

User Manual

Vyapin Office 365 Management Suite



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Product Information

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About Vyapin Office 365 Management Suite

Vyapin Office 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 Office 365 Management Suite contains separate modules for **Exchange Online Reports**, **SharePoint Online Reports**, **Audit and Compliance Reports**, **Office 365 Export**, and **Office 365 Manager**.

The **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.

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

The **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.

The **Office 365 Export Module** allows you to export your **Exchange Online mails**, **contacts**, **tasks**, and **events** to the file system as a backup. It archives mails and related data to the file system. You don't have to worry about spending valuable dollars to retain your old mails in your cloud-based mail system. Since the tool uses file system to archive your mails, there is also no need to pay expensive third-party storage and archival systems.

The **Office 365 Manager Module** helps you assign or remove **Office 365 License** assignments right from your desktop. You can also manage mailbox permissions for **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

Processor	Intel Pentium processor
Disk space & Memory	Minimum of 512 MB RAM and 20 MB of free disk space
Operating System	Windows 10 / Windows 8.1 / Windows 8 / Windows 7 / Windows Server 2008 / Windows Server 2008 R2 / Windows Server 2012 / Windows Server 2012 R2 with .NET Framework 4.5 with the latest service packs.
Database (Optional)	Microsoft SQL Server 2012 (Enterprise / Standard / Developer / Express edition) or Microsoft SQL Server 2008 (Enterprise / Standard / Developer / Express edition) or Microsoft SQL Server 2005 (Enterprise / Standard / Developer / Express edition) running in local / remote computer with latest Service Pack.
Software	Requires Microsoft Online Services Sign-in Assistant and Windows Azure Active Directory Module for Windows PowerShell for Office 365 Reports and Office 365 Manager modules. Refer Online System Requirements page for more information.

How to purchase the software?

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

How to install the software?

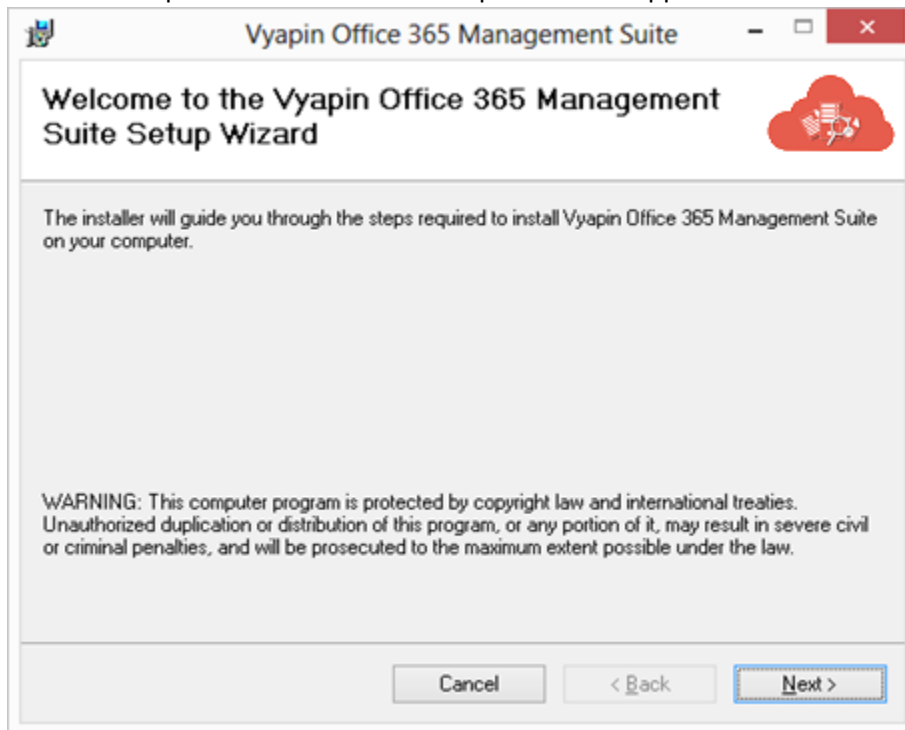
Once you download the software, you can install the application using the installer package. The simple setup wizard will guide you through the installation process as shown below:

Vyapin Office 365 Management Suite.exe - Vyapin Office 365 Management Suite application contains multiple modules. You can use this setup file to install Vyapin Office 365 Management Suite on a client computer running Windows 8.1 / 8 / 7 (32-bit or 64-bit platforms).

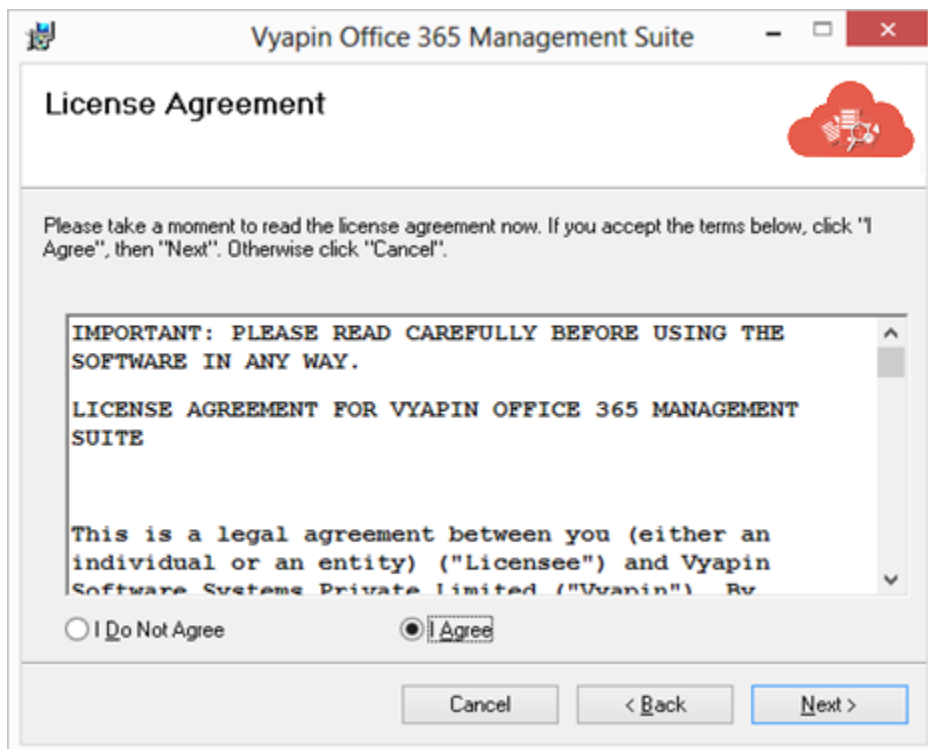
Once you double click the **Vyapin Office 365 Management Suite.exe**, the setup wizard will appear as shown as below:



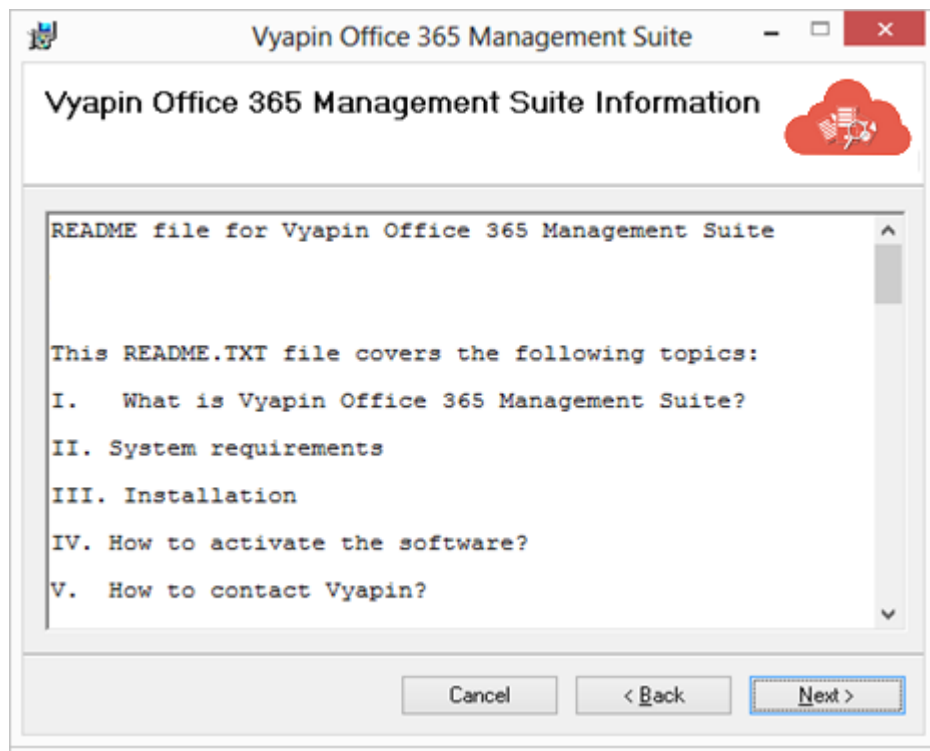
Click **Next** to proceed. The welcome step screen will appear as shown below:



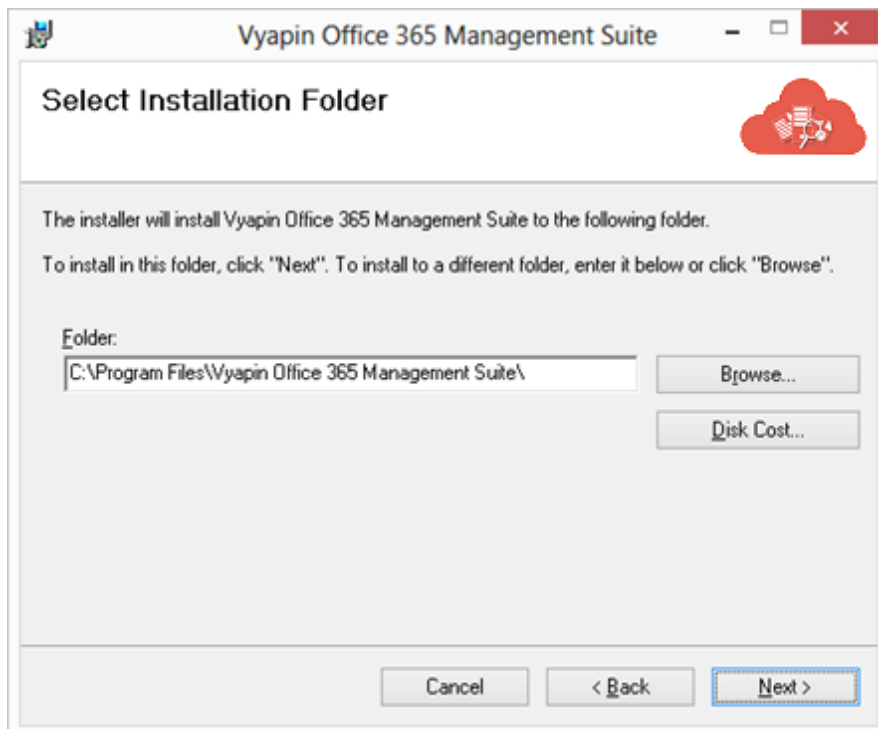
Click **Next** to proceed with the License Agreement. Click I Agree to accept the terms info the Agreement. The License Agreement screen is as shown below.



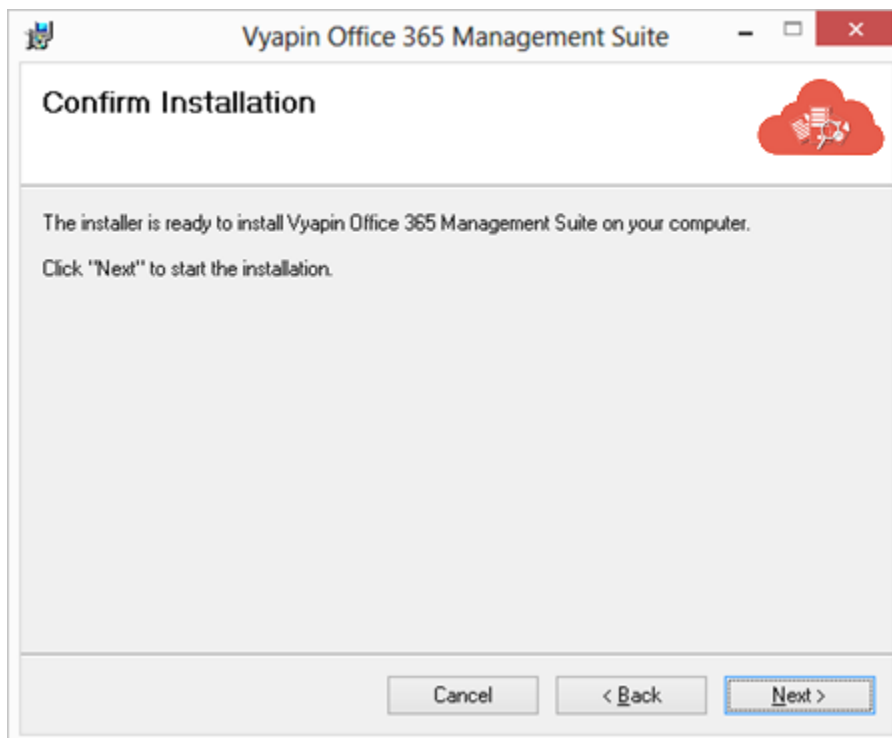
Click **Next** to proceed. Vyapin Office 365 Management Suite **Read Me** screen will appear as shown below.



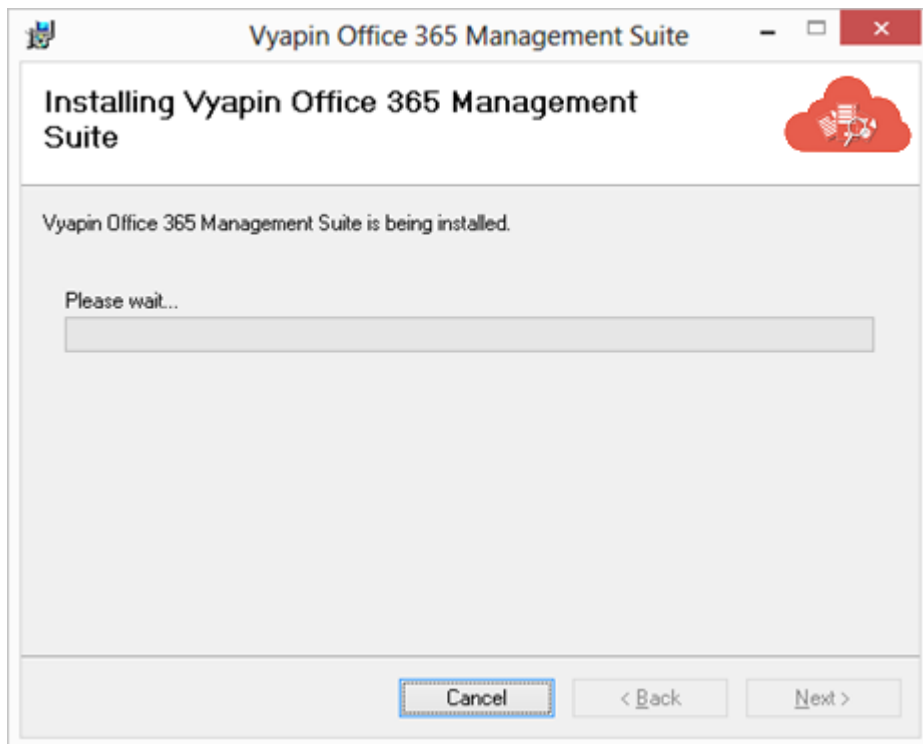
Click **Next** to proceed. The **Installation Folder** will appear as shown below. You may manually enter or **Browse** the location to install Vyapin Office 365 Management Suite in this installation wizard step.



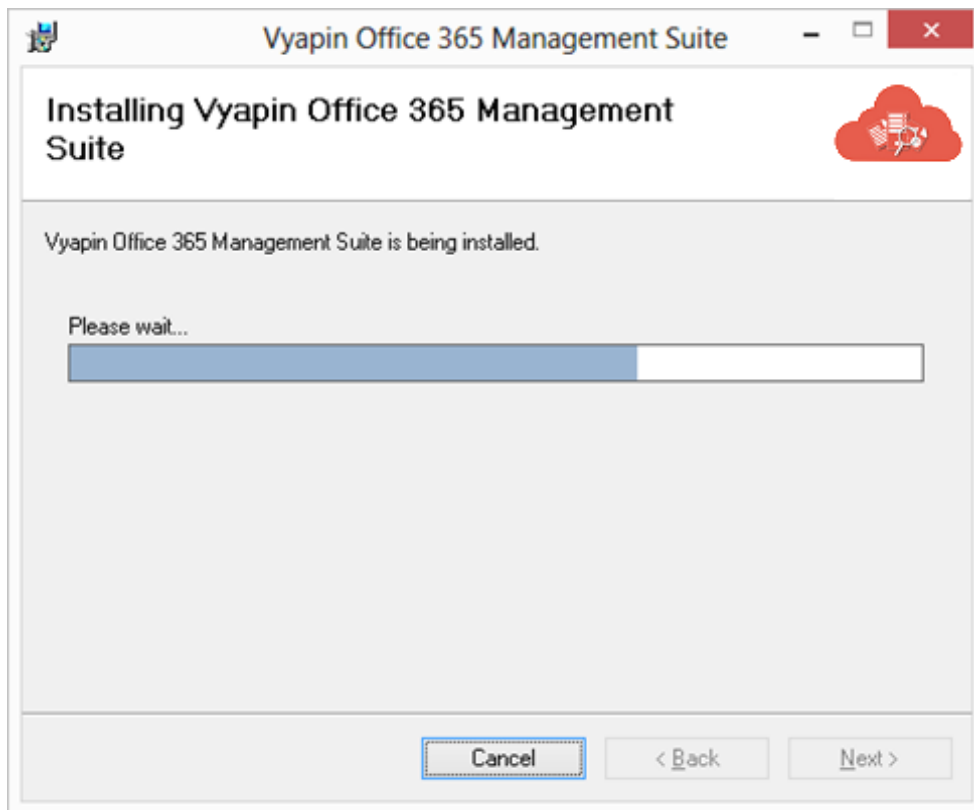
Click **Next** and proceed with the subsequent steps shown below:



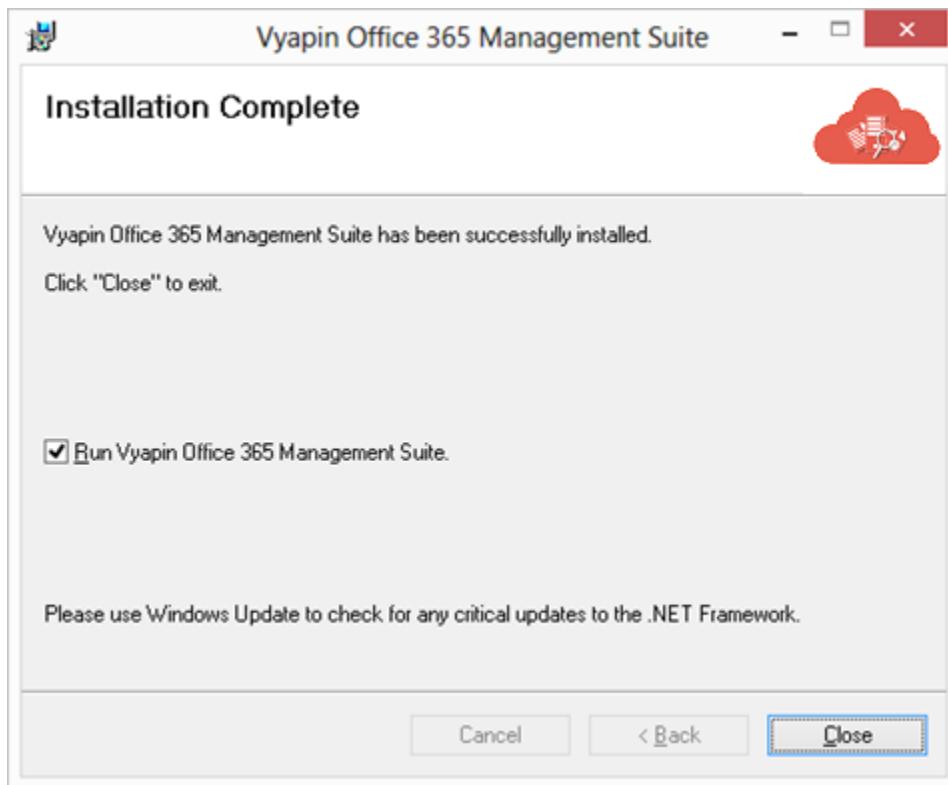
Installation progress window



Installation progress window



Installation completion window



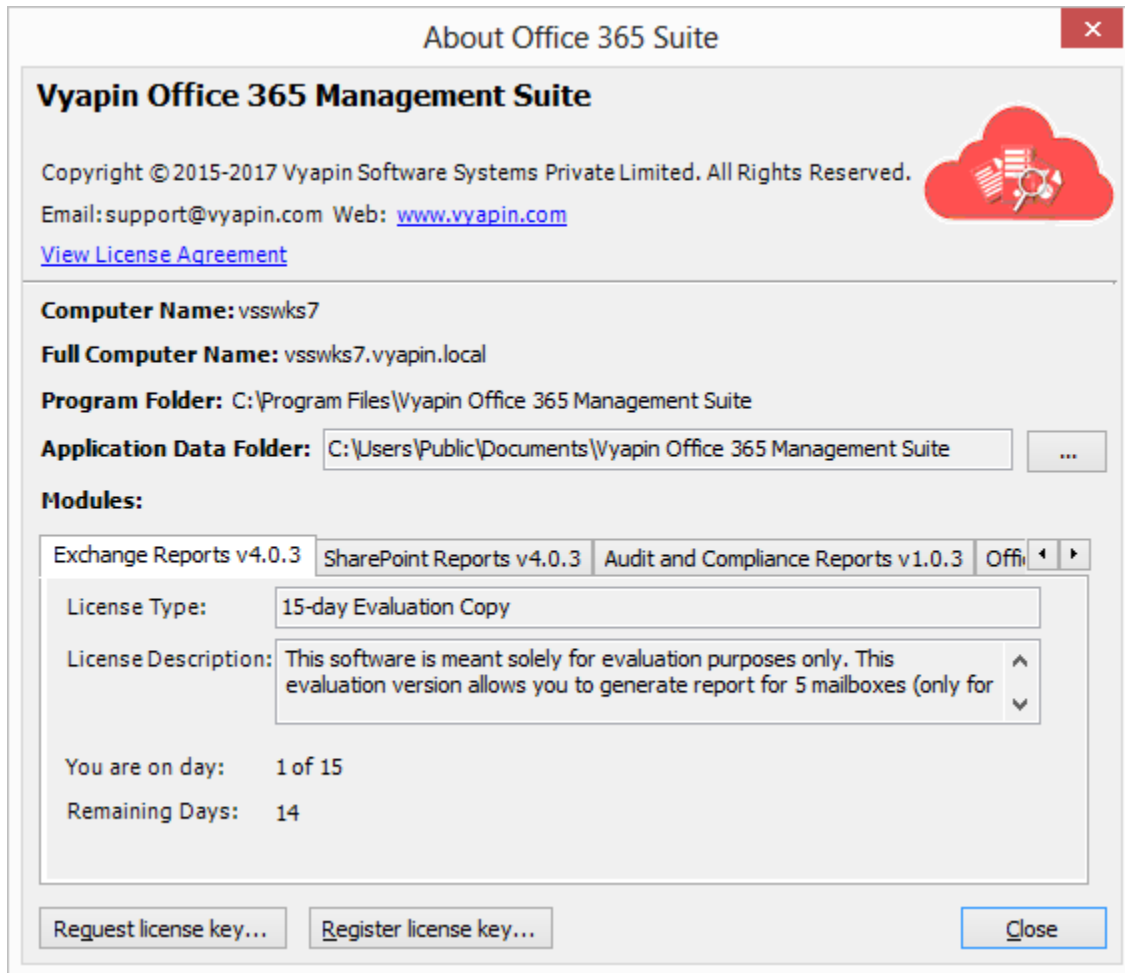
How to register the software?

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 with the sales order number.

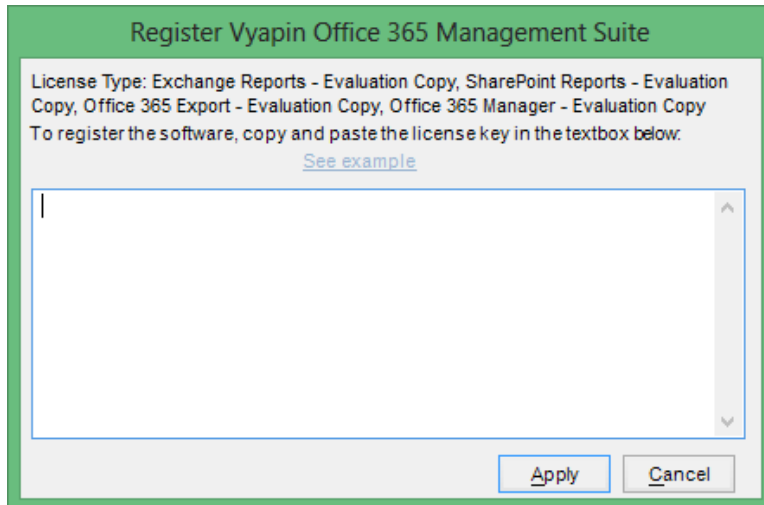
1. Select **About** from toolbar

2. The About Office 365 Suite dialog appears as shown below

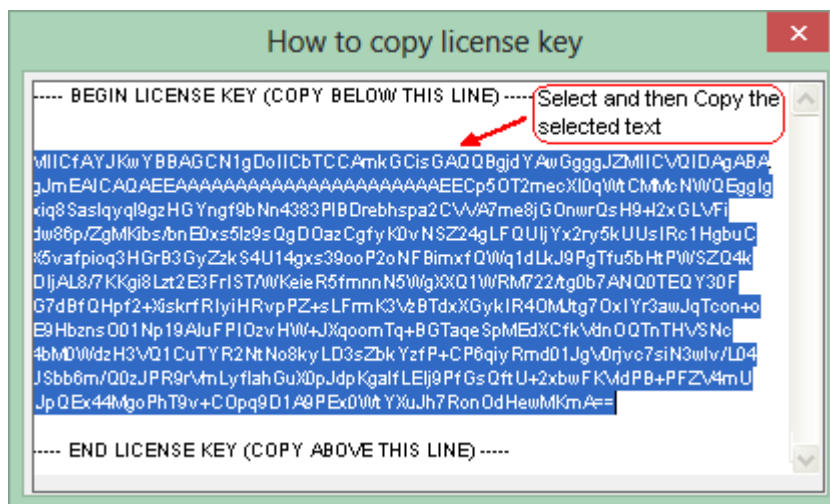


Perform the following steps to register the software:

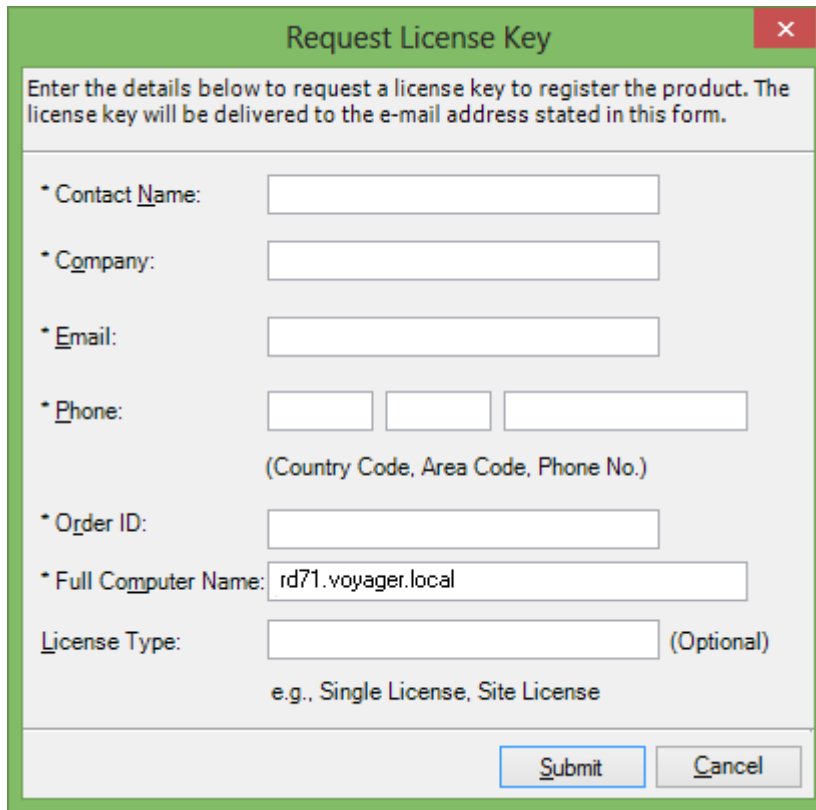
1. Download evaluation/trial copy of the software from the respective product page available on our website at <http://www.vyapin.com/>
2. Install the software on the desired computer.
3. You will receive a license key through e-mail as soon as the purchase process is complete.
4. Click 'Register License 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 Office 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:

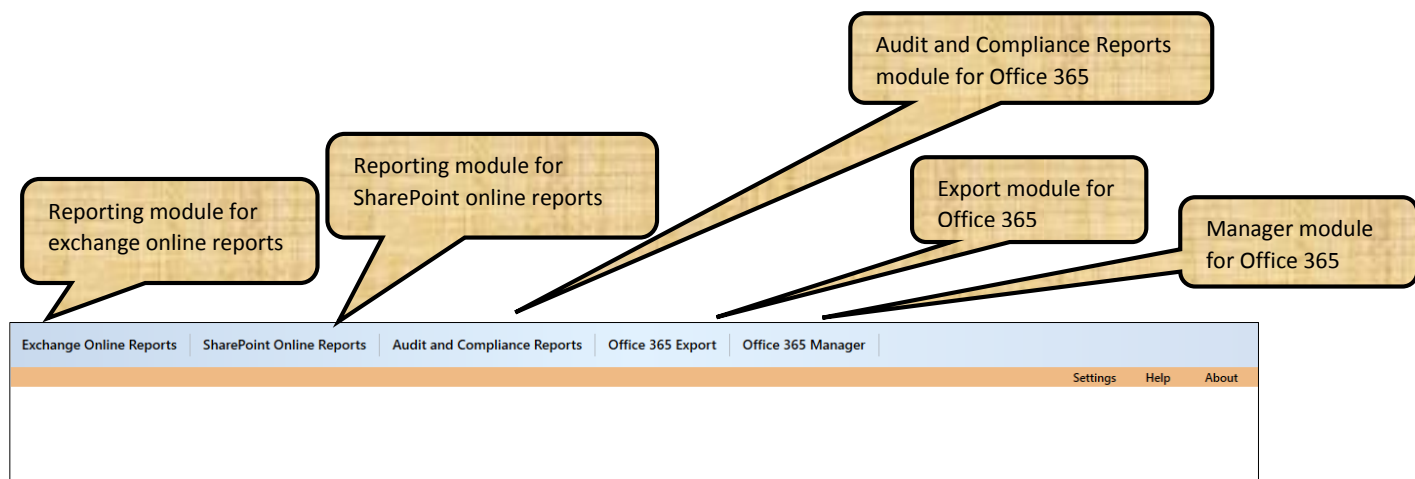
* Full Computer Name:

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.

