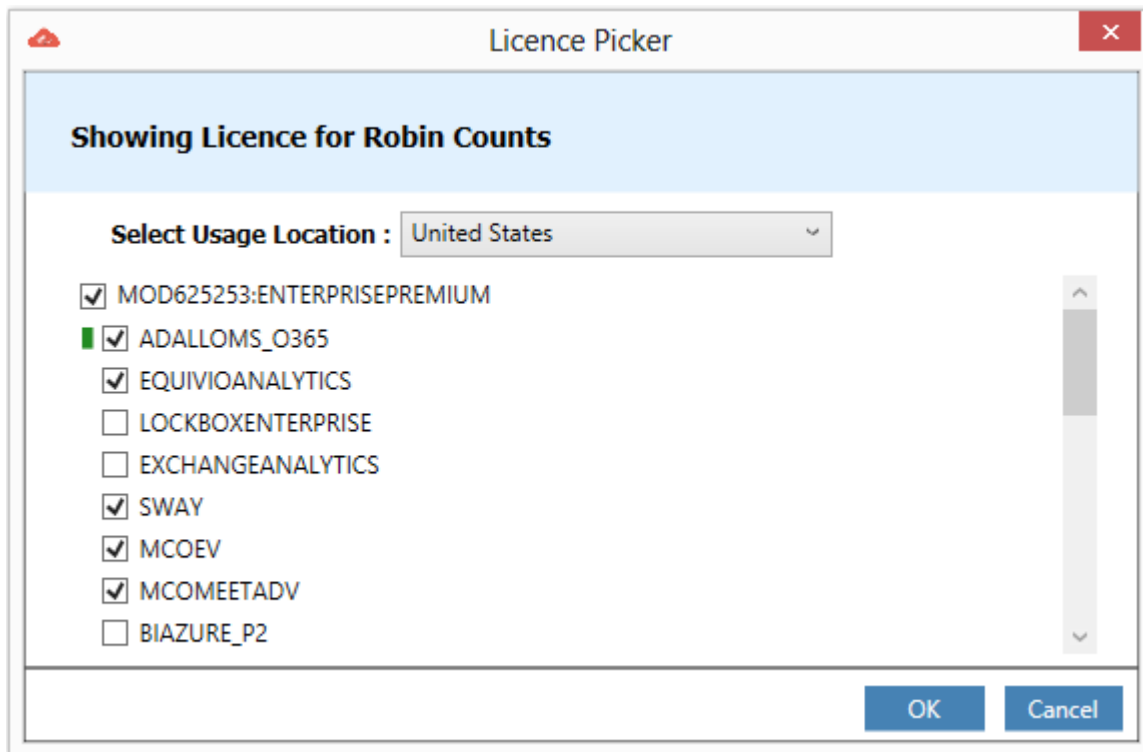
The screenshot shows a web application interface for managing users. At the top, there is a navigation bar with 'Settings', 'Help', and 'Add' links. Below this is a tab labeled 'Manage Users'. A sidebar on the left contains a 'Features' menu. The main area displays a table of users with columns: First Name, Last Name, Licences, Designation, Department, Office, and Mobile Phone. The table contains three rows of data. The 'Designation' column for the second row, 'Tony Blair', has a dropdown menu open, showing a list of job titles. The 'Licences' column for each row has a 'Select Licences...' button.

First Name	Last Name	Licences	Designation	Department	Office	Mobile Phone
Sara	Davis	Select Licences..	Product Manager	Sales & Marketing	20/2107, Broadway	+1 918 666 12
Tony	Blair	Select Licences..	Paralegal	Finance	34/112 B	Null
Robin	Counts	Select Licences..	Product Manager	Marketing	18/1106	Null

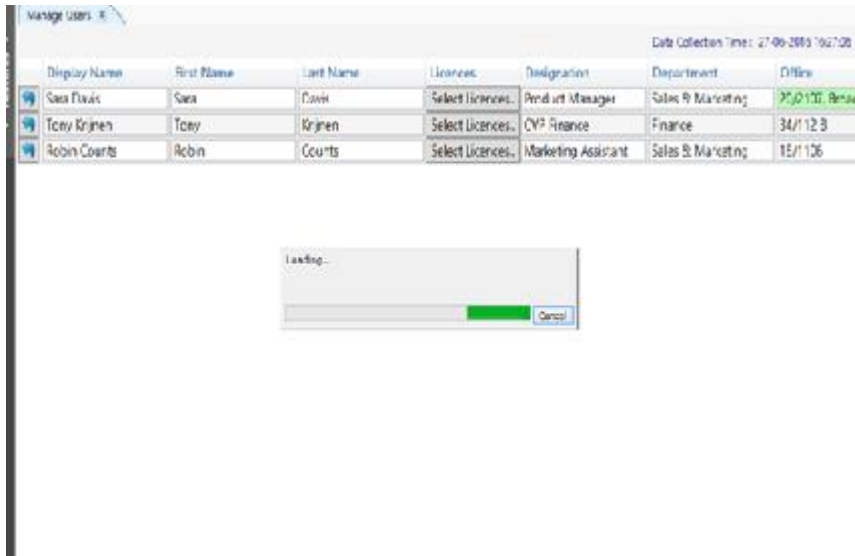
The dropdown menu for 'Designation' in the second row is open, showing the following options: Product Manager, IT Manager, VP Marketing, CVP Finance, CVP Operations, Accountant II, Auditor, Sr. VP Sales & Marketing, Paralegal (highlighted), Marketing Assistant, and QA.

To change the license, click on "Select licenses" button. A window is displayed as shown below:-

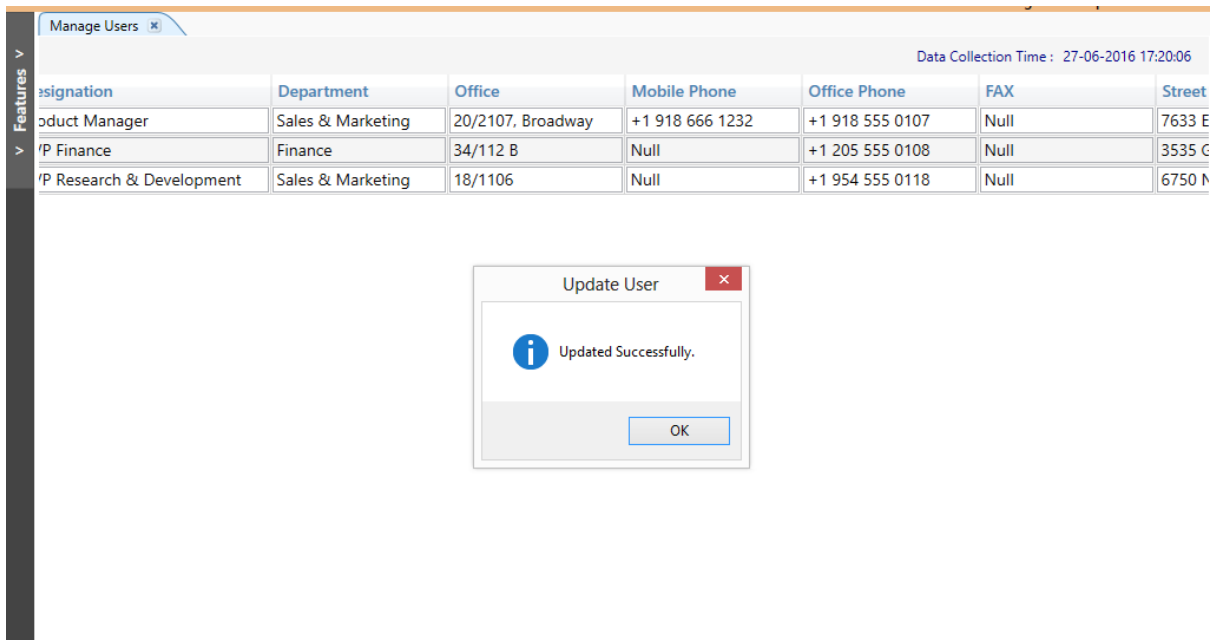




- To clear the changes made onto a single user, use refresh button provided at left corner of each row. To undo all the changes made, use "Undo All" button at the right corner of application.
- Click on the "Update" button to update all the changes made on all the selected users.



Once the update is successful, an alert will be displayed as shown below:



## How to Manage Groups?

The **Manage Groups** feature allows to change owners and members of all the available groups.

To access the feature follow the below steps:-

Click on the **Microsoft 365 Manager** from the vertical tabs. Then select **Manage Users and Groups** tab from the available options and click Manage Groups.

On selecting, **Manage Groups** from the list, a pop - up window is displayed as shown below:

Select the desired group(s) and Click **OK...** button to display the respective group details.

Group Picker
✕

**Select Groups:**  
 Select Groups. You may query and select groups based on their distribution groups, security groups, attributes and group membership.

Data collected on: 24-06-2016 18:59:33
 Refresh now: 
 Find:

All Groups

Distribution Groups

Security Groups

Groups based on Group Attributes

Groups based on User Attributes

Display Name	Email Address
<input type="checkbox"/> All Employees	Employees@MOD625253.onmicrosoft.co
<input type="checkbox"/> Building 1 Rooms	Building1Rooms@MOD625253.onmicros
<input type="checkbox"/> Building 2 Rooms	Building2Rooms@MOD625253.onmicros
<input checked="" type="checkbox"/> Executives	Executives@MOD625253.onmicrosoft.cor
<input checked="" type="checkbox"/> Finance Team	Finance@MOD625253.onmicrosoft.com
<input type="checkbox"/> Legal Team	Legal@MOD625253.onmicrosoft.com
<input type="checkbox"/> Northwind Traders	Northwind@MOD625253.onmicrosoft.co
<input type="checkbox"/> Project Falcon	ProjectFalcon@MOD625253.onmicrosoft.
<input type="checkbox"/> Sales Team	Sales@MOD625253.onmicrosoft.com
<input type="checkbox"/> Select All	

☐ Exclude Distribution Groups
 ☐ Exclude Security Groups
 ☐ Exclude Groups based on User Attributes

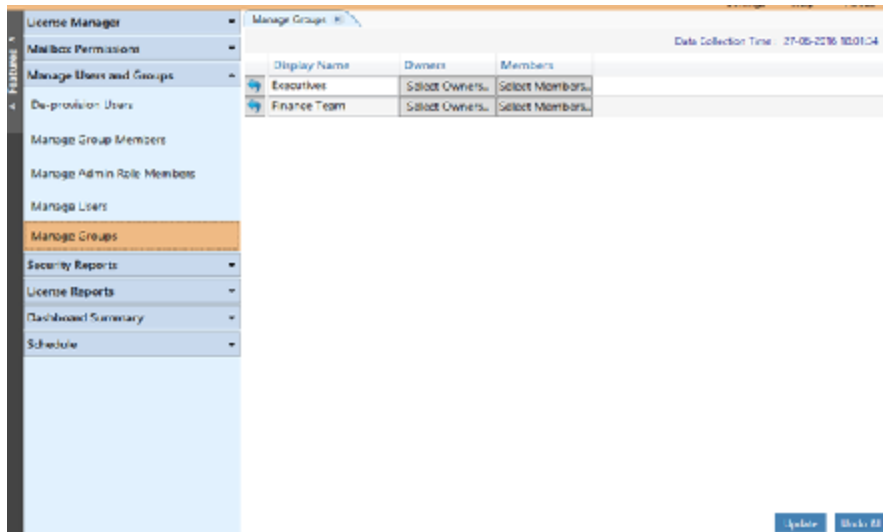
OK

Cancel

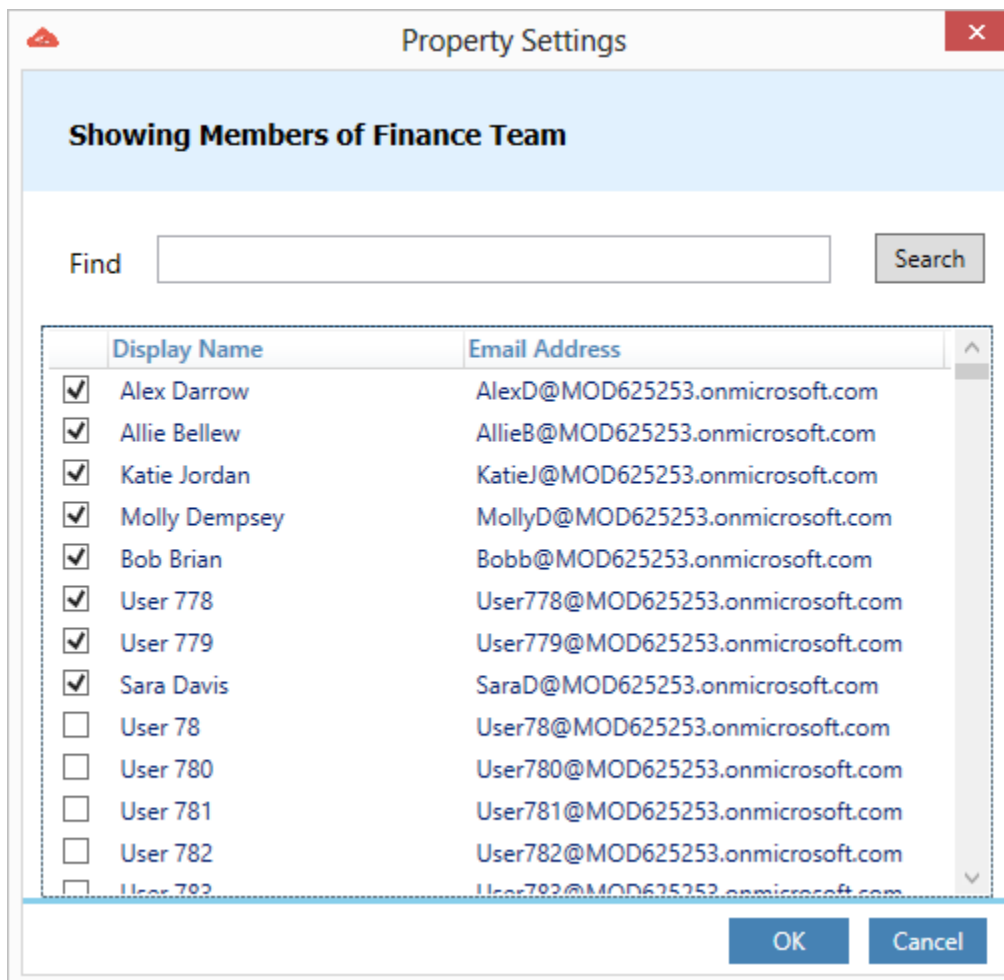
2 group(s) selected.
 11 group(s) found.

Once the data collection process is complete, the report data will be displayed in a report window as shown below:

274



To update the members for a group, click on the "Select Members" button of the respective group. A window is shown as below:

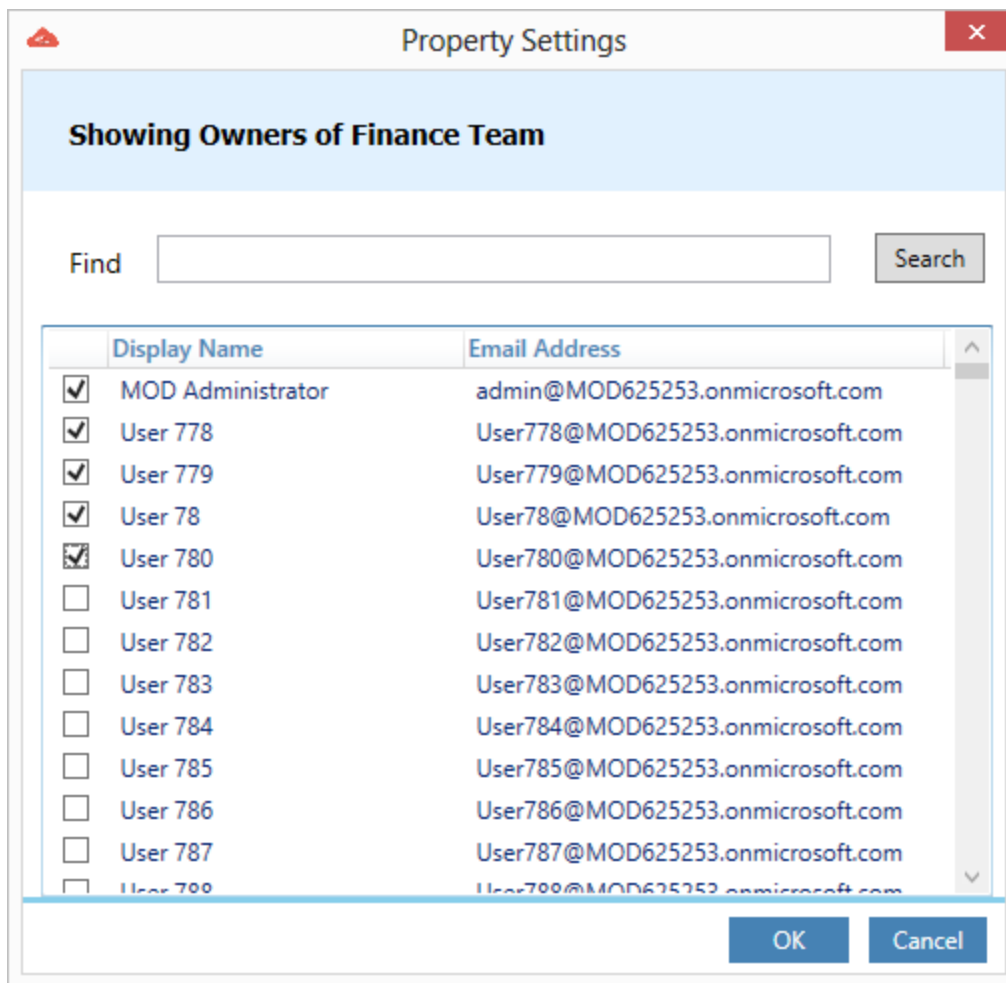


To search for a user, type the user name in the provided field at the top of the window and click on the "Search" button.

The screenshot shows a 'Property Settings' window with a red close button in the top right corner. Below the title bar is a light blue header area with the text 'Showing Members of Finance Team'. Underneath the header is a search section with a 'Find' label, a text input field containing 'sa', a red 'X' icon, and a 'Search' button. Below the search section is a table with two columns: 'Display Name' and 'Email Address'. The table contains two rows of data. The first row shows 'Melissa MacBeth' with the email 'melissa@MOD625253.onmicrosoft.com' and an unchecked checkbox. The second row shows 'Sara Davis' with the email 'SaraD@MOD625253.onmicrosoft.com' and a checked checkbox. At the bottom of the window are 'OK' and 'Cancel' buttons.

	Display Name	Email Address
<input type="checkbox"/>	Melissa MacBeth	melissa@MOD625253.onmicrosoft.com
<input checked="" type="checkbox"/>	Sara Davis	SaraD@MOD625253.onmicrosoft.com

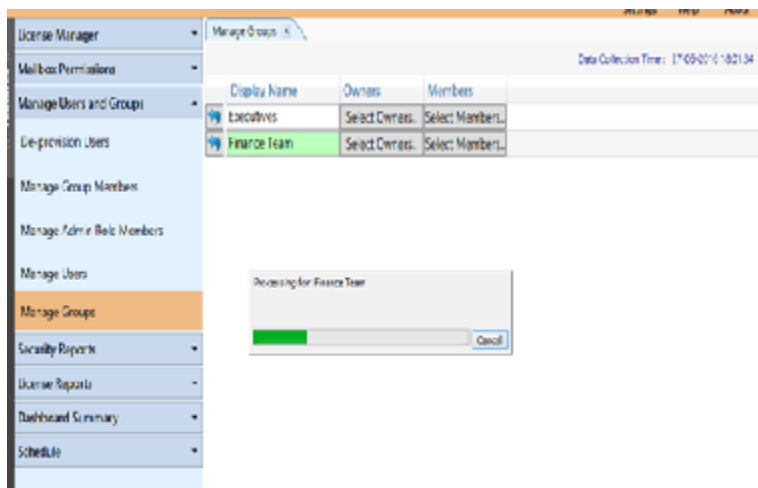
Likewise to update the owners for a group, click on the "Select Owners" button of the respective group. A window will be shown as below:



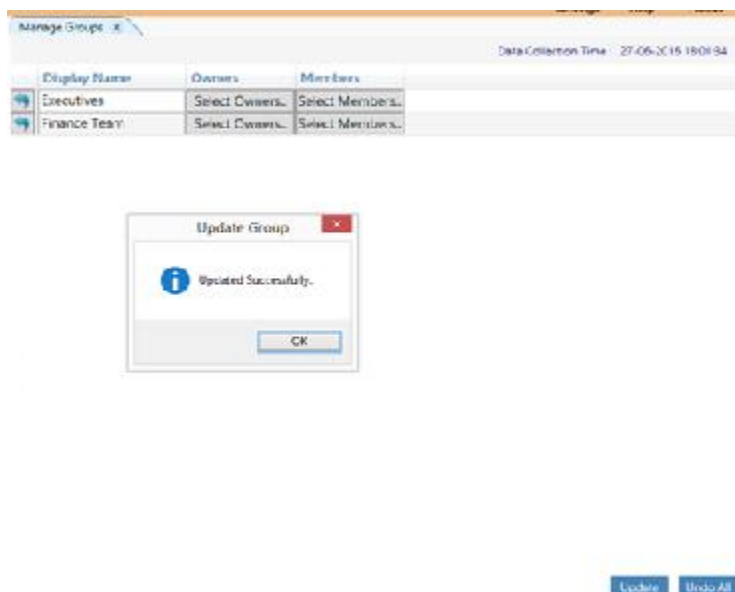
The image shows a 'Property Settings' window with a title bar containing a red close button. Below the title bar is a light blue header area with the text 'Showing Owners of Finance Team'. Underneath the header is a search section with a 'Find' label, a text input field, and a 'Search' button. The main area of the window contains a table with two columns: 'Display Name' and 'Email Address'. The table lists several users, each with a checkbox in the first column. The users listed are MOD Administrator, User 778, User 779, User 78, User 780, User 781, User 782, User 783, User 784, User 785, User 786, User 787, and User 788. The checkboxes for MOD Administrator, User 778, User 779, User 78, and User 780 are checked. At the bottom right of the window are 'OK' and 'Cancel' buttons.