Examining the Main Window



Exchange Online Reports

[The Navigation Pane](#)

[List of available Dashboard Reports](#)

[List of available Mailbox Reports](#)

[List of available Mail item Reports](#)

[List of available Group Reports](#)

[List of available Distribution Group Activity reports](#)

[List of available Public folder Reports](#)

[List of available Mail contact Reports](#)

[List of available Mail user Reports](#)

[List of available License Reports](#)

[List of available Security Reports](#)

Mail Analytics

List of available Dashboard Reports for Exchange online

Report Display Name	Report Description	Field Name
Top Users by Mailbox Size	List of top users based on the size of their mailbox.	User Name, Last Login, Last Logoff, Deleted Item Count, Item Count, Mailbox Type, Total Deleted Item Size(MB), Total Item Size(MB)
Top Users by Mail Count	List of top users based on mail count.	User Name, Last Login, Last LogOff, Deleted Item Count, Item Count, Mailbox Type, Total Deleted Item Size(MB), Total Item Size(MB)
Top Senders by Mail Count	List of top users based on outgoing mail.	Organization, Domain, User Name, Received Date, Event Status, Mail Count
Top Receivers by Mail Count	List of top users based on incoming mail.	Organization, Domain, User Name, Received Date, Event Status, Mail Count
Top Senders by Attachment Size	List of top users based on sent mail attachment size.	Users, Attachment Size
Top Receivers by Attachment Size	List of Top Users based on Received Mail Attachment Size.	Users, Attachment Size
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)
Inbound Mail Traffic by Event Type	Incoming Mail Traffic based on Event Type.	Organization, Domain, Received Date, Event Type, Mail Count
Outbound Mail Traffic by Event Type	Outgoing Mail Traffic based on Event Type.	Organization, Domain, Received Date, Event Type, Mail Count
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 Distribution and Security Groups	List of Available Distribution and Security Groups.	User, Identity, Display Name, Recipient Type, Recipient Type Details, Group Type, Created Date, Modified Date
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 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 Mailboxes	List of Available Mailboxes	User Name, Alias, Location, Mail Address, Account Disabled, 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
Active and Inactive Mailboxes	List of all Active and Inactive Mailboxes.	User Name, Last Login, Last LogOff, Deleted Item Count, Item Count, Mailbox Type, Total Deleted Item Size(MB), Total Item Size(MB)
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
Recently Deleted Users	List of Users who were Deleted recently.	User, Deletion Datetime, First Name, Last Name, Mobile, Title, Department, Office, City, Location, Address
Recent Password Changes	List of Users who changed their password recently.	User, Password Change Datetime, First Name, Last Name, Mobile , Title, Department, Office, Address, City, Country
Users with Forward Set	List of users who have enabled the mail forwarding option.	User Name, Forwarding Address, Display Name, Identity, Alias, Location, Mail address, Account Disabled, Created Date, Modified Date.
Users with Archived Mailbox	List of users with archived Mailboxes.	User Name, Display Name, Identity, Alias, Location, Mail Address, Account Disabled, Created Date, Mailbox When Created, Modified Date, IsShared.
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.
Groups accepting External Mails	List of Groups accepting mails from external E-mails.	Group Name, Accepts Mail from, Identity, Display Name, Recipient Type, Recipient Type Details, Group Type, Created Date, Modified Date.
Top Distribution 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 Available Mailbox Reports for Exchange Online

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 - Message Size Restrictions Report	List of mailboxes and their Message Size Restrictions settings.	Display Name, Alias Name, Fully qualified domain name of object
		First name, Last name

		Incoming message size (KB), Outgoing message size (KB)
Mailbox Message Delivery Restrictions Report	List of mailboxes and their Message Delivery Restrictions settings.	Display Name, Alias Name, Fully qualified domain name of object
		First name, Last name
		Accept messages from, Reject messages from
Mailbox Messaging Records Management Report	List of mailboxes and their Messaging Records Management settings.	Display Name, Alias Name, Fully qualified domain name of object
		First name, Last name
		Managed folder mailbox policy, Retention start date, Retention end date
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 hidden from Address Book	List of all mailboxes that are hidden from the address book.	Display Name, Alias Name, Fully qualified domain name of object
		First name, Last name
		Simple display name
Mailboxes with duplicate display names	List of mailboxes that have duplicate display names.	Display Name, Alias Name, Fully qualified domain name of object
		First name, Last name
Mailboxes with no Quota Limits	List of mailboxes that have no quota limits defined for them.	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
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 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
Disabled mailboxes	List of mailboxes whose user accounts are removed from AD, but having exchange content in the exchange store.	Object Path, Object Name, Object Name 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 Folders Properties	List of mailbox folders with their size, No. Of items, No. 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, No. Of subfolders, No. Of items, No. of unread items, Associated content count Has rules, Created By, Last Modified By
Mailbox Attachments Summary	List of mailbox folders and the attachments available as part of the mailbox items with their file name, extension, Created Date and Modified Date.	Object Path, Object Name, Display Name, Alias Name, Fully qualified domain name of object, First Name, Last Name, Attachment Display Name, Attachment File Name, Attachment Long File Name, Attachment Path, Name Attachment Long Path, Name Attachment Encoding, Attachment Extension, Attachment Method, Attachment Transport Name, Attachment Created Date, Attachment Last Modified Date.
Mailboxes exceeding quota limits	List of mailboxes which exceed the quota limits defined for them.	Object Path, Object Name, 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

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
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
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]

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 - 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
Groups Message Size Restrictions Report	List of groups and their Message Size Restrictions settings.	Display Name, Alias Name, Fully qualified domain name of object
		Message size (KB)
Groups Message Delivery Restrictions Report	List of groups and their Message Delivery Restrictions settings.	Display Name, Alias Name, Fully qualified domain name of object
		Accept messages from, Reject messages from, Require that all senders are authenticated
Groups hidden from Address Book	List of groups that are hidden from the address book.	Display Name, Alias Name, Fully qualified domain name of object
		Simple display name
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
Groups - Restrictions	List of groups and their restrictions.	Object Name, Display Name, Alias Name, E-mail, Member join restriction, Member depart restriction

List of Available Distribution Group Activity Reports for Exchange Online

Report Display Name	Report Description	Field Name
Inbound Mails	Shows the incoming mail activity of the selected Distribution Group for the given date range	Group Name, Display Name, Mail Address, Subject, From, To, Received Date, Sent Date, Folder Name, Folder Path, Size(KB), HasAttachments, Last Modified Date, Last Modified By
Outbound Mails	Shows the outgoing mail activity of the selected Distribution Group for the given date range	Group Name, Subject, From, To, Received Date, Sent Date, Folder Name, Folder Path, Size(KB), HasAttachments, Last Modified Date, Last Modified By
Top 10 User Mail Activity	List of top user of the selected distribution group members based on the user's mail activity for the given date range	Group Name, Subject, From, To, Received Date, Sent Date, Folder Name, Folder Path, Size(KB), HasAttachments, Last Modified Date, Last Modified By

List of Available Public Folder Reports for Exchange Online

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 Folders - Limits Report	List of public folders and their limits settings.	Display Name, Alias Name, Fully qualified domain name of object
		Issue warning at (KB), Prohibit post at (KB), Maximum item size at (KB), Keep deleted item for (days), Age limit for replicas (days)
Public Folders - Exchange Settings Report	List of public folders and their Exchange General settings.	Display Name, Alias Name, Fully qualified domain name of object
		Home Server, Mailbox Store, E-mail, Public Folder Tree
		Simple display name, Hide from Exchange address lists
Public Folder - Message Size Restrictions Report	List of public folders and their Message Size Restrictions settings.	Display Name, Alias Name, Fully qualified domain name of object
		Incoming message size (KB), Outgoing message size (KB)
Public Folder Message Delivery Restrictions Report	List of public folders and their Message Delivery Restrictions settings.	Display Name, Alias Name, Fully qualified domain name of object
		Accept messages from, Reject messages from, Require that all senders are authenticated
Public Folders Hidden from Address Book	List of public folders that are hidden from address book.	Display Name, Alias Name, Fully qualified domain name of object
		Simple display name
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
Empty Public Folders	List of public folders whose size is zero or have no folders / items in it.	Object Path, Object Name, 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 Mail Contact Reports for Exchange Online

Report Display Name	Report Description	Field Name
Mail Contact - General Information and Address Details	List of mail contacts and their general 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
Mail Contact Created and Modified Dates	List of mail contacts and their created and modified dates.	Display Name, Alias Name, Fully qualified domain name of object
		First name, Last name
		Created, Modified
Mail Contact E-mail Addresses Report	List of mail contacts and their e-mail addresses.	Display Name, Alias Name, Fully qualified domain name of object
		First name, Last name
		Email Address Type, Email Address
Mail Contact - Exchange Settings Report	List of mail contacts and their Exchange settings.	Display Name, Alias Name, Fully qualified domain name of object
		First name, Last name
		Incoming message size (KB), Accept messages from, Reject messages from, Require that all senders are authenticated
Mail Contact Message Size Restrictions Report	List of mail contacts and their Message Size Restrictions settings.	Display Name, Alias Name, Fully qualified domain name of object
		First name, Last name
		Incoming message size (KB)
Mail Contact Message Delivery Restrictions Report	List of mail contacts and their Message Delivery Restrictions settings.	Display Name, Alias Name, Fully qualified domain name of object
		First name, Last name
		Accept messages from, Reject messages from, Require that all senders are authenticated
Mail Contact hidden from Address Book	List of mail contacts that are hidden from address book.	Display Name, Alias Name, Fully qualified domain name of object
		First name, Last name
		Simple display name

List of Available Mail User Reports for Exchange Online

Report Display Name	Report Description	Field Name
Mail User - General Information and Address Details	List of mail users and their general 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
Mail User Created and Modified Dates	List of mail users and their created and modified dates.	Display Name, Alias Name, Fully qualified domain name of object
		First name, Last name
		Created, Modified
Mail User E-mail Addresses Report	List of mail users and their e-mail addresses.	Display Name, Alias Name, Fully qualified domain name of object
		First name, Last name
		Email Address Type, Email Address
Mail User - Exchange Settings Report	List of mail users and their Exchange settings.	Display Name, Alias Name, Fully qualified domain name of object
		First name, Last name
		Incoming message size (KB), Accept messages from, Reject messages from, Require that all senders are authenticated
Mail User Message Size Restrictions Report	List of mail users and their Message Size Restrictions settings.	Display Name, Alias Name, Fully qualified domain name of object
		First name, Last name
		Incoming message size (KB)
Mail User Message Delivery Restrictions Report	List of mail users and their Message Delivery Restrictions settings.	Display Name, Alias Name, Fully qualified domain name of object
		First name, Last name
		Accept messages from, Reject messages from, Require that all senders are authenticated
Mail Users hidden from Address Book	List of mail users that are hidden from the address book.	Display Name, Alias Name, Fully qualified domain name of object
		First name, Last name
		Simple display name

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.

List of available Security Reports for Exchange Online

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
User Password Settings	Each user's Password Setting information like Password Never Expires and Strong Password Required, are displayed.	User Name, Strong Password Required, Password Never Expires, Mail Address
User Retention Policy	Displays each user's retention policy.	User Name, Retention Policy, Display Name, Identify, Alias, Location, Mail Address, Account Disabled, Created Date, Mailbox When Created, Modified Date, IsShared.
Mailbox Audit	Shows whether Mailbox Audit is Enabled or not for each mailbox.	User Name, IsAudit Enabled, Display Name, Identity, Alias, Location, Mail Address, Account Disabled, Created Date, Mailbox

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
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	Mailbox Name, E-mail Address, Folder Path, Folder Name, Type, Body keyword, Total Mail count

	mails based on body keywords	
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
Top Senders to Groups by Mail Count	List of top users sent to groups based on mail count	Mailbox Name, E-mail Address, Total Mail Count

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)

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
Distribution Groups by Created Date	List the count of distribution groups based on created date
Security Groups by Created Date	List the count of security 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 Conversation Reports

Report Name	Description	Field Name
Response Time Report for Mailbox	Shows the response time of each mailitem of the selected mailbox	Sender of the first mail, Datetime of the first mail, Sender of the last mail, Datetime of the last mail, Number of mails sent by the sender, , Number of mails without responses, First Response DateTime, Last Response DateTime, Longest mail response time, Shortest mail response time, Total duration of conversation
Response Time Report for Distribution Group	Shows the response time of each mailitem of the selected distribution group's members	Sender of the first mail, Datetime of the first mail, Sender of the last mail, Datetime of the last mail, Number of mails sent by the sender, , Number of mails without responses, First Response DateTime, Last Response DateTime, Longest mail response time, Shortest mail response time, Total duration of conversation
Conversation Search	Gets the mailitem of the selected mailbox based on the given input	Display Name, Mail Address, Subject, Folder Name, Folder Path, Recent Activity Date

SharePoint Online Reports

[The Navigation Pane](#)

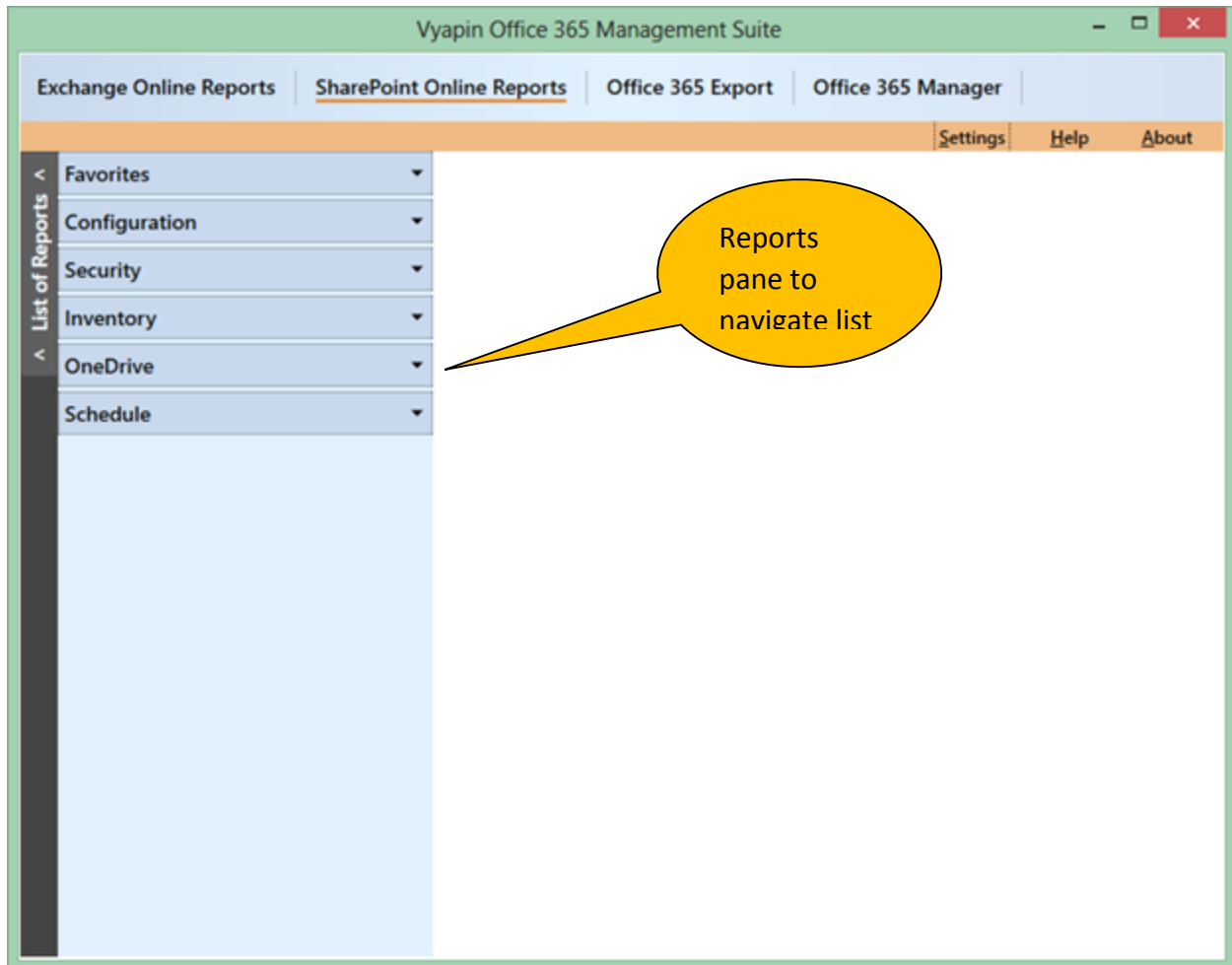
[List of Available Configuration reports for SharePoint Online](#)

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[List of Available OneDrive reports for SharePoint Online](#)

The Navigation Pane



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
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	Object Type, Web Url, Web Title, List Name, Item Url, Item Name, Item Type, Description, User or

	who has limited access permissions	Group, Account Type, Permission Inherited From, Permission Levels
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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

Audit and Compliance Reports

[List of available File and Folder events](#)

[List of available Sharing and Access Request activities](#)

[List of available Site Administration events](#)

[List of available Exchange Mailbox events](#)

[List of available User Administration events](#)

[List of available Group Administration events](#)

[List of available Role Administration events](#)

List of available File and Folder events

Report Name	Description
Recently checked in / checked out files	Shows information about the list of files checked in / checked 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
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 / folders for the given date range and list of selected events

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 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
Sharing set / revoked	Shows information about the list of sharing permission that are set or revoked 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 Site Administration events

Report Name	Description
Recently created / deleted / updated group	Shows information about the list of groups that are created / deleted / updated recently in your SharePoint Online environment with related audit information
Recently Added site collection admin access	Shows information about the list users added as a site collection administrators in your SharePoint Online environment
Recently Created site collection	Shows information about the list of site collections created recently
Recently Added / removed user or group to SharePoint group	Shows information about the list of users / groups added / removed from a SharePoint group recently
Modified Site permissions	Shows information about list of permission changes and related information that occurred in your SharePoint Online environment
Top N users who had site administration activities	Shows the list of top users who had performed activities on site administration for the given date range and list of selected events

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
Top N users who had exchange mailbox activities	Shows the list of top users who had performed activities on exchange mailbox for the given date range and list of selected events

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	Shows information about the list of users whose passwords were reset recently
Changed user password / license	Shows information about the list of password or license changes that occurred recently in your Office 365 tenant
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 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

Office 365 Export Overview

Office 365 Export allows you to export your Exchange Online mails, contacts, tasks, and events to the file system as a backup. It archives mails and related data to the file system. You don't have to worry about spending valuable dollars to retain your old mails in your cloud based mail system. Since the tool uses file system to archive your mails, there is no need to pay for expensive third-party storage and archival systems.

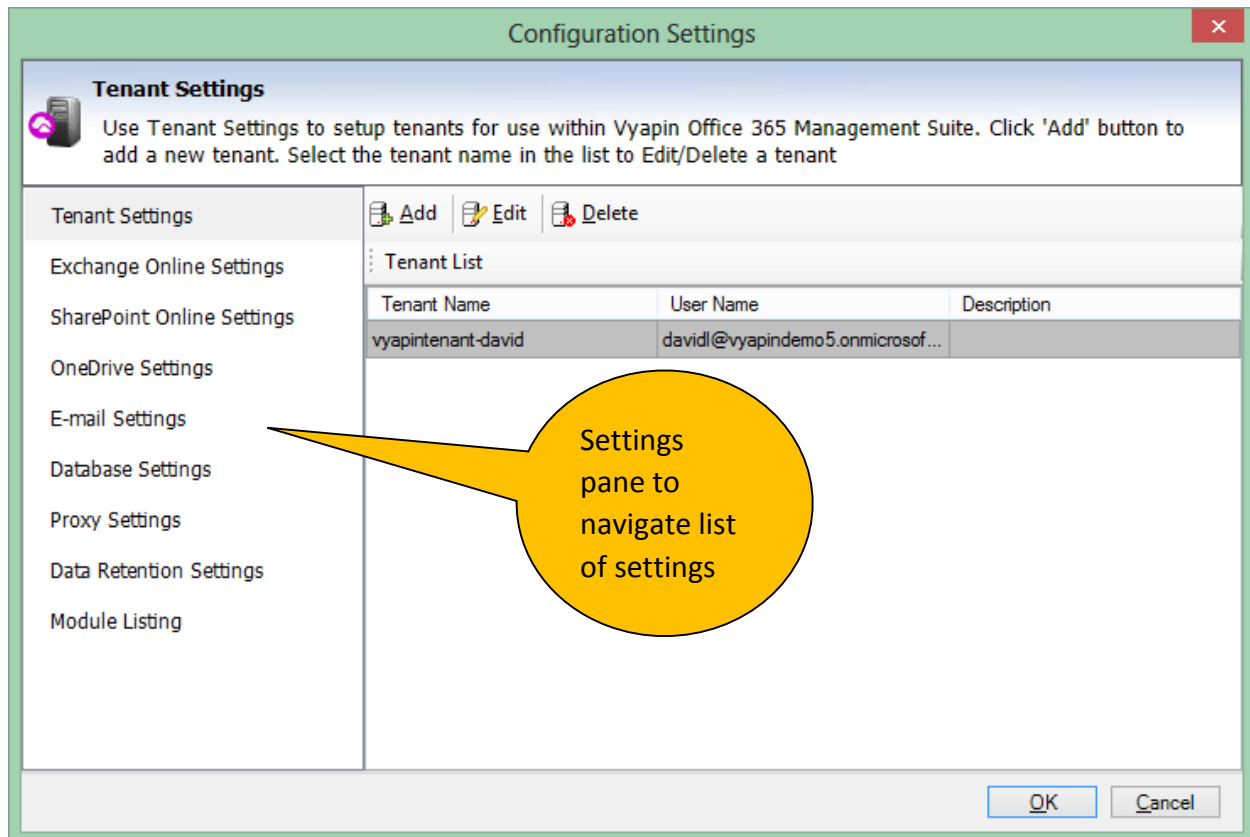
Office 365 Manager Overview

Office 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

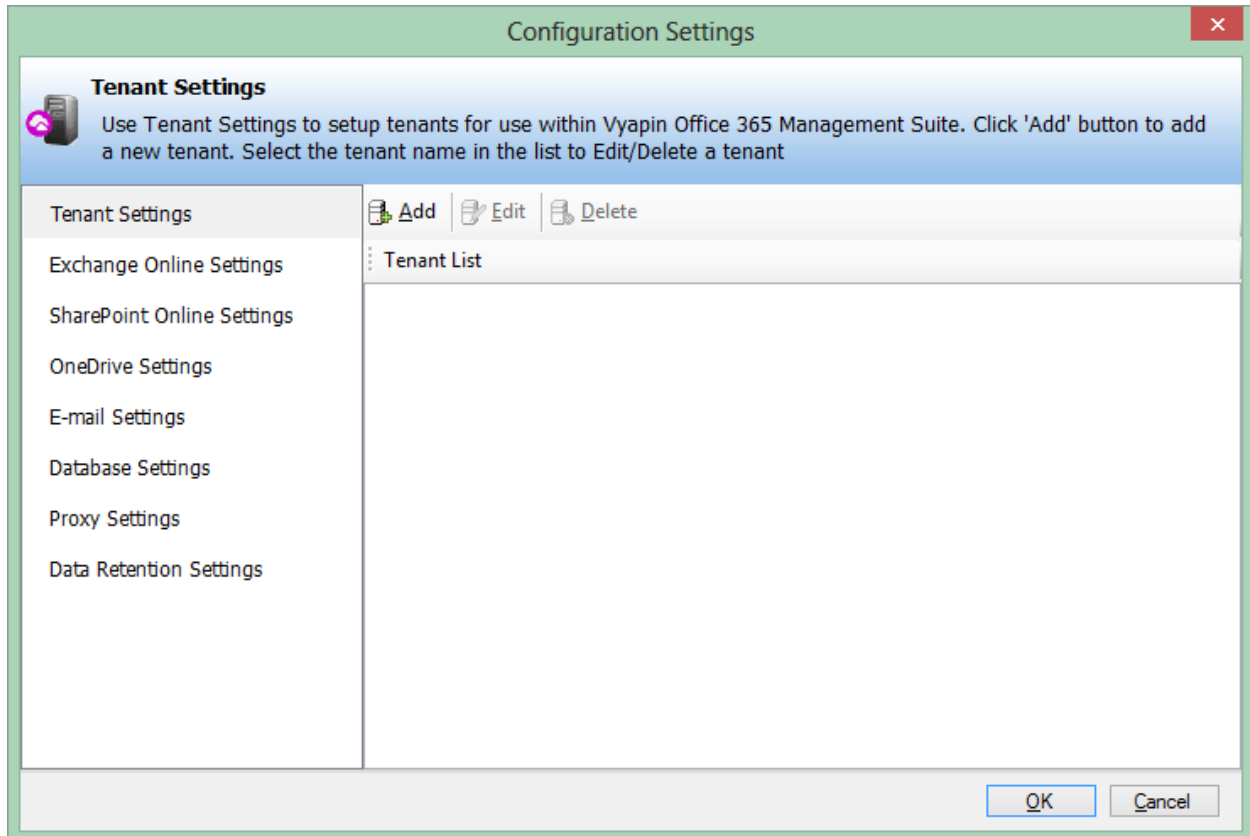
Settings	Description
Tenant Settings	Vyapin Office 365 Management Suite will use Tenant Settings to manage the Tenant to access Exchange Online.
Exchange Online Settings	Vyapin Office 365 Management Suite will use Exchange Settings to view the reports corresponding to given tenant.
SharePoint Online Settings	Vyapin Office 365 Management Suite will use SharePoint Settings to view reports for the given Site.
OneDrive Settings	Vyapin Office 365 Management Suite will use OneDrive Settings to view reports for the given Site.
Database Settings	Vyapin Office 365 Management Suite may be configured to use Application Database / MS-Access database / SQL Server database for its data storage to generate reports. If you choose SQL server settings, it requires an SQL Server running SQL Server 2005 / 2008 / 2012 (Enterprise / Standard / Express editions) to connect and create a new application database. Vyapin Office 365 Management Suite will connect to the specified SQL Server based on authentication mode and user credentials to manage its own application database.
E-mail Settings	Vyapin Office 365 Management Suite will use the SMTP Server and From Address to e-mail the reports to the respective recipients
Proxy Server Settings	Vyapin Office 365 Management Suite can store your proxy server settings. The proxy server settings will be used to connect to Exchange Online.
Data Retention Settings	Vyapin Office 365 Management Suite retains the report data for reuse during subsequent runs. You can specify the number of days for retaining this data.
Module Listing	Module Listing allows you to view/hide the license expired modules in Vyapin Office 365 Management Suite.

The Navigation Pane



Tenant Settings

Vyapin Office 365 Management Suite will use **Tenant Setting** to manage Vyapin Office 365 Management Suite. You can add **Tenant Settings** by clicking **Configuration** **Tenant Settings** Add it in the Vyapin Office 365 Management Suite main application window, as shown below:



Add New Tenant window will be shown. Enter Tenant name, User name, Password, and Description.

Add New Tenant

Enter Tenant name, Exchange Online User name and Password. Tenant name will be used to create unique database for each tenant

Tenant Name:

* Enter any unique name for your tenant. Entered name need not be your exact tenant name.

Description:

User Name:

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

Password:

Click **OK** and the new tenant settings will be saved after validation.

Configuration Settings

Tenant Settings

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

Tenant Settings

Exchange Online Settings

SharePoint Online Settings

OneDrive Settings

E-mail Settings

Database Settings

Proxy Settings

Data Retention Settings

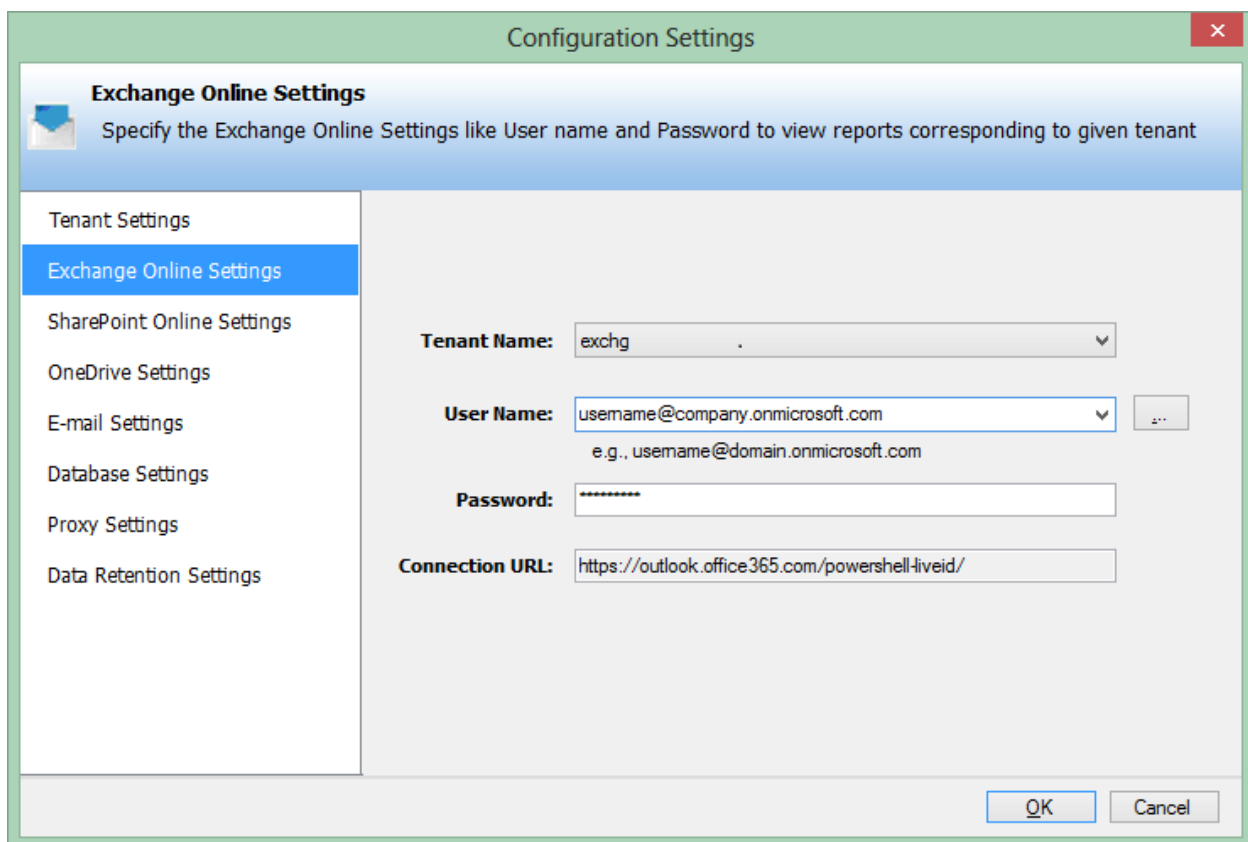
Tenant List

Tenant Name	User Name	Description
exchg	devuser1@vyapinsoftwar.onmicr...	this is exchg tenant

Exchange Online Settings

Vyapin Office 365 Management Suite will use **Exchange Settings** to view reports on **mailboxes, public folders**, etc.

1. You can connect to **Exchange Online** by clicking **Configuration Settings** \Rightarrow **Exchange Settings** in the Vyapin Office 365 Management Suite main application window, as shown below:
2. You can select a tenant from the combo to load its credentials or enter a new credential in the given fields.
3. Click **OK**, the **Exchange Online** will be connected after validation.

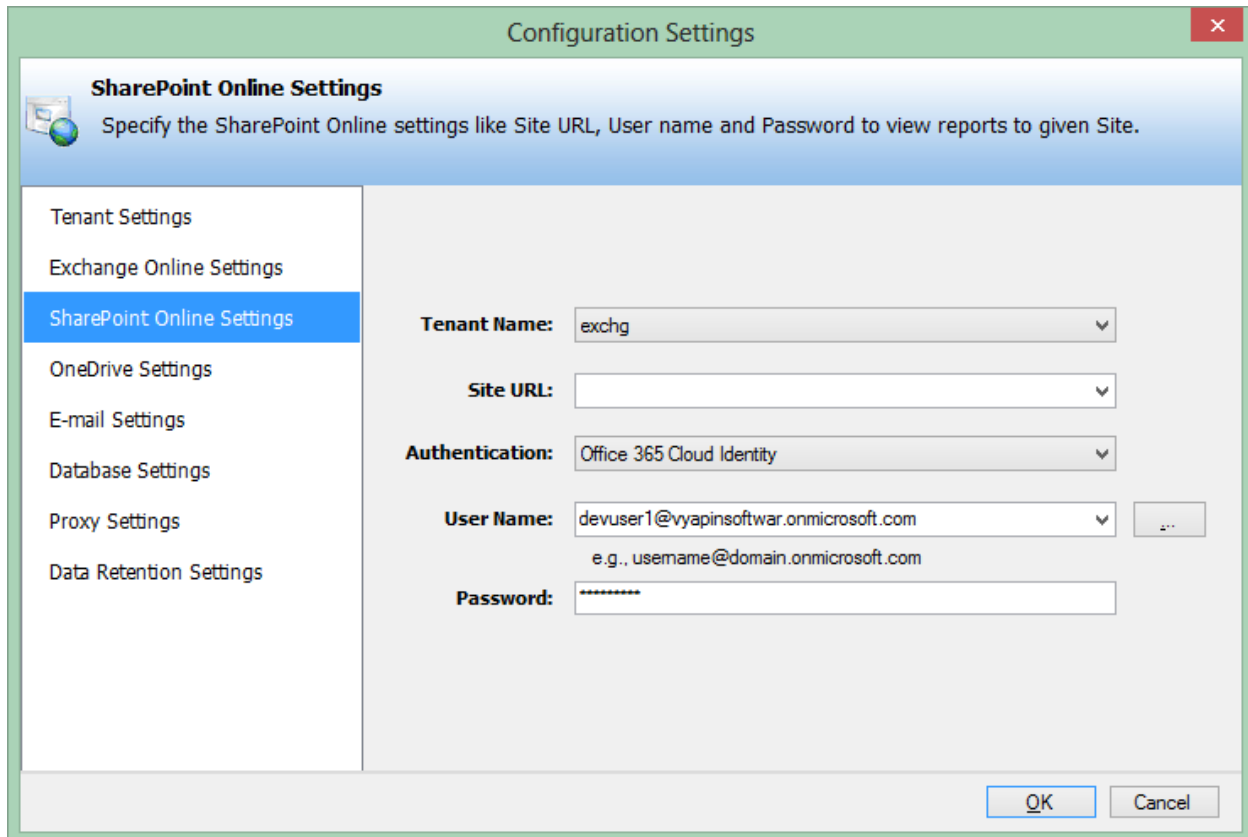


The screenshot shows a window titled "Configuration Settings" with a close button (X) in the top right corner. Inside the window, there is a section titled "Exchange Online Settings" with a sub-header "Specify the Exchange Online Settings like User name and Password to view reports corresponding to given tenant". On the left side of this section is a vertical list of settings categories: "Tenant Settings", "Exchange Online Settings" (which is highlighted with a blue background), "SharePoint Online Settings", "OneDrive Settings", "E-mail Settings", "Database Settings", "Proxy Settings", and "Data Retention Settings". The main area of the dialog contains four fields: "Tenant Name:" with a dropdown menu showing "exchg"; "User Name:" with a dropdown menu showing "username@company.onmicrosoft.com" and a hint "e.g., username@domain.onmicrosoft.com" below it, and a small button to the right; "Password:" with a text box filled with asterisks; and "Connection URL:" with a text box containing "https://outlook.office365.com/powershell-liveid/". At the bottom right of the dialog are "OK" and "Cancel" buttons.

SharePoint Online Settings

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

You can connect to a SharePoint site by clicking **Configuration Settings** ➡ **SharePoint Settings** in the Vyapin Office 365 Management Suite main application window, as shown below:



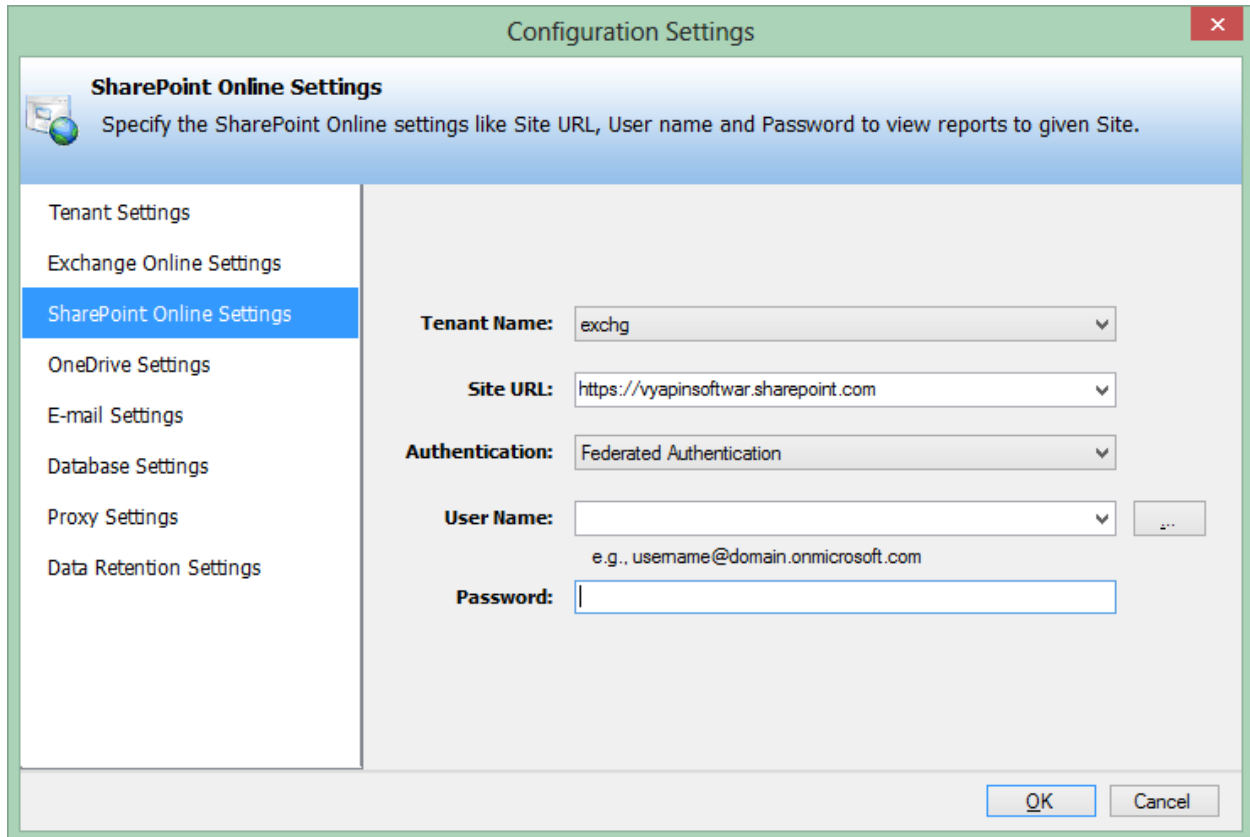
The screenshot shows a window titled "Configuration Settings" with a close button (X) in the top right corner. Inside the window, there is a tab titled "SharePoint Online Settings" with a small globe icon. Below the tab title is a description: "Specify the SharePoint Online settings like Site URL, User name and Password to view reports to given Site." On the left side of the window is a vertical list of settings categories: "Tenant Settings", "Exchange Online Settings", "SharePoint Online Settings" (which is highlighted with a blue background), "OneDrive Settings", "E-mail Settings", "Database Settings", "Proxy Settings", and "Data Retention Settings". The main area of the window contains several input fields: "Tenant Name:" with a dropdown menu showing "exchg"; "Site URL:" with an empty text box; "Authentication:" with a dropdown menu showing "Office 365 Cloud Identity"; "User Name:" with a text box containing "devuser1@vyapinsoftwar.onmicrosoft.com" and a small button with three dots to its right; and "Password:" with a text box filled with asterisks. Below the input fields are two buttons: "OK" and "Cancel".

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 (SharePoint On-premise or SharePoint Online) 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).



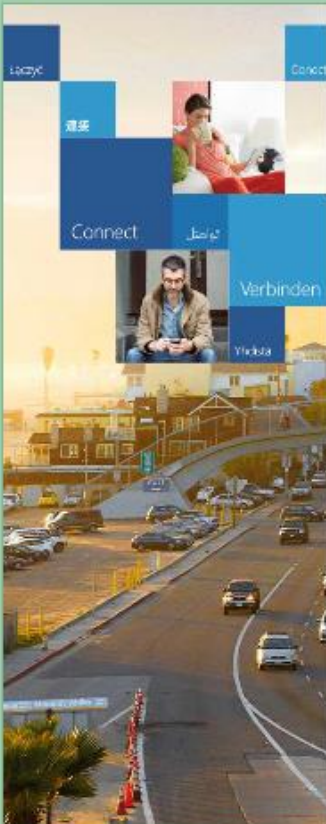
The screenshot shows a 'Configuration Settings' dialog box with a green title bar and a red close button. The main area is titled 'SharePoint Online Settings' and includes a sub-header: 'Specify the SharePoint Online settings like Site URL, User name and Password to view reports to given Site.' On the left, a sidebar lists various settings: Tenant Settings, Exchange Online Settings, SharePoint Online Settings (highlighted in blue), OneDrive Settings, E-mail Settings, Database Settings, Proxy Settings, and Data Retention Settings. The main content area contains the following fields:

- Tenant Name:** A dropdown menu with 'exchg' selected.
- Site URL:** A text box containing 'https://vyapinsoftwar.sharepoint.com'.
- Authentication:** A dropdown menu with 'Federated Authentication' selected.
- User Name:** A text box with a placeholder 'e.g., username@domain.onmicrosoft.com' and a small button with three dots to its right.
- Password:** An empty text box.

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

Upon clicking **Next** button to proceed, you will be prompted for credential (username and password) as shown below:

https://vyapin.sharepoint.com/sites/clouddev



The left sidebar features a collage of images including a person on a video call, a person working at a desk, and a city street scene. Overlaid on these images are several blue buttons with white text: 'Connect' (in English, Hindi, and Urdu), 'Verbinden' (Dutch), and 'Yitobla' (Swahili).

Office 365

Sign in with your organizational account

☐ Keep me signed in

Sign in

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

Don't have an account assigned by your organization?
[Sign in with a Microsoft account](#)

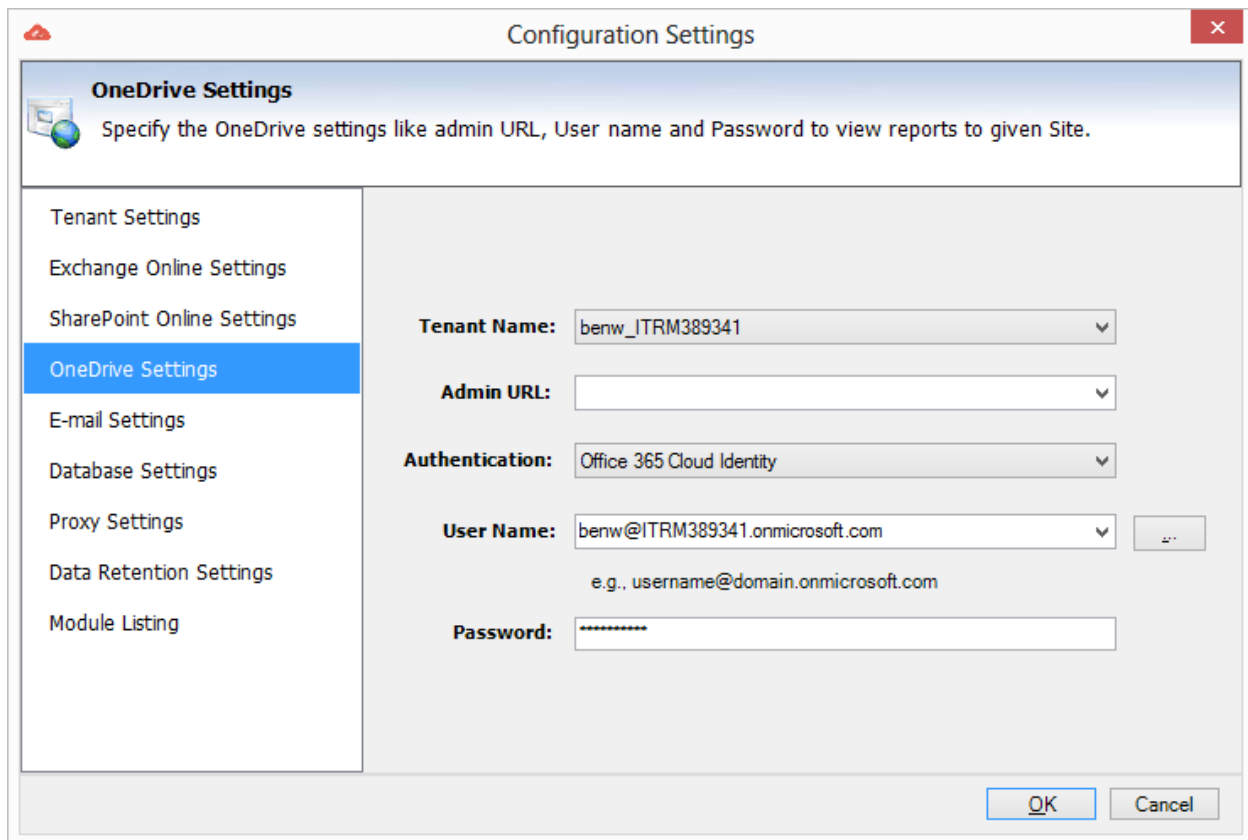
see this icon, © 2014 Microsoft Legal Privacy Feedback

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

OneDrive Settings

Vyapin Office 365 Management Suite will use the **OneDrive Settings** to view reports for the specified site.

You can connect to an admin site by clicking **Configuration Settings** -> **OneDrive Settings** in the Vyapin Office 365 Management Suite main application window, as shown below:



The screenshot shows a window titled "Configuration Settings" with a close button (X) in the top right corner. Inside the window, there is a tab labeled "OneDrive Settings" with a small icon of a globe and a folder. Below the tab, a text box says "Specify the OneDrive settings like admin URL, User name and Password to view reports to given Site." On the left side of the window, there is a vertical list of settings categories: "Tenant Settings", "Exchange Online Settings", "SharePoint Online Settings", "OneDrive Settings" (which is highlighted in blue), "E-mail Settings", "Database Settings", "Proxy Settings", "Data Retention Settings", and "Module Listing". The main area of the window contains several input fields: "Tenant Name:" with a dropdown menu showing "benw_ITRM389341"; "Admin URL:" with an empty text box; "Authentication:" with a dropdown menu showing "Office 365 Cloud Identity"; "User Name:" with a dropdown menu showing "benw@ITRM389341.onmicrosoft.com" and a small button to the right; below the User Name dropdown, there is a text box with the example "e.g., username@domain.onmicrosoft.com"; and "Password:" with a text box containing several asterisks. At the bottom right of the window, there are two buttons: "OK" and "Cancel".

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

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

Configuration Settings

OneDrive Settings

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

- Tenant Settings
- Exchange Online Settings
- SharePoint Online Settings
- OneDrive Settings**
- E-mail Settings
- Database Settings
- Proxy Settings
- Data Retention Settings
- Module Listing

Tenant Name:

Admin URL:

Authentication:

User Name:

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

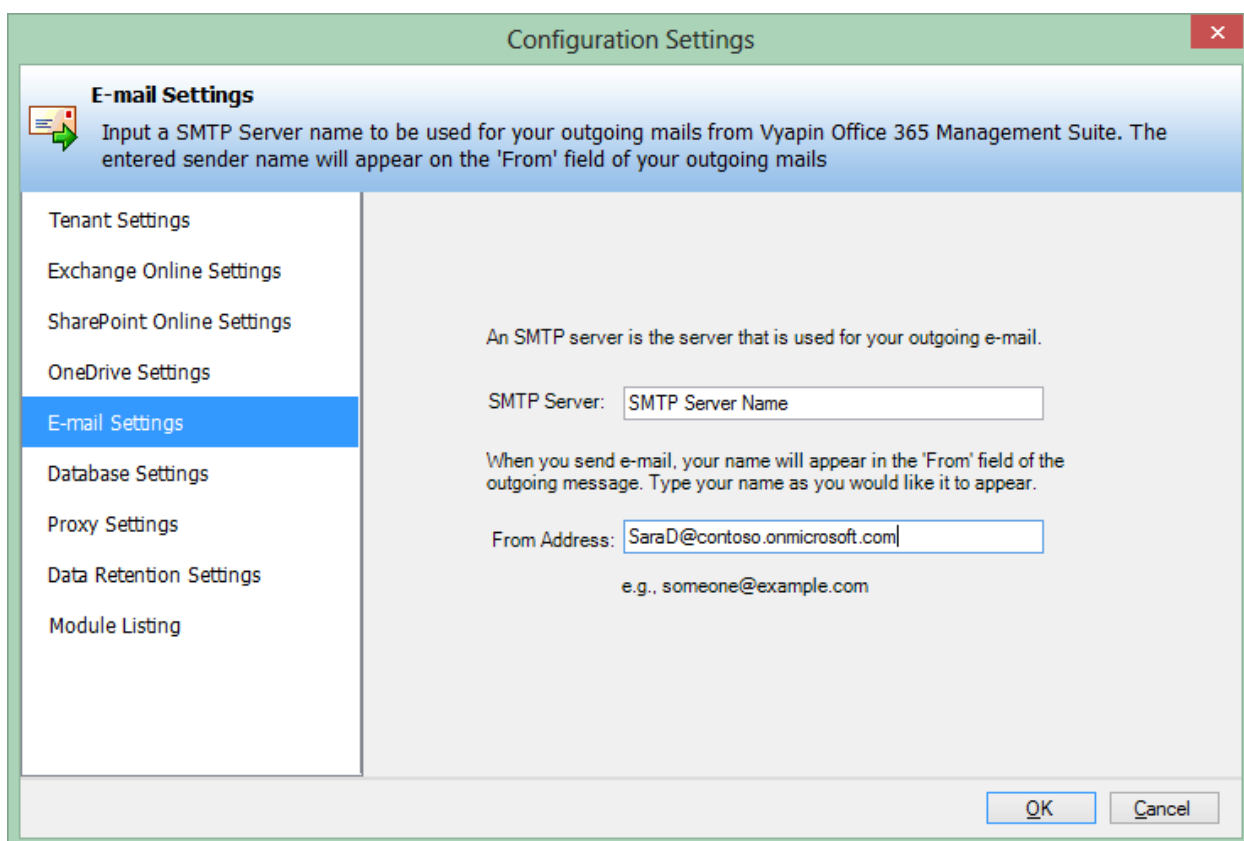
Password:

Click **OK**, the OneDrive settings will be saved after validation.

E-mail Settings

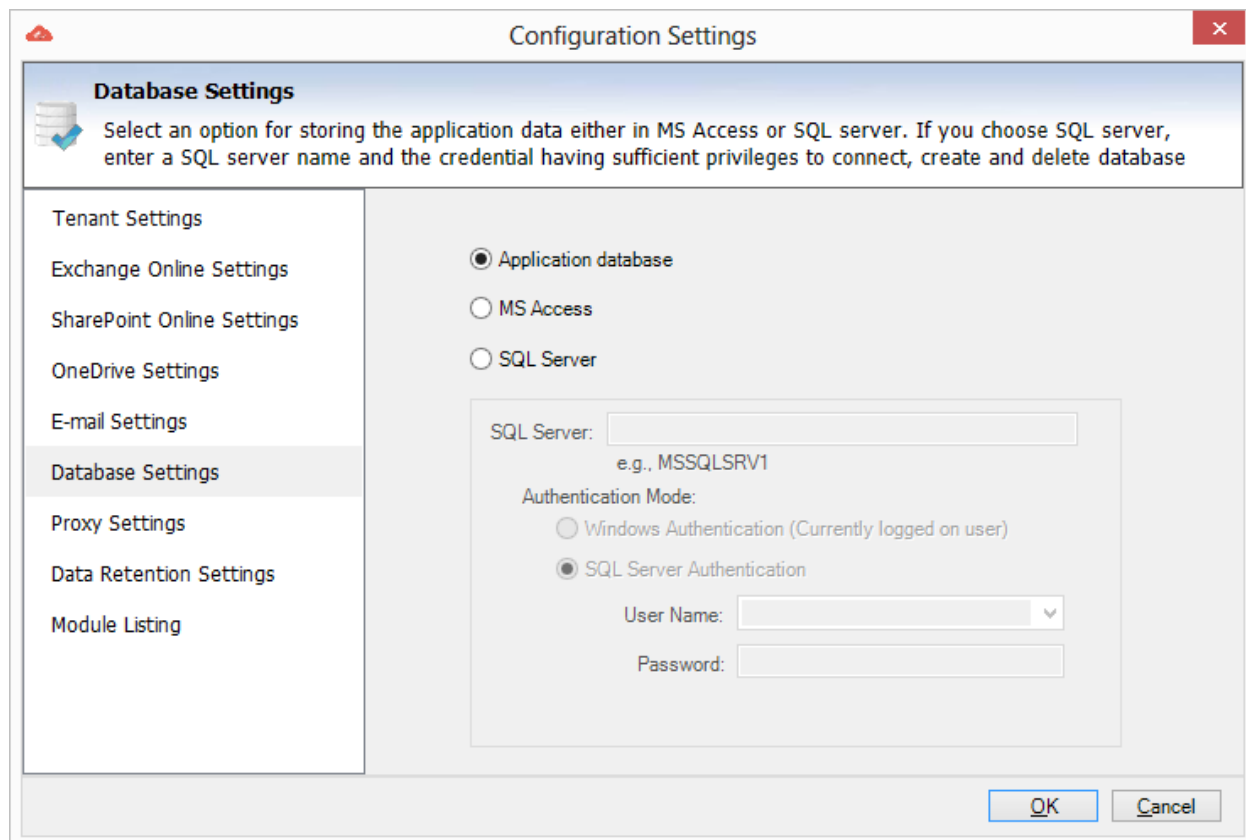
Vyapin Office 365 Management Suite provides the option to e-mail the reports generated using **Reports Module**. For e-mailing reports, Vyapin Office 365 Management Suite requires **SMTP Server**, **From** e-mail address, **To** e-mail addresses (recipients separated by semicolons) and the e-mail report format. Vyapin Office 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 report.

You can set **SMTP Server** and **From** address by clicking **Tools** → **Configuration Settings** menu in the Vyapin Office 365 Management Suite main application window, as shown below:



Database Settings

Vyapin Office 365 Management Suite may be configured to use either **MS-Access MDB** or **SQL Server** database for its data storage to generate reports. If you choose **SQL server settings**, it requires a **SQL Server** running SQL Server 2005 / 2008 / 2012 (Enterprise / Standard / Express editions) to connect and create a new application database. Vyapin Office 365 Management Suite will connect to the specified **SQL Server** based on authentication mode and user credentials to manage its own application database.



The screenshot shows a window titled "Configuration Settings" with a close button (X) in the top right corner. Inside the window, there is a tab labeled "Database Settings" with a database icon. Below the tab, a text box instructs: "Select an option for storing the application data either in MS Access 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".

On the left side of the dialog, there is a vertical list of settings categories: Tenant Settings, Exchange Online Settings, SharePoint Online Settings, OneDrive Settings, E-mail Settings, Database Settings (which is highlighted), Proxy Settings, Data Retention Settings, and Module Listing.

The main area of the dialog contains three radio buttons for database selection: "Application database" (selected), "MS Access", and "SQL Server". Below these, there is a section for "SQL Server" configuration, which includes a text field for "SQL Server:" with the example "e.g., MSSQLSRV1". Underneath is the "Authentication Mode:" section with two radio buttons: "Windows Authentication (Currently logged on user)" and "SQL Server Authentication" (selected). Below the authentication mode are two text fields: "User Name:" and "Password:". At the bottom right of the dialog are "OK" and "Cancel" buttons.

Subsequently, Vyapin Office 365 Management Suite maintains its application settings (**Tenant Settings**, **Exchange Settings**, **SharePoint Settings**, **Database Settings**, **E-mail Settings**, **Proxy Settings**, **Data Retention Settings**, **Module Listing**, **Export Tasks** and **History**) in a set of XML files created in the application installation folder.

You can also specify **Database Settings** to use by clicking **Tools** ➡ **Configuration Settings** menu in the Vyapin Office 365 Management Suite main application window, as shown below:

User Authentication

To connect to SQL Server, Vyapin Office 365 Management Suite uses the relevant user accounts based on the authentication mode as listed below:

A. Windows Authentication

In this method, Vyapin Office 365 Management Suite uses the currently logged on user account while running **Quick Reports** (under interactive mode) and uses **Run As** account while running **Power Reports** task (run as a scheduled task or using **Run Now** option) to authenticate the user in SQL Server.

B. SQL Authentication

In this method, Vyapin Office 365 Management Suite uses the specified SQL user account and password for running **Quick Reports** and **Power Reports** tasks. Vyapin Office 365 Management Suite stores the SQL user name and password as a user profile in **Stored User Names and Passwords** applet for its usage. Note: Vyapin Office 365 Management Suite expects the user account to have sufficient privileges to **create**, **add to**, and **delete** database in the SQL server.

Database Creation

Vyapin Office 365 Management Suite creates databases in SQL Server as per the information outlined below:

Reports

Reports feature in Vyapin Office 365 Management Suite creates a single application database in the default data storage location used by the SQL Server during application launch. Vyapin Office 365 Management Suite uses the following naming convention for its **Quick Reports** database:

Vyapin Office 365 Management Suite-Data-<RUNNING SERVER NAME>

For example: Vyapin Office 365 Management Suite creates **Vyapin Office 365 Management Suite-Data-RD61** with data (**Vyapin Office 365 Management Suite-Data-RD61.mdf**) and log '**Vyapin Office 365 Management Suite-Data-RD61_log.LDF**') files stored in the default SQL data folder in the SQL server (Path: **C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Data**).

Database Cleanup

Vyapin Office 365 Management Suite will delete the **Built-in Reports** database while uninstalling the Vyapin Office 365 Management Suite application from the machine.

Proxy Server Settings

Vyapin Office 365 Management Suite can store your proxy server settings. The proxy server settings will be used to connect to **Exchange Online**.

1. You can add **Proxy settings** by clicking **Configuration Settings** \Rightarrow **Proxy Settings** \Rightarrow Add in the Vyapin Office 365 Management Suite main application window, as shown below:

Configuration Settings

Proxy Settings
Vyapin Office 365 Management Suite can store proxy settings and credential to access Exchange Online.

Tenant Settings
Exchange Online Settings
SharePoint Online Settings
OneDrive Settings
E-mail Settings
Database Settings
Proxy Settings
Data Retention Settings

Proxy Settings

☐ Do not use proxy server
☒ Use IE proxy settings
☐ Use manual proxy settings

Address: Port:

Exceptions:

(Use semicolons (;) to separate entries)

☐ Bypass proxy server for local address

Proxy Credentials

☒ Use currently logged on credentials
☐ Use specific credentials

Profile Name:

OK Cancel

2. Specify the Proxy Server Settings to use:
 - a. **Do not use proxy server** - This option will not use the proxy settings to connect to the **Exchange Online**.
 - b. **Use IE proxy settings** - This option will use the **Default** Proxy Settings used by Internet Explorer (IE).
 - c. **Use manual proxy settings** - The proxy server specified in this option will be used by **Vyapin Office 365 Management Suite** to connect to the **Exchange Online**. Enter the **Address**, **Port**, and **Exceptions list** as you do in Internet Explorer to specify the proxy settings.
 - d. **Bypass proxy server for local address** -This option controls whether requests for resources on the **LAN** are sent to the proxy server or sent directly to the host where the resource resides.

Configuration Settings

Proxy Settings

Vyapin Office 365 Management Suite can store proxy settings and credential to access Exchange Online.

- Tenant Settings
- Exchange Online Settings
- SharePoint Online Settings
- OneDrive Settings
- E-mail Settings
- Database Settings
- Proxy Settings**
- Data Retention Settings

Proxy Settings

☐ Do not use proxy server

☐ Use IE proxy settings

☒ Use manual proxy settings

Address: Port:

Exceptions:

(Use semicolons (;) to separate entries)

☐ Bypass proxy server for local address

Proxy Credentials

☒ Use currently logged on credentials

☐ Use specific credentials

Profile Name:

OK Cancel

3. Select **Proxy Credentials** when connecting to the proxy server and request authorization to connect to the Exchange Online:

Configuration Settings

Proxy Settings

Vyapin Office 365 Management Suite can store proxy settings and credential to access Exchange Online.

Tenant Settings

Exchange Online Settings

SharePoint Online Settings

OneDrive Settings

E-mail Settings

Database Settings

Proxy Settings

Data Retention Settings

Proxy Settings

☐ Do not use proxy server

☐ Use IE proxy settings

☒ Use manual proxy settings

Address: Port:

Exceptions:

(Use semicolons (;) to separate entries)

☐ Bypass proxy server for local address

Proxy Credentials

☐ Use currently logged on credentials

☒ Use specific credentials

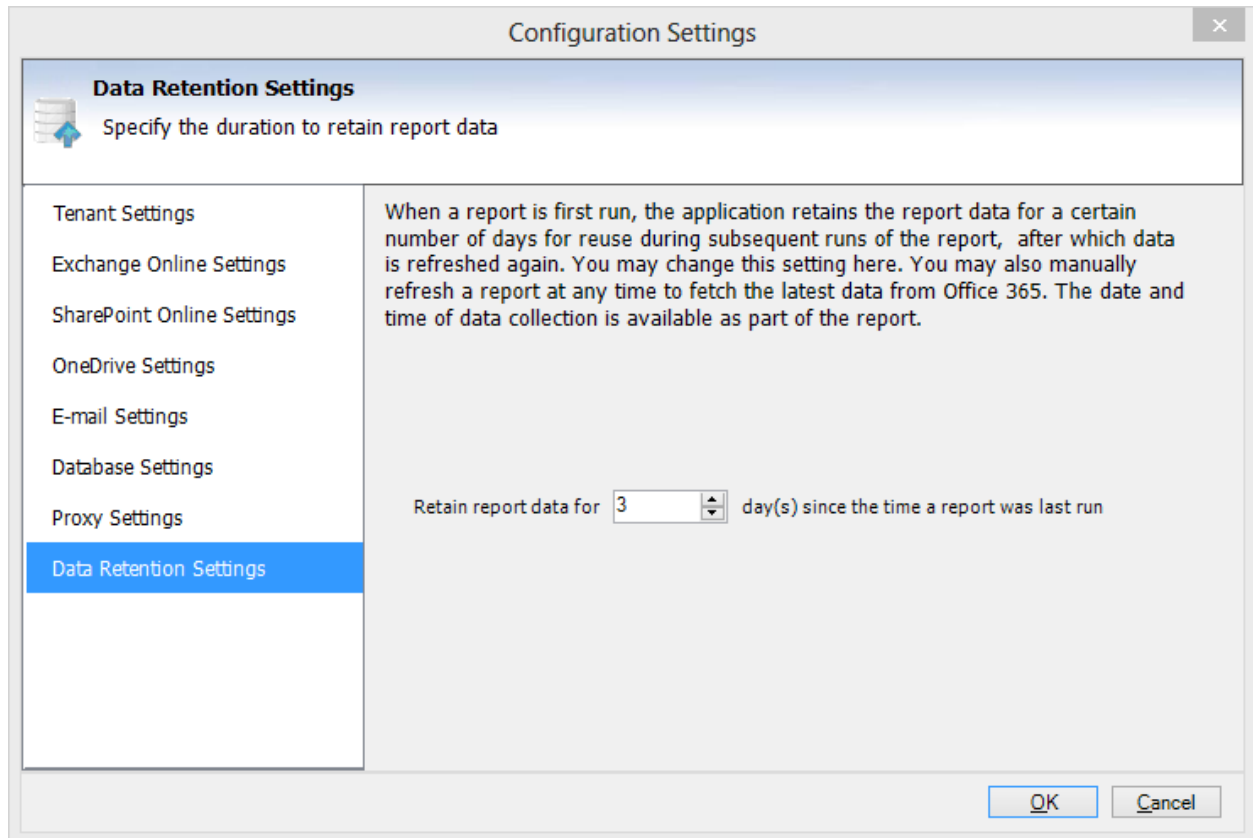
Profile Name:

OK **Cancel**

- a. **Use currently logged on user credential** - This option will use the currently logged on user account to connect to the proxy server and request authorization to connect to the resource.
 - b. **Use specific credential** - You can specify a different user credential, which is stored in **Windows Credential Manager** to connect to the proxy server and request authorization to connect to the resource.
4. Click **OK** button to save the **Proxy Server Settings**.

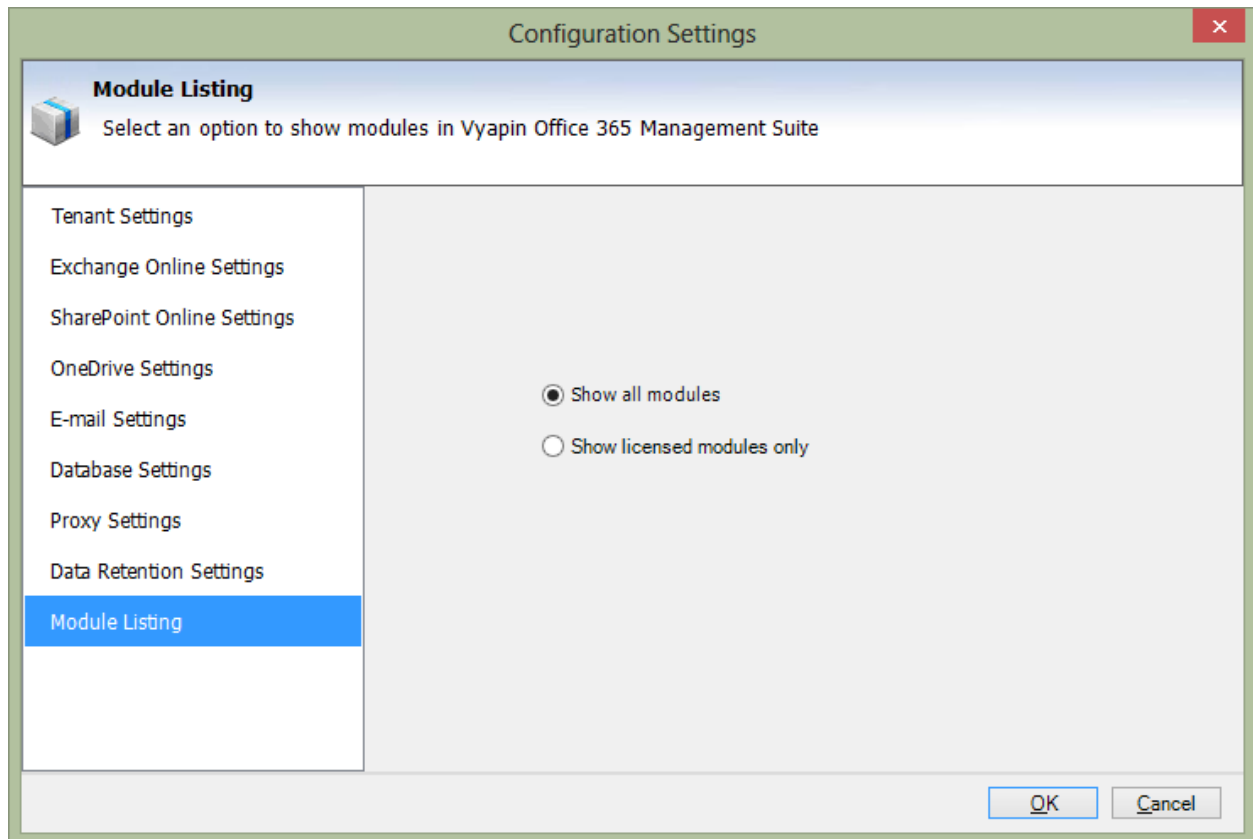
Data Retention Settings

Vyapin Office 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.



Module Listing

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



1. Use **Show all modules** option to view all available modules in Vyapin Office 365 Management Suite.
2. Use **Show licensed modules only** option to hide the license expired modules in Vyapin Office 365 Management Suite.

Vyapin Office 365 Management Suite features

[Office 365 Reports](#)

[Office 365 Export](#)

[Office 365 Manager](#)

Office 365 Reports (Audit and Compliance Reports)

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

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

How to generate a report in Site Administration?

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

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

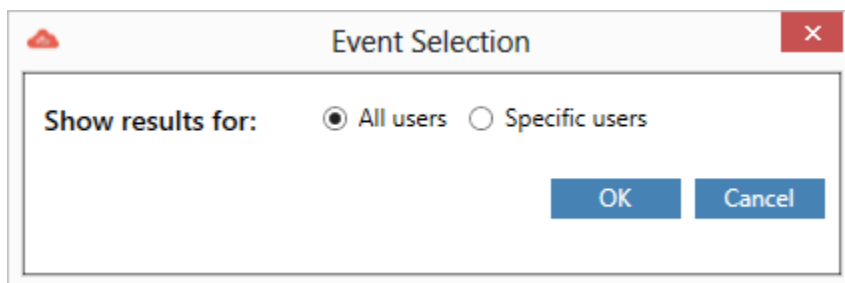
[How to generate a report in Group administration?](#)

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

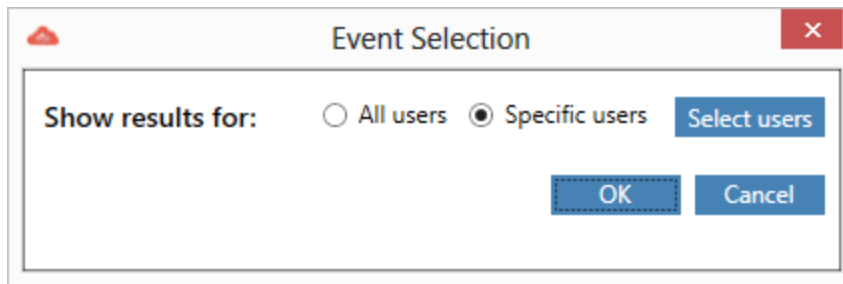
How to generate a report on File and Folder events?