	Display Name	Email Address
<input checked="" type="checkbox"/>	MOD Administrator	admin@MOD625253.onmicrosoft.com
<input checked="" type="checkbox"/>	User 778	User778@MOD625253.onmicrosoft.com
<input checked="" type="checkbox"/>	User 779	User779@MOD625253.onmicrosoft.com
<input checked="" type="checkbox"/>	User 78	User78@MOD625253.onmicrosoft.com
<input checked="" type="checkbox"/>	User 780	User780@MOD625253.onmicrosoft.com
<input type="checkbox"/>	User 781	User781@MOD625253.onmicrosoft.com
<input type="checkbox"/>	User 782	User782@MOD625253.onmicrosoft.com
<input type="checkbox"/>	User 783	User783@MOD625253.onmicrosoft.com
<input type="checkbox"/>	User 784	User784@MOD625253.onmicrosoft.com
<input type="checkbox"/>	User 785	User785@MOD625253.onmicrosoft.com
<input type="checkbox"/>	User 786	User786@MOD625253.onmicrosoft.com
<input type="checkbox"/>	User 787	User787@MOD625253.onmicrosoft.com
<input type="checkbox"/>	User 788	User788@MOD625253.onmicrosoft.com

To clear the changes made onto a single group, use refresh button provided at left corner of each row. To undo all the changes made, use "Undo All" button at the right corner of application. Click on the "Update" button to update all the changes made on all the selected groups.



Once the update is successful, an alert will be displayed as shown below:



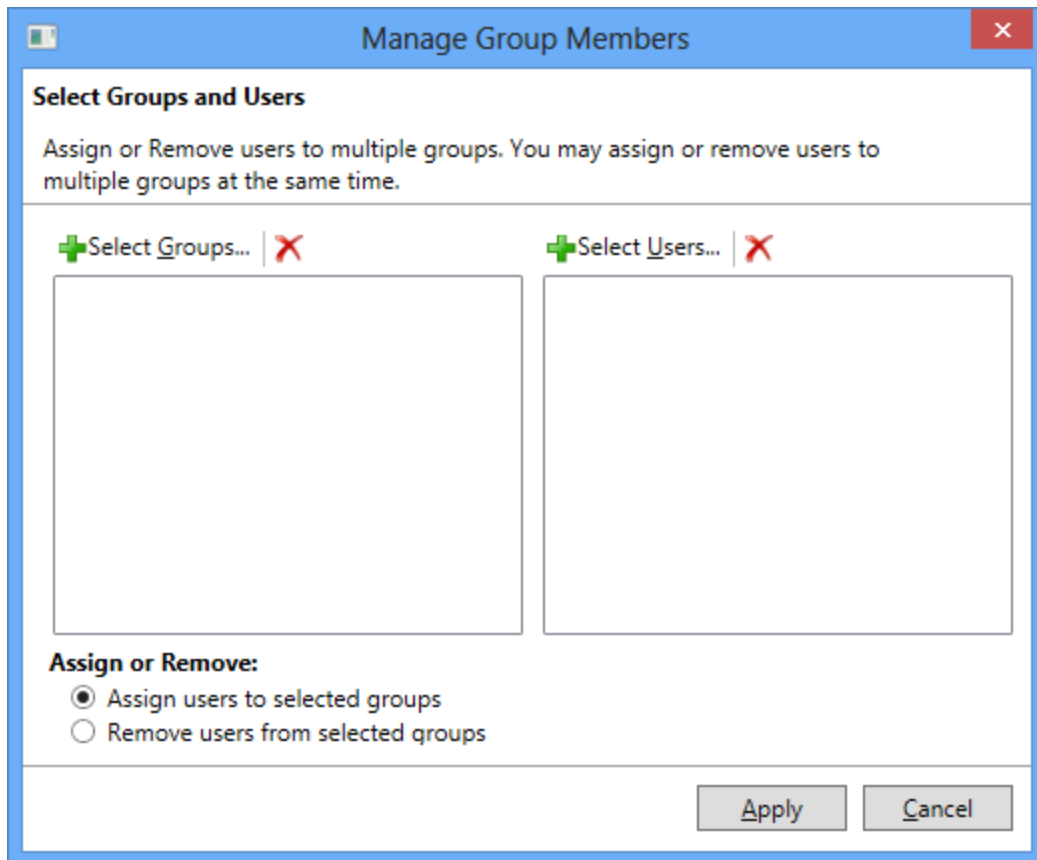
## How to Manage Group Members?

The **Manage Group Members** feature allows you to assign or remove selected set of users from the selected groups. You may assign or remove users to multiple groups at the same time.

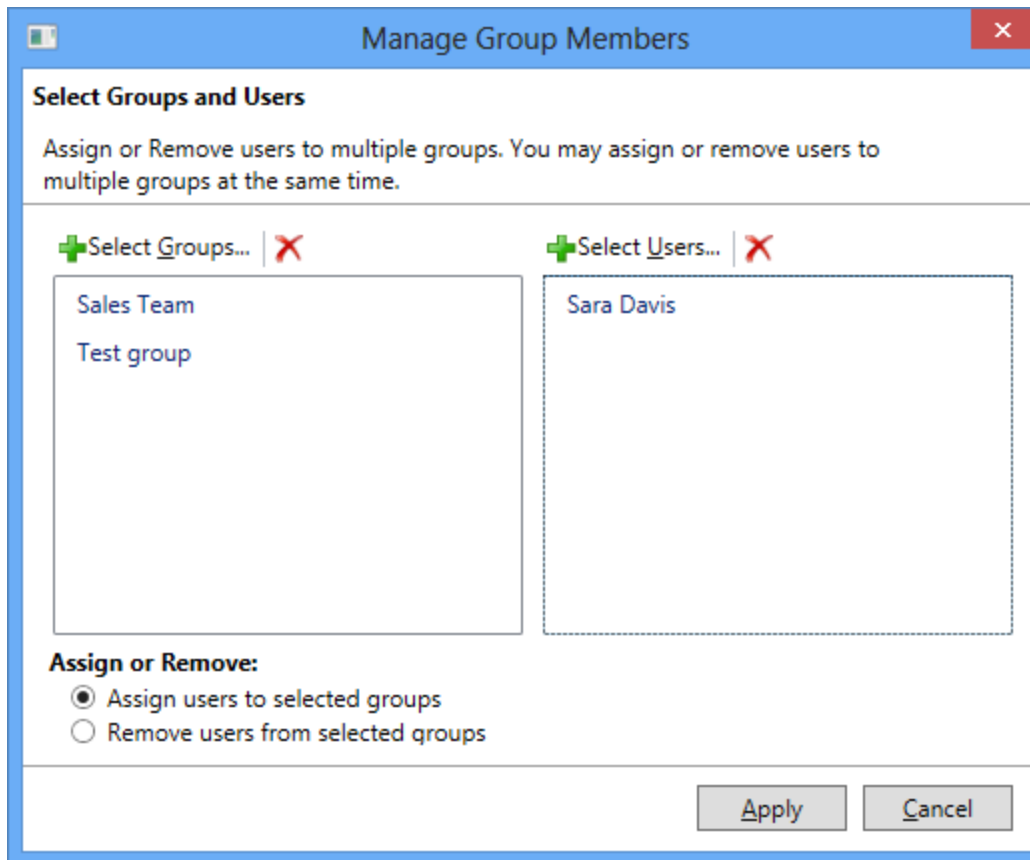
Perform the following steps to Manage Group Members:

1. Select Microsoft 365 Manager from the available vertical tabs. Then from left side of the application, select **Admin Tasks** and then click on **Manage Group Members**.
2. On selecting **Manage Group Members**, a pop - up window is displayed as shown below:





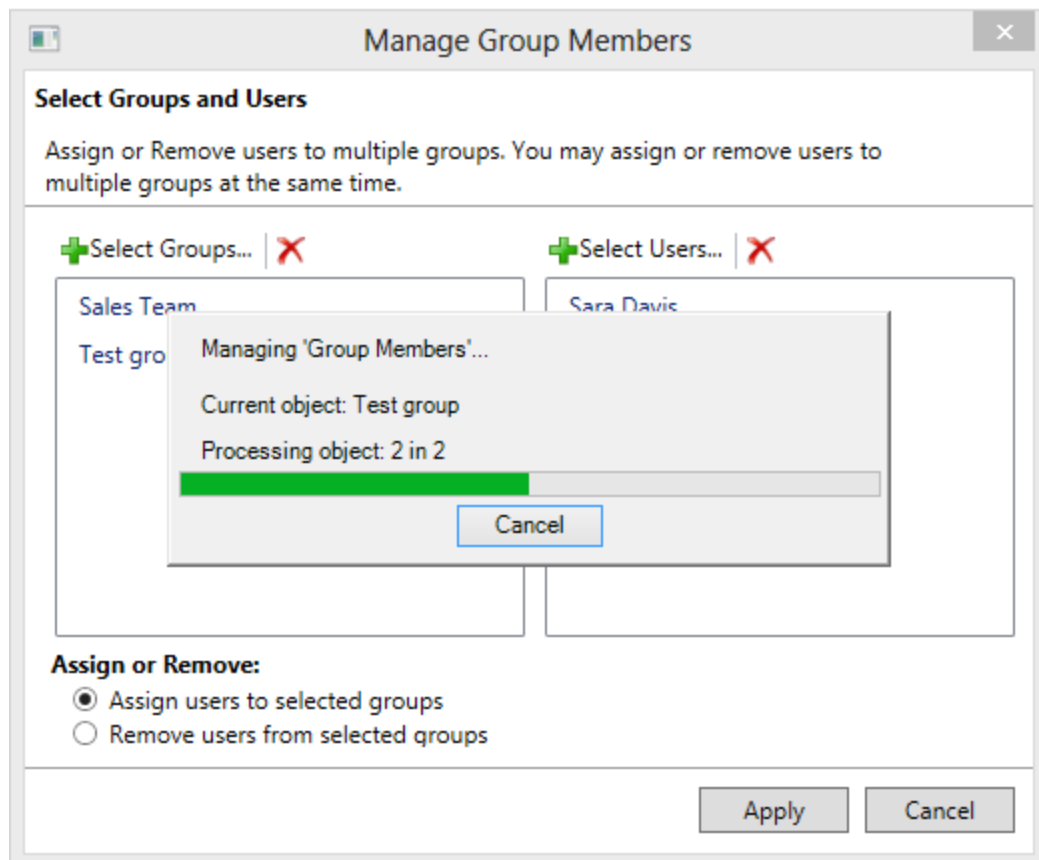
3. Select groups along with the users for which you wish to manage group members.

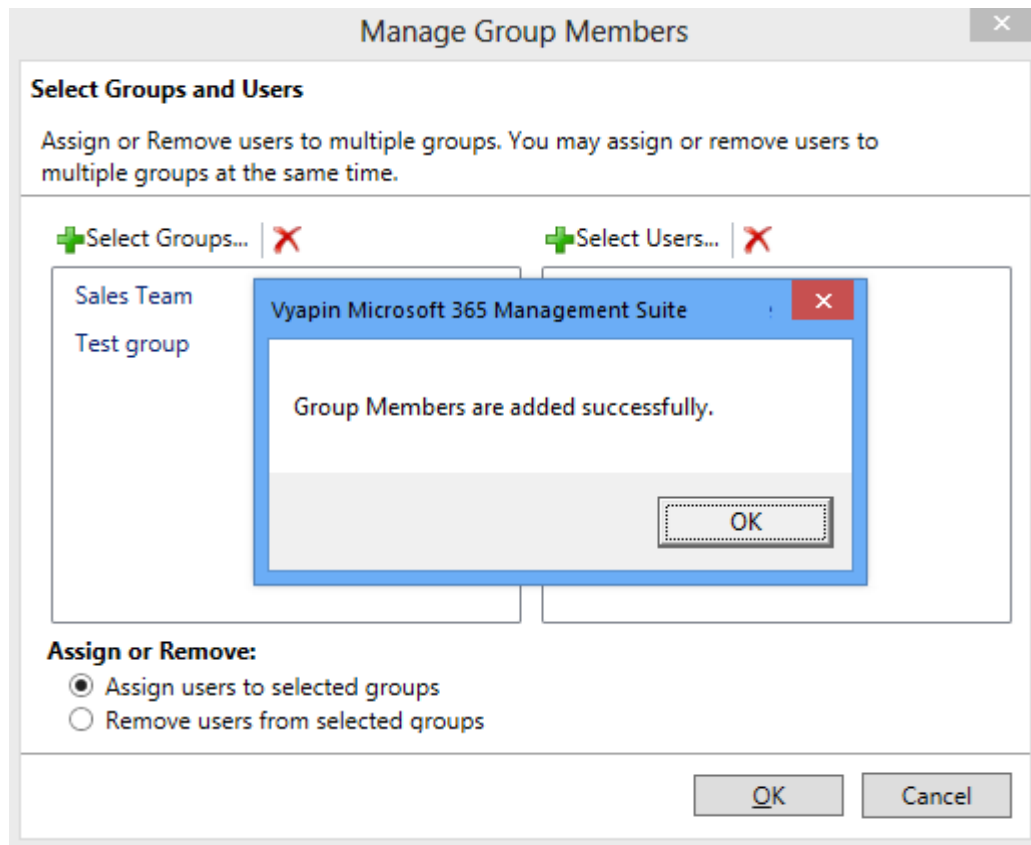


**Assign users to selected groups:** This option is used to assign users to the selected groups.

**Remove users from selected groups:** This option is used to remove users from the selected groups.

4. Click **Apply** button to proceed.





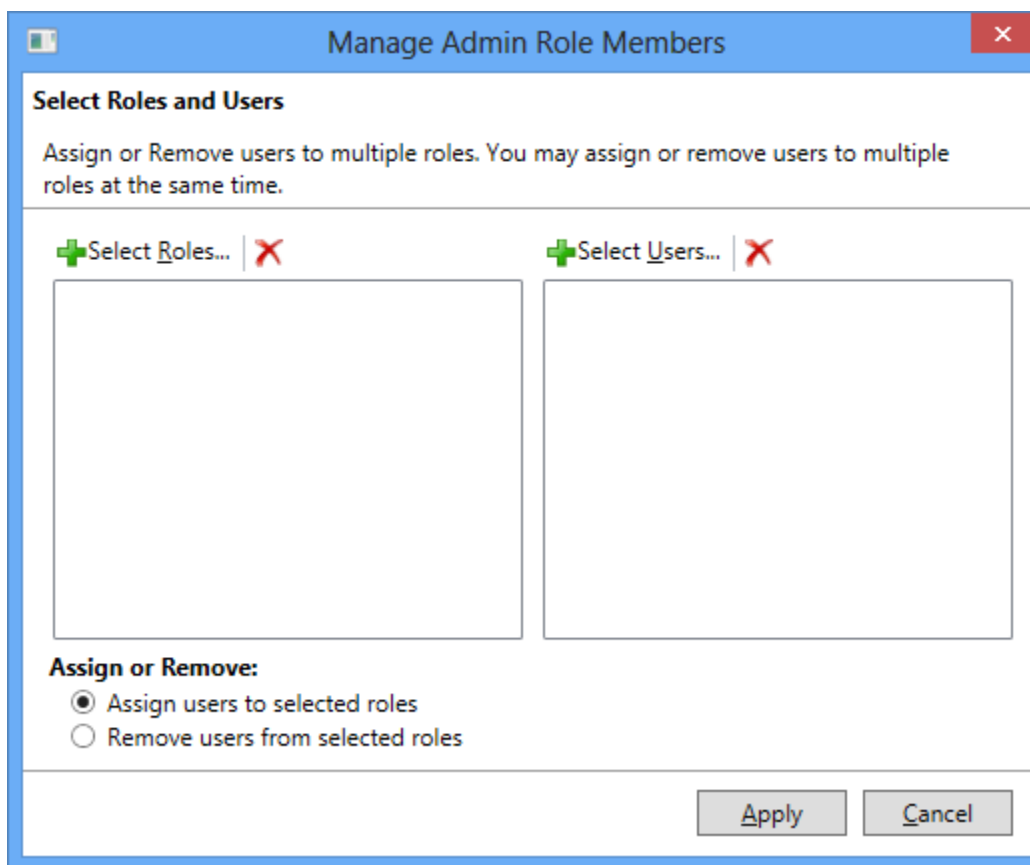
## How to Manage Admin Role Members?

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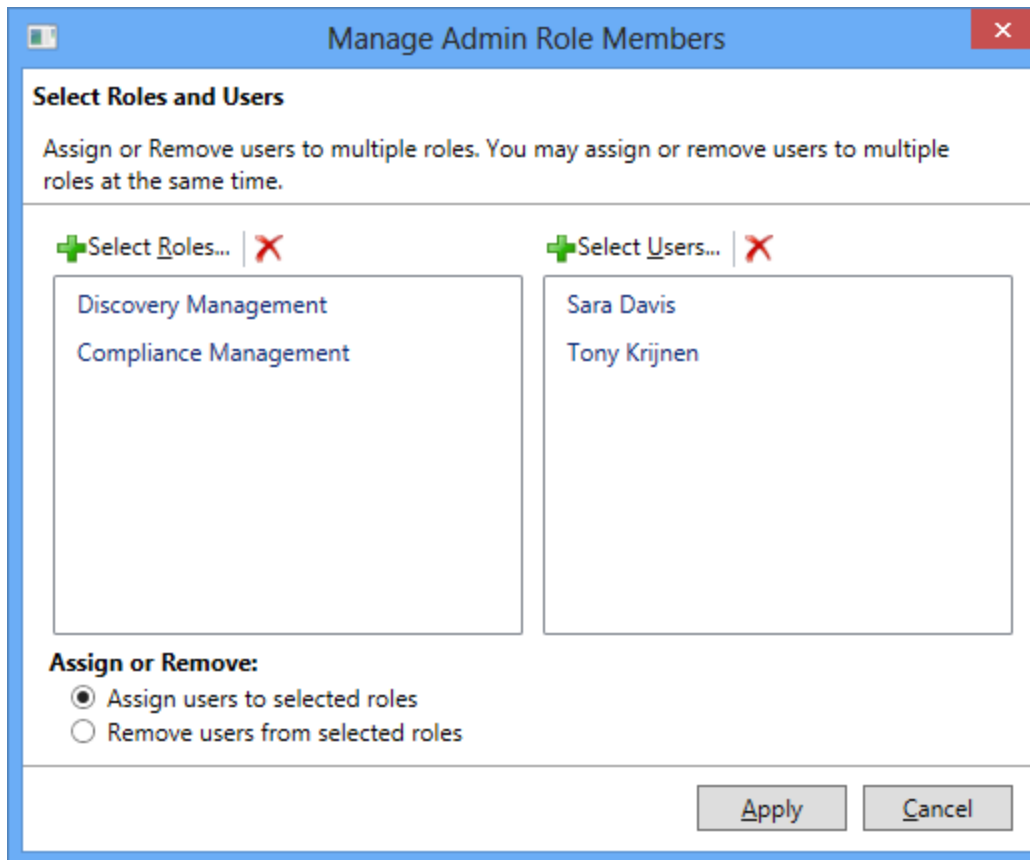
The **Manage Admin Role Members** feature allows you to assign or remove selected set of users from the selected roles. You may assign or remove users from multiple roles simultaneously.