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



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

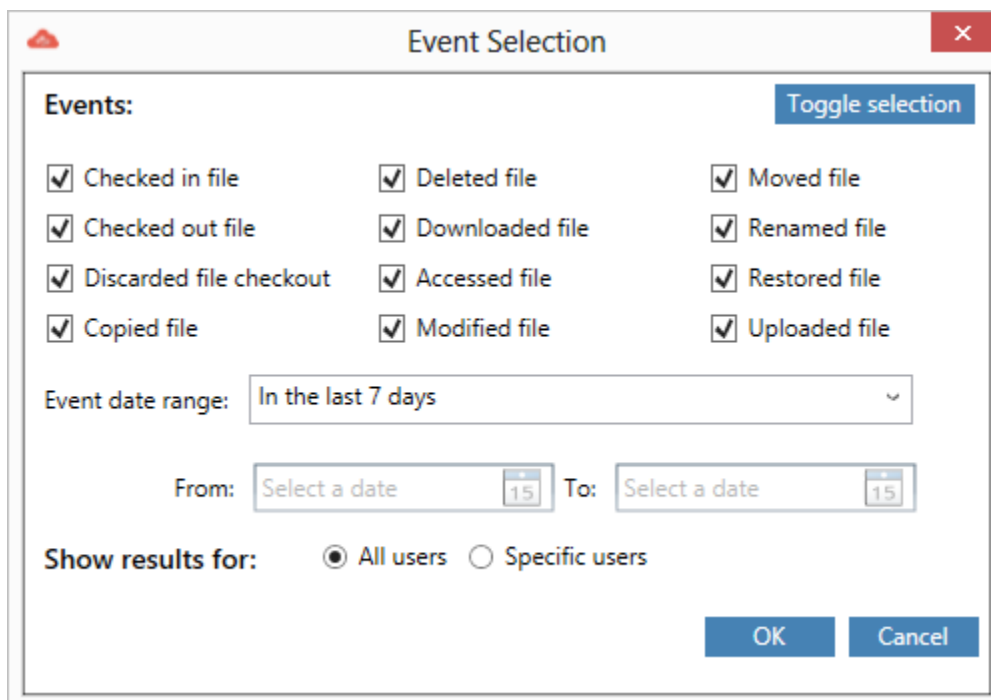


Event Selection

Show results for: ☐ All users ☒ Specific users Select users

OK Cancel

For 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



Event Selection

Events: Toggle selection

<input checked="" type="checkbox"/> Checked in file	<input checked="" type="checkbox"/> Deleted file	<input checked="" type="checkbox"/> Moved file
<input checked="" type="checkbox"/> Checked out file	<input checked="" type="checkbox"/> Downloaded file	<input checked="" type="checkbox"/> Renamed file
<input checked="" type="checkbox"/> Discarded file checkout	<input checked="" type="checkbox"/> Accessed file	<input checked="" type="checkbox"/> Restored file
<input checked="" type="checkbox"/> Copied file	<input checked="" type="checkbox"/> Modified file	<input checked="" type="checkbox"/> Uploaded file

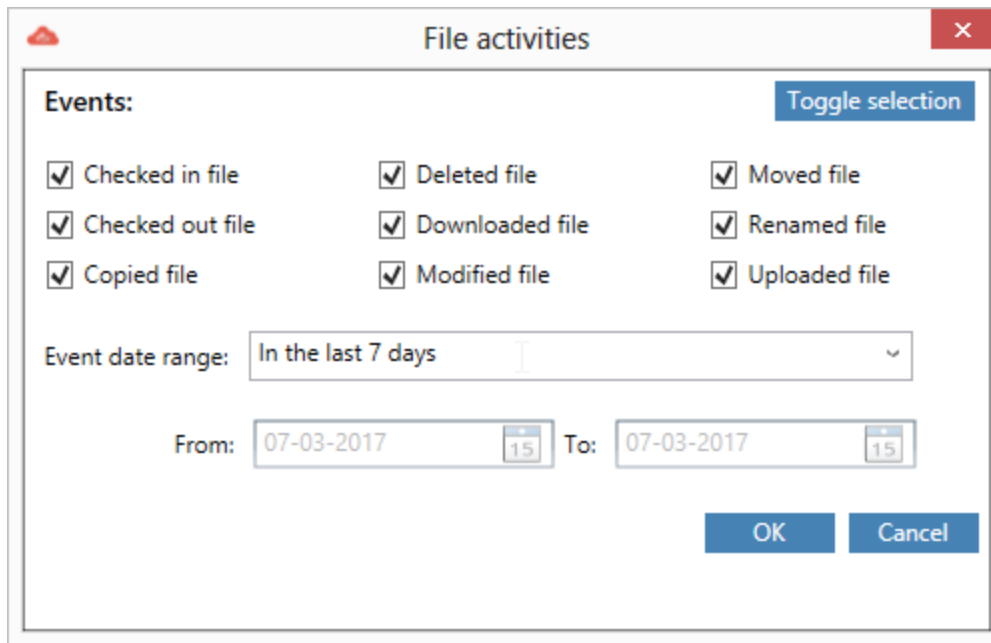
Event date range: In the last 7 days

From: Select a date 15 To: Select a date 15

Show results for: ☒ All users ☐ Specific 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 file events recently



The image shows a 'File activities' dialog box with a title bar containing a cloud icon and a close button. The main area is titled 'Events:' and contains a grid of nine checkboxes, all of which are checked. The checkboxes are arranged in three rows and three columns: 'Checked in file', 'Deleted file', 'Moved file' in the first row; 'Checked out file', 'Downloaded file', 'Renamed file' in the second row; and 'Copied file', 'Modified file', 'Uploaded file' in the third row. To the right of this grid is a blue button labeled 'Toggle selection'. Below the grid is a dropdown menu labeled 'Event date range:' with the text 'In the last 7 days' and a downward arrow. At the bottom, there are two date pickers labeled 'From:' and 'To:'. Both date pickers show the date '07-03-2017' and a calendar icon with the number '15'. At the bottom right of the dialog are two blue buttons labeled 'OK' and 'Cancel'.

File activities

Events: Toggle selection

<input checked="" type="checkbox"/> Checked in file	<input checked="" type="checkbox"/> Deleted file	<input checked="" type="checkbox"/> Moved file
<input checked="" type="checkbox"/> Checked out file	<input checked="" type="checkbox"/> Downloaded file	<input checked="" type="checkbox"/> Renamed file
<input checked="" type="checkbox"/> Copied file	<input checked="" type="checkbox"/> Modified file	<input checked="" type="checkbox"/> 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,

Exchange Online Reports | SharePoint Online Reports | **Audit and Compliance Reports** | Office 365 Export | Office 365 Manager

Settings Help About

Recently downloaded / uploaded files

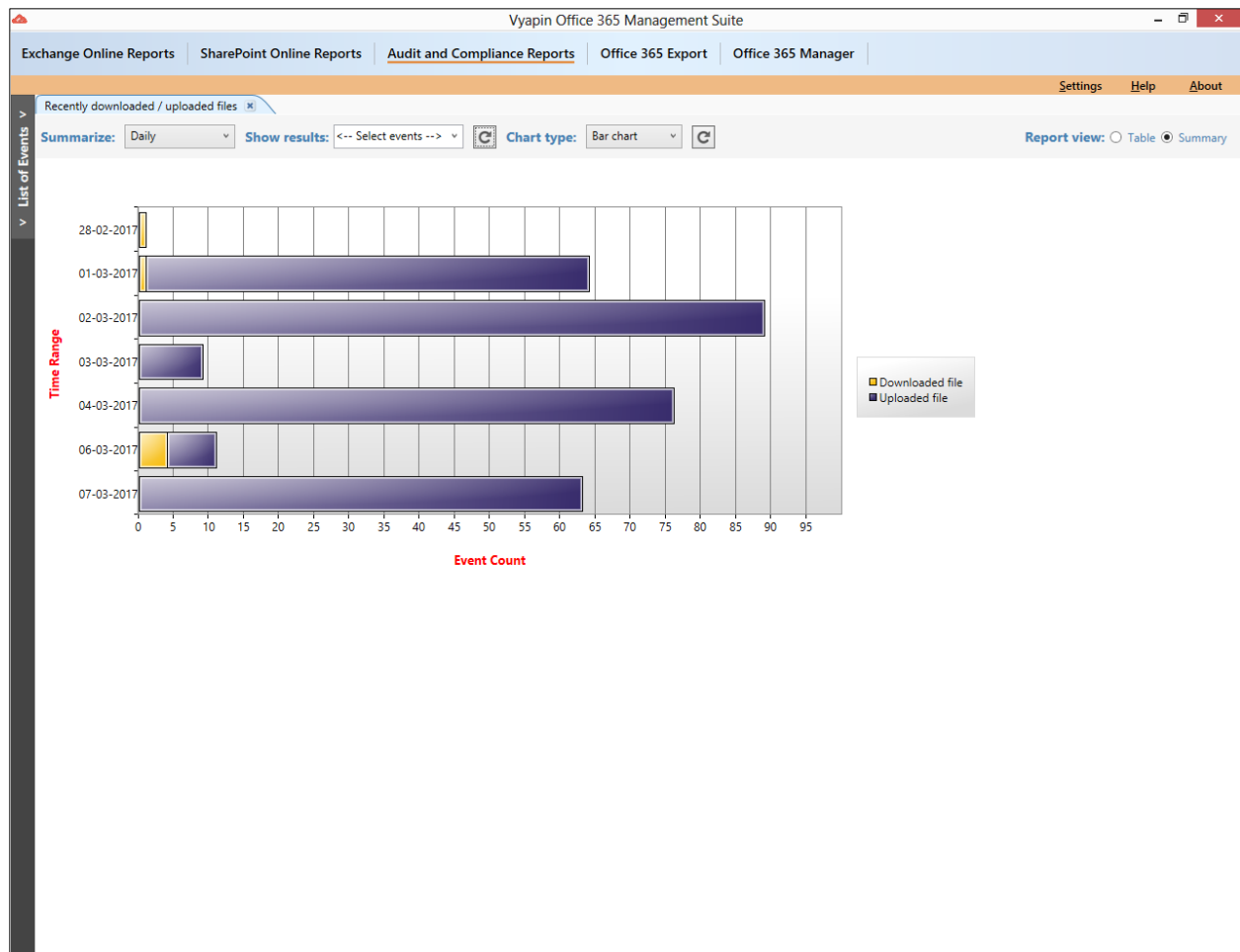
Show by: Event type Show activity for the last: 7 days Report view: Table Summary Export Filter

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-be59-6dd30fbf1beb 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 Sharing and Access Request Activities?

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

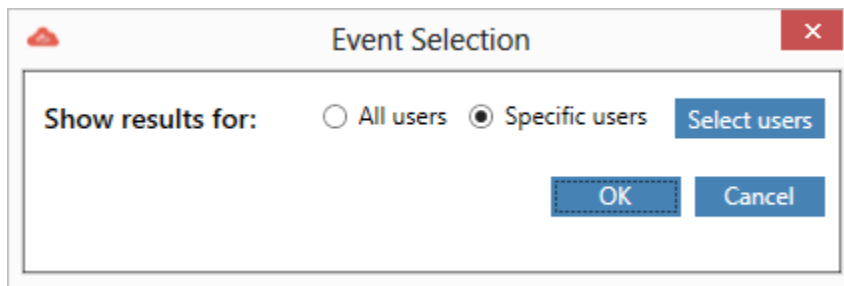
When you click on any one of the recent events based reports, a dialog will appear as shown below, for user selection, whose events you would like to see in the generated report

Event Selection

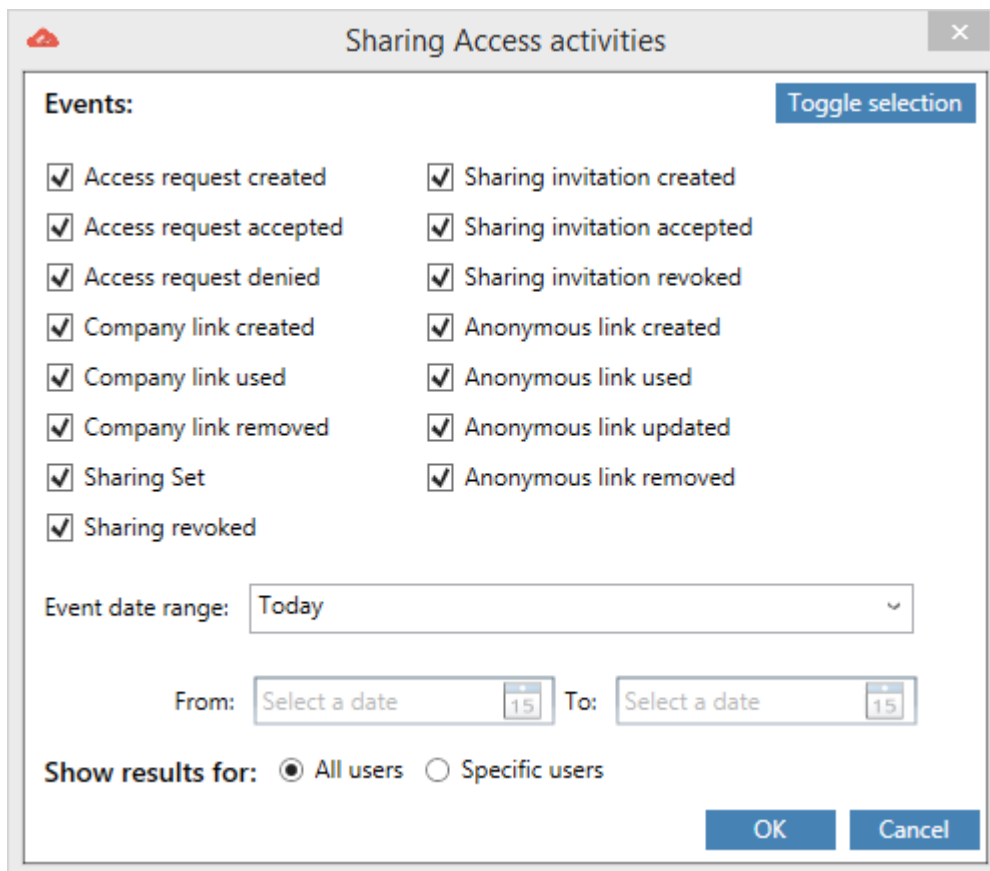
Show results for: ☒ All users ☐ Specific users

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



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

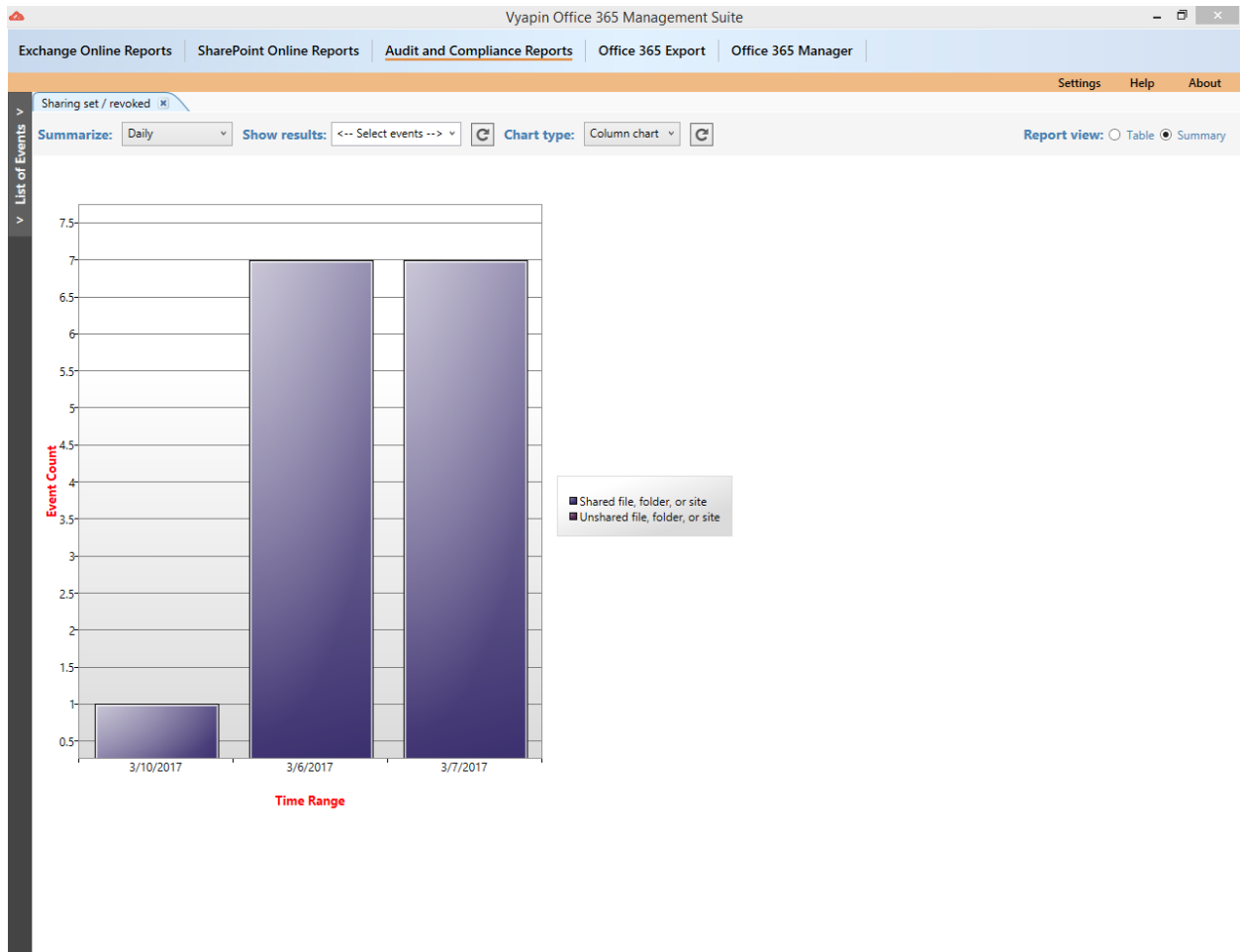


Once you click on "OK", the report will be generated as shown below,

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

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.

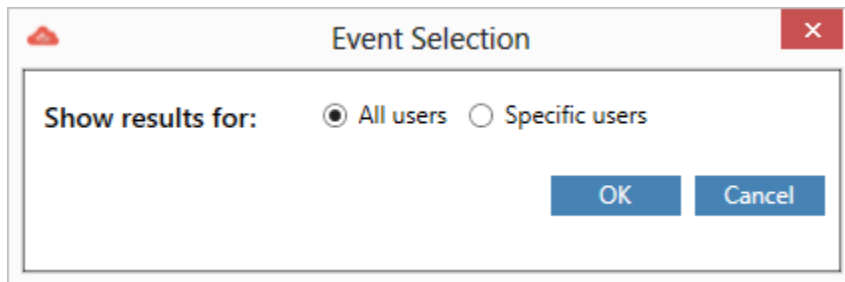
You can select the "Summary" option in the Report view section, to view the summarized data of the events that occurred in your tenant recently. There will be options available to summarize data by "Daily", "Hour of the Day" and "Day of Week". This summarize window will be displayed as shown below,



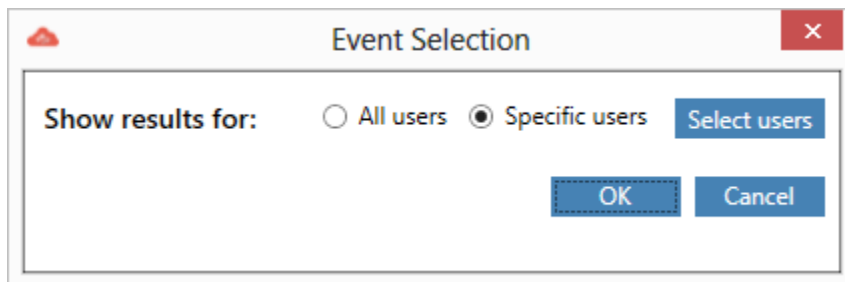
How to generate a report on Site Administration?

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

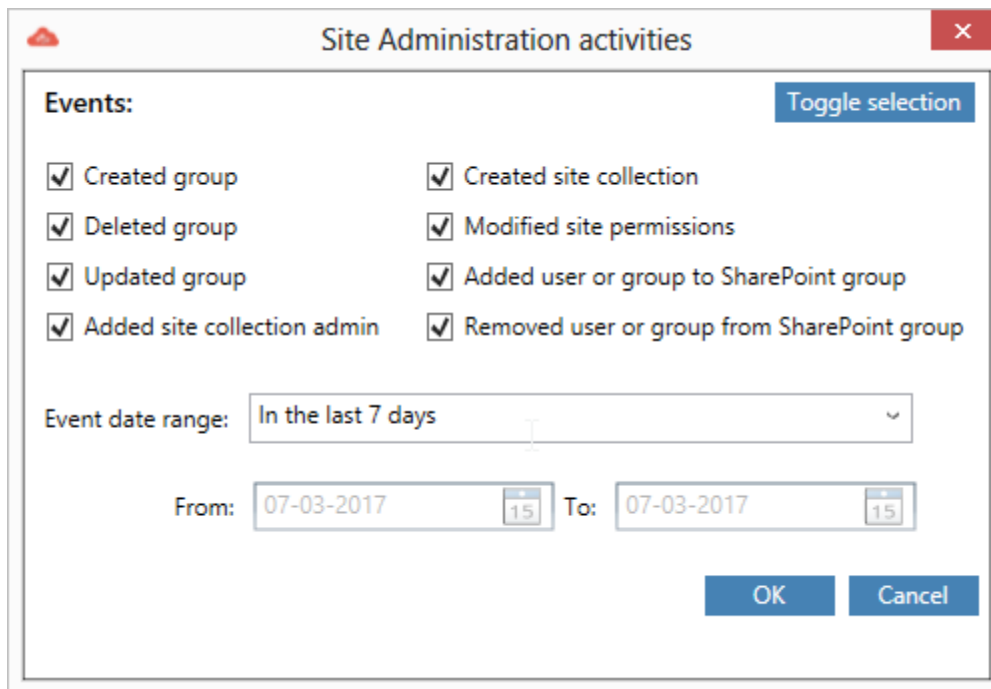
When you click on any one of the recent events based reports, a dialog will appear as shown below, for user selection, whose events you would like to see in the generated report



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



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 image shows a dialog box titled "Site Administration activities" with a red close button in the top right corner. Inside the dialog, there is a section labeled "Events:" with a "Toggle selection" button to its right. Below this, there are eight checkboxes arranged in two columns, all of which are checked. The first column contains: "Created group", "Deleted group", "Updated group", and "Added site collection admin". The second column contains: "Created site collection", "Modified site permissions", "Added user or group to SharePoint group", and "Removed user or group from SharePoint group". Below the checkboxes, there is a label "Event date range:" followed by a dropdown menu currently showing "In the last 7 days". At the bottom, there are two date input fields: "From:" and "To:". Both fields show the date "07-03-2017" and have a small calendar icon with the number "15" next to them. At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

Site Administration activities

Events: [Toggle selection](#)

- ☒ Created group
- ☒ Deleted group
- ☒ Updated group
- ☒ Added site collection admin
- ☒ Created site collection
- ☒ Modified site permissions
- ☒ Added user or group to SharePoint group
- ☒ Removed user or group from SharePoint group

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,

Exchange Online Reports | SharePoint Online Reports | **Audit and Compliance Reports** | Office 365 Export | Office 365 Manager

Settings Help About

Modified site permissions

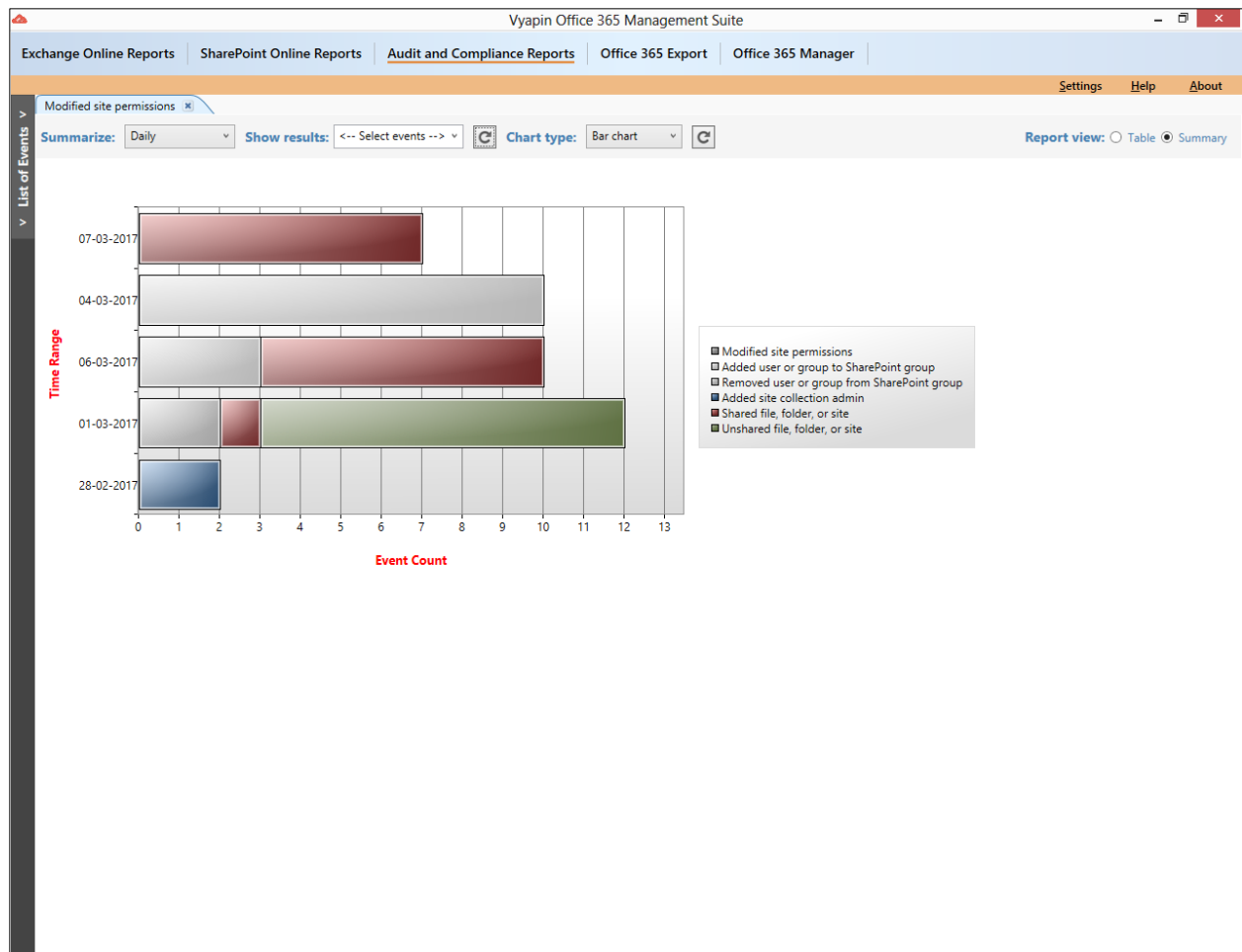
Show by: Event type Show activity for the last: 7 days Report view: Table Summary Export Filter

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: Member 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: Member 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: Member 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 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,



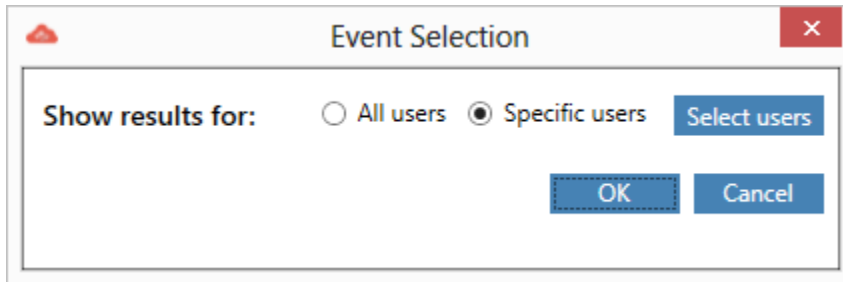
How to generate a report on Exchange Mailbox events?

Perform the following steps to generate a report from Exchange Mailbox 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 'Event Selection' dialog box is shown. It has a title bar with a close button. The main content area contains the text 'Show results for:' followed by two radio buttons: 'All users' (which is selected) and 'Specific users'. At the bottom of the dialog 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

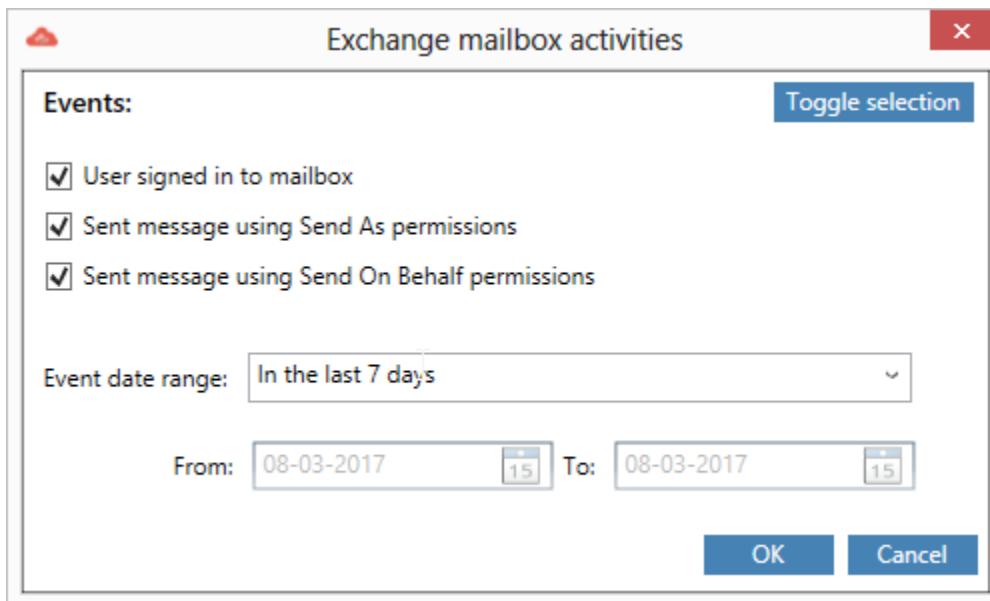
A dialog box titled "Event Selection" with a red close button in the top right corner. Inside the dialog, there is a section labeled "Show results for:" followed by two radio buttons: "All users" and "Specific users". The "Specific users" radio button is selected. To the right of these options is a blue button labeled "Select users". At the bottom of the dialog are two blue buttons: "OK" and "Cancel".

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 Exchange mailbox events recently

A dialog box titled "Exchange mailbox activities" with a red close button in the top right corner. Inside the dialog, there is a section labeled "Events:" followed by a blue button labeled "Toggle selection". Below this are three checked checkboxes: "User signed in to mailbox", "Sent message using Send As permissions", and "Sent message using Send On Behalf permissions". Below the checkboxes is a dropdown menu labeled "Event date range:" with the text "In the last 7 days". At the bottom, there are two date pickers: "From: 08-03-2017" and "To: 08-03-2017", both with calendar icons. At the bottom right are two blue buttons: "OK" and "Cancel".

Exchange mailbox activities

Events: [Toggle selection](#)

- ☒ User signed in to mailbox
- ☒ Sent message using Send As permissions
- ☒ Sent message using Send On Behalf permissions

Event date range: In the last 7 days

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

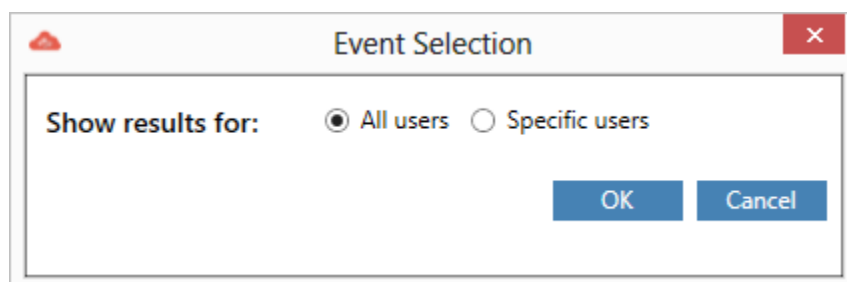
[OK](#) [Cancel](#)

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

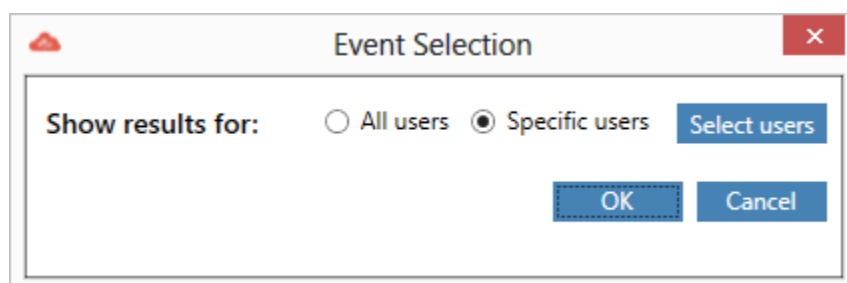
How to generate a report on User Administration?

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

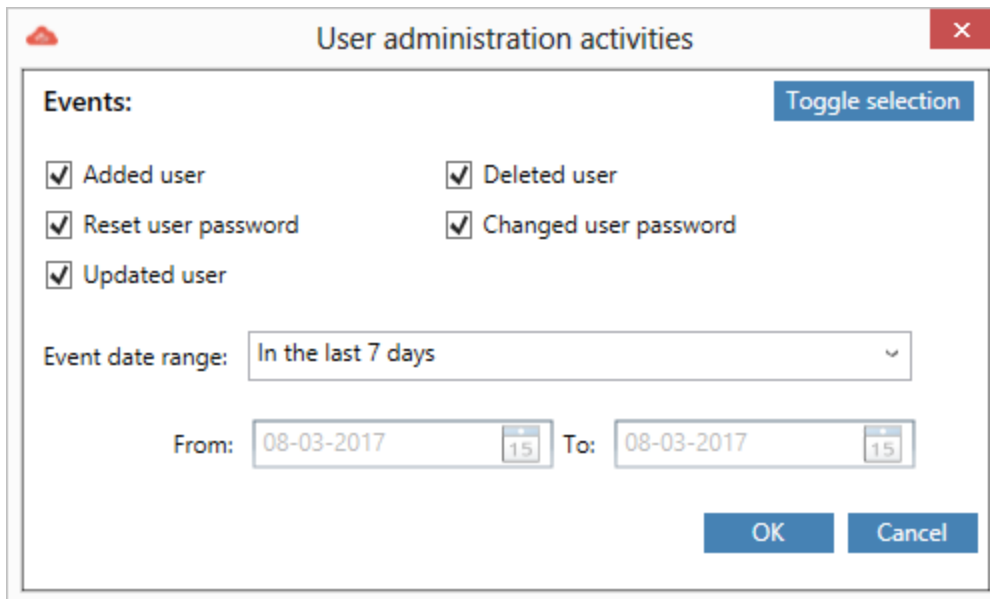
When you click on any one of the recent events based reports, a dialog will appear as shown below, for user selection, whose events you would like to see in the generated report



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



User administration activities

Events: Toggle selection

☒ Added user
 ☒ Deleted user

☒ Reset user password
 ☒ Changed user password

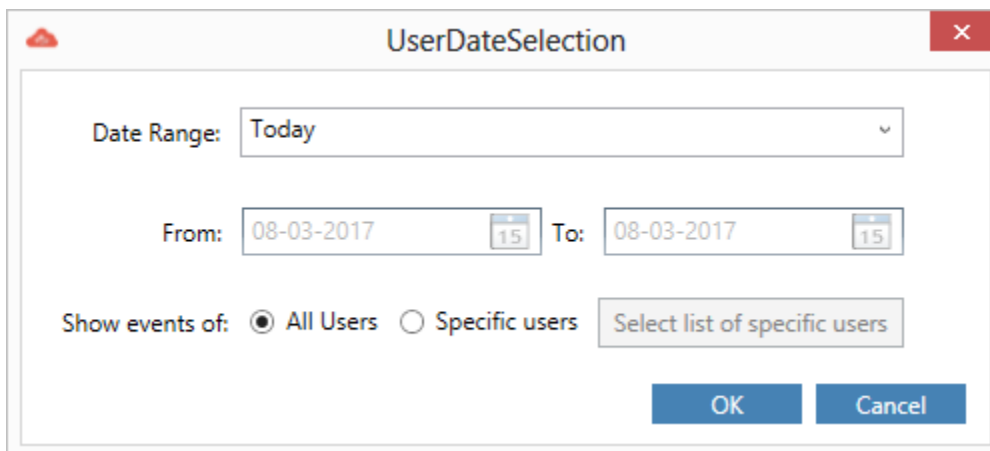
☒ Updated user

Event date range: In the last 7 days

From: 08-03-2017 15
 To: 08-03-2017 15

OK
Cancel

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



UserDataSelection

Date Range: Today

From: 08-03-2017 15
 To: 08-03-2017 15

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,

Yapin Office 365 Management Suite

Exchange Online Reports | SharePoint Online Reports | **Audit and Compliance Reports** | Office 365 Export | Office 365 Manager

Settings Help About

Added / deleted / updated users

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

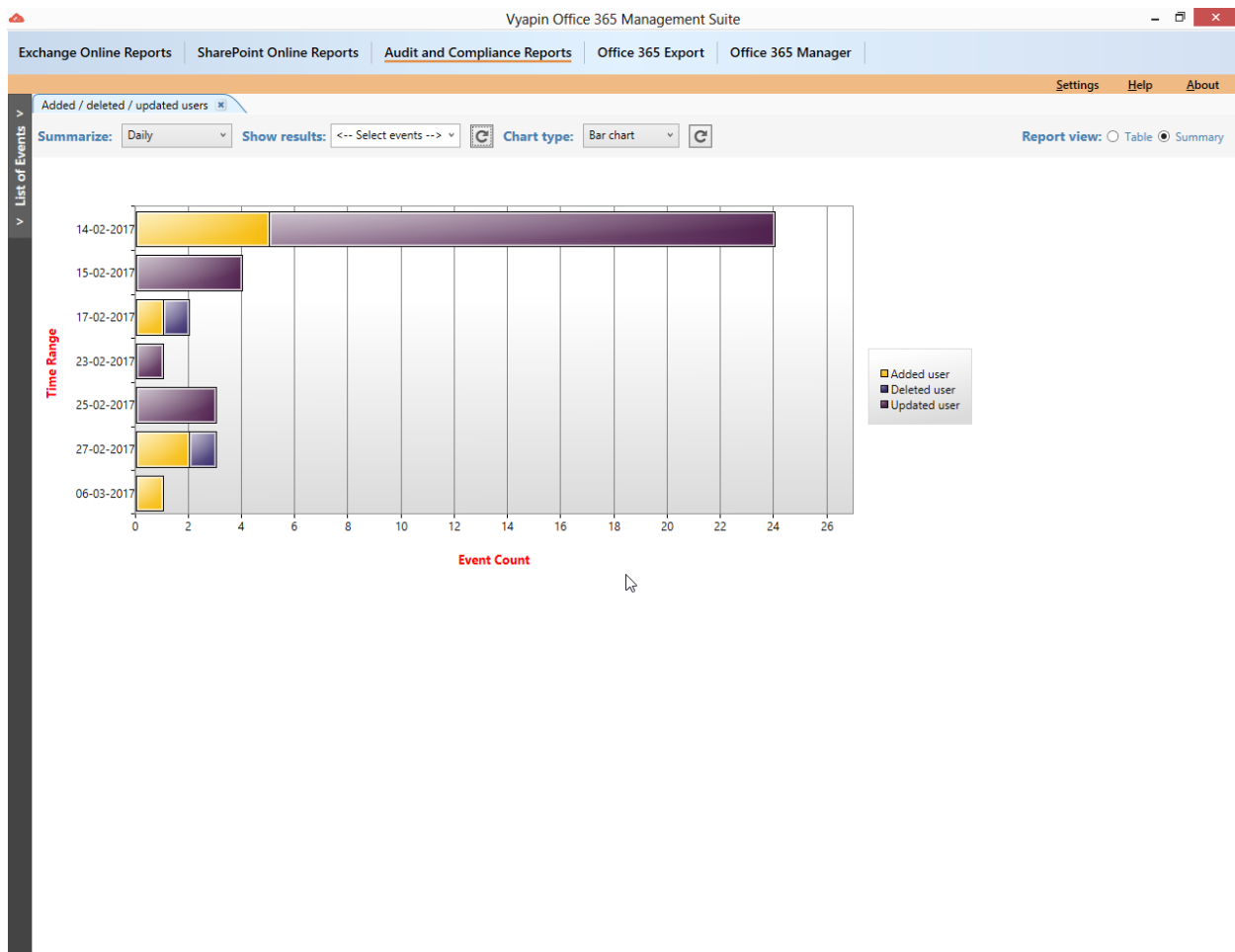
Operations	Event Date	Event Time	User Id	Event Details
Added user	06-03-2017	02:59 PM	MeganB@ITRM389341.onmicrosoft.com	ResultStatus: success Objectid: karthick_vyapin.com#EXT#@ITRM389341.onmicrosoft.com AccountEnabled: True AlternativeSecurityId: Type=1,IdentityProvider=,Key=AAMAAnehels= OtherMail: 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: a20d4080dfdf40e89b23b3b1ab71a9d7vssuser023_office.vyapin.com#EXT#@ITRM389341.onmicroso Is Hard Deleted: False Actor ID:ganesan_vyapin.com#EXT#@ITRM389341.onmicrosoft.com Target ID:a20d4080dfdf40e89b23b3b1ab71a9d7vssuser023_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,



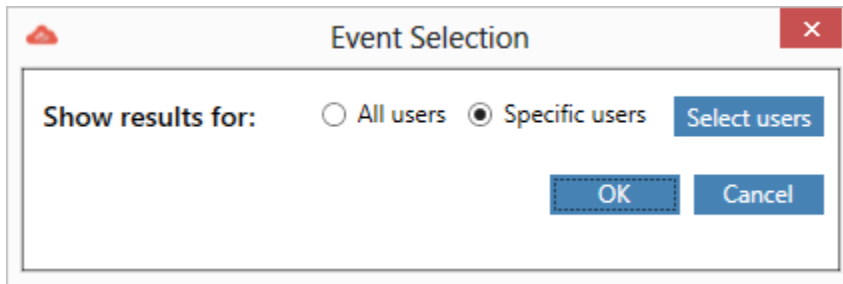
How to generate a report on Group Administration?

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 screenshot shows a dialog box titled 'Event Selection'. It has a close button (X) in the top right corner. Inside the dialog, there is a section '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

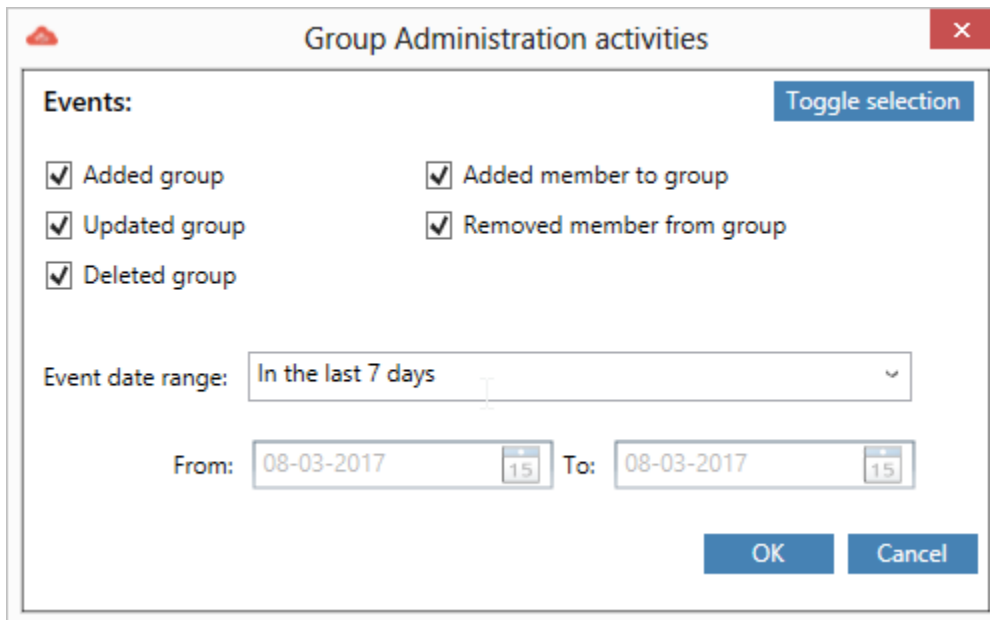
A dialog box titled "Event Selection" with a red close button in the top right corner. Inside the dialog, there is a section labeled "Show results for:" followed by two radio buttons: "All users" and "Specific users". The "Specific users" radio button is selected. To the right of the radio buttons is a blue button labeled "Select users". Below these options are two blue buttons: "OK" and "Cancel".

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

A dialog box titled "Group Administration activities" with a red close button in the top right corner. Inside the dialog, there is a section labeled "Events:" followed by a blue button labeled "Toggle selection". Below this, there are five checkboxes, each with a checked mark: "Added group", "Updated group", "Deleted group", "Added member to group", and "Removed member from group". Below the checkboxes is a dropdown menu labeled "Event date range:" with the text "In the last 7 days". Below the dropdown menu are two date pickers: "From:" and "To:". Both date pickers show the date "08-03-2017" and a calendar icon. At the bottom of the dialog are two blue buttons: "OK" and "Cancel".

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 To: 08-03-2017

OK Cancel

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

Exchange Online Reports | SharePoint Online Reports | **Audit and Compliance Reports** | Office 365 Export | Office 365 Manager

Settings Help About

Added / updated / deleted group

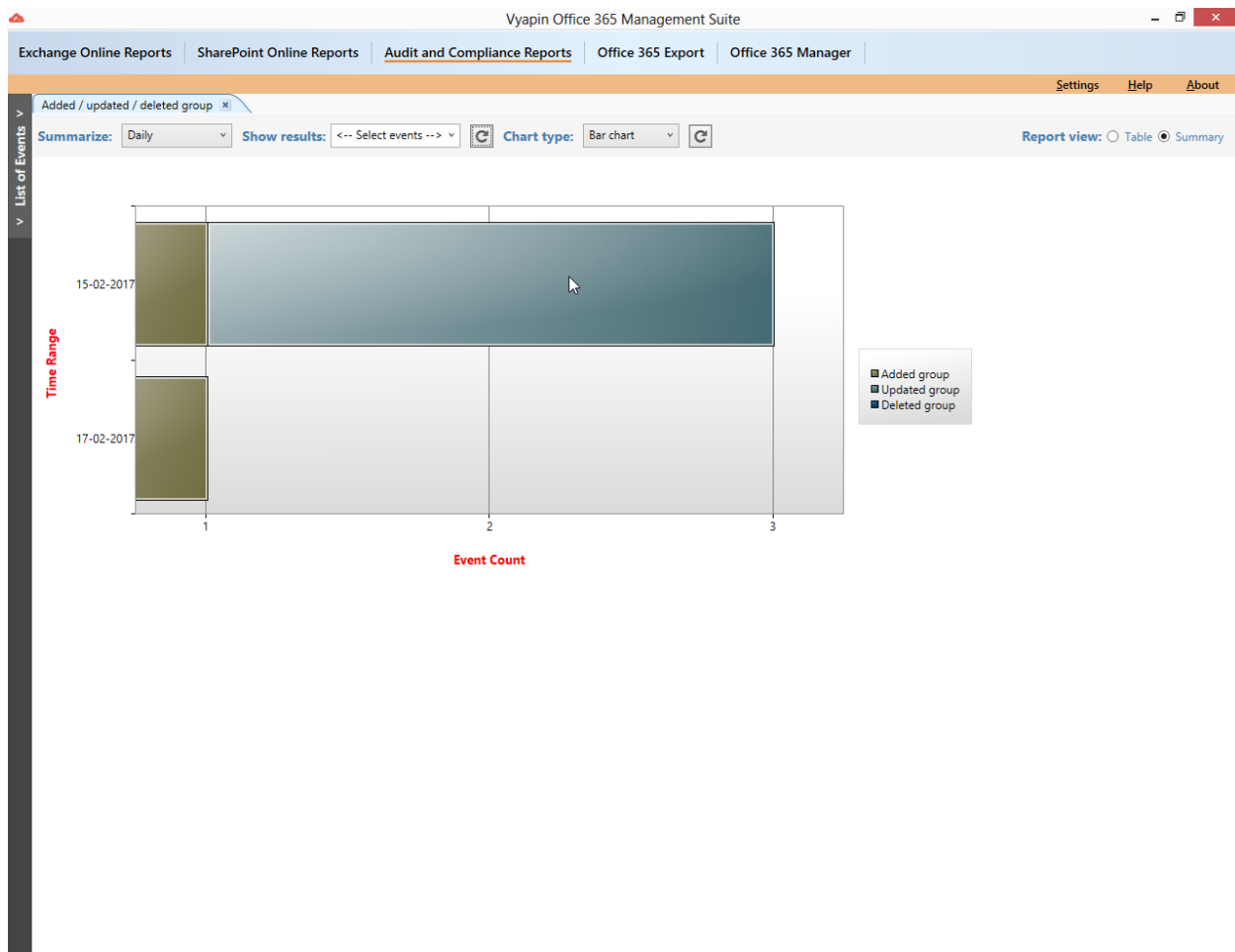
Show by: Event type Show activity for the last: 180 days Report view: Table Summary Export Filter

Operations	Event Date	Event Time	User Id	Event Details
Added group	17-02-2017	03:01 PM	00000006-0000-0ff1-ce00-000000000000	ResultStatus: success Objectid: Not Available DisplayName: Test Security MailEnabled: False MailNickname: 00000000-0000-0000-0000-000000000000 RenewedDateTime: 2017-02-17T09:31:34Z SecurityEnabled: True Included Updated Properties: DisplayName, MailEnabled, MailNickname, RenewedDateTime, SecurityEnabled Actor ID:Microsoft Office 365 Portal Target ID:Test Security
Added group	15-02-2017	02:58 PM	MeganB@ITRM389341.onmicrosoft.com	ResultStatus: success Objectid: Not Available DisplayName: Contoso Team GroupType: Unified IsPublic: True Mail: contosoteam@ITRM389341.onmicrosoft.com MailEnabled: True MailNickname: contosoteam ProxyAddresses: SMTP:contosoteam@ITRM389341.onmicrosoft.com RenewedDateTime: 2017-02-15T09:28:56Z SecurityEnabled: False Included Updated Properties: DisplayName, GroupType, IsPublic, Mail, MailEnabled, MailNickname, ProxyAddresses, RenewedDate Actor ID:MeganB@ITRM389341.onmicrosoft.com Target ID:Contoso Team
Updated group	15-02-2017	02:59 PM	00000002-0000-0ff1-ce00-000000000000	ResultStatus: success Objectid: Not Available Targetid.GroupType: Unified Actor ID:Office 365 Exchange Online Target ID:Contoso Team
Updated group	15-02-2017	02:59 PM	00000003-0000-0ff1-ce00-000000000000	ResultStatus: success Objectid: Not Available Description: Contoso Team Included Updated Properties: Description Targetid.GroupType: Unified Actor ID:Office 365 SharePoint Online Target ID:Contoso Team

Number of events: 4 Data collection time: 08-03-2017 14:57:33 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,



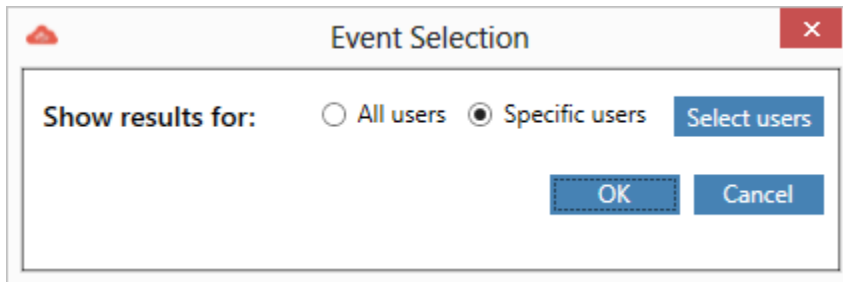
How to generate a report on Role Administration?

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 screenshot shows a dialog box titled 'Event Selection'. It has a close button (X) in the top right corner. Inside the dialog, there is a section labeled 'Show results for:' with two radio buttons: 'All users' (which is selected) and 'Specific users'. At the bottom of the dialog, 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

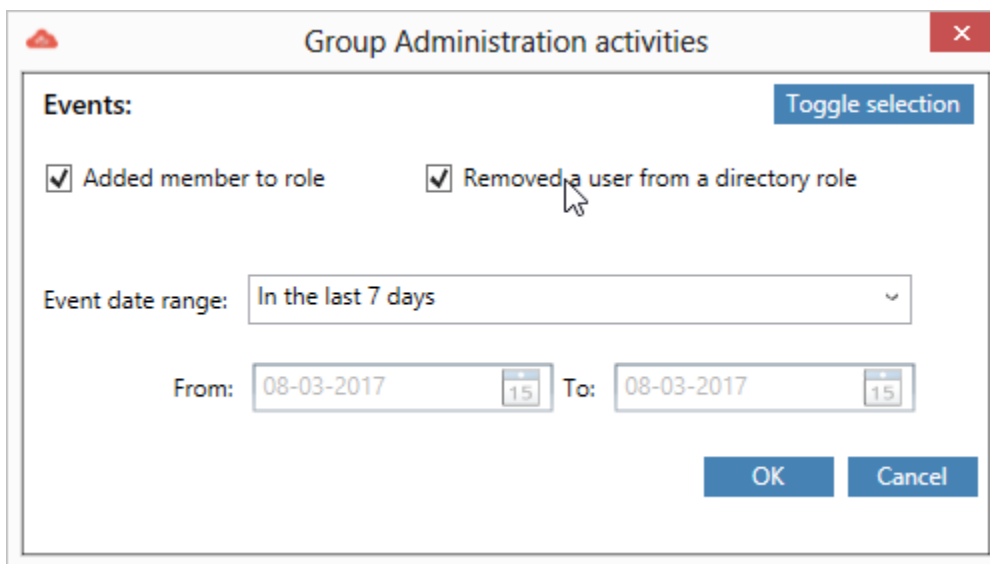
A dialog box titled "Event Selection" with a red close button in the top right corner. Inside the dialog, there is a section labeled "Show results for:" followed by two radio buttons: "All users" and "Specific users". The "Specific users" radio button is selected. To the right of these radio buttons is a blue button labeled "Select users". Below the radio buttons are two more blue buttons: "OK" and "Cancel".

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 role administration events recently

A dialog box titled "Group Administration activities" with a red close button in the top right corner. Inside the dialog, there is a section labeled "Events:" followed by a blue button labeled "Toggle selection". Below this, there are two checked checkboxes: "Added member to role" and "Removed a user from a directory role". Below the checkboxes is a dropdown menu labeled "Event date range:" with the text "In the last 7 days". Below the dropdown menu are two date pickers: "From:" and "To:". Both date pickers show the date "08-03-2017" and a calendar icon. Below the date pickers are two blue buttons: "OK" and "Cancel".

Group Administration activities

Events: Toggle selection

☒ Added member to role ☒ Removed a user from a directory role

Event date range: In the last 7 days

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

OK Cancel

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

Office 365 Reports (Exchange Online Reports)

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

[How to generate Mailbox report?](#)

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

[How to generate Group report?](#)

[How to generate Public Folder report?](#)

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

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

[How to generate License report?](#)

[How to generate a Mailbox Usage Report?](#)

[How to generate a Security Report?](#)

[How to generate Inbound mails Report?](#)

[How to generate Outbound mails Report?](#)

[How to generate Top 10 user mail activity 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 schedule an Exchange Report Task?](#)

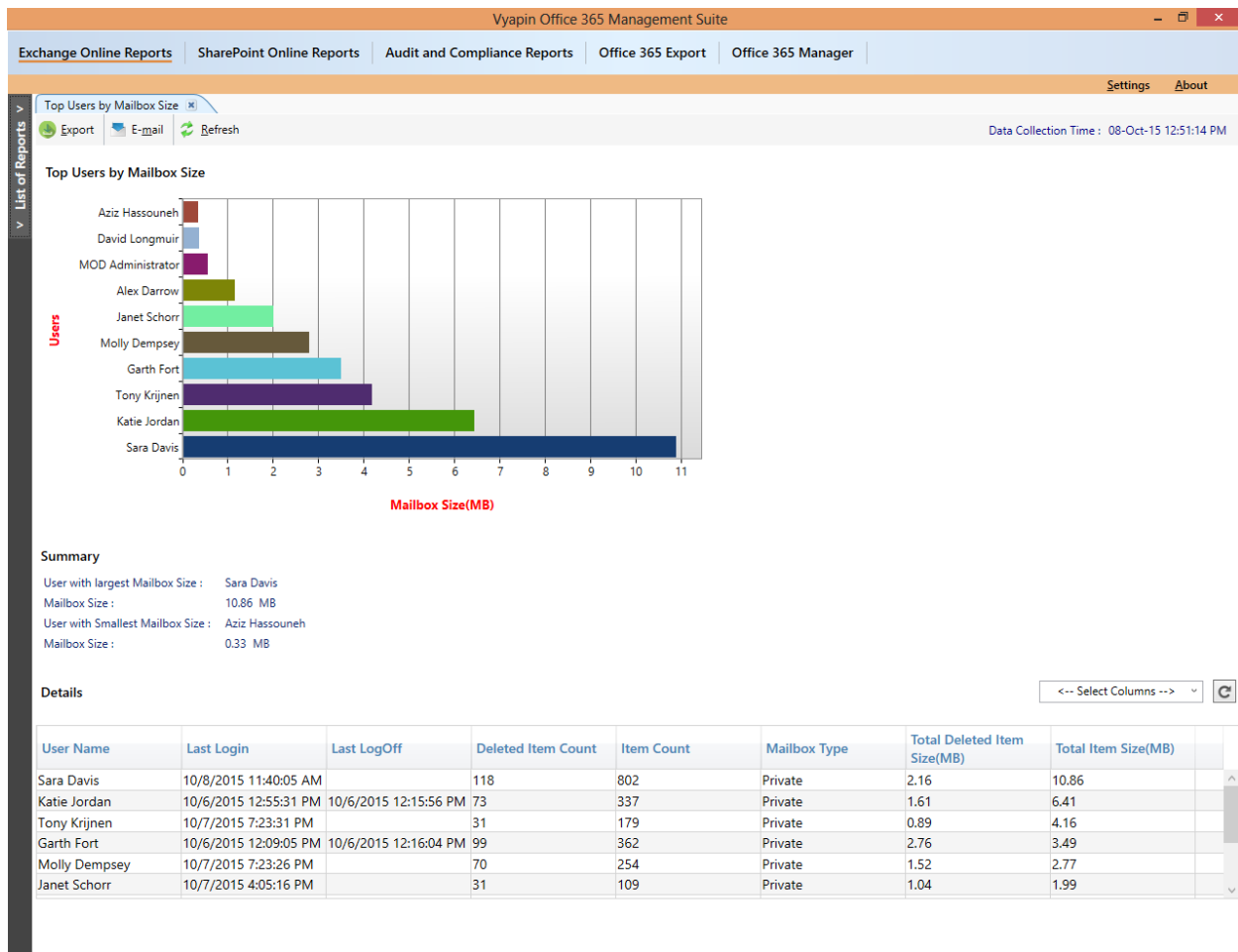
How to generate Dashboard Summary Report?

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 Users by Mailbox Size** report has been chosen.

2. On selecting **Top Users by Mailbox Size** report, a window is displayed as shown below:



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

Details

User Name	Last Login	Last LogOff	Deleted Item Count	Item Count	M
Conf Room Hood	9/22/2015 7:06:05 PM	9/22/2015 7:11:16 PM	0	65	Pri
Conf Room Baker	9/28/2015 9:58:07 AM		0	67	Pri
Conf Room Rainier	9/22/2015 7:06:09 PM	9/22/2015 7:11:15 PM	0	67	Pri
Conf Room Stevens	9/28/2015 11:04:44 AM	9/28/2015 11:09:50 AM	0	67	Private
Conf Room Adams	9/28/2015 11:04:28 AM	9/28/2015 11:09:39 AM	0	69	Private

<-- Select Columns -->

- ☐ User Name
- ☒ Last Login
- ☒ Last LogOff
- ☒ Deleted Item Count
- ☒ Item Count
- ☒ Mailbox Type
- ☒ Total Deleted Item Size(MB)
- ☒ Total Item Size(MB)

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

Details

Total Deleted Item Size(MB)	Total Item Size(MB)	
0	0.0993	
0	0.1021	
0	0.1027	
0	0.1027	
0	0.1051	
0	0.1057	

<-- Select Columns -->

- ☐ User Name
- ☐ Last Login
- ☐ Last LogOff
- ☐ Deleted Item Count
- ☐ Item Count
- ☐ Mailbox Type
- ☒ Total Deleted Item Size(MB)
- ☒ Total Item Size(MB)

- Follow the above mentioned steps to run the other **Dashboard Summary** reports.

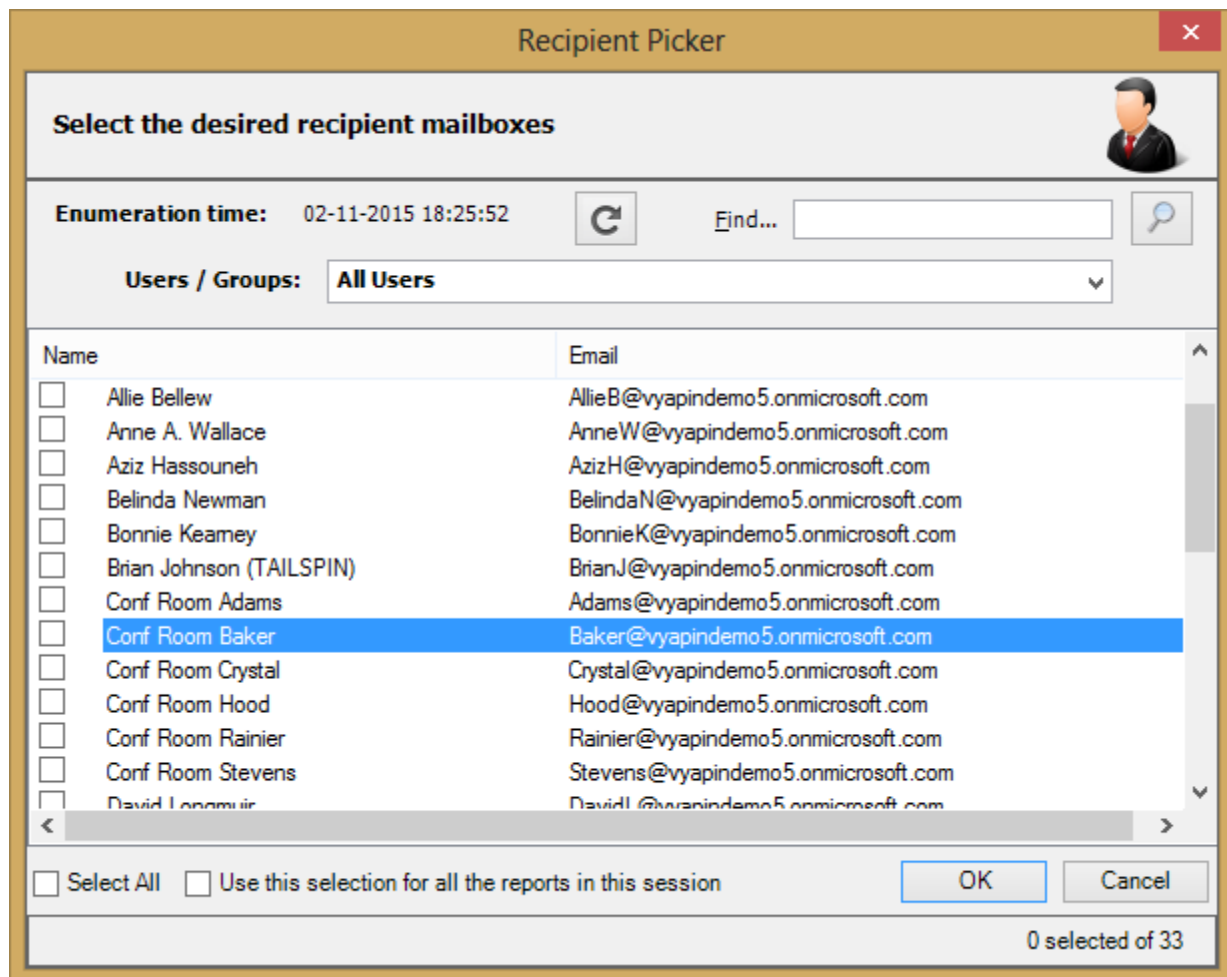
How to generate Mailbox Report?

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

1. 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.

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



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

Recipient Picker

Select the desired recipient mailboxes

Enumeration time: 02-11-2015 18:25:52

Find...

Users / Groups: All Users

Name	Email
<input checked="" type="checkbox"/> Robin Counts	RobinC@vyapindemo5.onmicrosoft.com
<input checked="" type="checkbox"/> Denis Dehenne	DenisD@vyapindemo5.onmicrosoft.com
<input checked="" type="checkbox"/> Alex Darrow	AlexD@vyapindemo5.onmicrosoft.com
<input checked="" type="checkbox"/> Allie Bellew	AllieB@vyapindemo5.onmicrosoft.com
<input checked="" type="checkbox"/> Anne A. Wallace	AnneW@vyapindemo5.onmicrosoft.com
<input checked="" type="checkbox"/> Aziz Hassouneh	AzizH@vyapindemo5.onmicrosoft.com
<input checked="" 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

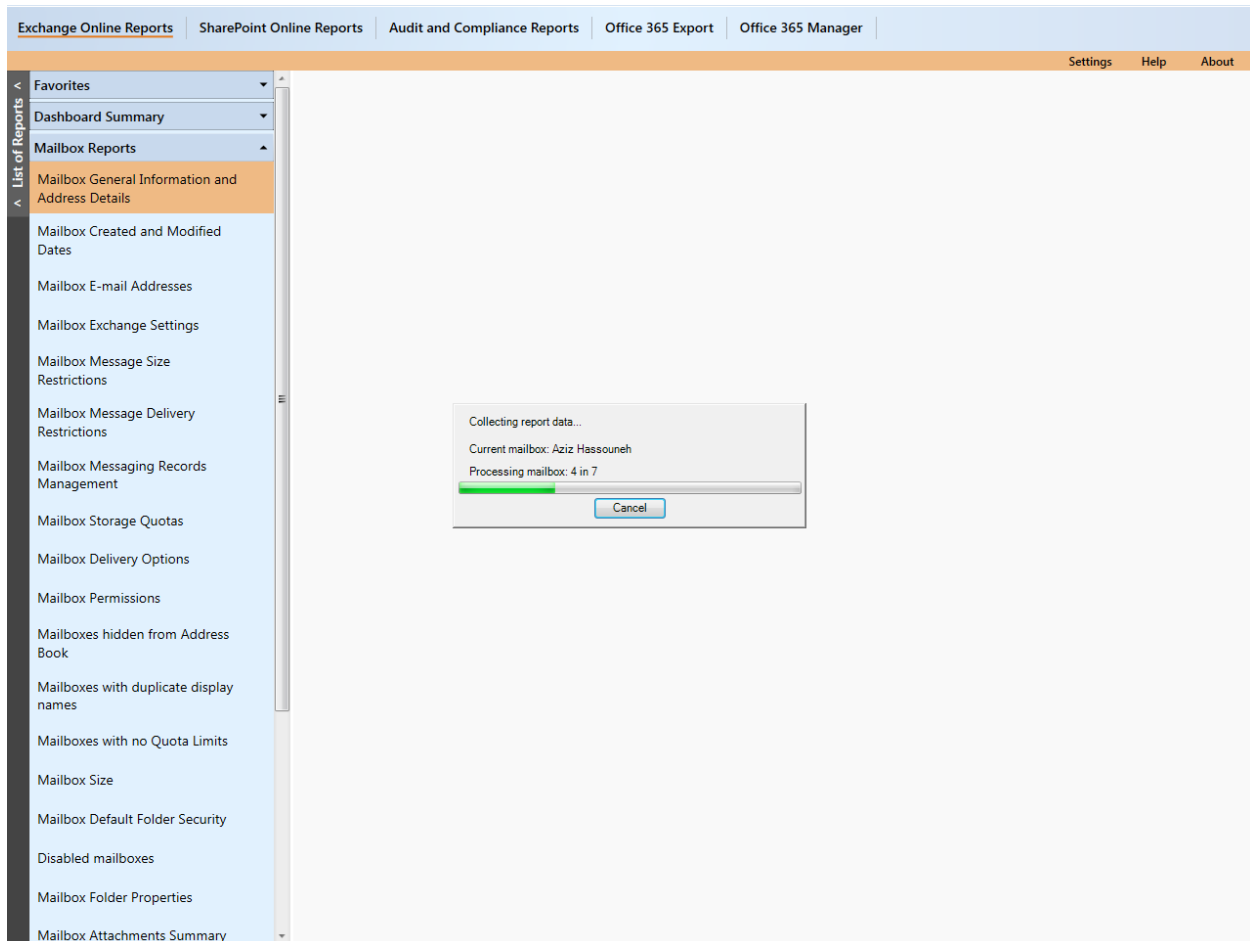
☐ Select All ☐ Use this selection for all the reports in this session

OK Cancel

7 selected of 33

Collecting Report Data

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:

Exchange Online Reports | SharePoint Online Reports | Audit and Compliance Reports | Office 365 Export | Office 365 Manager | Settings | Help | About

List of Reports

- Favorites
- Dashboard Summary
- Mailbox Reports
 - Mailbox General Information and Address Details**
 - Mailbox Created and Modified Dates
 - Mailbox E-mail Addresses
 - Mailbox Exchange Settings
 - Mailbox Message Size Restrictions
 - Mailbox Message Delivery Restrictions
 - Mailbox Messaging Records Management
 - Mailbox Storage Quotas
 - Mailbox Delivery Options
 - Mailbox Permissions
 - Mailboxes hidden from Address Book
 - Mailboxes with duplicate display names
 - Mailboxes with no Quota Limits
 - Mailbox Size
 - Mailbox Default Folder Security
 - Disabled mailboxes
 - Mailbox Folder Properties
 - Mailbox Attachments Summary

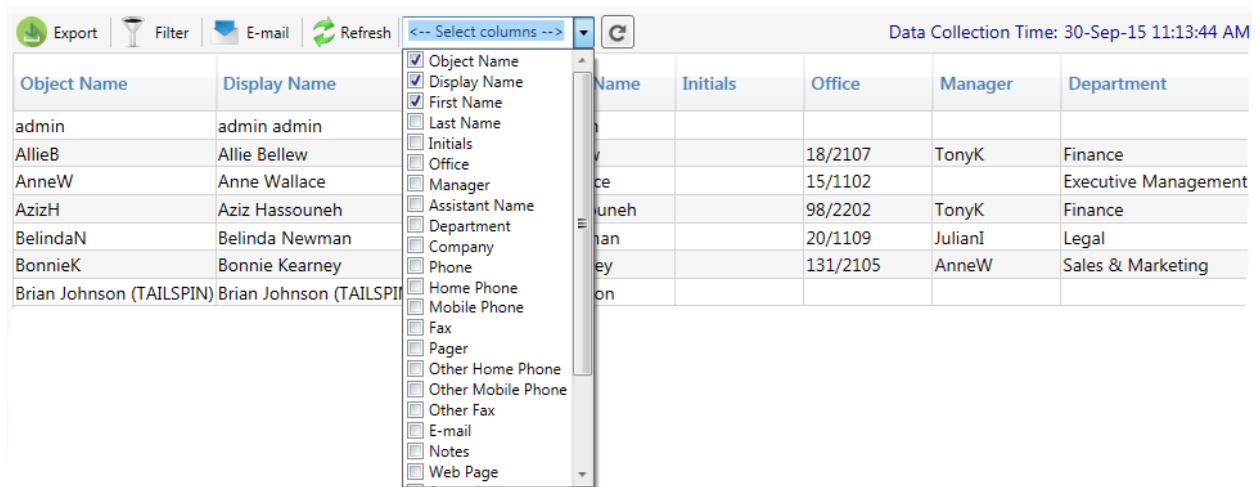
Mailbox General Information and Address Details

Export | Filter | E-mail | Refresh | <-- Select columns --> | Data Collection Time: 30-Sep-15 11:13:44 AM

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

Number of records: 7

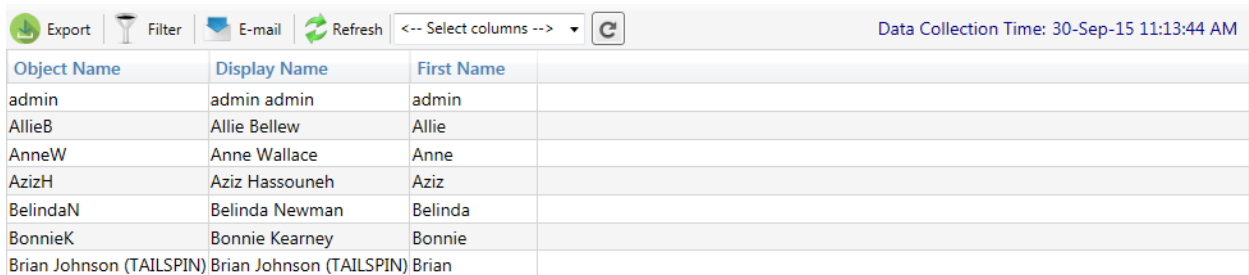
Number of columns to be displayed on the grid can be selected from the dropdown. By default, all columns are displayed.