Perform the following steps to Manage Admin Role Members:

1. Select **Microsoft 365 Manager** from the available vertical tabs. Then from left side of the application, select **Admin Tasks** and then click on **Manage Admin Role Members**.
2. On selecting **Manage Admin Role Members**, a pop - up window is displayed as shown below:



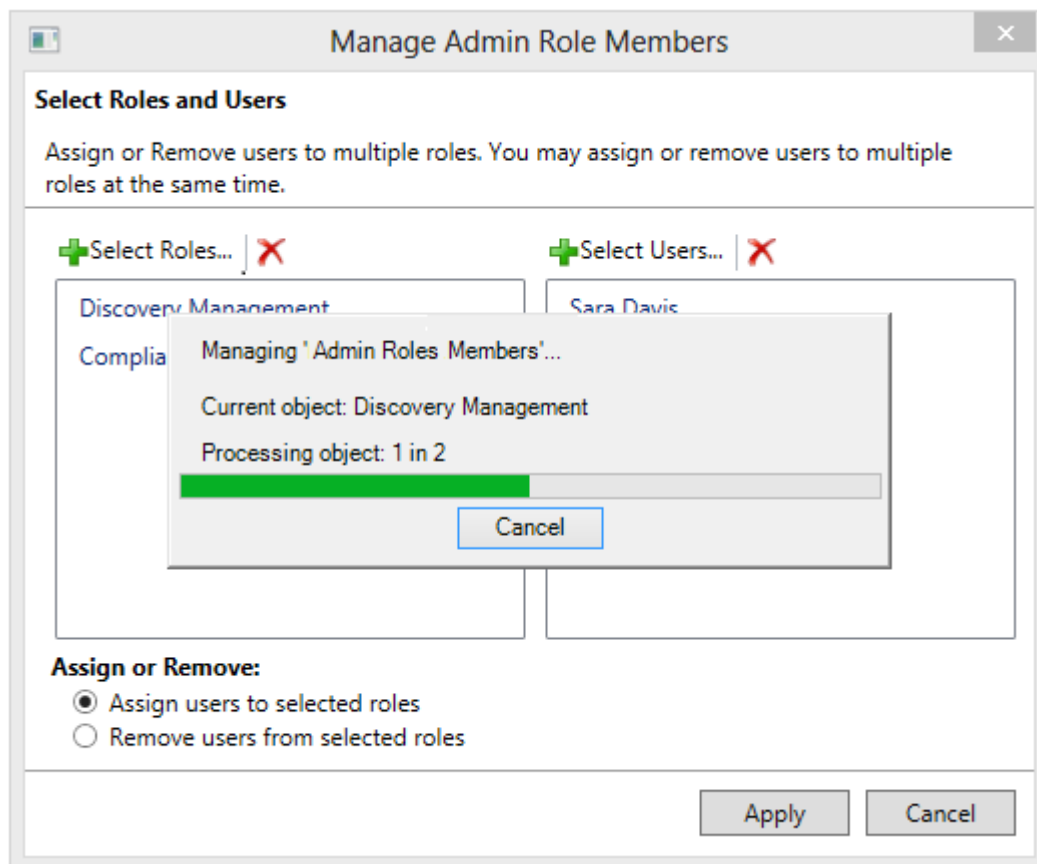
3. Select roles along with the users for which you wish to manage admin role members.

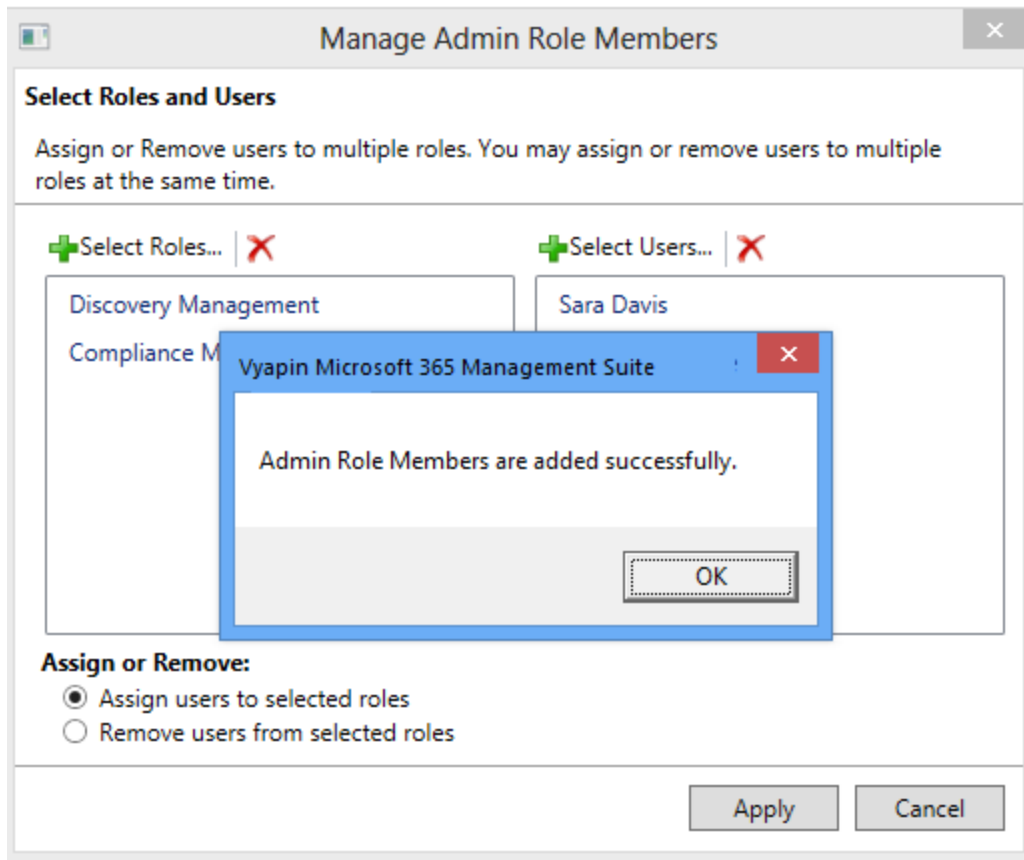


**Assign users to selected roles:** This option is used to assign users to the selected roles.

**Remove users from selected roles:** This option is used to remove users from the selected roles.

4. Click **Apply** button to proceed.







## Security Reports

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[How to generate Security Impact Report for Users?](#)

[How to generate OneDrive User Permissions Report?](#)

[How to generate OneDrive Non-Owner Permissions Report?](#)

[How to generate Site Collection Administrator Access?](#)

[How to generate OneDrive Permissions Report?](#)

[How to generate Non-Owner Mailbox Access](#)

[How to generate Shared Mailbox Access](#)

[How to generate Exchange Admin Roles?](#)

## How to generate Security Impact Report for Users?

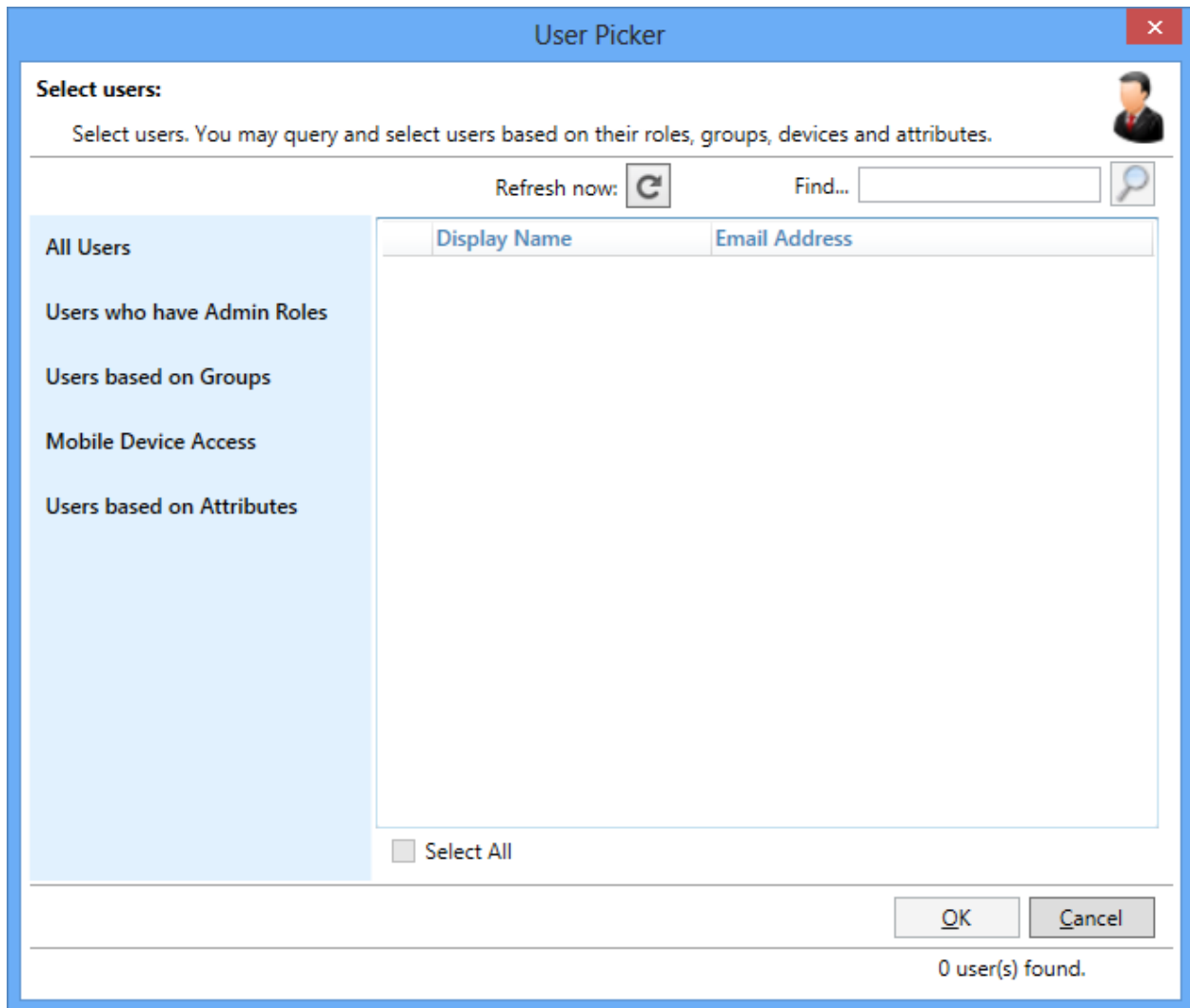
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**Security Impact Report** for Users shows who has access to which mailboxes and other related information so that you analyze the security implications of user's access rights, roles, and group memberships within Office 365. This report shows information about **Group Membership, Distribution Group Membership, Administration Roles, Other User Mailbox Access, Shared Mailbox Access, Public Folder Access**, and **Licenses assigned** for users. Additionally, it also gives information about users One Drive content.

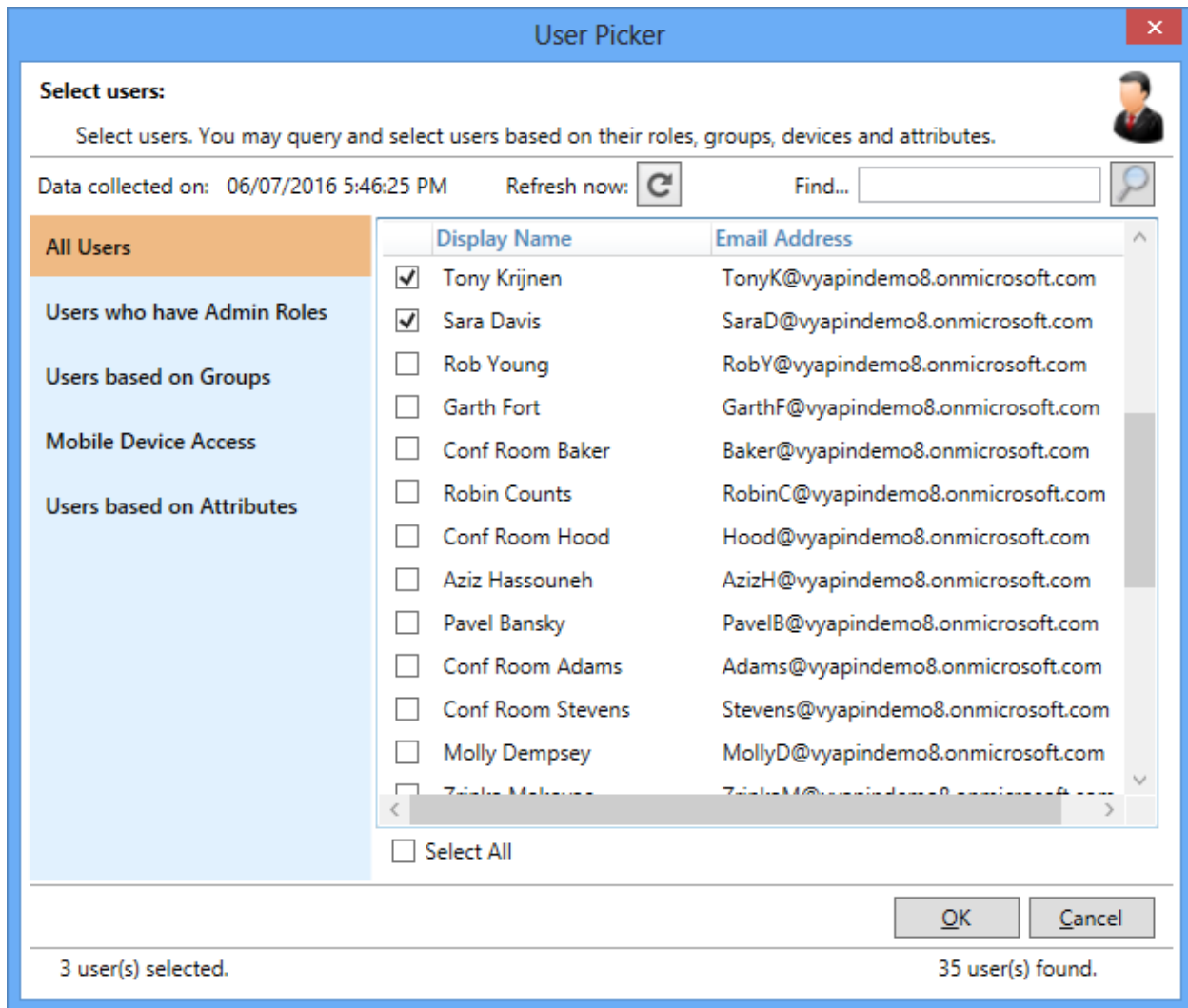
Perform the following steps to generate Security Impact Report for Users:

1. Select Microsoft 365 Manager from the available vertical tabs. Then from left pane of the application, select **Security Reports** and then click on **Security Impact Reports for Users**.

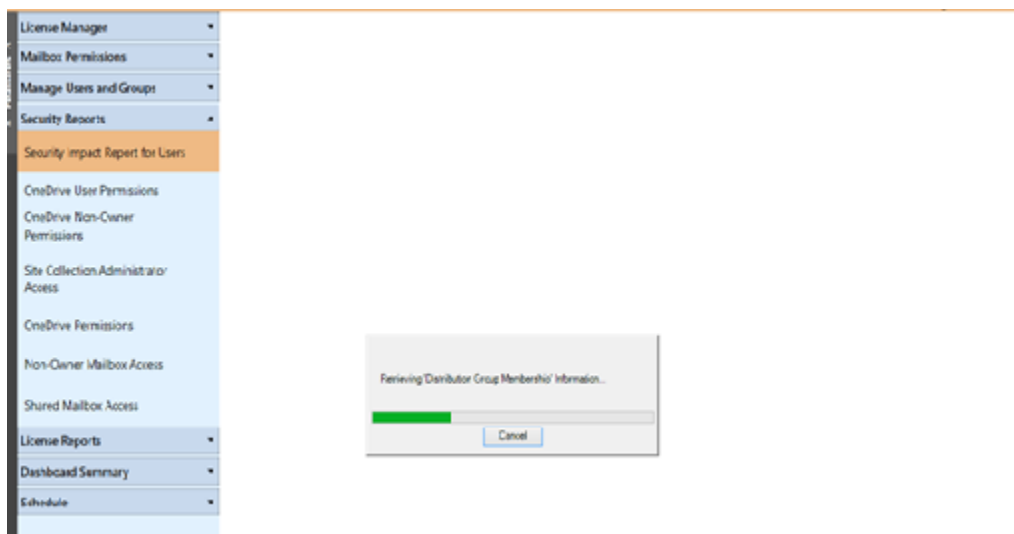
On selecting **Security Impact Reports for Users** Report, a pop-up window will be displayed as shown below:



2. Select the desired user(s) and Click on **OK** button to display the respective user details.



3. During data collection, the window is displayed as shown below.



- Once the data collection process is complete, the report data will be displayed in a report window as shown below:

Security Impact Report for Users

Export

E-mail

Refresh

Data Collection Time: 10/09/2015 12:55:32 PM

Allie Bellew

Sara Davis

Group Membership

Account Name	Group Name	Group Type	Member Name	Member Type	E-mail Address
Sara Davis	Contoso News	DistributionList	Sara Davis	User	SaraD@vvi
Sara Davis	Product Launch	DistributionList	Sara Davis	User	SaraD@vvi
Sara Davis	Engineering	DistributionList	Sara Davis	User	SaraD@vvi
Sara Davis	Mobile Device Marketing	DistributionList	Sara Davis	User	SaraD@vvi
Sara Davis	Project Management	DistributionList	Sara Davis	User	SaraD@vvi
Sara Davis	Executive Corner	DistributionList	Sara Davis	User	SaraD@vvi

Distribution Group Membership

Administration Roles

Account Name	Role Name	Member Name	RoleMember Type	E-mail Address
Sara Davis	Company Administrator	Sara Davis	User	SaraD@MOD625253.onmicrosoft.com

Other User Mailbox Access

Shared Mailbox Access

Account Name	Mailbox Name	Mailbox E-mail Address	Identity	User E-mail Address	Access Rights
Sara Davis	Nate Diaz	NateD@MOD625253.onmicrosoft.com	Nate Diaz	SaraD@MOD625253.onmicrosoft.com	FullControl

Public Folder Access

Account Name	Folder Name	Folder Path	Identity	User E-mail Address	Access Rights
Sara Davis	--NA--	--NA--	--NA--	--NA--	PublishingRights

License Granted for the User

Account Name	Licensed	Service Name	Service Type	Service Status	E-mail Address
Sara Davis	True	INTUNE_O365	SCO	PendingInput	SaraD@vvi
Sara Davis	True	YAMMER_ENTERPRISE	YammerEnterprise	PendingInput	SaraD@vvi
Sara Davis	True	RMS_S_ENTERPRISE	RMSOnline	Success	SaraD@vvi
Sara Davis	True	OFFICESUBSCRIPTION	MicrosoftOffice	Success	SaraD@vvi
Sara Davis	True	MICROSTANDARD	MicrosoftCommunicationsOnline	Success	SaraD@vvi
Sara Davis	True	SHAREPOINTWAC	SharePoint	Success	SaraD@vvi
Sara Davis	True	SHAREPOINTENTERPRISE	SharePoint	Success	SaraD@vvi
Sara Davis	True	EXCHANGE_S_ENTERPRISE	Exchange	Success	SaraD@vvi

## How to generate OneDrive User Permissions Report?

---

Before generating an OneDrive report, a valid admin site should be connected with proper credentials in the Configuration Settings. Perform the following steps to generate a OneDrive report:

**OneDrive User Permissions Report** shows the list of folders and files in all the personal sites that a selected users has access to. It shows the access rights of a user to other user's folders and files in OneDrive site within office 365. This report shows information such as Account Name, Folder or File Name, Folder or File URL, Account Type, Permission Type, Permission Level, Author, Editor and Size (in MB) of folders and files access to the selected users.

Perform the following steps to generate OneDrive User Permissions Report:

Select Microsoft 365 Manager from the available vertical tabs. Then from left pane of the application, select Security Reports and then click on OneDrive User Permissions Report.

On selecting "OneDrive User Permissions Report" Report, a pop-up window will be displayed as shown below:

User Picker

Select users:

Select users. You may query and select users based on their roles, groups, devices and attributes.


All Users

Users who have Admin Roles


Users based on Groups

Mobile Device Access

Users based on Attributes

Refresh now: 

Find...



Display Name	Email Address
--------------	---------------

☐ Select All ☐ Include Files

OK

Cancel

0 user(s) found.

293

User Picker

Select users:

Select users. You may query and select users based on their roles, groups, devices and attributes.

Data collected on: 06/07/2016 5:46:25 PM

Refresh now:

Find...