The screenshot shows a software interface with a toolbar at the top containing buttons for 'Export', 'Filter', 'E-mail', and 'Refresh'. A dropdown menu is open, showing a list of columns with checkboxes. The 'Object Name', 'Display Name', and 'First Name' columns are checked. The 'Refresh' button is visible in the top toolbar. The data table below the dropdown shows columns for 'Object Name', 'Display Name', 'First Name', 'Initials', 'Office', 'Manager', and 'Department'.

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

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



The screenshot shows the software interface after refreshing. The data table now displays three columns: 'Object Name', 'Display Name', and 'First Name'. The 'Refresh' button is visible in the top toolbar.

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

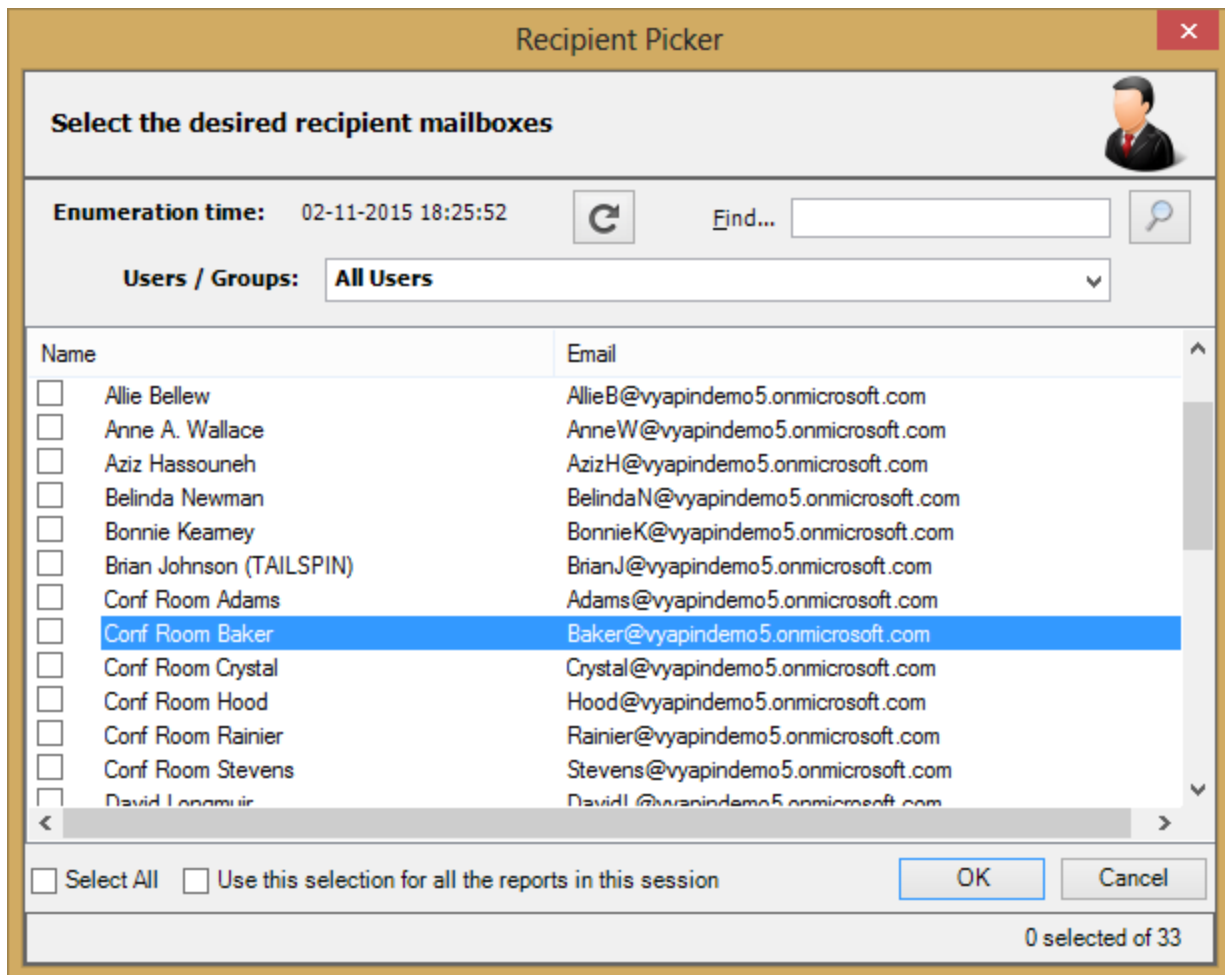
How to generate Mail Item Report?

Perform the following steps to generate a **Mail Item Report**:

1. 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.

2. On selecting **Read Mail Items** report, a pop - up window is displayed as shown below:



The image shows a 'Recipient Picker' dialog box with the title 'Select the desired recipient mailboxes'. It includes a search bar, a refresh button, and a dropdown menu for 'Users / Groups' set to 'All Users'. A list of users and groups is displayed, with 'Conf Room Baker' selected. The list includes names and email addresses. At the bottom, there are checkboxes for 'Select All' and 'Use this selection for all the reports in this session', along with 'OK' and 'Cancel' buttons. A status bar at the bottom right indicates '0 selected of 33'.

Name	Email
<input 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 checked="" 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 Longmire	DavidL@vyapindemo5.onmicrosoft.com

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

Recipient Picker

Select the desired recipient objects

Enumeration time: 29-Sep-15 6:46:22 PM

☐ Select All

Name	Email	Type
<input checked="" type="checkbox"/> admin admin	admin@vyapindemo2.onmicrosoft.com	USER
<input type="checkbox"/> Allie Bellew	AllieB@vyapindemo2.onmicrosoft.com	USER
<input type="checkbox"/> Anne Wallace	AnneW@vyapindemo2.onmicrosoft.c...	USER
<input type="checkbox"/> Aziz Hassouneh	AzizH@vyapindemo2.onmicrosoft.com	USER
<input type="checkbox"/> Belinda Newman	BelindaN@vyapindemo2.onmicrosoft....	USER
<input type="checkbox"/> Bonnie Keamey	BonnieK@vyapindemo2.onmicrosoft....	USER
<input type="checkbox"/> Brian Johnson (TAILSPIN)	BrianJ@vyapindemo2.onmicrosoft.com	USER
<input type="checkbox"/> Building 1 Rooms	Building1Rooms2217152@vyapinde...	GROUP
<input type="checkbox"/> Building 2 Rooms	Building2Rooms2219652@vyapinde...	GROUP
<input type="checkbox"/> Conf Room Adams	Adams@vyapindemo2.onmicrosoft.com	USER
<input type="checkbox"/> Conf Room Baker	Baker@vyapindemo2.onmicrosoft.com	USER
<input type="checkbox"/> Conf Room Crystal	Crystal@vyapindemo2.onmicrosoft.com	USER
<input type="checkbox"/> Conf Room Hood	Hood@vyapindemo2.onmicrosoft.com	USER
<input type="checkbox"/> Conf Room Rainier	Rainier@vyapindemo2.onmicrosoft.com	USER
<input type="checkbox"/> Conf Room Stevens	Stevens@vyapindemo2.onmicrosoft....	USER
<input type="checkbox"/> David Longmuir	DavidL@vyapindemo2.onmicrosoft.c...	USER
<input type="checkbox"/> Denis Dehenne	DenisD@vvanindemo2.onmicrosoft.c...	USER

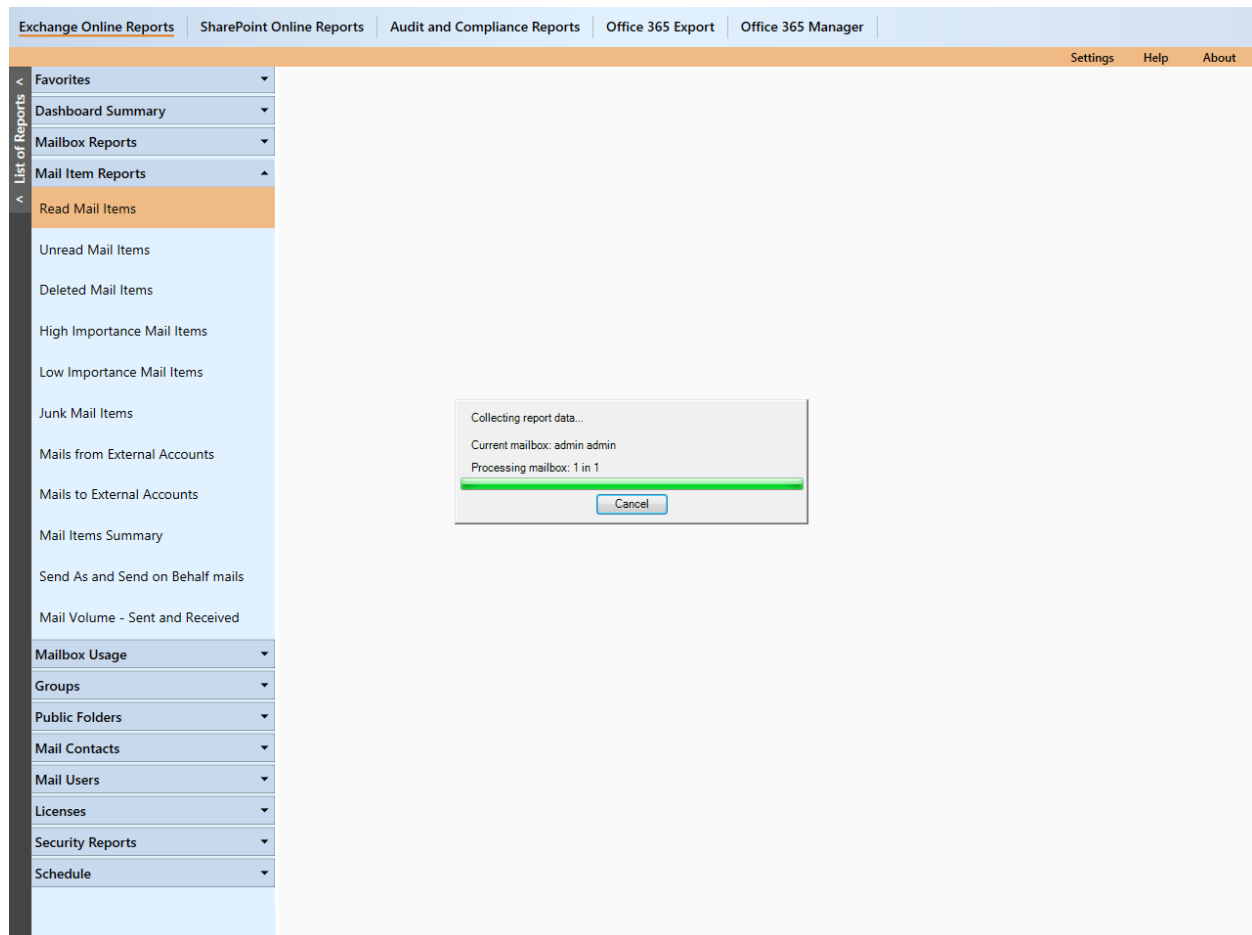
1 selected of 36

OK

Cancel

Collecting Report Data

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:

Exchange Online Reports
SharePoint Online Reports
Audit and Compliance Reports
Office 365 Export
Office 365 Manager

SettingsHelpAbout

^
List of Reports
^
Favorites
Dashboard Summary
Mailbox Reports
Mail Item Reports
Read Mail Items
Unread Mail Items
Deleted Mail Items
High Importance Mail Items
Low Importance Mail Items
Junk Mail Items
Mails from External Accounts
Mails to External Accounts
Mail Items Summary
Send As and Send on Behalf mails
Mail Volume - Sent and Received
Mailbox Usage
Groups
Public Folders
Mail Contacts
Mail Users
Licenses
Security Reports
Schedule

Read Mail Items
Top Users by Mailbox Size

Export
Filter
E-mail
Refresh
-- Select columns --
Data Collection Time: 29-Sep-15 6:48:43 PM

Object Name	Display Name	E-mail	First Name	Last Name	Folder Name	Folder P
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	admin	admin	{06967759-274D-40B2-A3EB-D7F9E73727D7}	\Contacts
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	admin	admin	{A9E2BC46-B3A0-4243-B315-60D991004455}	\Contacts
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	admin	admin	Calendar	\Calendar
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	admin	admin	Clutter	\Clutter
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	admin	admin	Contacts	\Contacts
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	admin	admin	Conversation Action Settings	\Conversa
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	admin	admin	Deleted Items	\Deleted I
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	admin	admin	Drafts	\Drafts
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	admin	admin	GAL Contacts	\Contacts
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	admin	admin	Inbox	\Inbox
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	admin	admin	Journal	\Journal
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	admin	admin	Junk Email	\Junk Em
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	admin	admin	Notes	\Notes
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	admin	admin	Organizational Contacts	\Contacts
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	admin	admin	Outbox	\Outbox
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	admin	admin	PeopleCentricConversation Buddies	\Contacts
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	admin	admin	Recipient Cache	\Contacts
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	admin	admin	Sent Items	\Sent Item
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	admin	admin	Tasks	\Tasks

Number of records: 19

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

Data Collection Time: 29-Sep-15 6:48:43 PM			
Export	Filter	E-mail	Refresh
Object Name	Display Name	E-mail	Last Name
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	{06967759-274D-40B2-A3EB-D7F9E73727D7}
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	{A9E2BC46-B3A0-4243-B315-60D991004455}
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	Calendar
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	Clutter
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	Contacts
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	Conversation Action Settings
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	Deleted Items
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	Drafts
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	GAL Contacts
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	Inbox
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	Journal
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	Junk Email
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	Notes
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	Organizational Contacts
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	Outbox
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	PeopleCentricConversation Buddies
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	Recipient Cache
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	Sent Items
admin	admin admin	admin@vyapindemo2.onmicrosoft.com	Tasks

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

[illegible]

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

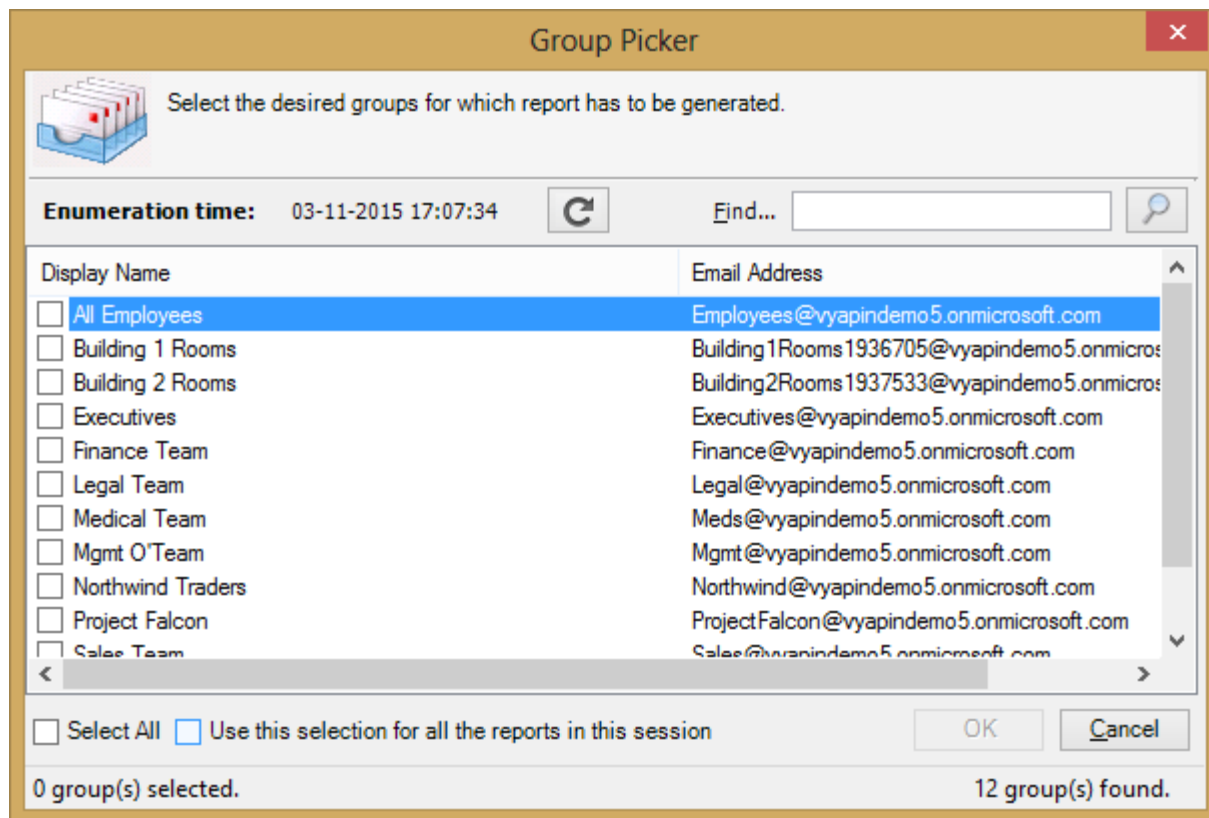
How to generate Group Report?

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

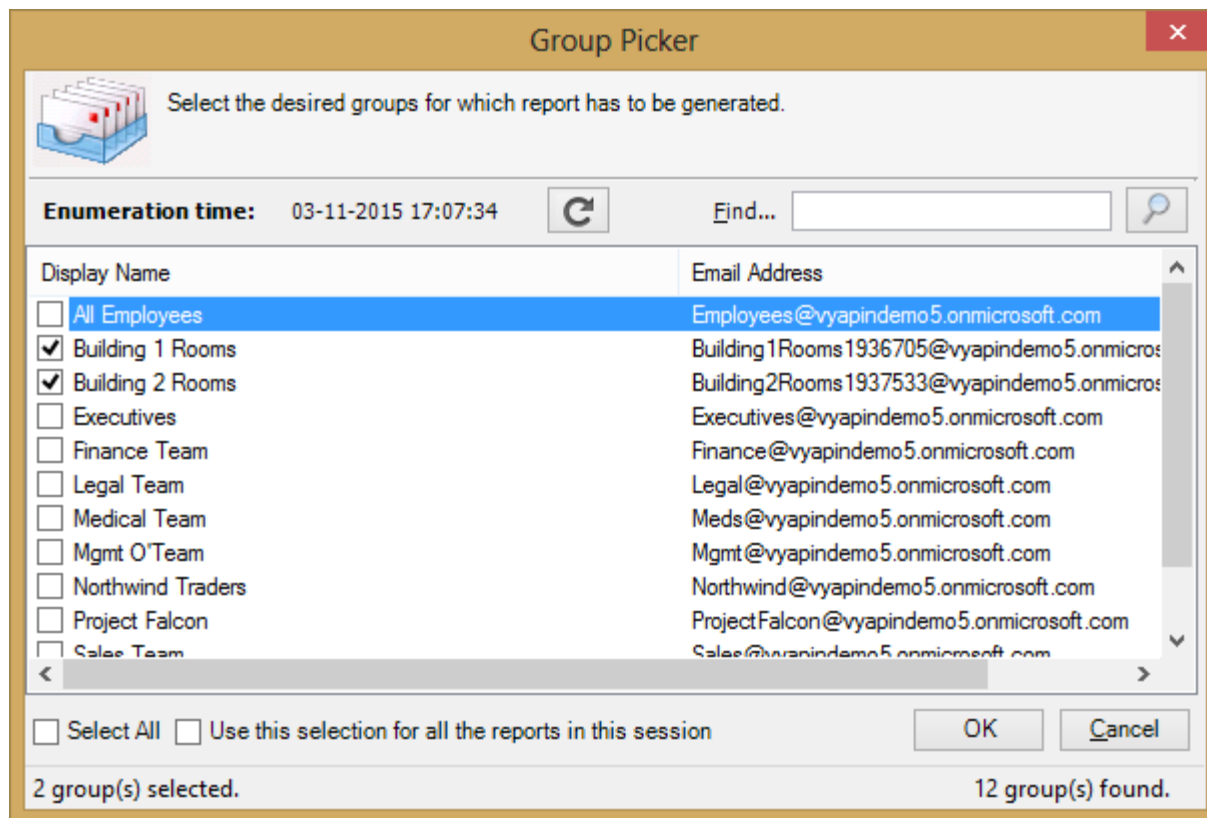
1. Select **Exchange Online Reports** from the available vertical tabs. Then from left pane of the application, select **Groups**.

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:

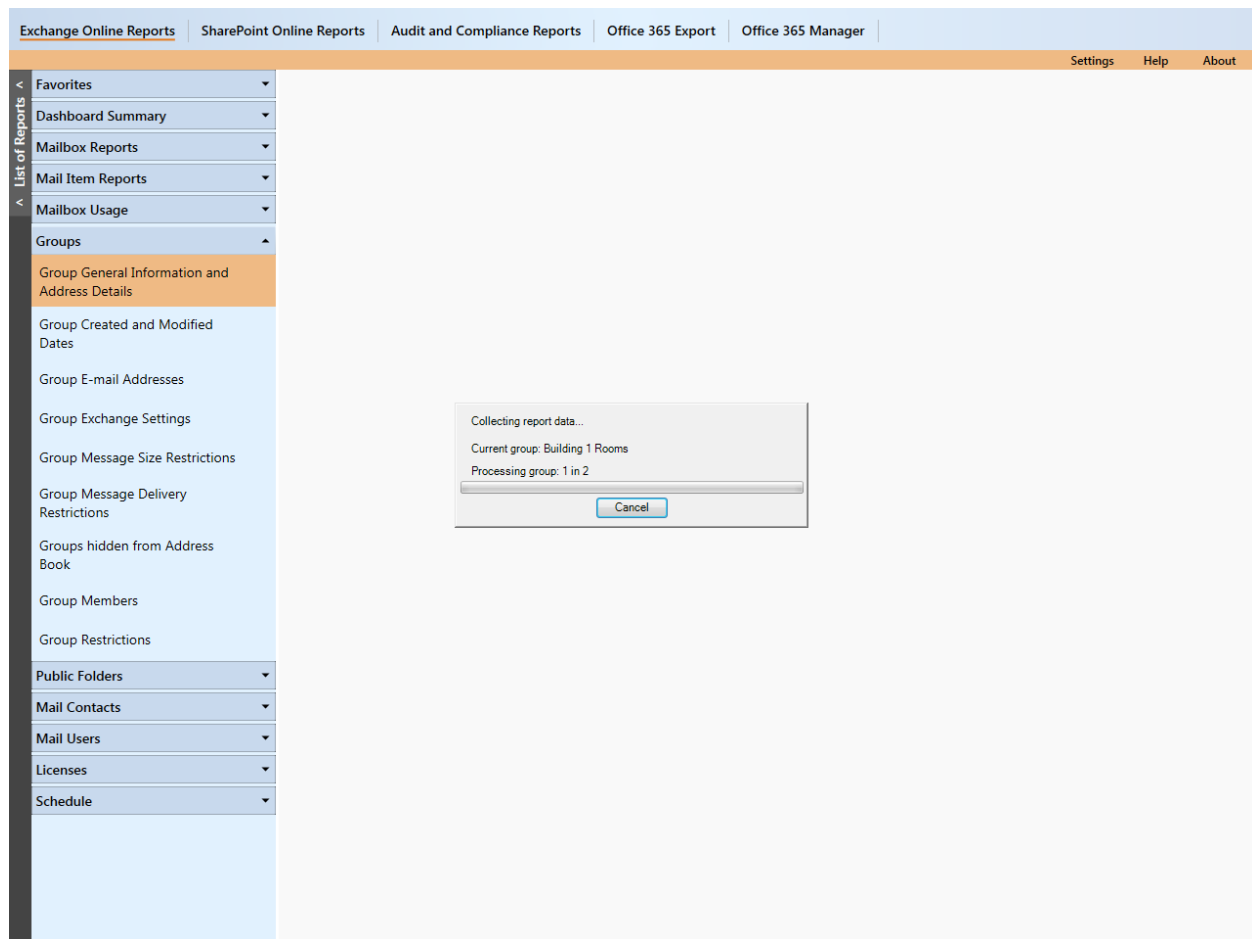


3. Select the desired group(s) and click **OK** button to display the respective group details.



Collecting Report Data

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:

Exchange Online Reports
SharePoint Online Reports
Audit and Compliance Reports
Office 365 Export
Office 365 Manager
Settings
Help
About

List of Reports
Favorites
Dashboard Summary
Mailbox Reports
Mail Item Reports
Mailbox Usage
Groups
Group General Information and Address Details
Group Created and Modified Dates
Group E-mail Addresses
Group Exchange Settings
Group Message Size Restrictions
Group Message Delivery Restrictions
Groups hidden from Address Book
Group Members
Group Restrictions
Public Folders
Mail Contacts
Mail Users
Licenses
Schedule

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

Object Name	Display Name	Alias	E-mail	Recipient Type	Group Type
Building 1 Rooms	Building 1 Rooms	Building1Ro	oms2217152@vyapindemo2.onmicr	MailUniversalDistributionGroup	Universal
Building 2 Rooms	Building 2 Rooms	Building2Ro	oms2219652@vyapindemo2.onmicr	MailUniversalDistributionGroup	Universal

Number of records: 2

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

Exchange Online Reports
SharePoint Online Reports
Audit and Compliance Reports
Office 365 Export
Office 365 Manager

Settings
Help
About

^
List of Reports
^
Favorites
Dashboard Summary
Mailbox Reports
Mail Item Reports
Mailbox Usage
Groups
Group General Information and Address Details
Group Created and Modified Dates
Group E-mail Addresses
Group Exchange Settings
Group Message Size Restrictions
Group Message Delivery Restrictions
Groups hidden from Address Book
Group Members
Group Restrictions
Public Folders
Mail Contacts
Mail Users
Licenses
Schedule

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
Building 1 Rooms	Building 1 Rooms	Building1Rooms2217152
Building 2 Rooms	Building 2 Rooms	Building2Rooms2219652

Number of records: 2

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

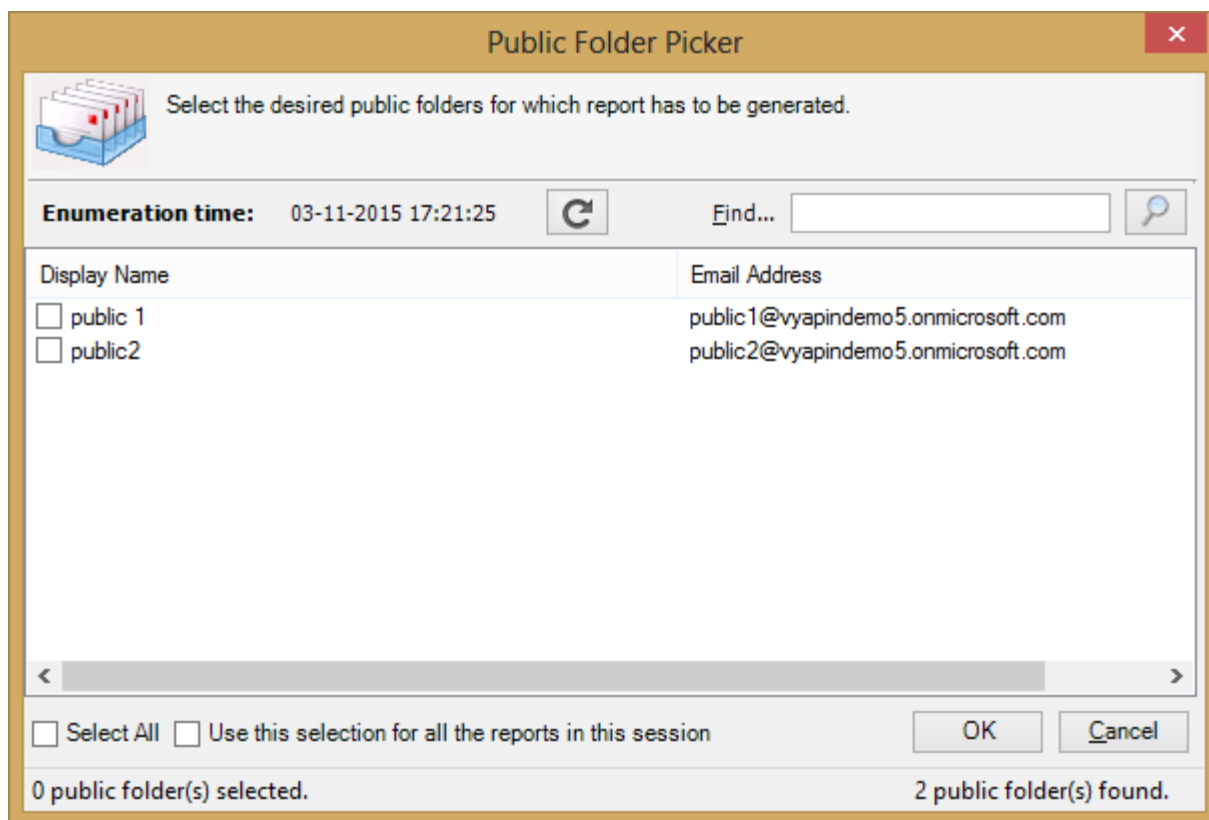
How to generate Public Folder Report?

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

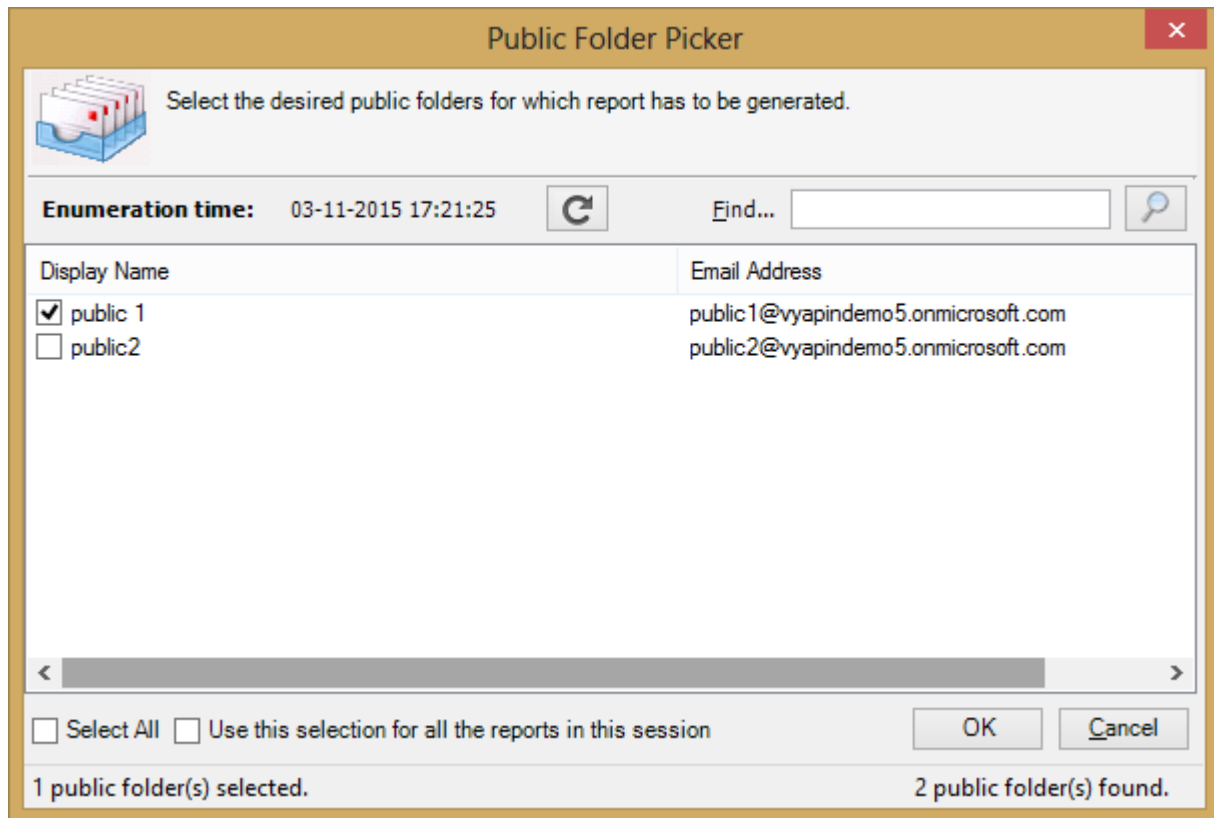
1. Select **Exchange Online Reports** from the available vertical tabs. Then from left pane of the application, select **Public Folders**.