All Users

Users who have Admin Roles

Users based on Groups

Mobile Device Access

Users based on Attributes

	Display Name	Email Address
<input type="checkbox"/>	Gary Sobers	GaryS@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	Brian Johnson (TAILSPIN)	BrianJ@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	David Longmuir	DavidL@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	MOD Administrator	admin@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	Belinda Newman	BelindaN@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	Junmin Hao	JunminH@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	Julian Isla	JulianI@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	Allie Bellew	AllieB@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	Fabrice Canel	FabriceC@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	Katie Jordan	KatieJ@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	Alex Darrow	AlexD@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	Tony Krijnen	TonyK@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	Sara Davis	SaraD@vyapindemo8.onmicrosoft.com

☐ Select All
☐ Include Files

OK

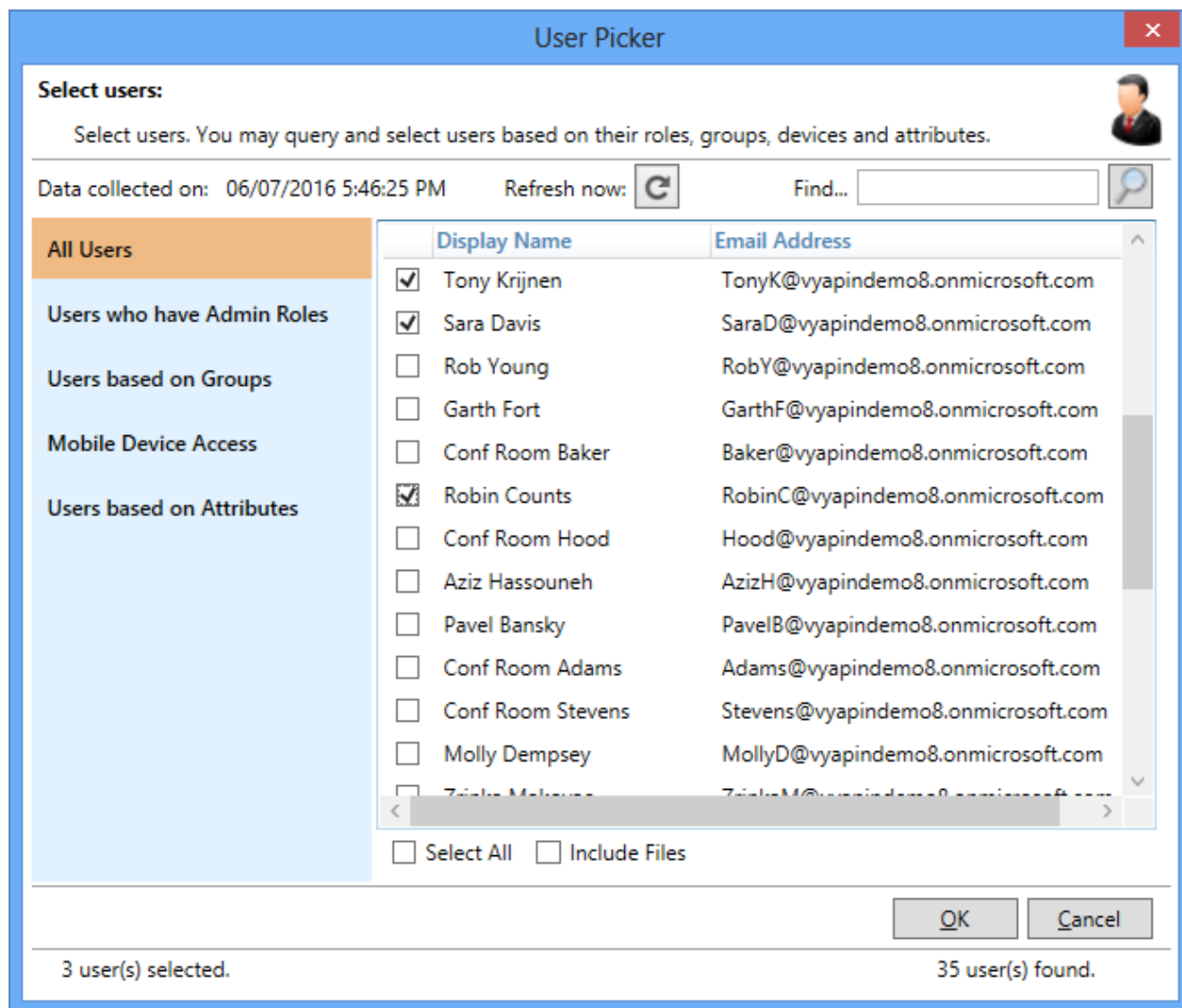
Cancel

0 user(s) selected.

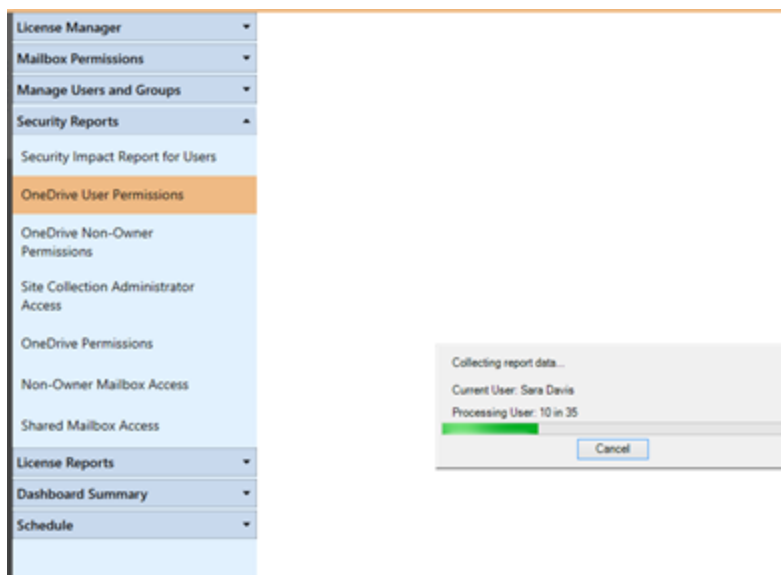
35 user(s) found.

Select the desired user(s) and Click on **OK** button to display the respective user details.





During data collection, the window is displayed as shown below.



Once the data collection process is complete, the report data will be displayed in a report window as shown below:

OneDrive User Permissions

Export E-mail Refresh

Data Collection Time: 24-06-2016 17:52:34

Sara Davis

Tony Krjnen

Robin Counts

Account Name	Folder or File Name	Object Type	Folder or File URL	Permission Type
Robin Counts	delete me	Folder	/personal/tonyk_mod625253_onmicrosoft_com/Documents/delete me	Inherited
Robin Counts	Personal	Folder	/personal/allieb_mod625253_onmicrosoft_com/Documents/Personal	Inherited
Robin Counts	D365-OD8	Folder	/personal/allieb_mod625253_onmicrosoft_com/Documents/D365-OD8	Inherited
Robin Counts	delete me	Folder	/personal/allieb_mod625253_onmicrosoft_com/Documents/delete me	Inherited
Robin Counts	part4	Folder	/personal/allieb_mod625253_onmicrosoft_com/Documents/part4	Inherited
Robin Counts	Account Files	Folder	/personal/allieb_mod625253_onmicrosoft_com/Documents/Account Files	Inherited
Robin Counts	Allie Bellew Documents	Folder	/personal/allieb_mod625253_onmicrosoft_com/Documents/Allie Bellew Documents	Inherited
Robin Counts	Personal	Folder	/personal/annew_mod625253_onmicrosoft_com/Documents/Personal	Inherited
Robin Counts	delete me	Folder	/personal/annew_mod625253_onmicrosoft_com/Documents/delete me	Inherited
Robin Counts	Community Projects	Folder	/personal/asizh_mod625253_onmicrosoft_com/Documents/Community Projects	Inherited
Robin Counts	Personal	Folder	/personal/belindan_mod625253_onmicrosoft_com/Documents/Personal	Inherited
Robin Counts	Personal	Folder	/personal/bonniek_mod625253_onmicrosoft_com/Documents/Personal	Inherited
Robin Counts	Shared With Everyone	Folder	/personal/bonniek_mod625253_onmicrosoft_com/Documents/Shared With Everyone	Inherited
Robin Counts	Personal Info	Folder	/personal/davidl_mod625253_onmicrosoft_com/Documents/Personal Info	Inherited
Robin Counts	Personal	Folder	/personal/denisd_mod625253_onmicrosoft_com/Documents/Personal	Inherited
Robin Counts	Private	Folder	/personal/dorenep_mod625253_onmicrosoft_com/Documents/Private	Inherited
Robin Counts	Community Projects	Folder	/personal/flabricec_mod625253_onmicrosoft_com/Documents/Community Projects	Inherited
Robin Counts	D365-OD8	Folder	/personal/flabricec_mod625253_onmicrosoft_com/Documents/D365-OD8	Inherited
Robin Counts	My Stuff	Folder	/personal/garretv_mod625253_onmicrosoft_com/Documents/My Stuff	Inherited
Robin Counts	Community Service	Folder	/personal/garthf_mod625253_onmicrosoft_com/Documents/Community Service	Inherited
Robin Counts	Private	Folder	/personal/janets_mod625253_onmicrosoft_com/Documents/Private	Inherited
Robin Counts	Janet Schorr Documents	Folder	/personal/janets_mod625253_onmicrosoft_com/Documents/Janet Schorr Documents	Inherited
Robin Counts	Personal	Folder	/personal/robymod625253_onmicrosoft_com/Documents/Personal	Inherited
Robin Counts	10MB	Folder	/personal/robymod625253_onmicrosoft_com/Documents/10MB	Inherited
Robin Counts	Contents	Folder	/personal/robymod625253_onmicrosoft_com/Documents/Contents	Inherited
Robin Counts	delete me	Folder	/personal/robymod625253_onmicrosoft_com/Documents/delete me	Inherited
Robin Counts	My Stuff	Folder	/personal/juliani_mod625253_onmicrosoft_com/Documents/My Stuff	Inherited
Robin Counts	part4	Folder	/personal/juliani_mod625253_onmicrosoft_com/Documents/part4	Inherited
Robin Counts	Engineering Competition	Folder	/personal/junminh_mod625253_onmicrosoft_com/Documents/Engineering Competition	Inherited
Robin Counts	Personal Info	Folder	/personal/karif_mod625253_onmicrosoft_com/Documents/Personal Info	Inherited
Robin Counts	Contoso Electronics	Folder	/personal/katej_mod625253_onmicrosoft_com/Documents/Contoso Electronics	Inherited
Robin Counts	Private Info	Folder	/personal/katej_mod625253_onmicrosoft_com/Documents/Private Info	Inherited
Robin Counts	Class Documents	Folder	/personal/katej_mod625253_onmicrosoft_com/Documents/Class Documents	Inherited

## How to generate OneDrive Non-Owner Permissions Report?

---

Before generating an OneDrive report, a valid admin site should be connected with proper credentials in the Configuration Settings. Perform the following steps to generate a OneDrive report:

**OneDrive Non-Owner Permissions Report** shows the users who has access to the folders and files within the personal site. It displays the users with permissions assigned on folders and files of a personal OneDrive site. This report shows information such as Folder or File Name, Object Type, Folder or File URL, Account Name, Permission Type, Permission Level, Author, Editor and Size (in MB).

Perform the following steps to generate OneDrive Non-Owner Permissions Report:


Select Microsoft 365 Manager from the available vertical tabs. Then from left pane of the application, select Security Reports and then click on OneDrive Non-Owner Permissions Report.

On selecting "OneDrive Non-Owner Permissions Report" Report, a pop-up window will be displayed as shown below:


User Picker

Select users:

Select users. You may query and select users based on their roles, groups, devices and attributes.

Refresh now: 

Find...



All Users

Users who have Admin Roles

Users based on Groups

Mobile Device Access

Users based on Attributes

Display Name	Email Address
--------------	---------------

☐ Select All ☐ Include Files

OK

Cancel

0 user(s) found.

User Picker

Select users:

Select users. You may query and select users based on their roles, groups, devices and attributes.

Data collected on: 06/07/2016 5:46:25 PM

Refresh now:

Find...

All Users

Users who have Admin Roles

Users based on Groups

Mobile Device Access

Users based on Attributes

Display Name	Email Address
<input type="checkbox"/> Gary Sobers	GaryS@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Brian Johnson (TAILSPIN)	BrianJ@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> David Longmuir	DavidL@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> MOD Administrator	admin@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Belinda Newman	BelindaN@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Junmin Hao	JunminH@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Julian Isla	JulianI@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Allie Bellew	AllieB@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Fabrice Canel	FabriceC@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Katie Jordan	KatieJ@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Alex Darrow	AlexD@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Tony Krijnen	TonyK@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Sam Davis	SamD@vyapindemo8.onmicrosoft.com

☐ Select All
☐ Include Files

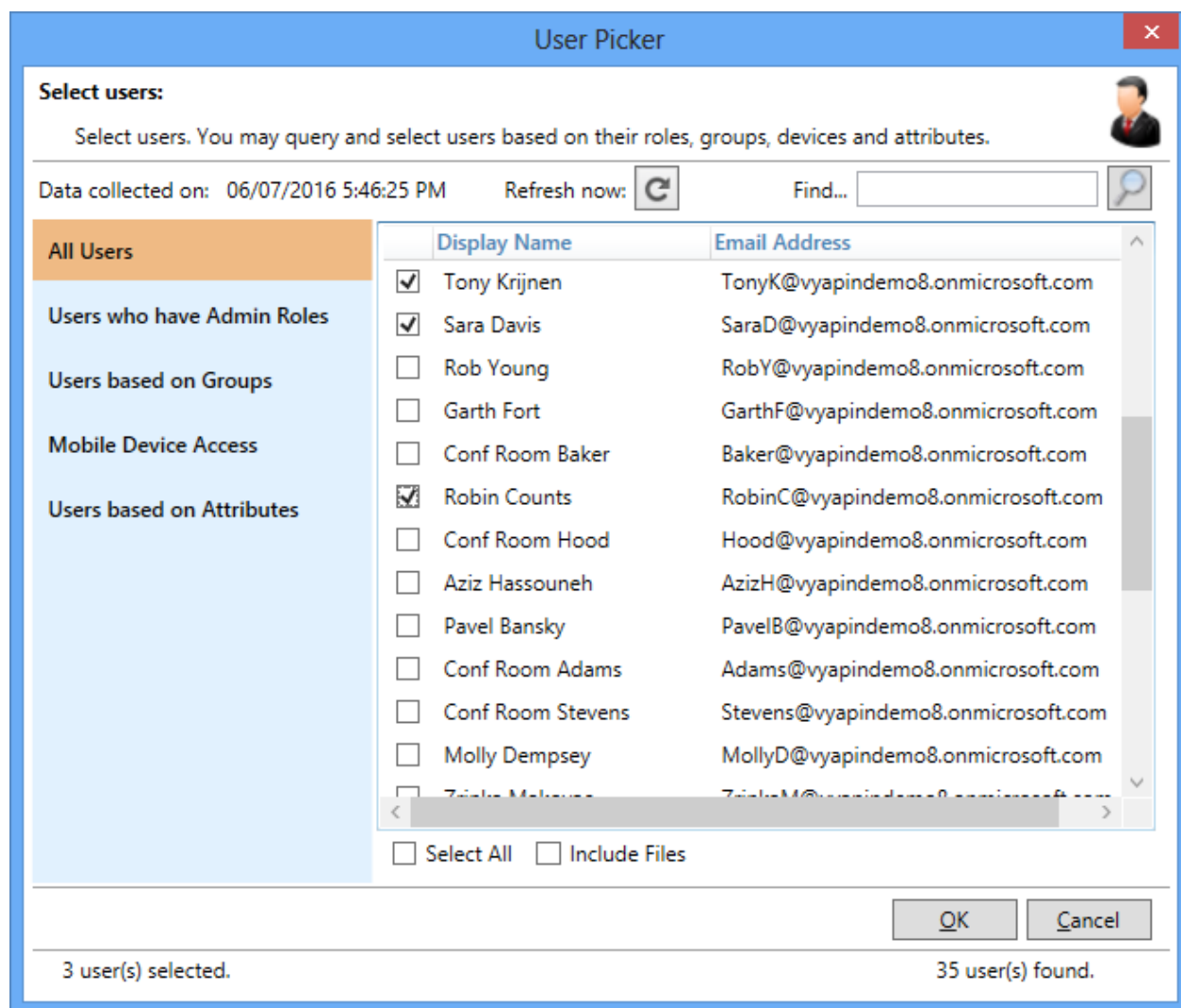
OK

Cancel

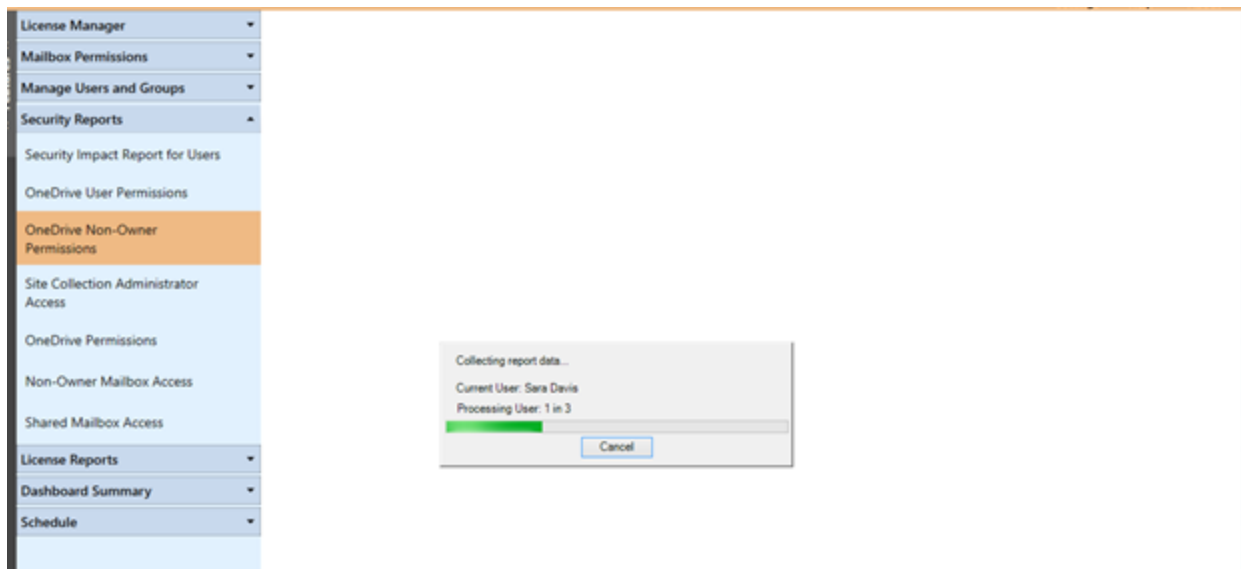
0 user(s) selected.

35 user(s) found.

Select the desired user(s) and Click on **OK** button to display the respective user details.



During data collection, the window is displayed as shown below.



Once the data collection process is complete, the report data will be displayed in a report window as shown below:

OneDrive Non-Owner Permissions						
<div> <span>Export</span> <span>E-mail</span> <span>Refresh</span> </div> <div> Show permissions for: <span>internal and external users</span> <span>Select columns</span> <span>Collection Time: 24-06-2016 17:52:34</span> </div>						
<div> <div>Tony Krijnen</div> <div>Sara Davis</div> <div>Robin Counts</div> </div>						
Folder or File Name	Object Type	Folder or File URL	Account Name	Account Type	Per	
Community Service	Folder	/personal/robinc_mod625253_onmicrosoft_com/Documents/Community Service	Everyone	GROUP	Inhe	
Community Service	Folder	/personal/robinc_mod625253_onmicrosoft_com/Documents/Community Service	Everyone except external users	GROUP	Inhe	
Community Service	Folder	/personal/robinc_mod625253_onmicrosoft_com/Documents/Community Service	Zrinka Makovac	USER	Inhe	
Community Service	Folder	/personal/robinc_mod625253_onmicrosoft_com/Documents/Community Service	Sara Davis	USER	Inhe	
Community Service	Folder	/personal/robinc_mod625253_onmicrosoft_com/Documents/Community Service	Molly Dempsey	USER	Inhe	
Community Service	Folder	/personal/robinc_mod625253_onmicrosoft_com/Documents/Community Service	Dorena Paschke	USER	Inhe	
Community Service	Folder	/personal/robinc_mod625253_onmicrosoft_com/Documents/Community Service	David Longmuir	USER	Inhe	
Community Service	Folder	/personal/robinc_mod625253_onmicrosoft_com/Documents/Community Service	Alex Darrow	USER	Inhe	
Community Service	Folder	/personal/robinc_mod625253_onmicrosoft_com/Documents/Community Service	Allie Bellew	USER	Inhe	
Community Service	Folder	/personal/robinc_mod625253_onmicrosoft_com/Documents/Community Service	Anne Wallace	USER	Inhe	
Community Service	Folder	/personal/robinc_mod625253_onmicrosoft_com/Documents/Community Service	Aziz Hassouneh	USER	Inhe	
Community Service	Folder	/personal/robinc_mod625253_onmicrosoft_com/Documents/Community Service	Belinda Newman	USER	Inhe	
Community Service	Folder	/personal/robinc_mod625253_onmicrosoft_com/Documents/Community Service	Bonnie Kearney	USER	Inhe	
Community Service	Folder	/personal/robinc_mod625253_onmicrosoft_com/Documents/Community Service	Fabrice Canel	USER	Inhe	
Community Service	Folder	/personal/robinc_mod625253_onmicrosoft_com/Documents/Community Service	Garret Vargas	USER	Inhe	
Community Service	Folder	/personal/robinc_mod625253_onmicrosoft_com/Documents/Community Service	Garth Fort	USER	Inhe	
Community Service	Folder	/personal/robinc_mod625253_onmicrosoft_com/Documents/Community Service	Janet Schorr	USER	Inhe	
Community Service	Folder	/personal/robinc_mod625253_onmicrosoft_com/Documents/Community Service	Julian Isla	USER	Inhe	
Community Service	Folder	/personal/robinc_mod625253_onmicrosoft_com/Documents/Community Service	Junmin Hao	USER	Inhe	
Community Service	Folder	/personal/robinc_mod625253_onmicrosoft_com/Documents/Community Service	Karl Furze	USER	Inhe	
Community Service	Folder	/personal/robinc_mod625253_onmicrosoft_com/Documents/Community Service	Katie Jordan	USER	Inhe	
Community Service	Folder	/personal/robinc_mod625253_onmicrosoft_com/Documents/Community Service	Pavel Bansky	USER	Inhe	
Community Service	Folder	/personal/robinc_mod625253_onmicrosoft_com/Documents/Community Service	Job Young	USER	Inhe	
Community Service	Folder	/personal/robinc_mod625253_onmicrosoft_com/Documents/Community Service	Denis Dehenne	USER	Inhe	
Community Service	Folder	/personal/robinc_mod625253_onmicrosoft_com/Documents/Community Service	Tony Krijnen	USER	Inhe	

## How to generate Site Collection Administrator Access

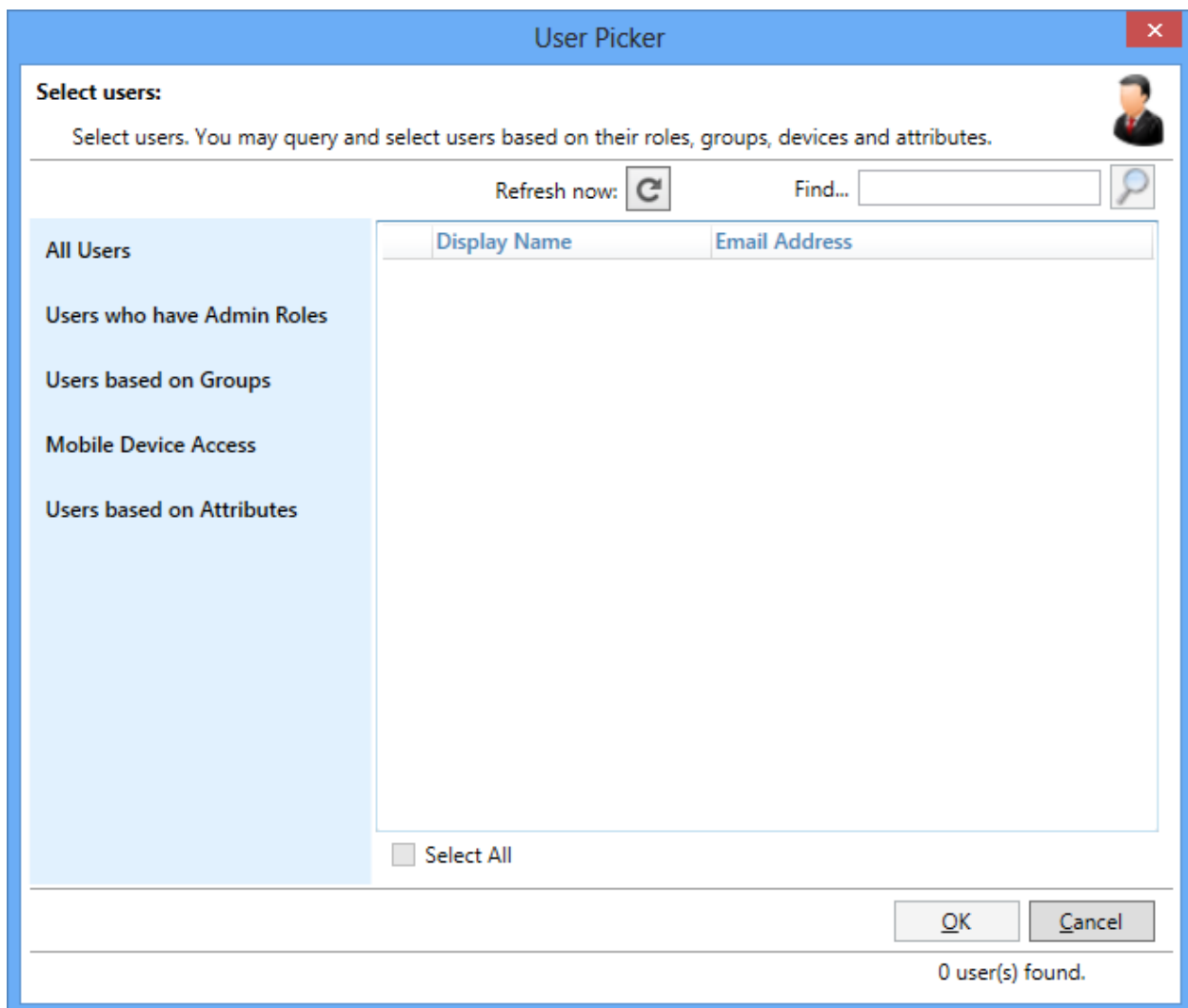
Before generating an OneDrive report, a valid admin site should be connected with proper credentials in the Configuration Settings. Perform the following steps to generate a OneDrive report:

**Site Collection Administrator Access** report shows the users who are the site collection administrators or site collection owners in the selected OneDrive personal site. This report shows information such as Personal Site Of (User), Personal Site URL and Site Admin Access.

Perform the following steps to generate Site Collection Administrator Access:

Select Microsoft 365 Manager from the available vertical tabs. Then from left pane of the application, select Security Reports and then click on Site Collection Administrator Access.

On selecting "Site Collection Administrator Access" Report, a pop-up window will be displayed as shown below:





User Picker

Select users:

Select users. You may query and select users based on their roles, groups, devices and attributes.

Data collected on: 06/07/2016 5:46:25 PM

Refresh now:

Find...

All Users

Users who have Admin Roles

Users based on Groups

Mobile Device Access

Users based on Attributes

	Display Name	Email Address
<input type="checkbox"/>	Gary Sobers	GaryS@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	Brian Johnson (TAILSPIN)	BrianJ@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	David Longmuir	DavidL@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	MOD Administrator	admin@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	Belinda Newman	BelindaN@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	Junmin Hao	JunminH@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	Julian Isla	JulianI@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	Allie Bellew	AllieB@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	Fabrice Canel	FabriceC@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	Katie Jordan	KatieJ@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	Alex Darrow	AlexD@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	Tony Krijnen	TonyK@vyapindemo8.onmicrosoft.com
<input type="checkbox"/>	Sara Davis	SaraD@vyapindemo8.onmicrosoft.com

☐ Select All

OK

Cancel

0 user(s) selected.



35 user(s) found.

Select the desired user(s) and Click on **OK** button to display the respective user details.

**User Picker**

**Select users:**

Select users. You may query and select users based on their roles, groups, devices and attributes.

Data collected on: 23-06-2016 10:54:48      Refresh now:       Find:  

**All Users**

Users who have Admin Roles

Users based on Groups

Mobile Device Access

Users based on Attributes

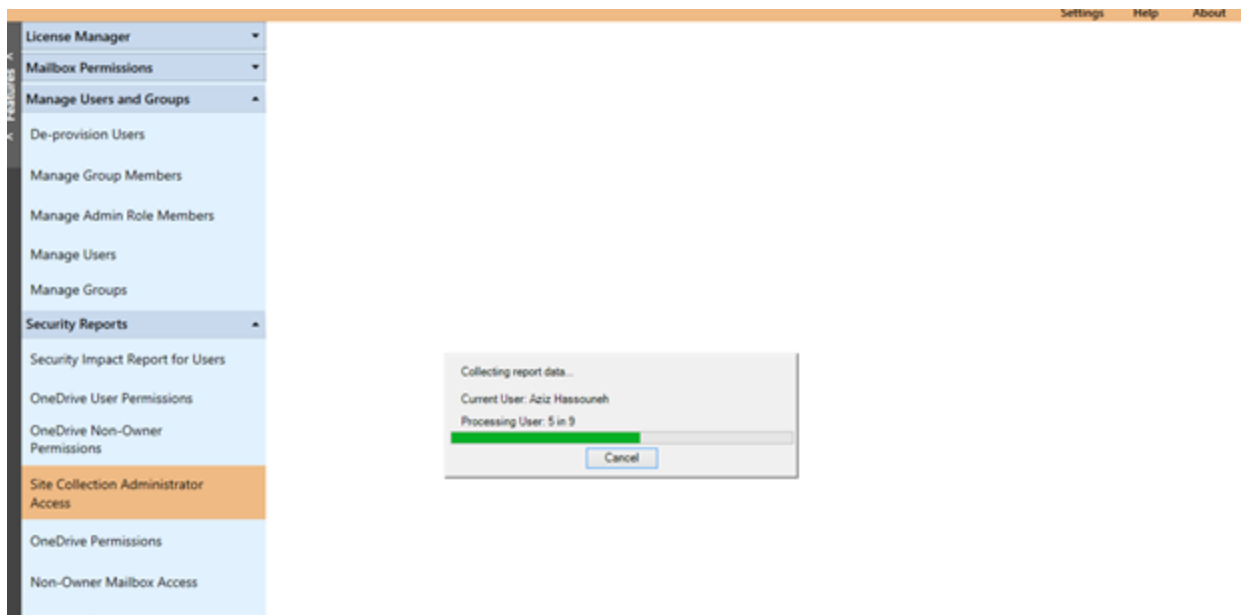
Display Name	Email Address
<input checked="" type="checkbox"/> Alex Darrow	AlexD@MOD625253.onmicrosoft.com
<input checked="" type="checkbox"/> Allie Bellew	AllieB@mod625253.onmicrosoft.com
<input checked="" type="checkbox"/> Andy Murray	AndyM@MOD625253.onmicrosoft.com
<input checked="" type="checkbox"/> Anne Wallace	AnneW@MOD625253.onmicrosoft.com
<input checked="" type="checkbox"/> Aziz Hassouneh	AzizH@MOD625253.onmicrosoft.com
<input checked="" type="checkbox"/> Belinda Newman	BelindaN@MOD625253.onmicrosoft.com
<input checked="" type="checkbox"/> Ben Andrews	ben@MOD625253.onmicrosoft.com
<input checked="" type="checkbox"/> Bob Brian	Bobb@MOD625253.onmicrosoft.com
<input checked="" type="checkbox"/> Bonnie Kearney	BonnieK@MOD625253.onmicrosoft.com
<input type="checkbox"/> Brian Johnson (TAILSPIN)	BrianJ@MOD625253.onmicrosoft.com
<input type="checkbox"/> Chris Green	chris@MOD625253.onmicrosoft.com
<input type="checkbox"/> Conf Room Adams	Adams@MOD625253.onmicrosoft.com

☐ Select All

**OK**   **Cancel**

9 user(s) selected.      1037 user(s) found.

During data collection, the window is displayed as shown below.



Once the data collection process is complete, the report data will be displayed in a report window as shown below:

Site Collection Administrator Access			
Export Filter E-mail Refresh		Data Collection Time: 24-06-2016 19:18:02	
Personal Site Of (User)	Personal Site URL	Site Admin Access	
Alex Darrow	https://mod625253-my.sharepoint.com/personal/alexid_mod625253_onmicrosoft_com/	Alex Darrow; Anne Wallace	
Allie Bellew	https://mod625253-my.sharepoint.com/personal/allieb_mod625253_onmicrosoft_com/	Allie Bellew	
Anne Wallace	https://mod625253-my.sharepoint.com/personal/anne_mod625253_onmicrosoft_com/	Anne Wallace	
Aziz Hassouneh	https://mod625253-my.sharepoint.com/personal/azizh_mod625253_onmicrosoft_com/	Sara Davis	
Belinda Newman	https://mod625253-my.sharepoint.com/personal/belindan_mod625253_onmicrosoft_com/	Sara Davis	
Bonnie Kearney	https://mod625253-my.sharepoint.com/personal/bonniek_mod625253_onmicrosoft_com/	Sara Davis	

## How to generate OneDrive Permissions Report?

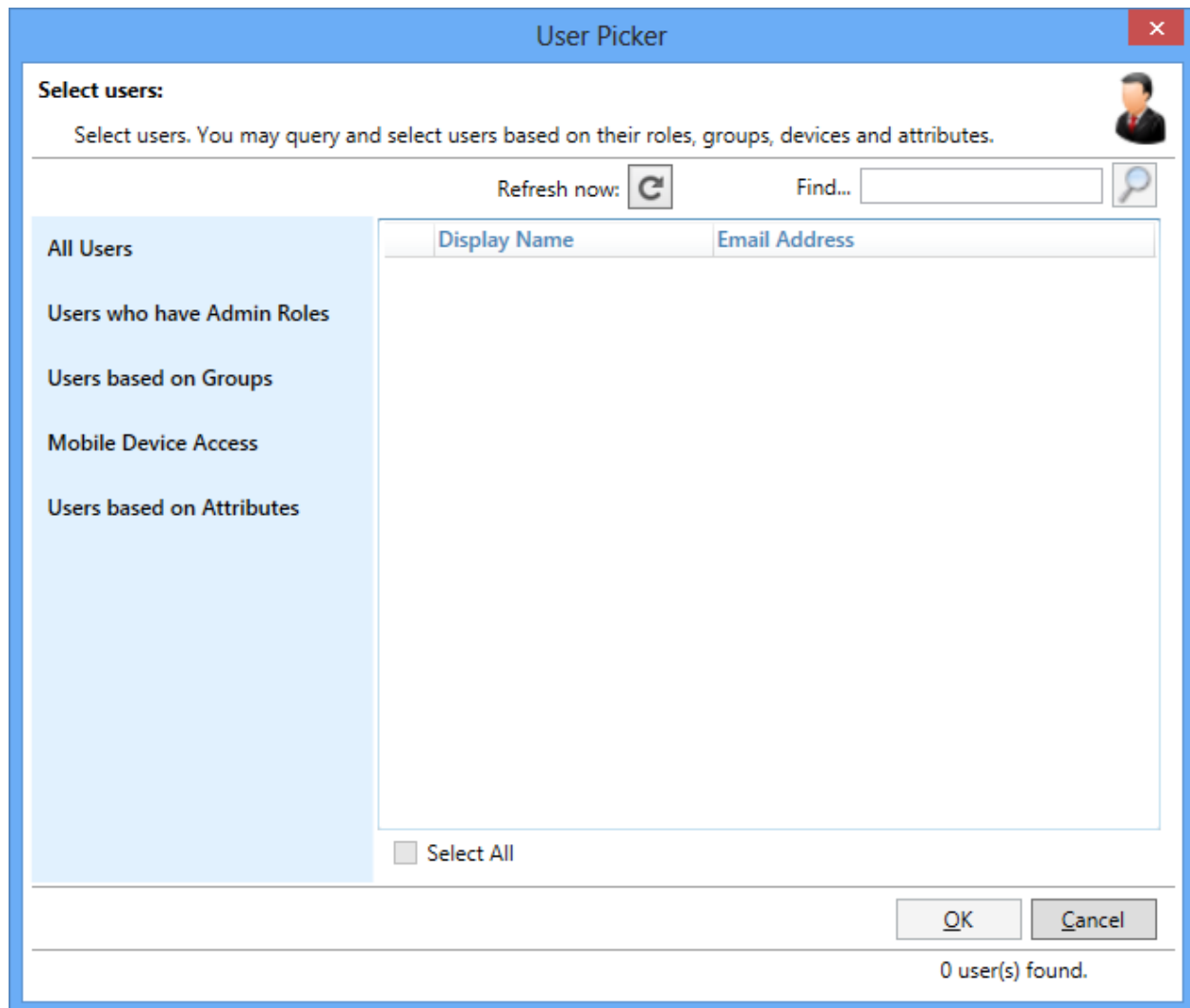
Before generating an OneDrive report, a valid admin site should be connected with proper credentials in the Configuration Settings. Perform the following steps to generate a OneDrive report:

**OneDrive Permissions Report** shows the users who has access to selected OneDrive personal site within Office 365. This report shows information such as Personal Site Of (User), Personal Site URL, User or Group Name, Type and Permissions Levels.

Perform the following steps to generate OneDrive Permissions Report:

Select Microsoft 365 Manager from the available vertical tabs. Then from left pane of the application, select Security Reports and then click on OneDrive Permissions Report.

On selecting "OneDrive Permissions Report" Report, a pop-up window will be displayed as shown below:



User Picker

Select users:

Select users. You may query and select users based on their roles, groups, devices and attributes.

Data collected on: 06/07/2016 5:46:25 PM

Refresh now:

Find...