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:

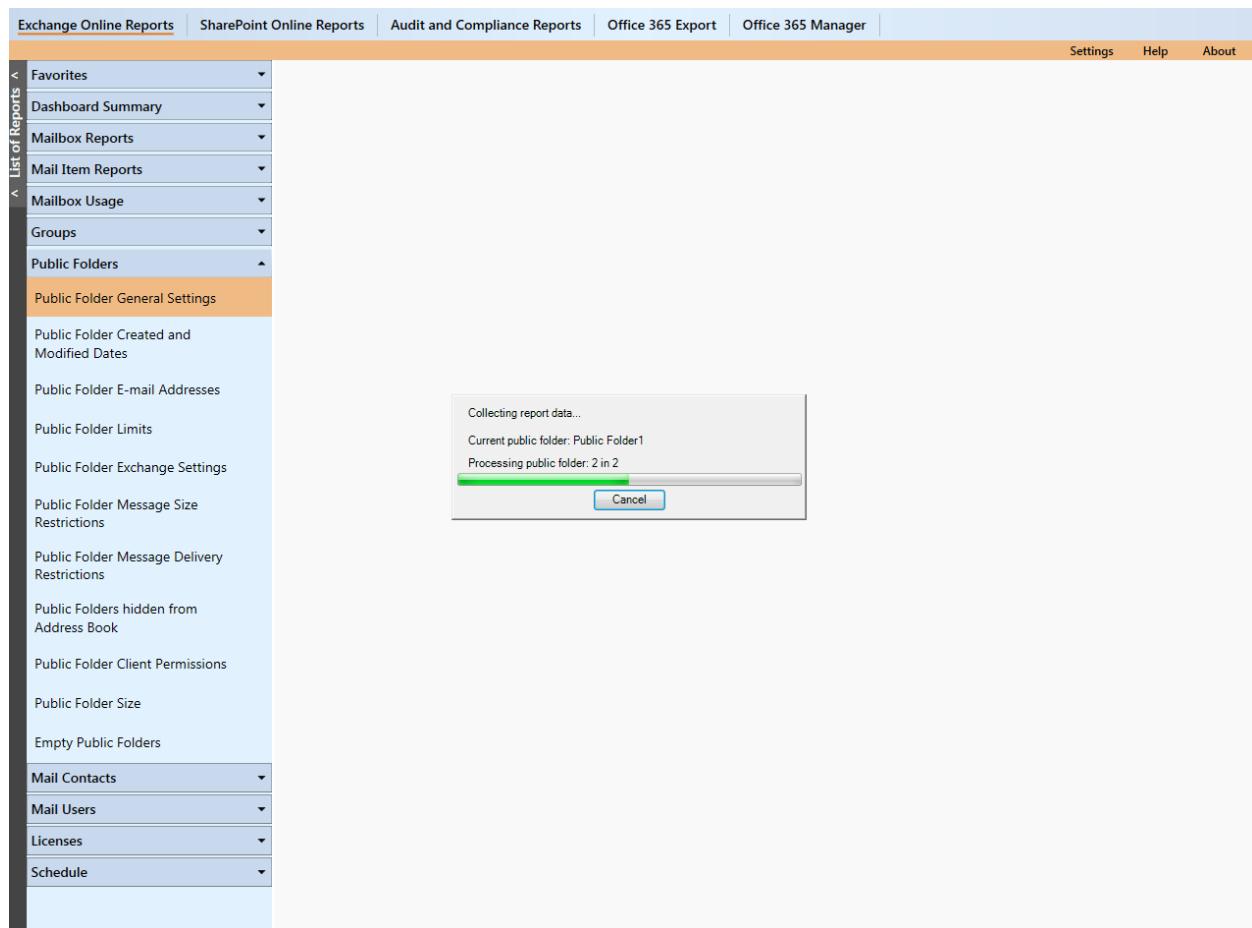


3. Select the desired public folder and click **OK** button to display the respective public folder details.



Collecting Report Data

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:

Exchange Online Reports
SharePoint Online Reports
Audit and Compliance Reports
Office 365 Export
Office 365 Manager

SettingsHelpAbout

^
List of Reports
^
Favorites
Dashboard Summary
Mailbox Reports
Mail Item Reports
Mailbox Usage
Groups
Public Folders
Public Folder General Settings
Public Folder Created and Modified Dates
Public Folder E-mail Addresses
Public Folder Limits
Public Folder Exchange Settings
Public Folder Message Size Restrictions
Public Folder Message Delivery Restrictions
Public Folders hidden from Address Book
Public Folder Client Permissions
Public Folder Size
Empty Public Folders
Mail Contacts
Mail Users
Licenses
Schedule

Public Folder General Settings






Export
Filter
E-mail
Refresh
<-- Select columns -->

Object Name	Display name	Alias name	E-mail address	Folder name	Recipient type	Address list membership
Public Folder1	Public Folder1	PublicFolder1	PublicFolder1@vyapindemo2.onmicrosoft.com	Public Folder1	PublicFolder	\MailPublicFolders(VLV) \All Rec \Default Global Address List \Of Address List
Public Folder2	Public Folder2	PublicFolder2	PublicFolder2@vyapindemo2.onmicrosoft.com	Public Folder2	PublicFolder	\MailPublicFolders(VLV) \All Rec \Default Global Address List \Of Address List






Number of records: 2

Data Collection Time: 30-Sep-15 12:33:06 PM

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

 Export	 Filter	 E-mail	 Refresh	<div><div><-- Select columns --></div><div><div><div><input checked="" type="checkbox"/> Object Name</div><div><input checked="" type="checkbox"/> Display name</div><div><input checked="" type="checkbox"/> Alias name</div><div><input type="checkbox"/> E-mail address</div><div><input type="checkbox"/> Folder name</div><div><input type="checkbox"/> Recipient type</div><div><input type="checkbox"/> Address list membership</div></div></div><div></div></div>			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		PublicFolder1@vyapindemo2.onmicrosoft.com	Public Folder1	PublicFolder	\MailPublicFolders(VLV) \All Recipients	
							\Default Global Address List \Of Address List	
Public Folder2	Public Folder2	PublicFolder2		PublicFolder2@vyapindemo2.onmicrosoft.com	Public Folder2	PublicFolder	\MailPublicFolders(VLV) \All Recipients	
							\Default Global Address List \Of 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**.

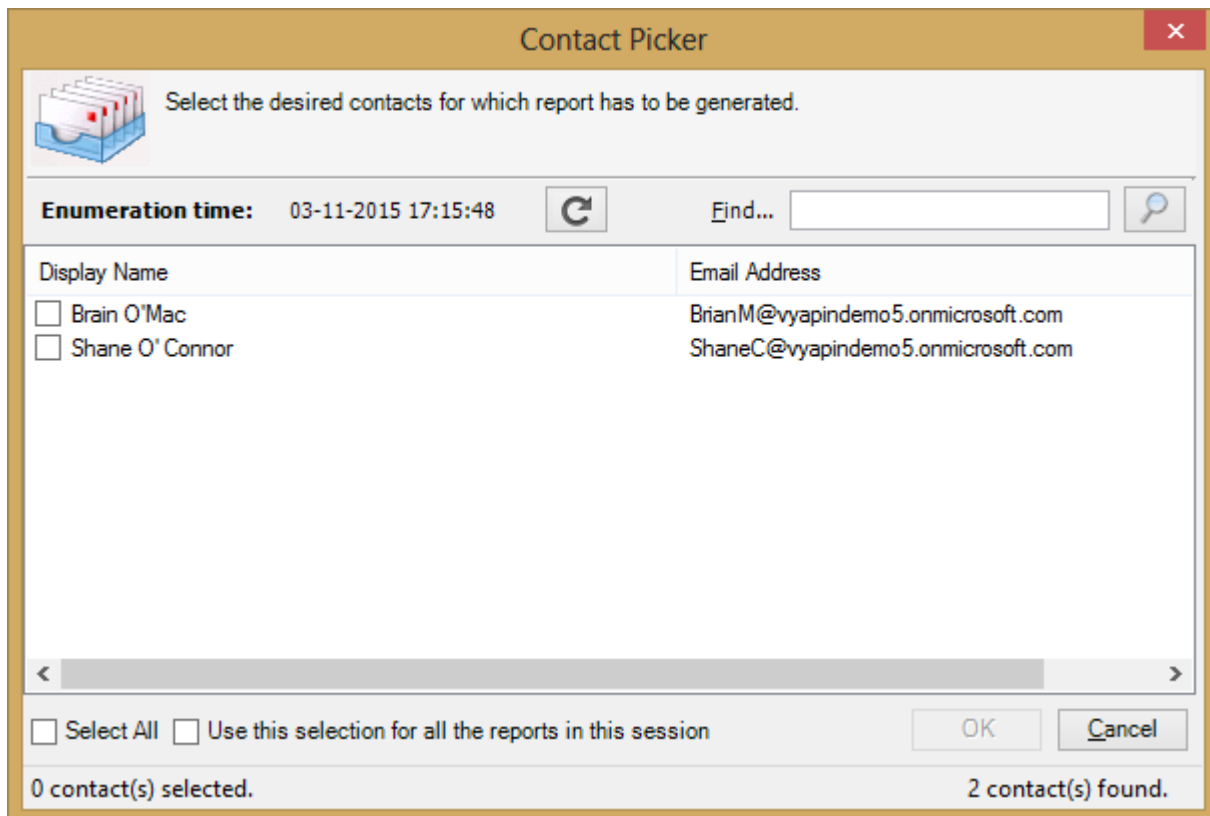
How to generate Mail Contact Report?

Perform the following steps to generate a **Mail Contact Report**:

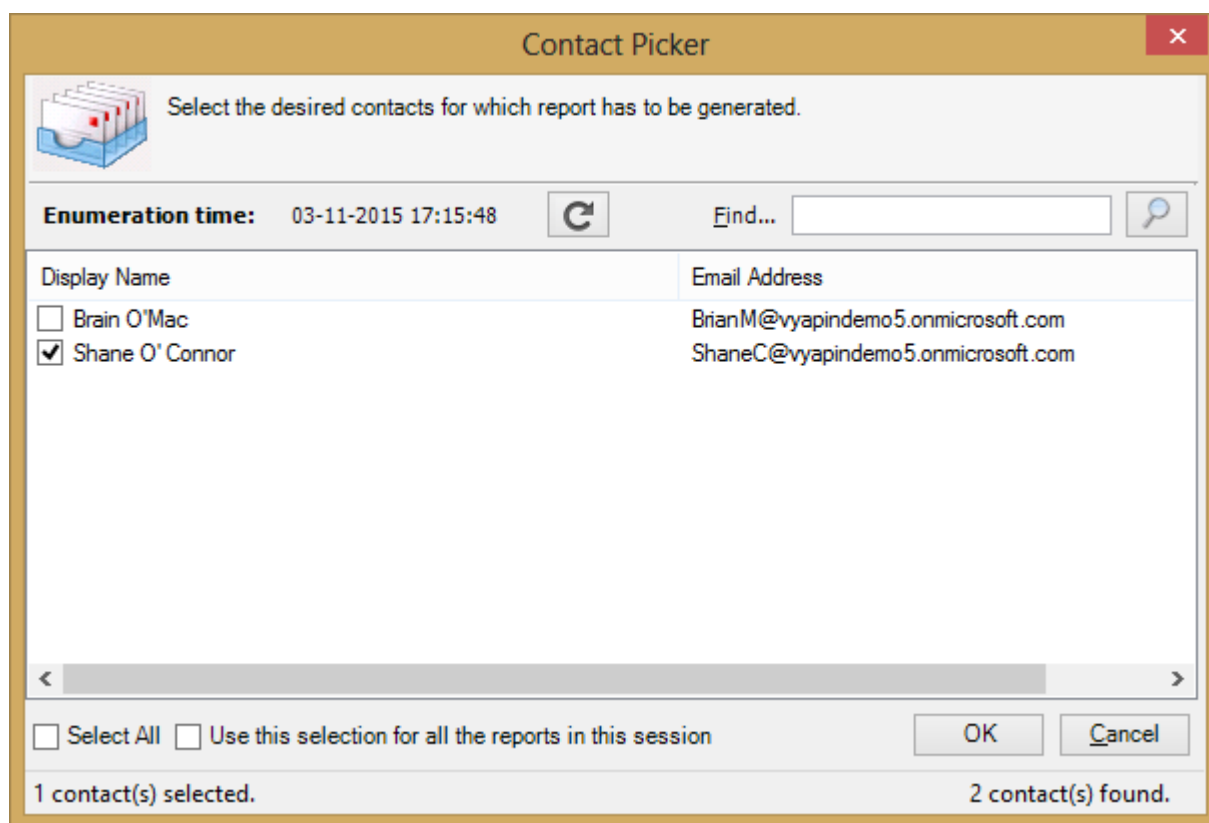
1. Select **Exchange Online Reports** from the available vertical tabs. Then from left side of the application, select **Mail Contact report**.

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

2. On selecting **Mail Contact General Information and Address Details** report, a pop - up window is displayed as shown below:

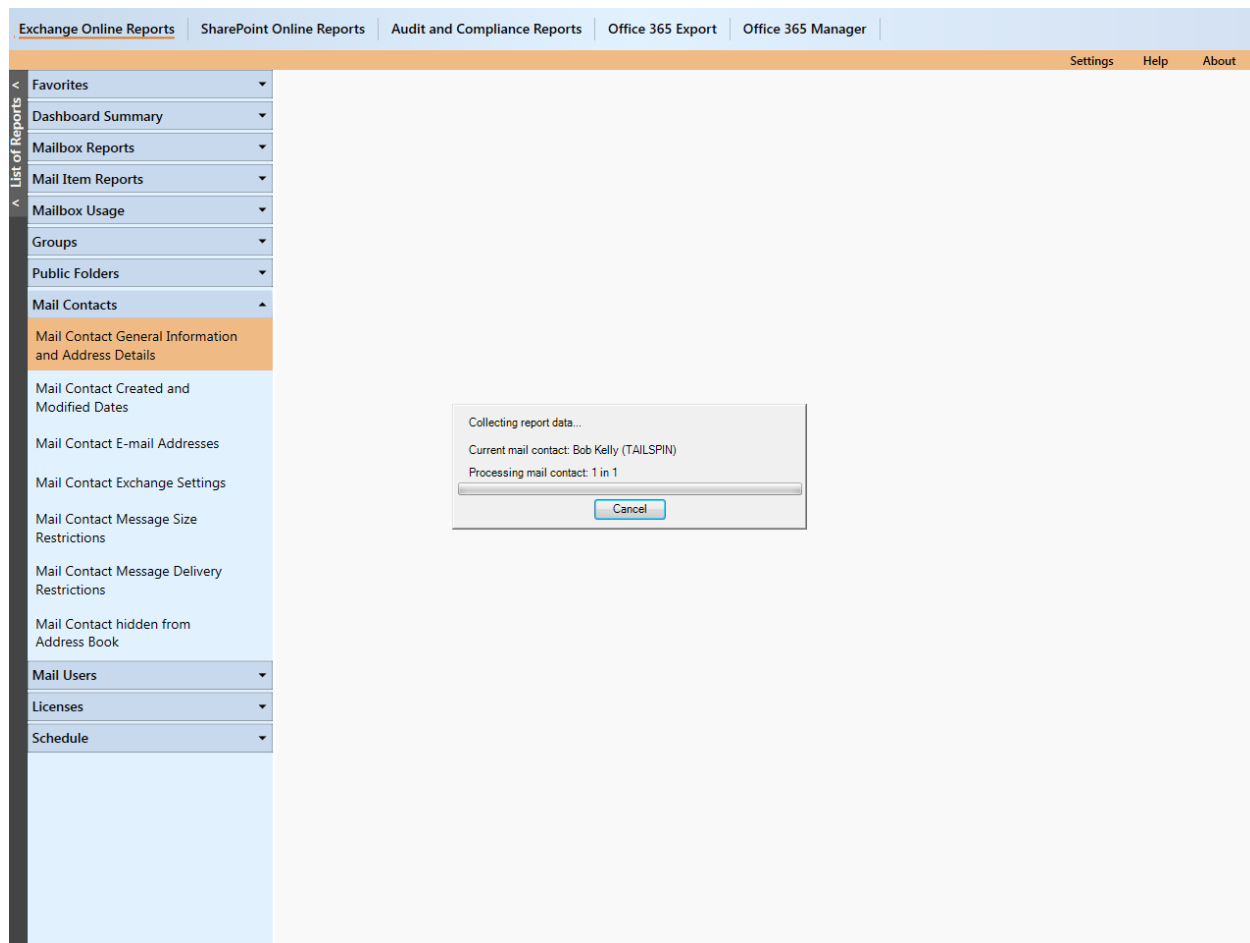


3. Select the desired mail contact and Click **OK** button to display the respective mail contact details.



Collecting Report Data

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:

Exchange Online Reports
SharePoint Online Reports
Audit and Compliance Reports
Office 365 Export
Office 365 Manager

SettingsHelpAbout

^ List of Reports ^

Favorites
Dashboard Summary
Mailbox Reports
Mail Item Reports
Mailbox Usage
Groups
Public Folders
Mail Contacts
Mail Contact General Information and Address Details
Mail Contact Created and Modified Dates
Mail Contact E-mail Addresses
Mail Contact Exchange Settings
Mail Contact Message Size Restrictions
Mail Contact Message Delivery Restrictions
Mail Contact hidden from Address Book
Mail Users
Licenses
Schedule

Mail Contact General Information and Address Details

Export
Filter
E-mail
Refresh
<-- Select columns -->
Data Collection Time: 30-Sep-15 2:59:01 PM

Object Name	Display Name	Alias	E-mail	Recipient Type	Max Recipient Per Message	Use Mapi Rich Text Format	Use Prefer Message Format	Message Format
Bob Kelly (TAILSPIN)	Bob Kelly (TAILSPIN)	BobKTAILSPIN	bobk@tailspintoys.com	MailContact	Unlimited	Never	False	Mime

Number of records: 1

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

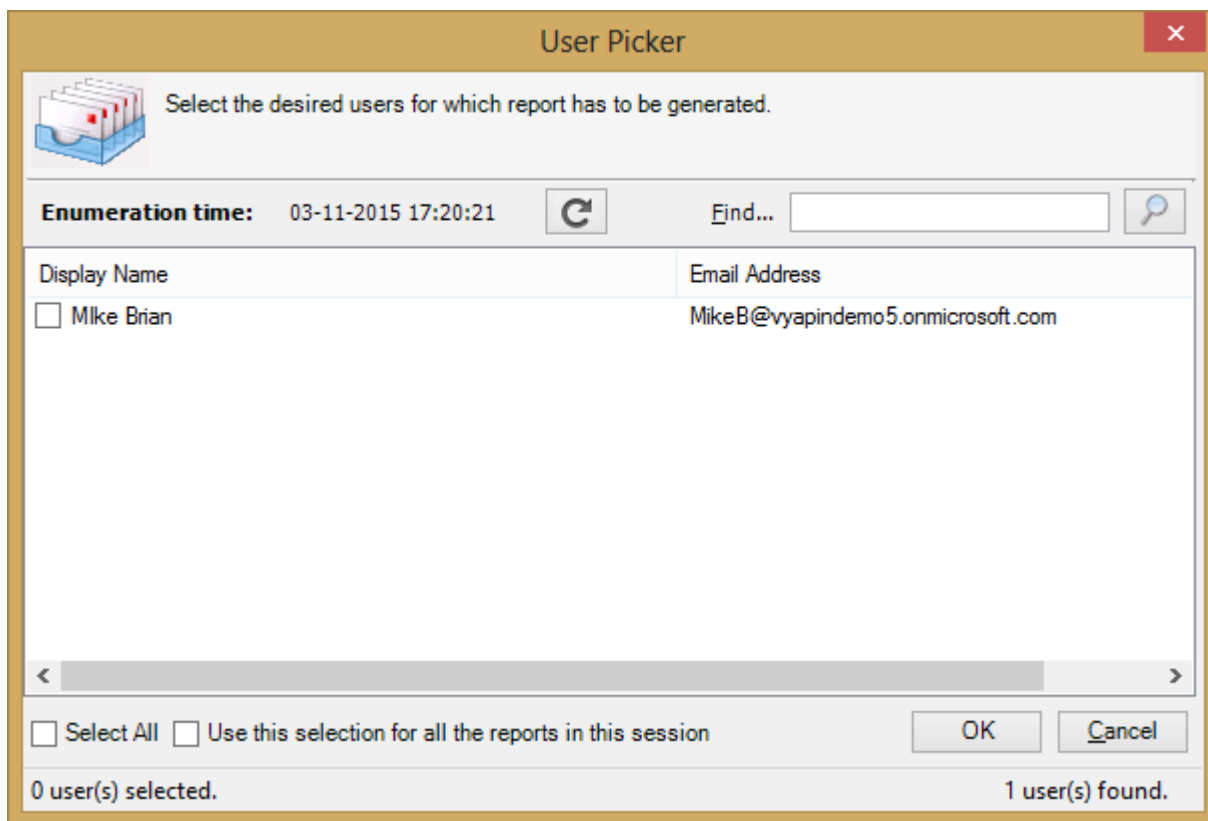
How to generate Mail User Report?

Perform the following steps to generate a **Mail User Report**:

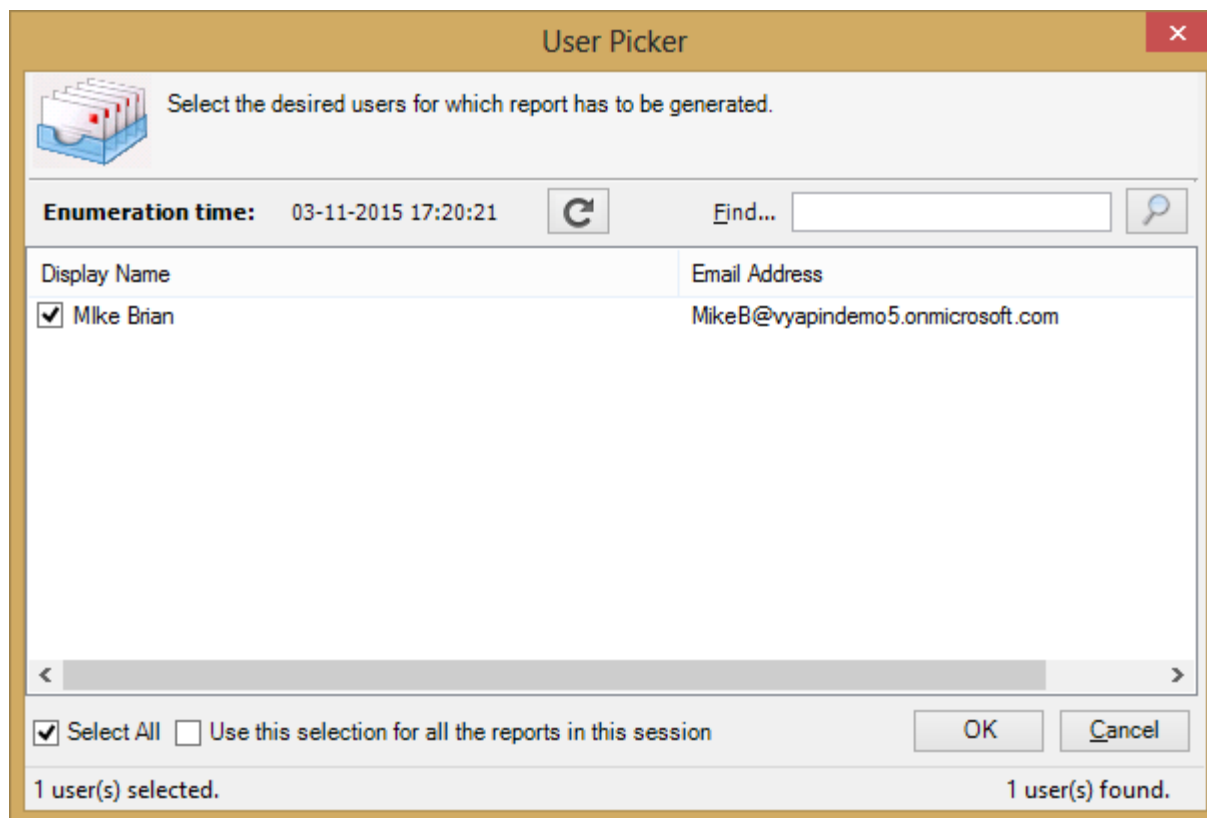
1. Select **Exchange Online Reports** from the available vertical tabs. Then from left pane of the application, select **Mail Users**.

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

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

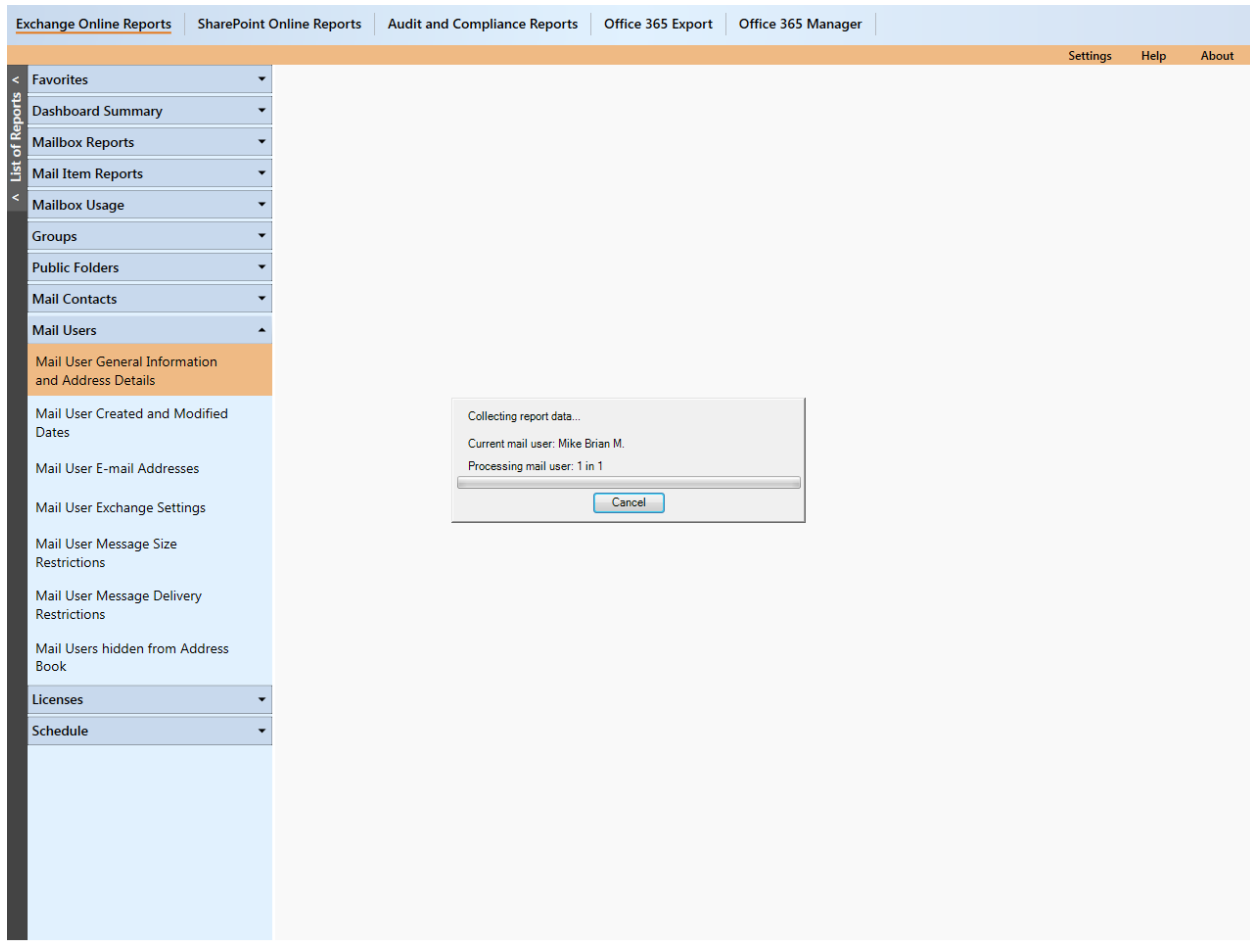


3. Select the desired mail user and click **OK** button to display the respective user details.



Collecting Report Data

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:

Exchange Online Reports
SharePoint Online Reports
Audit and Compliance Reports
Office 365 Export
Office 365 Manager
Settings
Help
About

^ List of Reports ^

Favorites
Dashboard Summary
Mailbox Reports
Mail Item Reports
Mailbox Usage
Groups
Public Folders
Mail Contacts
Mail Users
Mail User General Information and Address Details
Mail User Created and Modified Dates
Mail User E-mail Addresses
Mail User Exchange Settings
Mail User Message Size Restrictions
Mail User Message Delivery Restrictions
Mail Users hidden from Address Book
Licenses
Schedule

Mail User General Information and Address Details

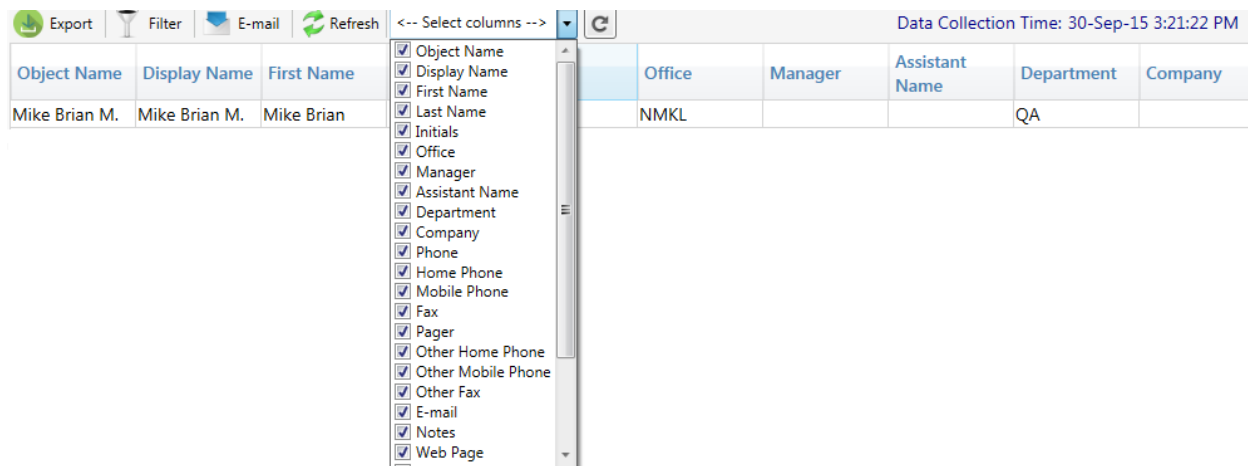
Export
Filter
E-mail
Refresh
-- Select columns --

Data Collection Time: 30-Sep-15 3:21:22 PM

Object Name	Display Name	First Name	Last Name	Initials	Office	Manager	Assistant Name	Department	Company
Mike Brian M.	Mike Brian M.	Mike Brian	Brian	M	NMKL			QA	

Number of records: 1

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

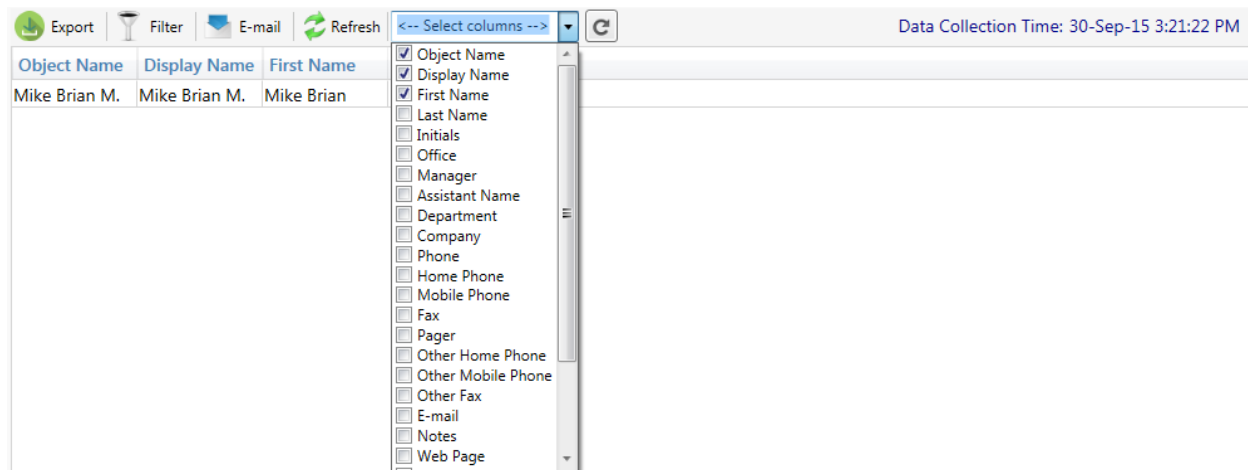


Export Filter E-mail Refresh <-- Select columns --> Data Collection Time: 30-Sep-15 3:21:22 PM

Object Name	Display Name	First Name	Office	Manager	Assistant Name	Department	Company
Mike Brian M.	Mike Brian M.	Mike Brian	NMKL			QA	

- ☒ Object Name
- ☒ Display Name
- ☒ First Name
- ☒ Last Name
- ☒ Initials
- ☒ Office
- ☒ Manager
- ☒ Assistant Name
- ☒ Department
- ☒ Company
- ☒ Phone
- ☒ Home Phone
- ☒ Mobile Phone
- ☒ Fax
- ☒ Pager
- ☒ Other Home Phone
- ☒ Other Mobile Phone
- ☒ Other Fax
- ☒ E-mail
- ☒ Notes
- ☒ Web Page

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



Export Filter E-mail Refresh <-- Select columns --> Data Collection Time: 30-Sep-15 3:21:22 PM

Object Name	Display Name	First Name	Office	Manager	Assistant Name	Department	Company
Mike Brian M.	Mike Brian M.	Mike Brian					

- ☐ Object Name
- ☐ Display Name
- ☐ First Name
- ☐ Last Name
- ☐ Initials
- ☐ Office
- ☐ Manager
- ☐ Assistant Name
- ☐ Department
- ☐ Company
- ☐ Phone
- ☐ Home Phone
- ☐ Mobile Phone
- ☐ Fax
- ☐ Pager
- ☐ Other Home Phone
- ☐ Other Mobile Phone
- ☐ Other Fax
- ☐ E-mail
- ☐ Notes
- ☐ Web Page

Follow the above mentioned steps to run another **Mail User report**.