All Users

Users who have Admin Roles

Users based on Groups

Mobile Device Access

Users based on Attributes

Display Name	Email Address
<input type="checkbox"/> Gary Sobers	GaryS@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Brian Johnson (TAILSPIN)	BrianJ@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> David Longmuir	DavidL@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> MOD Administrator	admin@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Belinda Newman	BelindaN@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Junmin Hao	JunminH@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Julian Isla	JulianI@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Allie Bellew	AllieB@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Fabrice Canel	FabriceC@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Katie Jordan	KatieJ@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Alex Darrow	AlexD@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Tony Krijnen	TonyK@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Sam Davis	SamD@vyapindemo8.onmicrosoft.com

☐ Select All

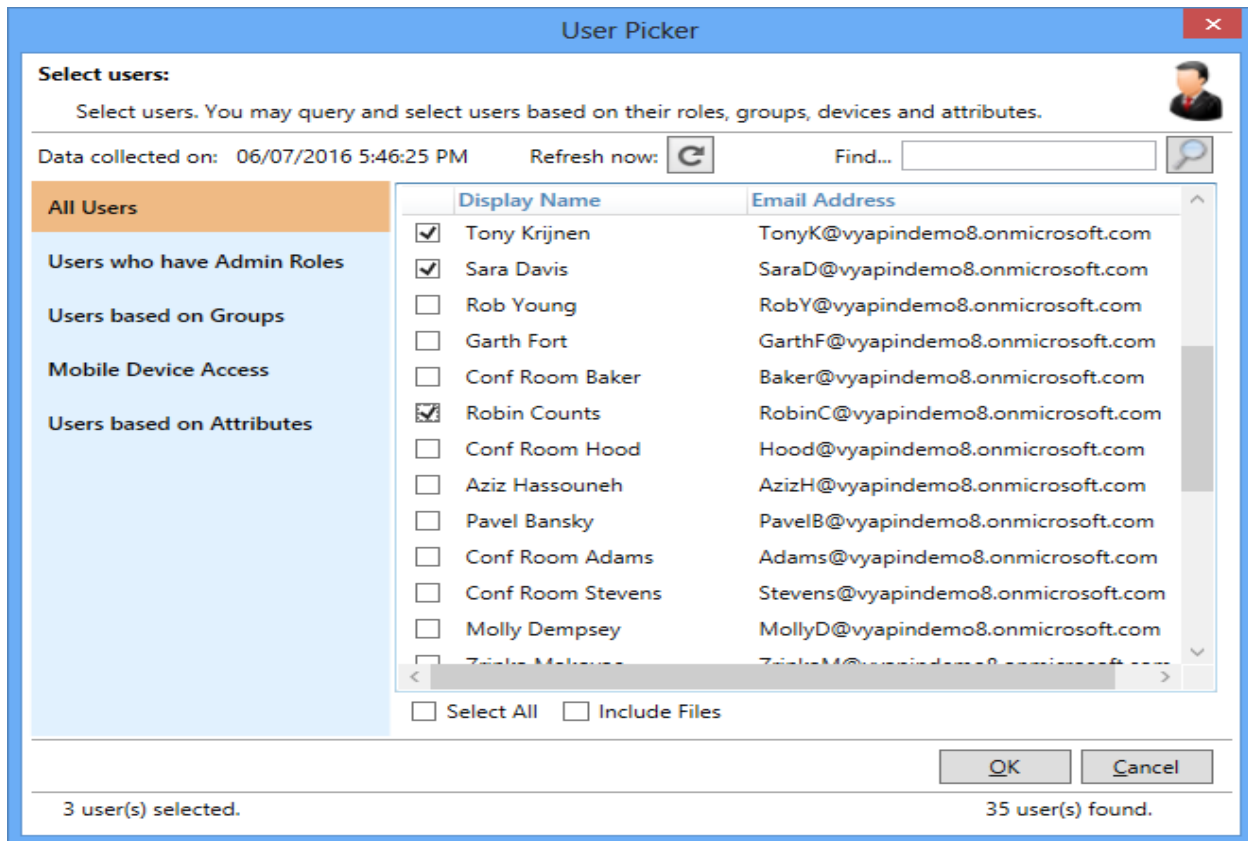
OK

Cancel

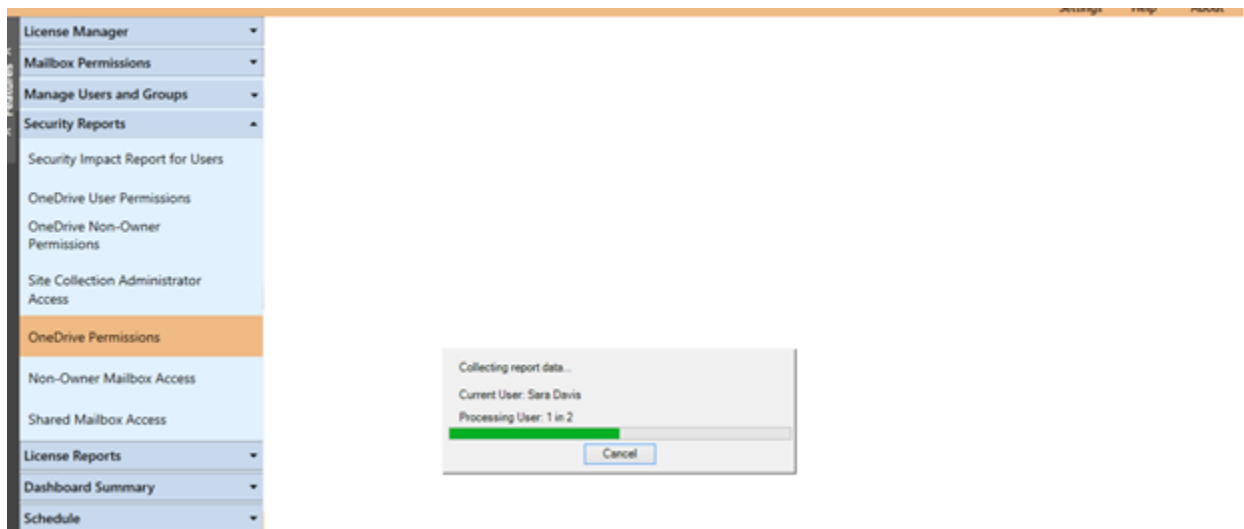
0 user(s) selected.

35 user(s) found.

Select the desired user(s) and Click on **OK** button to display the respective user details.



During data collection, the window is displayed as shown below.



Once the data collection process is complete, the report data will be displayed in a report window as shown below:

The screenshot shows a report window titled "OneDrive Permissions". It includes a toolbar with "Export", "Filter", "E-mail", and "Refresh" buttons. A dropdown menu shows "Show permissions for: internal and external users". A "Collection Time" of "24-06-2016 19:23:04" is displayed. The main table lists permissions for the site "https://mod625253-my.sharepoint.com/personal/sarad\_mod625253\_onmicrosoft\_com/". The table has five columns: "Personal Site Of (User)", "Personal Site URL", "User or Group Name", "Type", and "Permission Levels". The data shows various users with "Limited Access" and one "Everyone" group with "Read, Limited Access".

Personal Site Of (User)	Personal Site URL	User or Group Name	Type	Permission Levels
Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	Alex Darrow	USER	Limited Access
Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	Allie Bellew	USER	Limited Access
Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	Anne Wallace	USER	Limited Access
Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	Aziz Hassouneh	USER	Limited Access
Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	Belinda Newman	USER	Limited Access
Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	Bonnie Kearney	USER	Limited Access
Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	David Longmuir	USER	Limited Access
Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	Denis Dehenne	USER	Limited Access
Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	Dorena Paschke	USER	Limited Access
Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	Everyone	GROUP	Limited Access
Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	Everyone except external users	GROUP	Read, Limited Access
Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	Fabrice Canel	USER	Limited Access
Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	Garret Vargas	USER	Limited Access
Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	Garth Fort	USER	Limited Access
Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	Janet Schorr	USER	Limited Access
Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	Job Young	USER	Limited Access
Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	Julian Isla	USER	Limited Access
Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	Junmin Hao	USER	Limited Access
Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	Kari Furse	USER	Limited Access

Number of records: 52

## How to generate Non-Owner Mailbox Access?

**Non-Owner Mailbox Access** shows the list of all users who have permissions to the other user's mailboxes. This report shows information such as **Mailbox Name**, **Mailbox E-mail Address**, **Identity**, **User Name**, **User E-mail Address**, and **Access Rights**.

Perform the following steps to generate **Non-Owner Mailbox Access**:

1. Select **Microsoft 365 Manager** from the available vertical tabs. Then from left pane of the application, select **Security Reports** and then click on **Non-Owner Mailbox Access**.
2. On selecting **Non-Owner Mailbox Access** report, a window is displayed as shown below:

Mailbox Name	Mailbox E-mail Address	Identity	User or Group Name	Account Type	User or Group mail Address
Adele Vance	AdeleV@ITRM389341.onmicrosoft.com	AdeleV	Lidia Holloway	USER	LidiaH@ITRM389341.onmicrosoft.com
Alex Wilber	AlexW@ITRM389341.onmicrosoft.com	AlexW	MOD Administrator	USER	admin@ITRM389341.onmicrosoft.com
Alex Wilber	AlexW@ITRM389341.onmicrosoft.com	AlexW	MOD Administrator	USER	admin@ITRM389341.onmicrosoft.com
Brian Johnson (TAILSPIN)	BrianJ@ITRM389341.onmicrosoft.com	Brian Johnson (TAILSPIN)	MOD Administrator	USER	admin@ITRM389341.onmicrosoft.com
Brian Johnson (TAILSPIN)	BrianJ@ITRM389341.onmicrosoft.com	Brian Johnson (TAILSPIN)	MOD Administrator	USER	admin@ITRM389341.onmicrosoft.com
Christie Cline	ChristieC@ITRM389341.onmicrosoft.com	ChristieC	Lidia Holloway	USER	LidiaH@ITRM389341.onmicrosoft.com
Conf Room Adams	Adams@ITRM389341.onmicrosoft.com	Conf Room Adams	MOD Administrator	USER	admin@ITRM389341.onmicrosoft.com
Conf Room Adams	Adams@ITRM389341.onmicrosoft.com	Conf Room Adams	MOD Administrator	USER	admin@ITRM389341.onmicrosoft.com
Conf Room Baker	Baker@ITRM389341.onmicrosoft.com	Conf Room Baker	MOD Administrator	USER	admin@ITRM389341.onmicrosoft.com
Conf Room Baker	Baker@ITRM389341.onmicrosoft.com	Conf Room Baker	MOD Administrator	USER	admin@ITRM389341.onmicrosoft.com
Conf Room Crystal	Crystal@ITRM389341.onmicrosoft.com	Conf Room Crystal	MOD Administrator	USER	admin@ITRM389341.onmicrosoft.com
Conf Room Crystal	Crystal@ITRM389341.onmicrosoft.com	Conf Room Crystal	MOD Administrator	USER	admin@ITRM389341.onmicrosoft.com

Once the data collection process is complete, the report data will be displayed in a report window as shown below:

Mailbox Name	Mailbox E-mail Address	Identity	User or Group Name	Account Type	User or Group mail Address
Adele Vance	AdeleV@ITRM389341.onmicrosoft.com	AdeleV	Lidia Holloway	USER	LidiaH@ITRM389341.onmicrosoft.com
Alex Wilber	AlexW@ITRM389341.onmicrosoft.com	AlexW	MOD Administrator	USER	admin@ITRM389341.onmicrosoft.com
Alex Wilber	AlexW@ITRM389341.onmicrosoft.com	AlexW	MOD Administrator	USER	admin@ITRM389341.onmicrosoft.com
Brian Johnson (TAILSPIN)	BrianJ@ITRM389341.onmicrosoft.com	Brian Johnson (TAILSPIN)	MOD Administrator	USER	admin@ITRM389341.onmicrosoft.com
Brian Johnson (TAILSPIN)	BrianJ@ITRM389341.onmicrosoft.com	Brian Johnson (TAILSPIN)	MOD Administrator	USER	admin@ITRM389341.onmicrosoft.com
Christie Cline	ChristieC@ITRM389341.onmicrosoft.com	ChristieC	Lidia Holloway	USER	LidiaH@ITRM389341.onmicrosoft.com
Conf Room Adams	Adams@ITRM389341.onmicrosoft.com	Conf Room Adams	MOD Administrator	USER	admin@ITRM389341.onmicrosoft.com
Conf Room Adams	Adams@ITRM389341.onmicrosoft.com	Conf Room Adams	MOD Administrator	USER	admin@ITRM389341.onmicrosoft.com
Conf Room Baker	Baker@ITRM389341.onmicrosoft.com	Conf Room Baker	MOD Administrator	USER	admin@ITRM389341.onmicrosoft.com
Conf Room Baker	Baker@ITRM389341.onmicrosoft.com	Conf Room Baker	MOD Administrator	USER	admin@ITRM389341.onmicrosoft.com
Conf Room Crystal	Crystal@ITRM389341.onmicrosoft.com	Conf Room Crystal	MOD Administrator	USER	admin@ITRM389341.onmicrosoft.com
Conf Room Crystal	Crystal@ITRM389341.onmicrosoft.com	Conf Room Crystal	MOD Administrator	USER	admin@ITRM389341.onmicrosoft.com

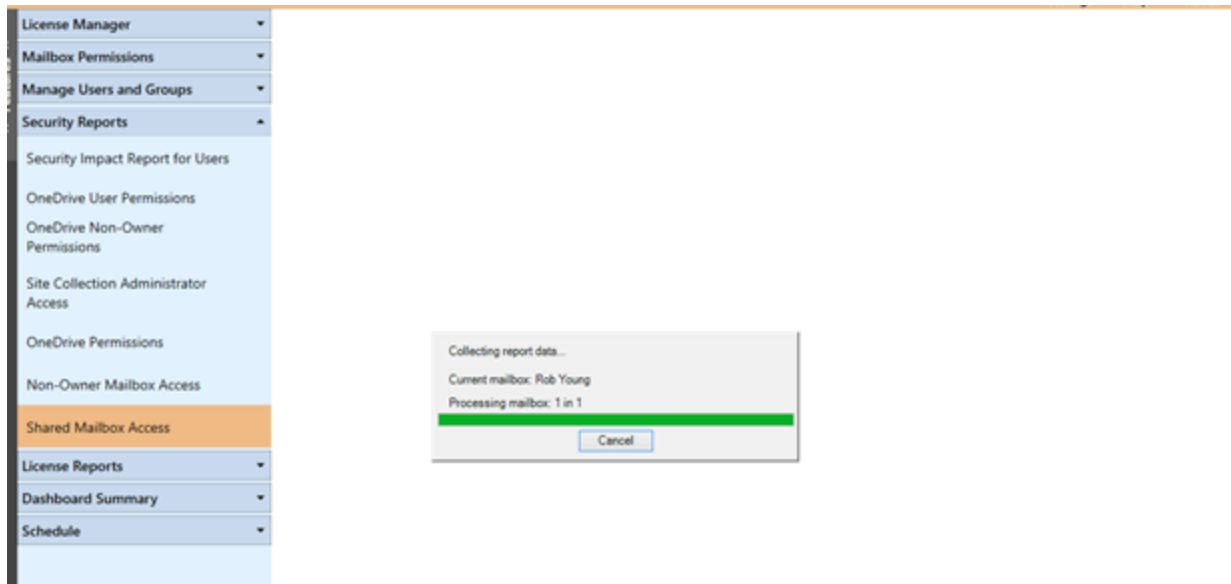
## How to generate Shared Mailbox Access?

Shared Mailbox Access shows the list of all users who have permissions to the shared mailboxes. This report shows information such as **Mailbox Name**, **Mailbox E-mail Address**, **Identity**, **User Name**, **User E-mail Address**, and **Access Rights**.

Perform the following steps to generate Shared Mailbox Access:

1. Select **Microsoft 365 Manager** from the available vertical tabs. Then from left pane of the application, select **Security Reports** and then click on **Shared Mailbox Access**.
2. On selecting **Shared Mailbox Access** report, a window is displayed as shown below:





Once the data collection process is complete, the report data will be displayed in a report window as shown below:

Settings Help About					
Shared Mailbox Access					
Export Filter E-mail Refresh Data Collection Time: 01/29/2016 4:20:20 PM					
Mailbox Name	Mailbox E-mail Address	Identity	User Name	User E-mail Address	AccessRights
Rob Young	RobY@vyapindemo8.onmicrosoft.com	RobY	Sara Davis	SaraD@vyapindemo8.onmicrosoft.com	FullAccess

## How to schedule a Manager Report task?

---

[Report Selection](#)

[OneDrive Details](#)

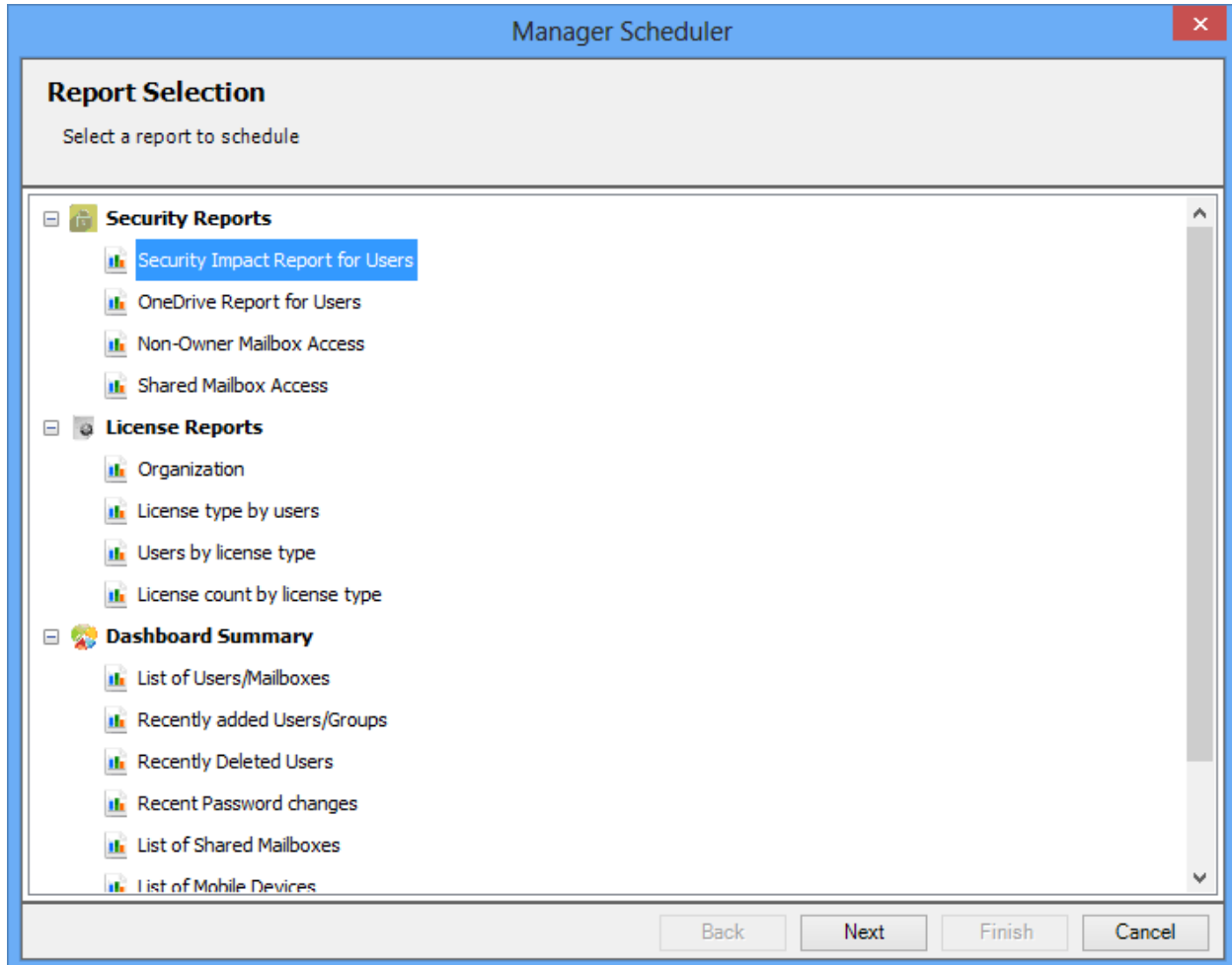
[User Selection](#)

[Delivery Options](#)

[Task Settings](#)

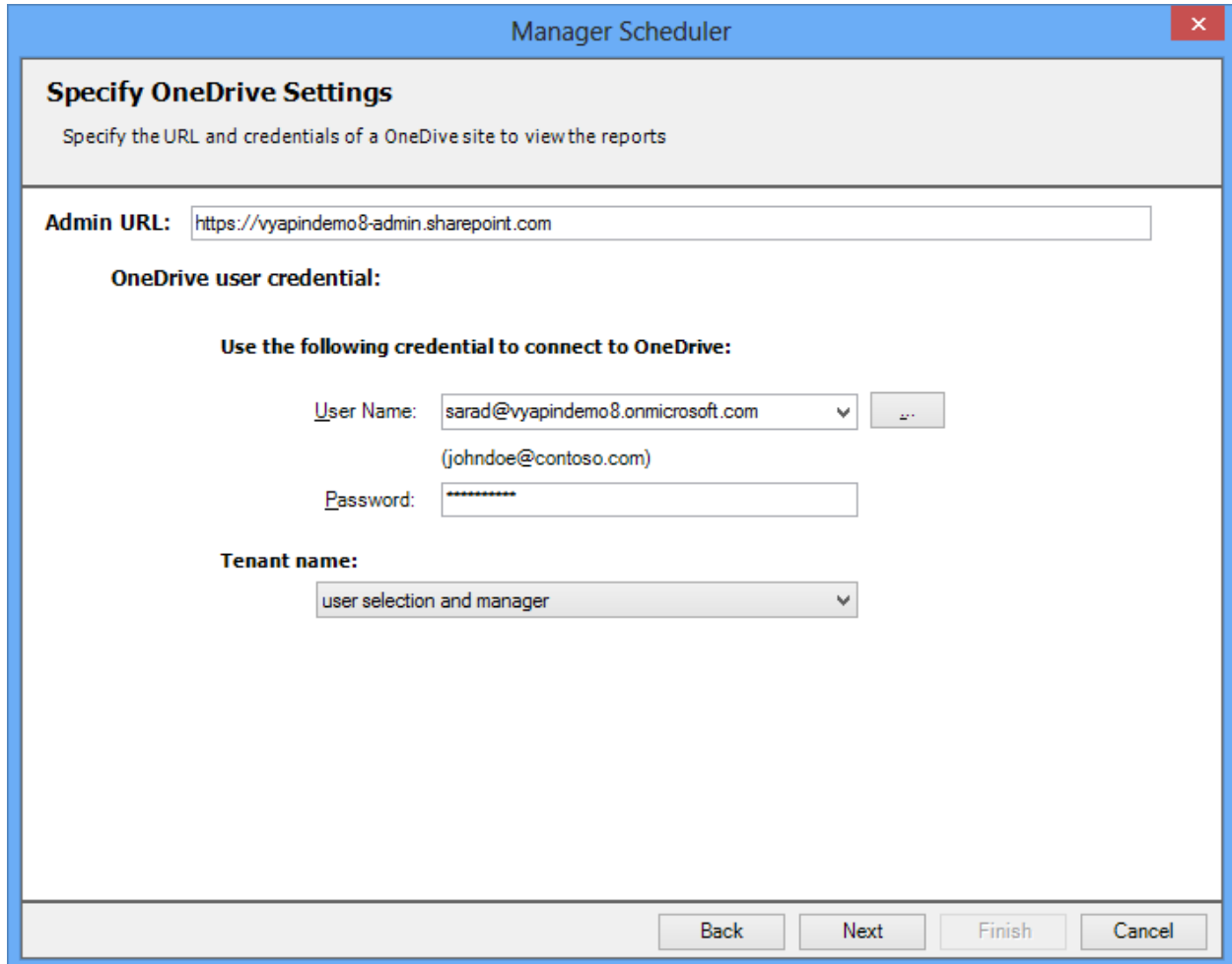
## Report Selection

Select a report from the list of available reports which you like to be scheduled. The report selection window appears as shown below:



## OneDrive details

If the selected report is **OneDrive Report for Users**, specify the OneDrive details like Admin URL, credentials, and tenant name to store the generated data. This window will appear as shown below:



The image shows a Windows-style dialog box titled "Manager Scheduler" with a close button (X) in the top right corner. The main heading is "Specify OneDrive Settings" with a subtitle "Specify the URL and credentials of a OneDrive site to view the reports".

The form contains the following fields:

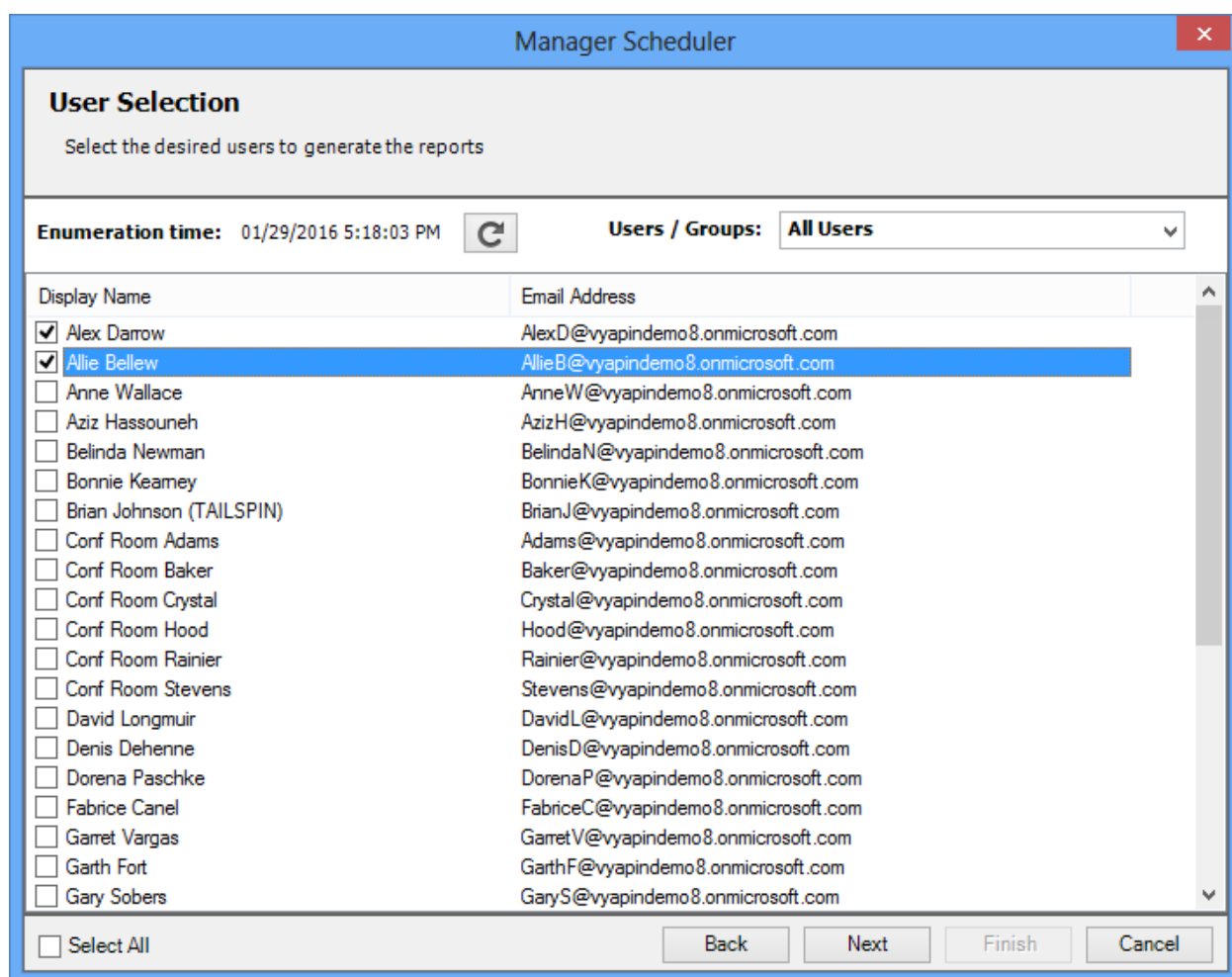
- Admin URL:** A text box containing "https://vyapindemo8-admin.sharepoint.com".
- OneDrive user credential:** A section header.
- Use the following credential to connect to OneDrive:** A sub-header.
- User Name:** A dropdown menu showing "sarad@vyapindemo8.onmicrosoft.com" with a small "v" icon. To its right is a small button with a key icon.
- Password:** A text box showing "(johndoe@contoso.com)" and a masked password "\*\*\*\*\*".
- Tenant name:** A dropdown menu showing "user selection and manager" with a small "v" icon.

At the bottom of the dialog are four buttons: "Back", "Next", "Finish", and "Cancel".

## User Selection

Based on the type of report selected, security impact report for users, OneDrive report for users will be displayed in this window.

This selection window will appear as shown below for a Security Impact Report for Users,



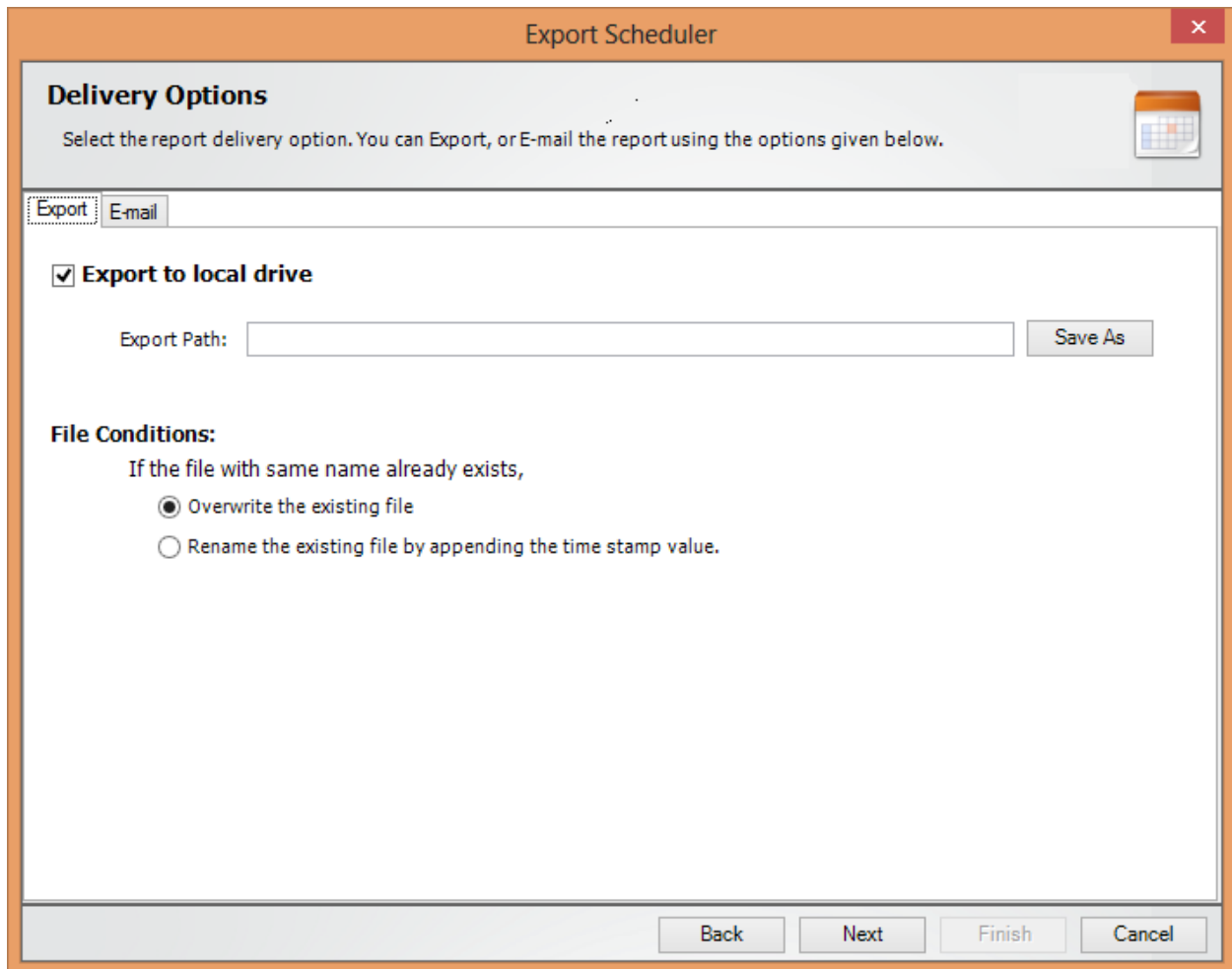
The image shows a screenshot of the 'Manager Scheduler' application window. The title bar is blue and contains the text 'Manager Scheduler' and a red close button. The main window has a light gray background. At the top, there is a section titled 'User Selection' with the instruction 'Select the desired users to generate the reports'. Below this, there is a field for 'Enumeration time' showing '01/29/2016 5:18:03 PM' and a refresh button. To the right is a dropdown menu for 'Users / Groups' set to 'All Users'. The main area is a table with two columns: 'Display Name' and 'Email Address'. The table lists 20 users, with 'Alex Darrow' and 'Allie Bellew' selected (checked). At the bottom, there is a 'Select All' checkbox and four buttons: 'Back', 'Next', 'Finish', and 'Cancel'.

Display Name	Email Address
<input checked="" type="checkbox"/> Alex Darrow	AlexD@vyapindemo8.onmicrosoft.com
<input checked="" type="checkbox"/> Allie Bellew	AllieB@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Anne Wallace	AnneW@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Aziz Hassouneh	AzizH@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Belinda Newman	BelindaN@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Bonnie Keamey	BonnieK@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Brian Johnson (TAILSPIN)	BrianJ@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Adams	Adams@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Baker	Baker@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Crystal	Crystal@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Hood	Hood@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Rainier	Rainier@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Stevens	Stevens@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> David Longmuir	DavidL@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Denis Dehenne	DenisD@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Dorena Paschke	DorenaP@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Fabrice Canel	FabriceC@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Garret Vargas	GarretV@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Garth Fort	GarthF@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Gary Sobers	GaryS@vyapindemo8.onmicrosoft.com

☐ Select All    Back    Next    Finish    Cancel

## Delivery Options

In this window, select a delivery option, to export / e-mail the generated report on scheduled run. This window appears as shown below:



The screenshot shows a window titled "Export Scheduler" with a close button (X) in the top right corner. Inside the window, there is a section titled "Delivery Options" with a subtitle: "Select the report delivery option. You can Export, or E-mail the report using the options given below." Below this, there are two tabs: "Export" (which is selected) and "E-mail". Under the "Export" tab, there is a checked checkbox labeled "Export to local drive". Below this checkbox is a text field labeled "Export Path:" followed by a "Save As" button. Further down, there is a section titled "File Conditions:" with the text "If the file with same name already exists,". Below this text are two radio button options: "Overwrite the existing file" (which is selected) and "Rename the existing file by appending the time stamp value." At the bottom of the window, there are four buttons: "Back", "Next", "Finish", and "Cancel".

If you want to e-mail the generated report on scheduled run, specify SMTP server name, From Address, To address, mail subject, mail content, attachment format, and option to compress the attachment.

Export Scheduler

Delivery Options

Select the report delivery option. You can Export, or E-mail the report using the options given below.

Export

E-mail

☒ E-mail this report

SMTP Server:

server name

From...

admin@company.onmicrosoft.com

To...

Subject:

Attachment Format:

.csv

☒ Compress the attachment

Body Content:

Back

Next

Finish

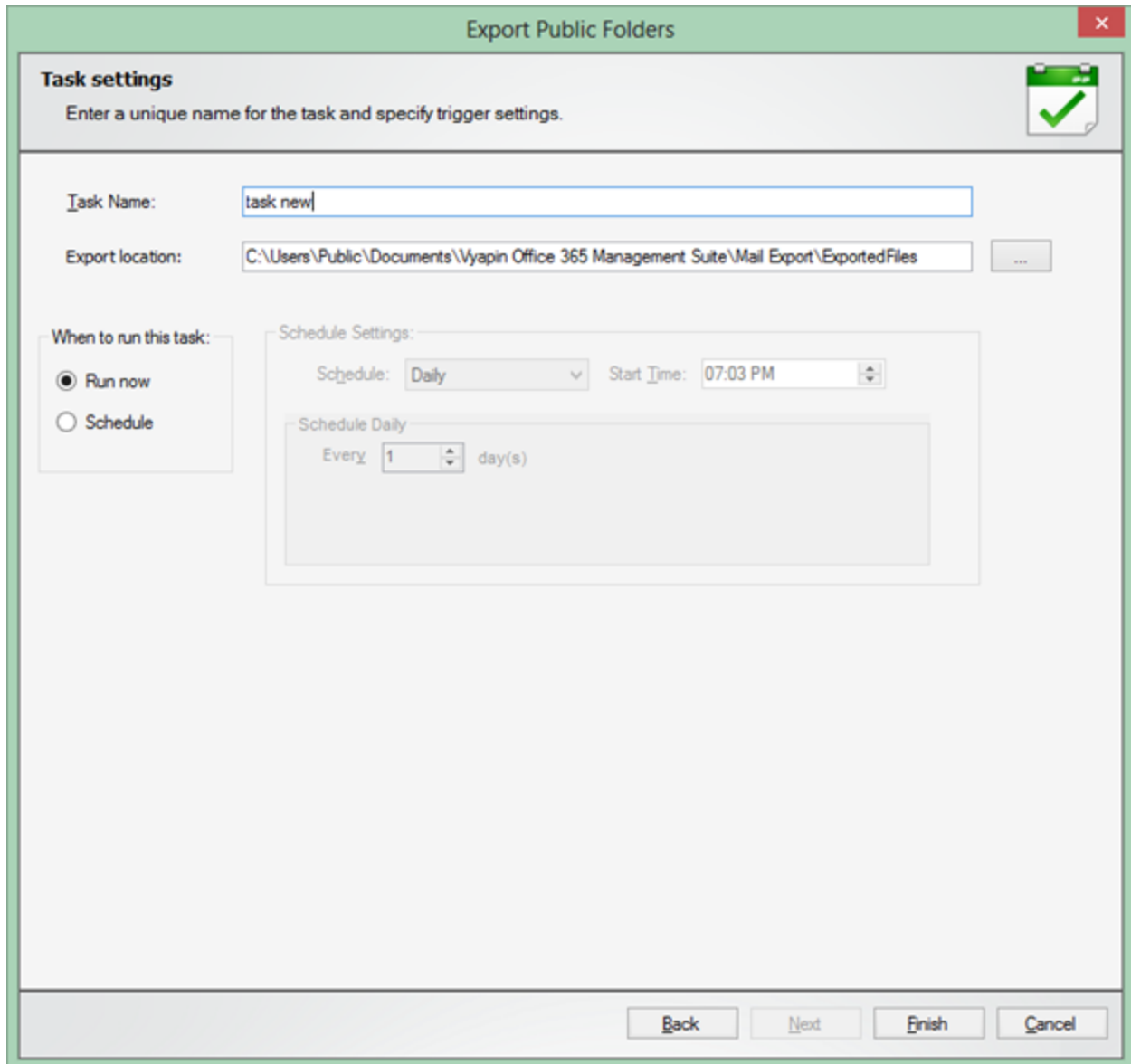
Cancel

## Task Settings

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To specify the task name and task settings for the Microsoft 365 Export task, perform the steps given below

1. **Task Settings** screen will appear as shown below:



The screenshot shows a Windows dialog box titled "Export Public Folders" with a green header bar. Inside, the "Task settings" section has a subtitle "Enter a unique name for the task and specify trigger settings." and a green checkmark icon. The "Task Name:" field contains "task new". The "Export location:" field shows a file path: "C:\Users\Public\Documents\Vyapin Office 365 Management Suite\Mail Export\ExportedFiles", with a browse button "...". Under "When to run this task:", the "Run now" radio button is selected. The "Schedule Settings:" section is expanded, showing "Schedule:" set to "Daily" and "Start Time:" set to "07:03 PM". Below this, the "Schedule Daily" section shows "Every 1 day(s)". At the bottom, there are four buttons: "Back", "Next", "Finish", and "Cancel".

2. Enter a unique task name in **Task Name** textbox.
3. Click **Finish** to create a Windows Scheduled task and save the corresponding task settings.



# References

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[Frequently Asked Questions](#)

[Technical Support](#)

[Troubleshooting](#)

[How to uninstall Vyapin Microsoft 365 Management Suite](#)

## Frequently Asked Questions

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For any questions about the product, please refer to the **Frequently Asked Questions** section of our website.

## Technical Support

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If and when a problem arises, please forward the following information to **support@vyapin.com** to revert back to you with a solution. These files will be available where Vyapin Microsoft 365 Management Suite is installed.

### Error Log File

e.g., <**Application Data Folder**>\Vyapin Microsoft 365 Management Suite\Log\Vyapin Microsoft 365 Management SuiteErrorLog.txt

Note:

<**Application Data Folder**> is the common area where Vyapin Microsoft 365 Management Suite settings will be stored in the computer running Vyapin Microsoft 365 Management Suite. The **path** will be as follows:

**Windows 8.1, Windows 8, Windows 2008, Windows 2012 - C:\Users\Public\Documents**

## Troubleshooting

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[Permissions Required](#)

[How to Assign Application Impersonation role?](#)

[How to Install Exchange Online PowerShell Module?](#)

[How to enable Mailbox Auditing?](#)

[Alert messages](#)

## Permissions required

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Here are the permissions required to use all the modules in Vyapin Microsoft 365 Management Suite:

### Exchange Online Reports

\* The entered user credential should be of a user who is a member of one of the following groups:

- Organization Management (Microsoft Exchange Security Groups)
- Hygiene Management (Microsoft Exchange Security Groups)
- Recipient Management (Microsoft Exchange Security Groups)
- Records Management (Microsoft Exchange Security Groups)
- View-Only Organization Management (Microsoft Exchange Security Groups)

\* The Mail Item reports required **ApplicationImpersonation** role to access other mailboxes.

### SharePoint Online Reports

- Must be a valid user to view the basic information.
- Must have Edit or Contribute rights to view content level information.
- Must have Full Control or Administrator level rights to view security related information.

### Audit and Compliance Reports

To perform the audit log search you must be assigned View-Only Audit Logs or Audit Logs role in Exchange role groups. By default, these roles are available with the Organization Management role group and Compliance management role group. If you do want to assign these role groups to the user, you can always create a custom role group with either of these roles and add users to them.

### Microsoft Teams Reports

The entered user credential should be a **Global Administrator** or **Teams Administrator** to get Teams module reports..

### Microsoft 365 Manager

The entered user credential should be a **Global Administrator** to **add, remove, or modify** license assignments.

## How to Assign Application Impersonation role?

---

The Application Impersonation role enables the application to impersonate users in an organization in order to perform tasks on behalf of the user. Here are the steps, to assign this role for a user:

1. Log on to your [Exchange Admin Center](#)
2. Click on “Permissions” in the left pane and then click on “New” button in the Admin Roles tab for adding a new role group.

### Exchange admin center

The screenshot shows the Exchange Admin Center interface. On the left, the 'permissions' tab is selected in the navigation pane. The main area shows the 'admin roles' tab. At the top, there are tabs for 'admin roles', 'user roles', and 'Outlook Web App policies'. Below these, there is a toolbar with icons for adding, editing, deleting, and other actions. The 'Add' icon (a plus sign) is highlighted. Below the toolbar, there is a list of role groups under the heading 'NAME'. The list includes: Compliance Management, Discovery Management, Help Desk, HelpdeskAdmins\_-1393828762, Hygiene Management, Organization Management, Recipient Management, Records Management, RIM-MailboxAdmins108ac1106d95459da95bb2c27dc860b5, Security Administrator, Security Reader, TenantAdmins\_-1467296826, UM Management, View-Only Organization Management, and Vyapin Impersonation.

3. In the “new role group” window, give a unique name for role group in the Name field.

new role group

\*Name:

Impersonation

4. In the field given for roles, click on 'Add' button and select 'ApplicationImpersonation' from the list of available roles.

Roles:

+ -

NAME
ApplicationImpersonation

5. Add members, in the field given for the users, you wish to assign this role.

Members:

+ -

NAME	DISPLAY NAME
DavidL	David Longmuir

## Enabling Audit Logs in Office 365 Security and Compliance center

---

1. Before you start using the Audit Reports feature in Vyapin Microsoft 365 Management Suite, an admin must enable the auditing option in the Security and Compliance center. To enable this, go to Audit Log Search page in Security and Compliance center -> Search & Investigation and click on Start recording user and admin activity. This is a one-time action to perform.

### Audit log search

Start recording user and admin activities

## Search

↶ Clear

Activities

Show results for all activities ▼

Start date

2016-10-07

📅

00:00

▼

End date

2016-10-15

📅

00:00

▼

Users

Leave blank to show results for all users

File, folder, or site

Add all or part of a file name, folder name, or site URL

🔍 Search

+ Add an alert



2. If the link is not available it means that auditing is already enabled in your tenant. After enabling, a message will be shown that the audit log is being prepared and that you can run a search in a couple of hours after the preparation is complete. A message is displayed that says the audit log is being prepared and that you can run a search in a couple of hours after the preparation is complete.

3. To perform the audit log search you must be assigned View-Only Audit Logs or Audit Logs role in Exchange role groups. By default, these roles are available with the Organization Management role group and Compliance management role group. If you do want to assign these role groups to the user, you can always create a custom role group with either of these roles and add users to them.

## How to enable Mailbox Auditing?

1. Before you begin to mailbox activity events, you have to use Exchange Online PowerShell to enable mailbox audit logging on every mailboxes you want to audit
2. To connect your Exchange Online organization with PowerShell, see [Connect to Exchange Online using remote PowerShell](#)
3. After you connect to your Exchange Online organization, you can enable mailbox auditing for all mailboxes in your organization. This example enables mailbox audit logging for all user mailboxes in your organization.
  - **Get-Mailbox -ResultSize Unlimited -Filter {RecipientTypeDetails -eq "UserMailbox"} | Set-Mailbox -AuditEnabled \$true**
4. Then you have to specify owner actions to audit:
  - **Get-Mailbox -ResultSize Unlimited -Filter {RecipientTypeDetails -eq "UserMailbox"} | Set-Mailbox -AuditOwner @{Add="Create","HardDelete","MailboxLogin","Move","MoveToDeletedItems","softDelete","Update","UpdateCalendarDelegation","UpdateFolderPermissions","UpdateInboxRules"}**
5. Additionally for some of the reports like "Copied Message to another folder", "Moved message to another folder / deleted items folder", "Deleted messages from Deleted Items folder", you have to enable the admin and delegate permissions before running these reports. Run these commands to enable these audit events,
  - **Get-Mailbox -ResultSize Unlimited -Filter {RecipientTypeDetails -eq "UserMailbox"} | Set-Mailbox -AuditAdmin @{Add="Copy","FolderBind","MessageBind","Move","Create","HardDelete","MoveToDeletedItems","SendAs","SendOnBehalf","SoftDelete","Update","UpdateInboxRules","UpdateCalendarDelegation","UpdateFolderpermissions"}**
  - **Get-Mailbox -ResultSize Unlimited -Filter {RecipientTypeDetails -eq "UserMailbox"} | Set-Mailbox -AuditDelegate**

```
@{Add="Create","FolderBind","Move","HardDelete","MoveToDeletedItems",  
"SendAs","SendOnBehalf","SoftDelete","Update","UpdateInboxRules"}
```

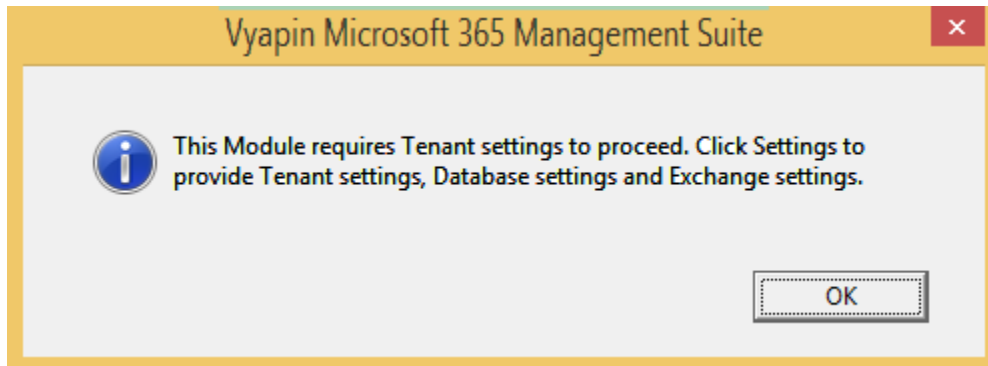
6. To verify if the mailbox auditing is enabled correctly,

- **Get-Mailbox -ResultSize Unlimited -Filter {RecipientTypeDetails -eq "UserMailbox"} | FL Name,Audit\***

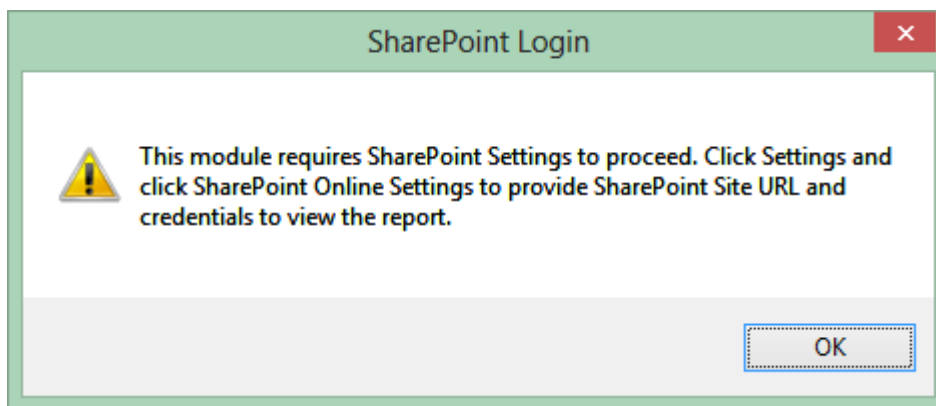
If the value shown after running the above command is 'True' for the 'AuditEnabled' property, the mailbox audit logging is enabled without issues

## Alert messages

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1. Ensure that the **Tenant settings** and **Database Settings** are provided to collect data from Exchange Online.

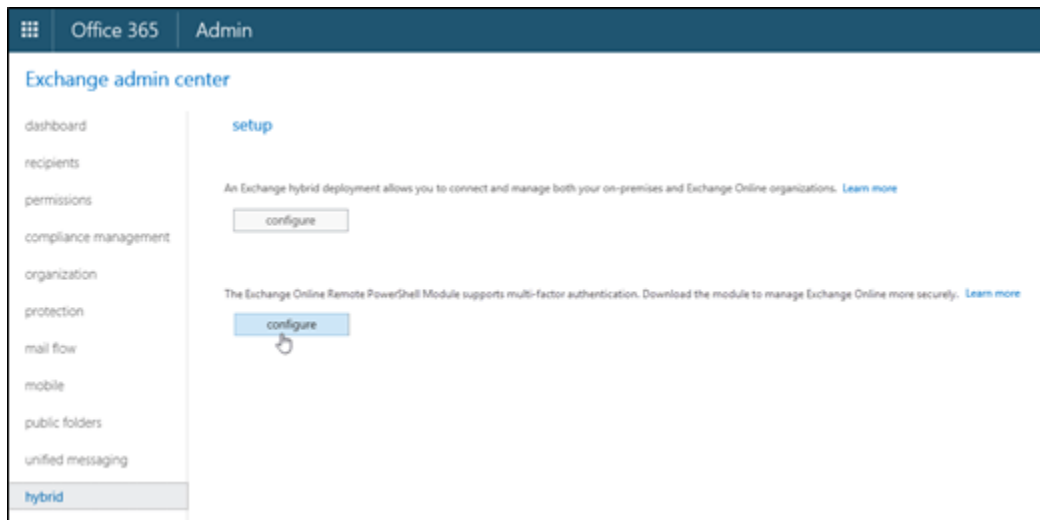


2. Ensure that you have entered a valid **SharePoint site URL** and credentials in SharePoint Online Settings.

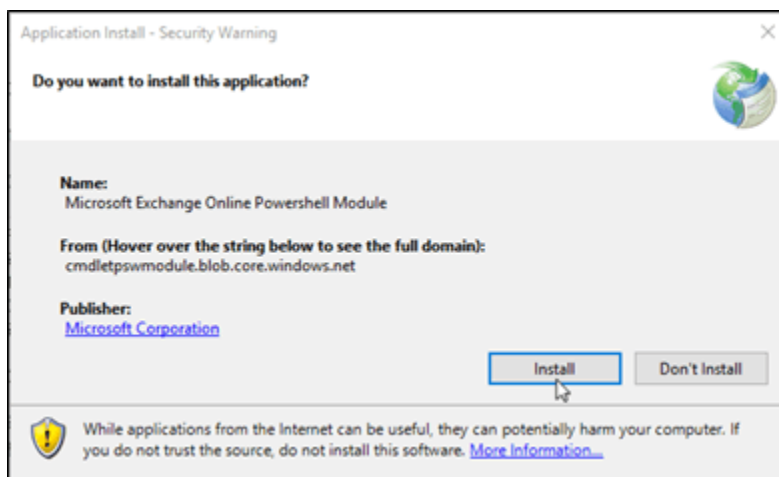
## How to Install Microsoft Exchange Online PowerShell Module?

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1. Before configuring the MFA authentication in the **Vyapin Microsoft 365 Management Suite application**, Exchange Online Remote PowerShell module needs to be installed on machine which is running the application.
2. To install the Exchange Online Remote PowerShell Module, in **Internet Explorer or Edge**, open the Exchange admin center (EAC) for your Exchange Online organization. Log on to your Exchange admin center in the below URL,  
<https://outlook.office365.com/ecp/>
3. In the EAC, go to **Hybrid > Setup** and click the appropriate **Configure** button to download the Exchange Online Remote PowerShell Module for multi-factor authentication.



4. In the **Application Install** window that opens, click **Install**.



## How to uninstall Vyapin Microsoft 365 Management Suite

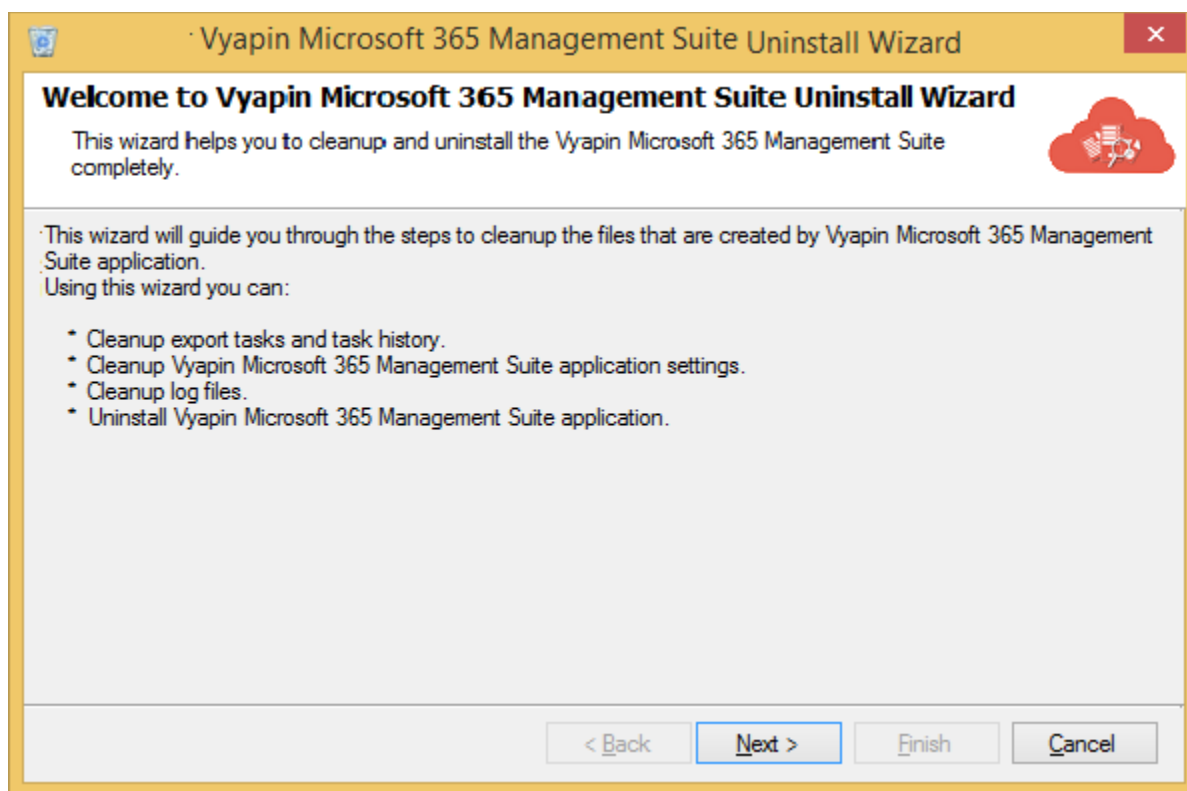
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When you uninstall Vyapin Microsoft 365 Management Suite through **Control Panel - Add / Remove Programs applet**, Windows Installer program will remove only the application files from your computer. But, the application related files created by Vyapin Microsoft 365 Management Suite remain in the computer. In order to remove Vyapin Microsoft 365 Management Suite worker files completely, the uninstall wizard provides a set of cleanup options, which are performed based on your selection.

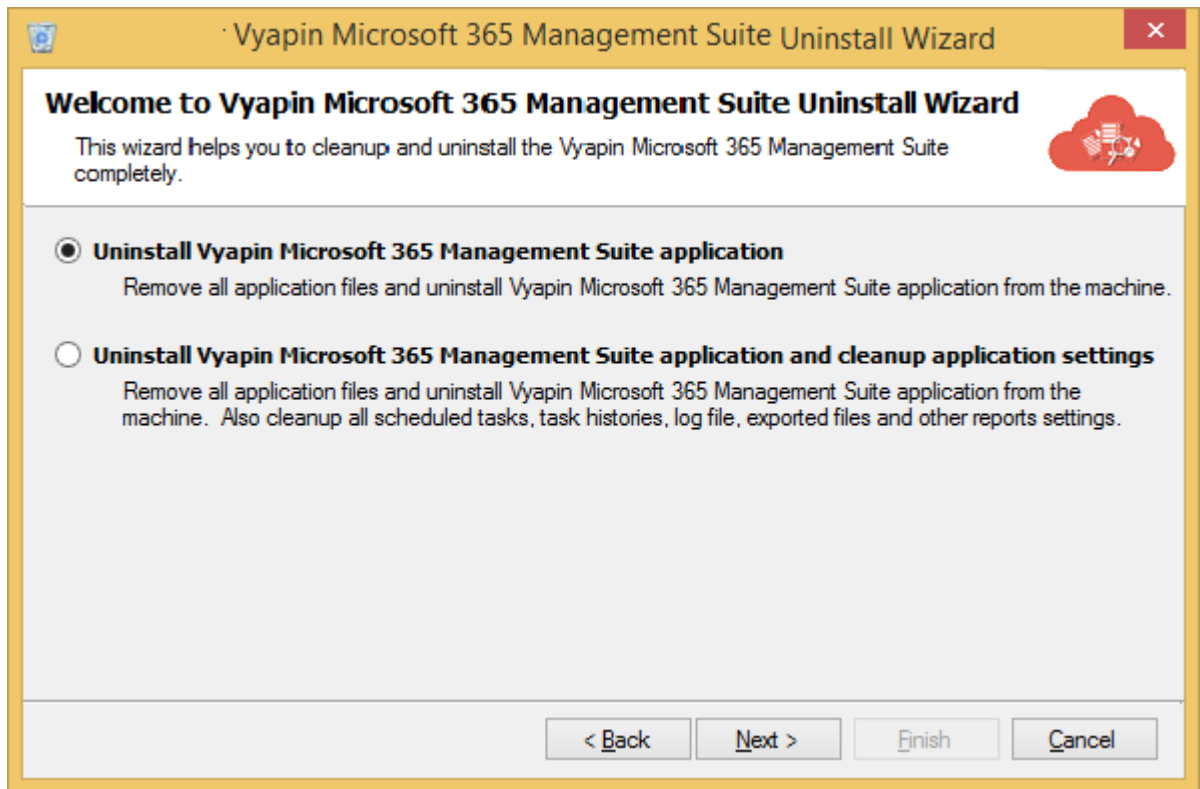
Use this wizard to clean-up the files that are created by Vyapin Microsoft 365 Management Suite application selectively and uninstall Vyapin Microsoft 365 Management Suite completely from the computer.

1. Launch the **Uninstall** wizard by clicking **Start** ➡ **Programs** ➡ **Vyapin Microsoft 365 Management Suite** ➡ **Uninstall Vyapin Microsoft 365 Management Suite**.

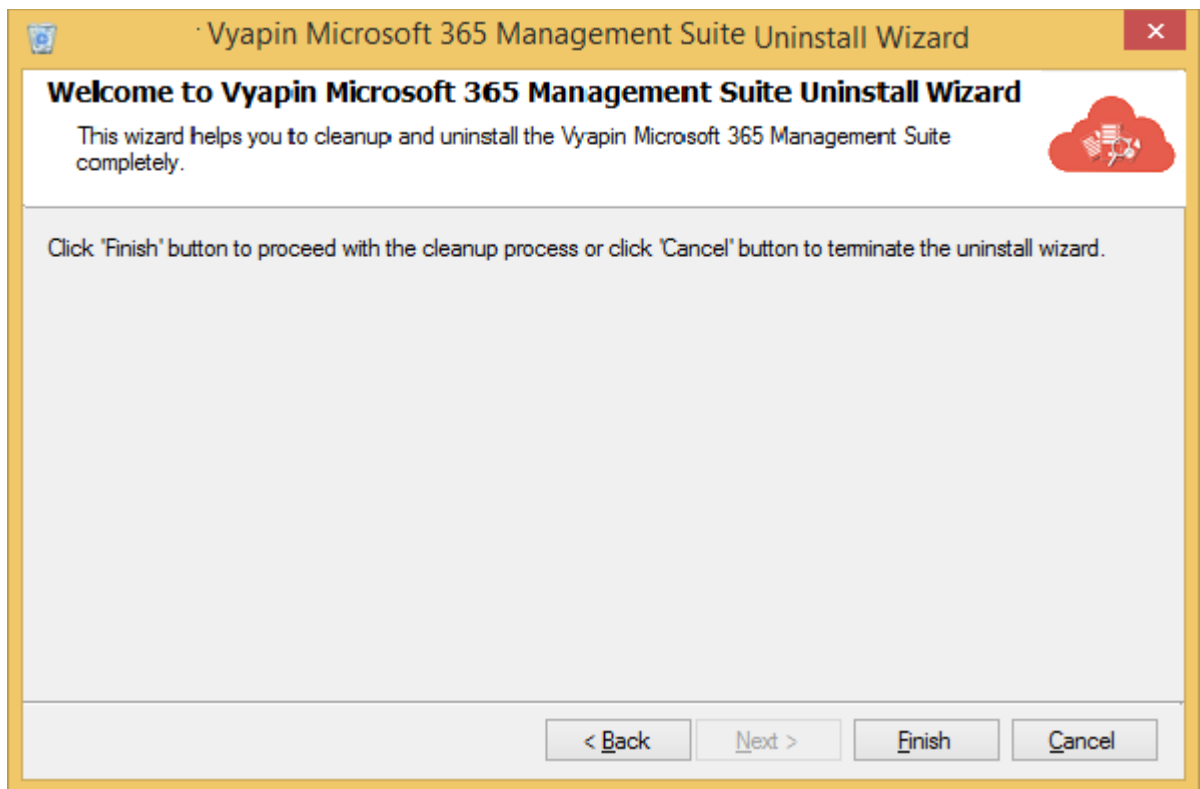
The Vyapin Microsoft 365 Management Suite **Uninstall** dialog will be shown as below:



2. Click **Next** to proceed.
3. Select required **Cleanup Options** as shown below:



4. Click **Next** to proceed.
5. Confirm the **Cleanup** and/or **Uninstall** process.



6. Click **Finish** to run cleanup and/or uninstall process. Click **Cancel** to close the wizard.
7. Once the file cleanup process is complete, the uninstall wizard will automatically run **Windows Installer program** to remove Vyapin Microsoft 365 Management Suite application from the computer.