How to generate License Report?

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

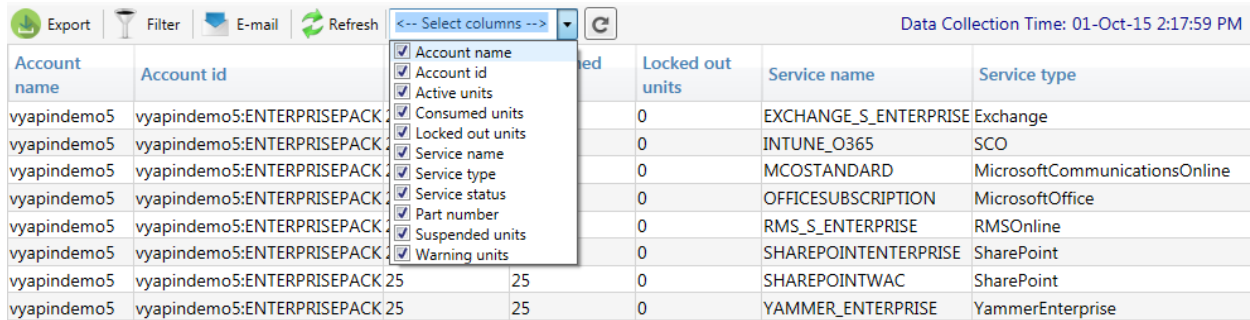
1. Select **Exchange Online Reports** from the available vertical tabs. Then from left side of the application, select **Licenses**.

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

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

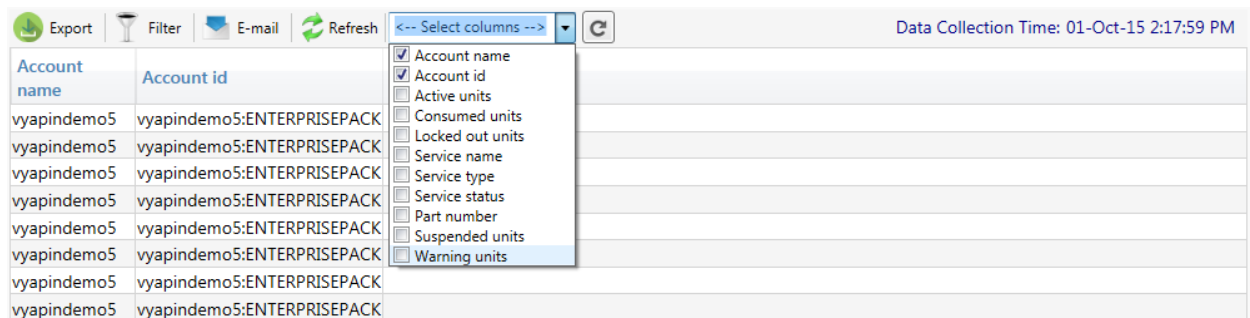
Exchange Online Reports SharePoint Online Reports Audit and Compliance Reports Office 365 Export Office 365 Manager						
Settings Help About						
List of Reports	Favorites	Organization				
	Dashboard Summary	Export Filter E-mail Refresh <-- Select columns --> Data Collection Time: 01-Oct-15 2:17:59 PM				
	Mailbox Reports	Account name	Account id	Active units	Consumed units	Locked out units
	Mail Item Reports					Service name
	Mailbox Usage					Service type
	Groups	vyapindemo5	vyapindemo5:ENTERPRISEPACK	25	25	0
	Public Folders	vyapindemo5	vyapindemo5:ENTERPRISEPACK	25	25	0
	Mail Contacts	vyapindemo5	vyapindemo5:ENTERPRISEPACK	25	25	0
	Mail Users	vyapindemo5	vyapindemo5:ENTERPRISEPACK	25	25	0
	Licenses	vyapindemo5	vyapindemo5:ENTERPRISEPACK	25	25	0
Organization						
Licence type by Users (Matrix Format)						
License type by users						
Users by license type						
License count by license type						
Security Reports						
Schedule						
Number of records: 8						

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



Account name	Account id	Active units	Consumed units	Locked out units	Service name	Service type
vyapindemo5	vyapindemo5:ENTERPRISEPACK	0	0	0	EXCHANGE_S_ENTERPRISE	Exchange
vyapindemo5	vyapindemo5:ENTERPRISEPACK	0	0	0	INTUNE_O365	SCO
vyapindemo5	vyapindemo5:ENTERPRISEPACK	0	0	0	MCOSTANDARD	MicrosoftCommunicationsOnline
vyapindemo5	vyapindemo5:ENTERPRISEPACK	0	0	0	OFFICESUBSCRIPTION	MicrosoftOffice
vyapindemo5	vyapindemo5:ENTERPRISEPACK	0	0	0	RMS_S_ENTERPRISE	RMSONline
vyapindemo5	vyapindemo5:ENTERPRISEPACK	0	0	0	SHAREPOINTENTERPRISE	SharePoint
vyapindemo5	vyapindemo5:ENTERPRISEPACK	25	25	0	SHAREPOINTWAC	SharePoint
vyapindemo5	vyapindemo5:ENTERPRISEPACK	25	25	0	YAMMER_ENTERPRISE	YammerEnterprise

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



Account name	Account id	Active units	Consumed units	Locked out units	Service name	Service type
vyapindemo5	vyapindemo5:ENTERPRISEPACK					
vyapindemo5	vyapindemo5:ENTERPRISEPACK					
vyapindemo5	vyapindemo5:ENTERPRISEPACK					
vyapindemo5	vyapindemo5:ENTERPRISEPACK					
vyapindemo5	vyapindemo5:ENTERPRISEPACK					
vyapindemo5	vyapindemo5:ENTERPRISEPACK					
vyapindemo5	vyapindemo5:ENTERPRISEPACK					
vyapindemo5	vyapindemo5:ENTERPRISEPACK					

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

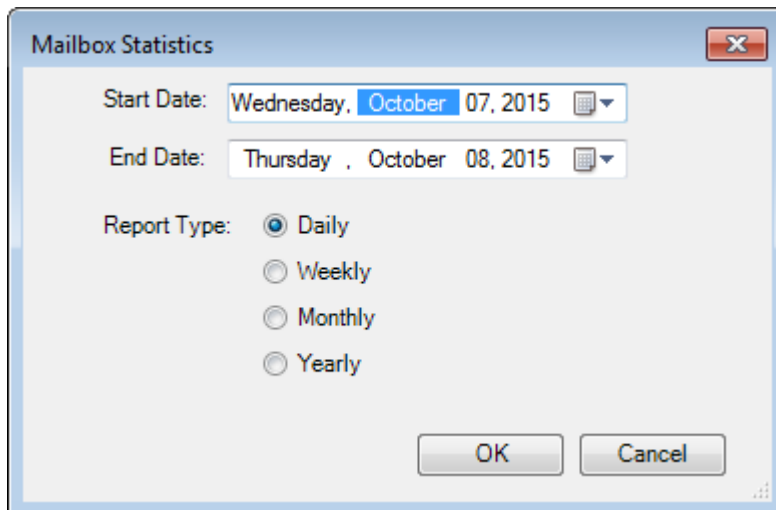
How to generate a Mailbox Usage Report?

Perform the following steps to generate a **Mailbox Usage Report**:

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

For demonstration purpose, **Mailbox Activity** report has been chosen.

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

A screenshot of a 'Mailbox Statistics' dialog box. The dialog has a title bar with a close button. It contains two date pickers: 'Start Date' set to 'Wednesday, October 07, 2015' and 'End Date' set to 'Thursday, October 08, 2015'. Below these is a 'Report Type' section with four radio buttons: 'Daily' (selected), 'Weekly', 'Monthly', and 'Yearly'. At the bottom are 'OK' and 'Cancel' buttons.

Mailbox Statistics

Start Date: Wednesday, October 07, 2015

End Date: Thursday, October 08, 2015

Report Type:

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

OK Cancel

3. Set the **Start Date**, **End Date**, and **Report Type** on the pop-up window. Once the data collection process gets completed, the report data will be displayed in the window as shown below:

Exchange Online Reports | SharePoint Online Reports | Audit and Compliance Reports | Office 365 Export | Office 365 Manager

Settings Help About

Mailbox Activity | Recently added Users/Groups

Export Filter E-mail Refresh <-- Select columns -->

Data Collection Time: 08-Oct-15 5:36:45 PM

Tenant Name	Date	Total number of active mailboxes	Number of accounts created	Number of accounts deleted
ExoTemplate1d28f852-74b4-427a-aa2a-cf98c595b38e.com	9/24/2015 5:30:00 AM	1	1	0
vyapindemo5.onmicrosoft.com	9/25/2015 5:30:00 AM	1	1	0
vyapindemo5.onmicrosoft.com	9/26/2015 5:30:00 AM	32	32	0
vyapindemo5.onmicrosoft.com	9/27/2015 5:30:00 AM	0	0	0
vyapindemo5.onmicrosoft.com	9/28/2015 5:30:00 AM	0	0	0
vyapindemo5.onmicrosoft.com	9/29/2015 5:30:00 AM	0	0	0

Number of records: 6

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: 08-Oct-15 5:39:41 PM
Tenant Name				<input checked="" type="checkbox"/> Tenant Name <input checked="" type="checkbox"/> Date <input checked="" type="checkbox"/> Total number of active mailboxes <input checked="" type="checkbox"/> Number of accounts created <input checked="" type="checkbox"/> Number of accounts deleted	Number of active mailboxes	Number of accounts created	Number of accounts deleted	
ExoTemplate1d28f852-74b4-427a-aa2a-cf98c595b38e.com						1	0	
vyapindemo5.onmicrosoft.com	9/25/2015 5:30:00 AM	1			1	0		
vyapindemo5.onmicrosoft.com	9/26/2015 5:30:00 AM	32			32	0		
vyapindemo5.onmicrosoft.com	9/27/2015 5:30:00 AM	32			0	0		
vyapindemo5.onmicrosoft.com	9/28/2015 5:30:00 AM	32			0	0		
vyapindemo5.onmicrosoft.com	9/29/2015 5:30:00 AM	32			0	0		

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

Export	Filter	E-mail	Refresh	<-- Select columns -->				Data Collection Time: 08-Oct-15 5:39:41 PM
Number of accounts deleted	Number of accounts created			<input type="checkbox"/> Tenant Name <input type="checkbox"/> Date <input type="checkbox"/> Total number of active mailboxes <input checked="" type="checkbox"/> Number of accounts created <input checked="" type="checkbox"/> Number of accounts deleted				
0	1							
0	1							
0	32							
0	0							
0	0							
0	0							

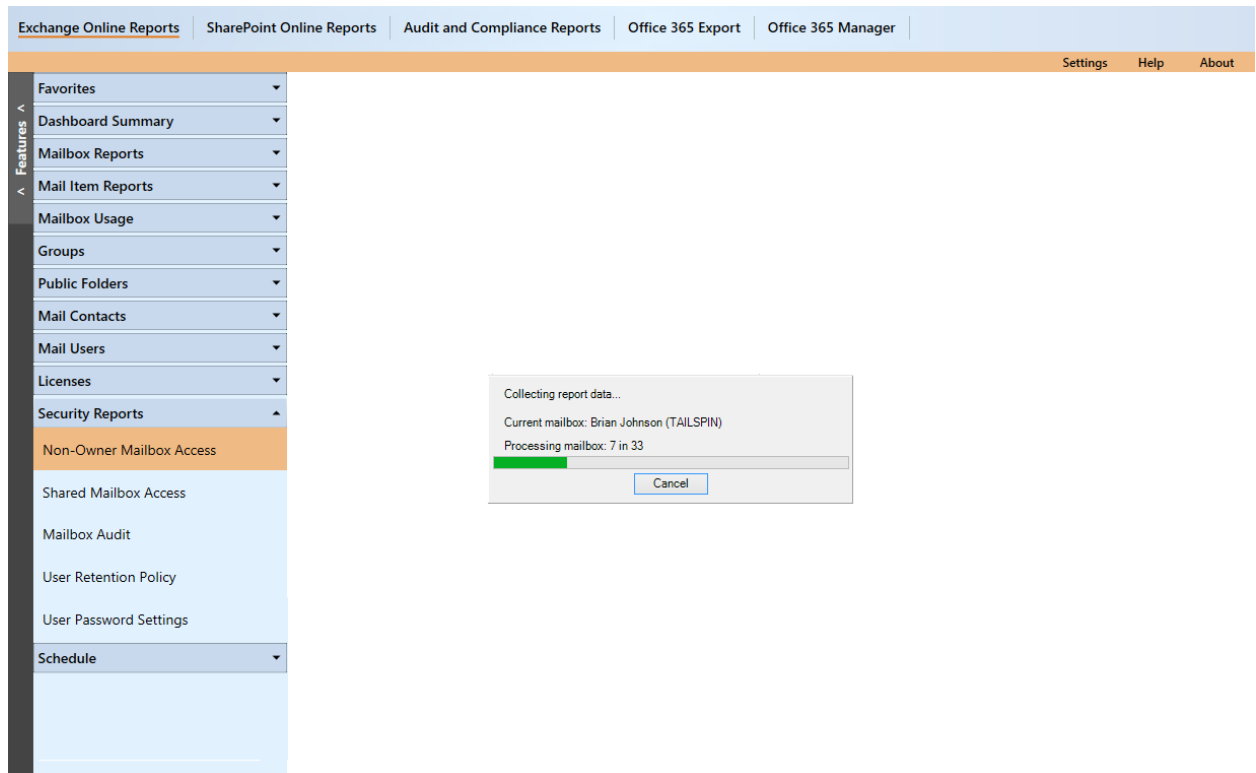
Follow the above mentioned steps to run other **Mailbox Usage Reports**.

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.

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

3. On selecting "Non-Owner Mailbox Access" Report, a window is displayed as shown below:



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

Exchange Online Reports

SharePoint Online Reports

Audit and Compliance Reports

Office 365 Export

Office 365 Manager

Settings

Help

About

Features

Non-Owner Mailbox Access

Export

Filter

E-mail

Refresh

Data Collection Time: 01/29/2016 4:07:44 PM

Mailbox Name

Mailbox E-mail Address

Identity

User Name

User E-mail Address

AccessRight

Dashboard Summary

Mailbox Reports

Mail Item Reports

Mailbox Usage

Groups

Public Folders

Mail Contacts

Mail Users

Licenses

Security Reports

Non-Owner Mailbox Access

Shared Mailbox Access

Mailbox Audit

User Retention Policy

User Password Settings

Schedule

Belinda Newman

BelindaN@vyapindemo8.onmicrosoft.com

BelindaN

Sara Davis

SaraD@vyapindemo8.onmicrosoft.com

FullAccess

Bonnie Kearney

BonnieK@vyapindemo8.onmicrosoft.com

BonnieK

Sara Davis

SaraD@vyapindemo8.onmicrosoft.com

FullAccess

Bonnie Kearney

BonnieK@vyapindemo8.onmicrosoft.com

BonnieK

Sara Davis

SaraD@vyapindemo8.onmicrosoft.com

SendAs

Brian Johnson (TAILSPIN)

BrianJ@vyapindemo8.onmicrosoft.com

Brian Johnson (TAILSPIN)

MOD Administrator

admin@vyapindemo8.onmicrosoft.com

FullAccess

Brian Johnson (TAILSPIN)

BrianJ@vyapindemo8.onmicrosoft.com

Brian Johnson (TAILSPIN)

MOD Administrator

admin@vyapindemo8.onmicrosoft.com

SendAs

Brian Johnson (TAILSPIN)

BrianJ@vyapindemo8.onmicrosoft.com

Brian Johnson (TAILSPIN)

Sara Davis

SaraD@vyapindemo8.onmicrosoft.com

FullAccess

Conf Room Adams

Adams@vyapindemo8.onmicrosoft.com

Conf Room Adams

MOD Administrator

admin@vyapindemo8.onmicrosoft.com

FullAccess

Conf Room Adams

Adams@vyapindemo8.onmicrosoft.com

Conf Room Adams

MOD Administrator

admin@vyapindemo8.onmicrosoft.com

SendAs

Conf Room Adams

Adams@vyapindemo8.onmicrosoft.com

Conf Room Adams

Sara Davis

SaraD@vyapindemo8.onmicrosoft.com

FullAccess

Conf Room Baker

Baker@vyapindemo8.onmicrosoft.com

Conf Room Baker

MOD Administrator

admin@vyapindemo8.onmicrosoft.com

FullAccess

Conf Room Baker

Baker@vyapindemo8.onmicrosoft.com

Conf Room Baker

MOD Administrator

admin@vyapindemo8.onmicrosoft.com

SendAs

Conf Room Baker

Baker@vyapindemo8.onmicrosoft.com

Conf Room Baker

Sara Davis

SaraD@vyapindemo8.onmicrosoft.com

FullAccess

Conf Room Crystal

Crystal@vyapindemo8.onmicrosoft.com

Conf Room Crystal

MOD Administrator

admin@vyapindemo8.onmicrosoft.com

FullAccess

Conf Room Crystal

Crystal@vyapindemo8.onmicrosoft.com

Conf Room Crystal

MOD Administrator

admin@vyapindemo8.onmicrosoft.com

SendAs

Number of records: 34

How to generate inbound mails report?

Perform the following steps to generate Inbound Mails Report:

Select Exchange Online Reports from the available vertical tabs. Then from left pane of application, select Distribution Group Activity.


On the selection of "Inbound Mails" from the list of available reports, a dialog is displayed as shown below:

Conversation


Select Distribution Group

select distribution group and date range to analyze the activity

Data collected on: 1/30/2017 8:28:23 PM

Refresh now: 

Find:



	Display Name	Email Address
<input type="checkbox"/>	All Employees	Employees@MOD799074.onmicrosoft.com
<input type="checkbox"/>	All Managers	allmanagers@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Bio Department	biodepartment@MOD799074.onmicrosoft.com
<input type="checkbox"/>	DG	dg@MOD799074.onmicrosoft.com
<input type="checkbox"/>	DList	dlist@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Ecological Department	ecologicaldepartment@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Executives	Executives@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Finance Team	Finance@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Legal Team	Legal@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Northwind Traders	Northwind@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Project Falcon	ProjectFalcon@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Sales Team	Sales@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Security Test	securitytest@MOD799074.onmicrosoft.com

☐ Select All

15 group(s) found

Next

Cancel

On selecting the distribution group and date range, the resultant data are displayed in a window as shown below:

Vyapin Office 365 Management Suite						
Exchange Online Reports SharePoint Online Reports Audit and Compliance Reports Office 365 Export Office 365 Manager						
Settings Help About						
List of Reports	Inbound Mails					
	Export	Filter	E-mail	Refresh	Data Collection Time : 2017-02-09 14:40:36	
	Group Name	Display Name	Mail Address	Subject	From	To
	Executives	Henrietta Mueller	HenriettaM@MOD799074.onmicrosoft.com	Re: Happy New Year 2017	Megan Bowen	Executives@MOD799074.onmicrosoft.com
	Executives	Henrietta Mueller	HenriettaM@MOD799074.onmicrosoft.com	Happy New Year 2017	Megan Bowen	Executives@MOD799074.onmicrosoft.com
	Executives	Henrietta Mueller	HenriettaM@MOD799074.onmicrosoft.com	Re: Subject Empty	Megan Bowen	Executives@MOD799074.onmicrosoft.com
	Executives	Henrietta Mueller	HenriettaM@MOD799074.onmicrosoft.com	Subject Empty	Megan Bowen	Executives@MOD799074.onmicrosoft.com
	Executives	Henrietta Mueller	HenriettaM@MOD799074.onmicrosoft.com	RE: External Mail Account Verification	Ganesan S	Executives@MOD799074.onmicrosoft.com
	Executives	Henrietta Mueller	HenriettaM@MOD799074.onmicrosoft.com	RE: External Mail Account Verification	Ganesan S	Executives@MOD799074.onmicrosoft.com
	Executives	Henrietta Mueller	HenriettaM@MOD799074.onmicrosoft.com	Re: Leading Online Retailer Store - TAKE KARE	Christie Cline	Executives@MOD799074.onmicrosoft.com
	Executives	Joni Sherman	JoniS@MOD799074.onmicrosoft.com	Re: Happy New Year 2017	Megan Bowen	Executives@MOD799074.onmicrosoft.com
	Executives	Joni Sherman	JoniS@MOD799074.onmicrosoft.com	Happy New Year 2017	Megan Bowen	Executives@MOD799074.onmicrosoft.com
	Executives	Joni Sherman	JoniS@MOD799074.onmicrosoft.com	Re: Subject Empty	Megan Bowen	Executives@MOD799074.onmicrosoft.com
	Executives	Joni Sherman	JoniS@MOD799074.onmicrosoft.com	Subject Empty	Megan Bowen	Executives@MOD799074.onmicrosoft.com
	Executives	Joni Sherman	JoniS@MOD799074.onmicrosoft.com	RE: External Mail Account Verification	Ganesan S	Executives@MOD799074.onmicrosoft.com
	Executives	Joni Sherman	JoniS@MOD799074.onmicrosoft.com	RE: External Mail Account Verification	Ganesan S	Executives@MOD799074.onmicrosoft.com
	Executives	Joni Sherman	JoniS@MOD799074.onmicrosoft.com	RE: Leading Online Retailer Store - TAKE KARE	Ganesan S	Executives@MOD799074.onmicrosoft.com
	Executives	Joni Sherman	JoniS@MOD799074.onmicrosoft.com	RE: Leading Online Retailer Store - TAKE KARE Venkat Raman	Executives@MOD799074.onmicrosoft.com	Executives@MOD799074.onmicrosoft.com
	Executives	Joni Sherman	JoniS@MOD799074.onmicrosoft.com	Re: Leading Online Retailer Store - TAKE KARE	Christie Cline	Executives@MOD799074.onmicrosoft.com

How to generate outbound mails for distribution group report?

Perform the following steps to generate Outbound Mails Report:

Select Exchange Online Reports from the available vertical tabs. Then from left pane of application, select Distribution Group Activity.

On the selection of "Outbound Mails" from the list of available reports, a dialog is displayed as shown below:

Conversation

Select Distribution Group

select distribution group and date range to analyze the activity

Data collected on: 1/30/2017 8:28:23 PM

Refresh now:

Find:

	Display Name	Email Address
<input type="checkbox"/>	All Employees	Employees@MOD799074.onmicrosoft.com
<input type="checkbox"/>	All Managers	allmanagers@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Bio Department	biodepartment@MOD799074.onmicrosoft.com
<input type="checkbox"/>	DG	dg@MOD799074.onmicrosoft.com
<input type="checkbox"/>	DList	dlist@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Ecological Department	ecologicaldepartment@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Executives	Executives@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Finance Team	Finance@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Legal Team	Legal@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Northwind Traders	Northwind@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Project Falcon	ProjectFalcon@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Sales Team	Sales@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Security Test	securitytest@MOD799074.onmicrosoft.com

☐ Select All

15 group(s) found

Next

Cancel

How to generate top 10 user's mail activity report?

Perform the following steps to generate top 10 user's mail activity Report:

Select Exchange Online Reports from the available vertical tabs. Then from left pane of application, select Distribution Group Activity.


On the selection of "Top 10 Users Mail Activity" from the list of available reports, a dialog is displayed as shown below:

Conversation


Select Distribution Group

select distribution group and date range to analyze the activity

Data collected on: 1/30/2017 8:28:23 PM

Refresh now: 

Find:



	Display Name	Email Address
<input type="checkbox"/>	All Employees	Employees@MOD799074.onmicrosoft.com
<input type="checkbox"/>	All Managers	allmanagers@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Bio Department	biodepartment@MOD799074.onmicrosoft.com
<input type="checkbox"/>	DG	dg@MOD799074.onmicrosoft.com
<input type="checkbox"/>	DList	dlist@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Ecological Department	ecologicaldepartment@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Executives	Executives@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Finance Team	Finance@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Legal Team	Legal@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Northwind Traders	Northwind@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Project Falcon	ProjectFalcon@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Sales Team	Sales@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Security Test	securitytest@MOD799074.onmicrosoft.com

☐ Select All

15 group(s) found

Next

Cancel

On selecting the distribution group and date range, the resultant data are displayed in a window as shown below:

Exchange Online Reports SharePoint Online Reports Audit and Compliance Reports Office 365 Export Office 365 Manager

Settings Help About

Search Top 10 Users Mail Activity

Report View Chart View

Export Filter E-mail Refresh Data Collection Time : 2017-02-09 15:15:51

Group Name	Folder Name	Subject	From	To
Executives	Sent Items	Test Mail	Joni Sherman	Megan Bowen
Executives	Sent Items	Re: Happy New Year 2017	Joni Sherman	Megan Bowen
Executives	Sent Items	Re: Happy New Year 2017	Joni Sherman	Megan Bowen
Executives	Sent Items	Subject Empty	Joni Sherman	Megan Bowen
Executives	Sent Items	Subject Empty	Joni Sherman	Megan Bowen
Executives	Sent Items	Re: Subject Empty	Joni Sherman	Megan Bowen
Executives	Sent Items	Re: External Mail Account Verification	Joni Sherman	Ganesan S
Executives	Sent Items	External Mail Account Verification	Joni Sherman	ganesan@vyapin.com
Executives	subSent Folder	Fw: Leading Online Retailer Store - TAKE KARE	Joni Sherman	venkat@vyapin.com; Lynne Robb Archie
Executives	subSent Folder	Leading Online Retailer Store - TAKE KARE	Joni Sherman	Christie Cline
Executives	Sent Items	Re: Happy New Year 2017	Henrietta Mueller	Megan Bowen
Executives	Sent Items	Re: Happy New Year 2017	Henrietta Mueller	Megan Bowen
Executives	Sent Items	Re: Subject Empty	Henrietta Mueller	Megan Bowen
Executives	Sent Items	Re: Leading Online Retailer Store - TAKE KARE	Henrietta Mueller	Venkat Raman; Miriam Graham; C
Executives	Sent Items	Re: Leading Online Retailer Store - TAKE KARE	Henrietta Mueller	Ganesan S; Venkat Raman; Lynne Grady Archie
Executives	Sent Items	Re: External Mail Account Verification	Henrietta Mueller	Ganesan S

Mail Analytics

Mail Traffic Reports

Mail Size Reports

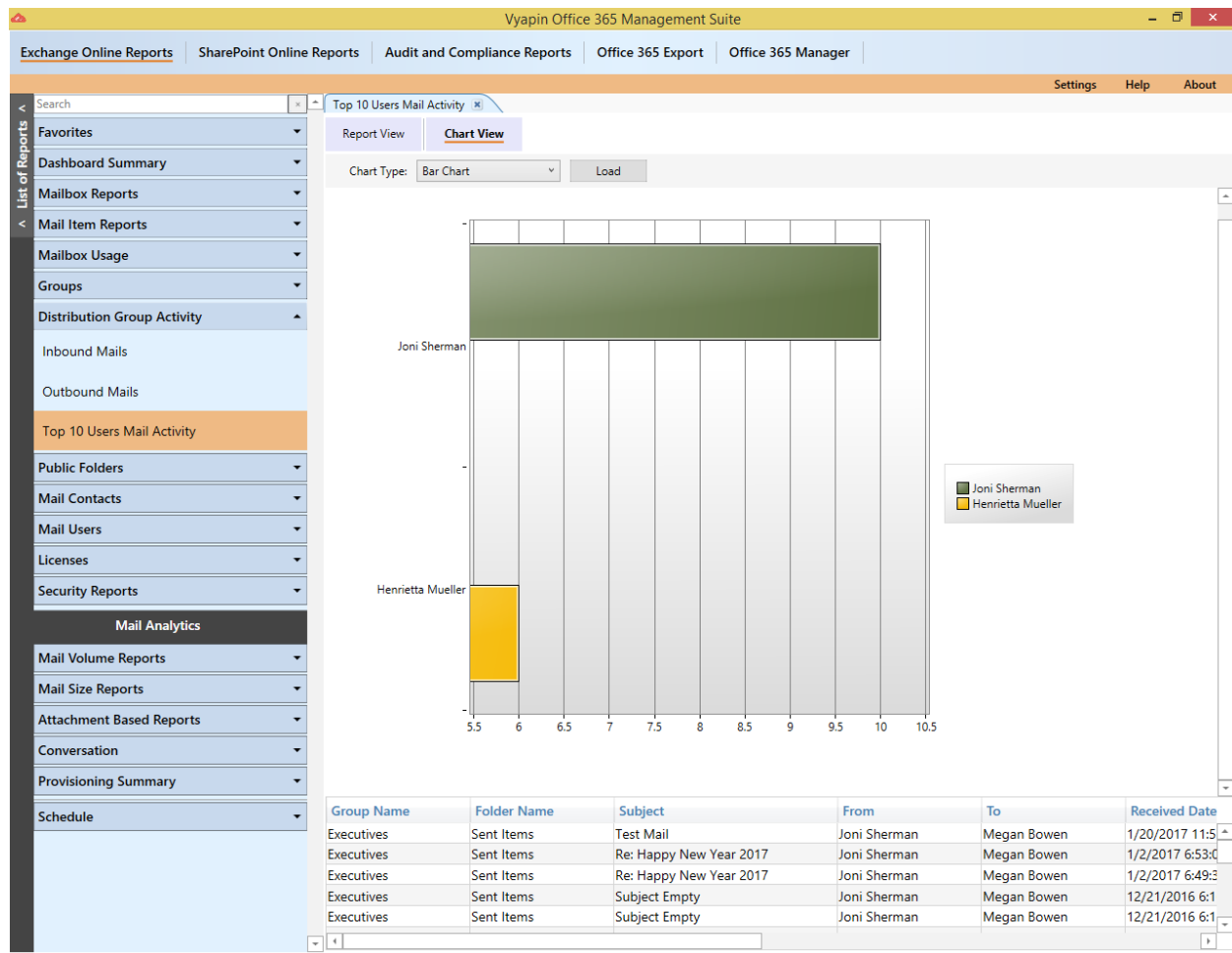
Attachment Based Reports

Conversation

Provisioning Summary

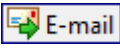
Schedule

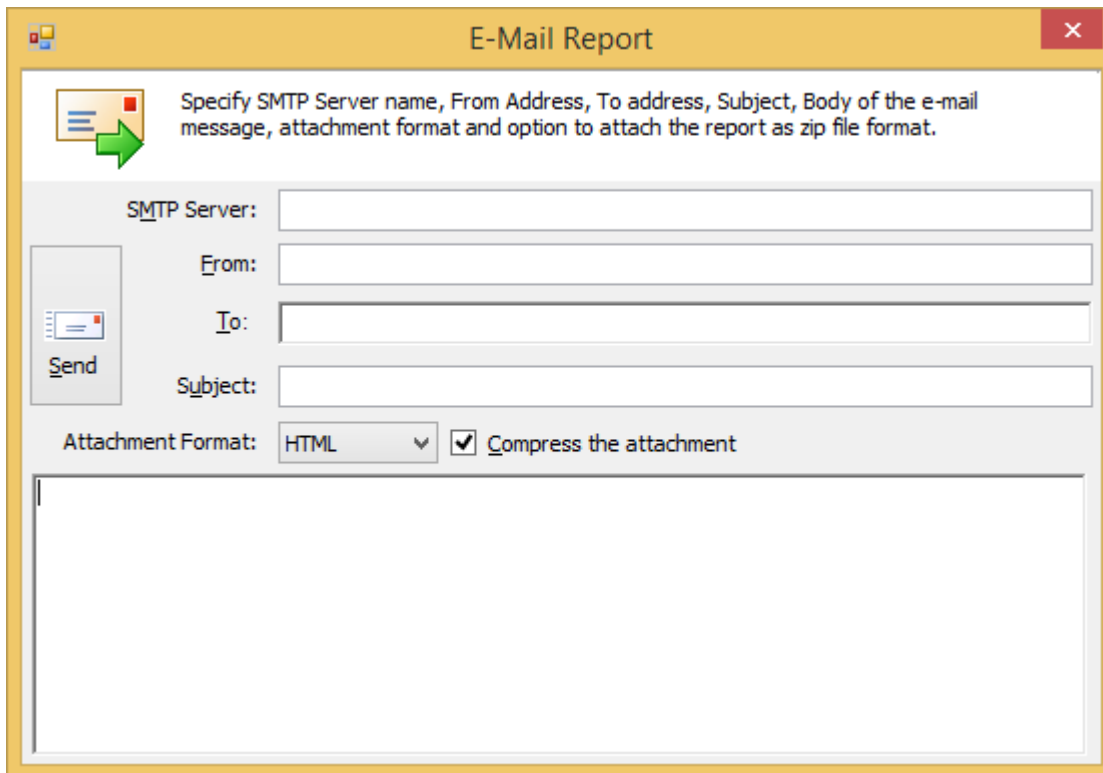
The chart view represents the pictorial representation of the report. On selecting the chart view tab, report is displayed as shown below



How to E-mail data?

Vyapin Office 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 dialog box is titled "E-Mail Report" and has a yellow header bar. It contains a text area for the email body, a "Send" button, and fields for SMTP Server, From, To, Subject, and Attachment Format. There is also a checkbox for "Compress the attachment".

Specify SMTP Server name, From Address, To address, Subject, Body of the e-mail message, attachment format and option to attach the report as zip file format.

SMTP Server:

From:

To:

Subject:

Attachment Format: ☒ Compress the attachment

2. For e-mailing reports, Vyapin Office 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.

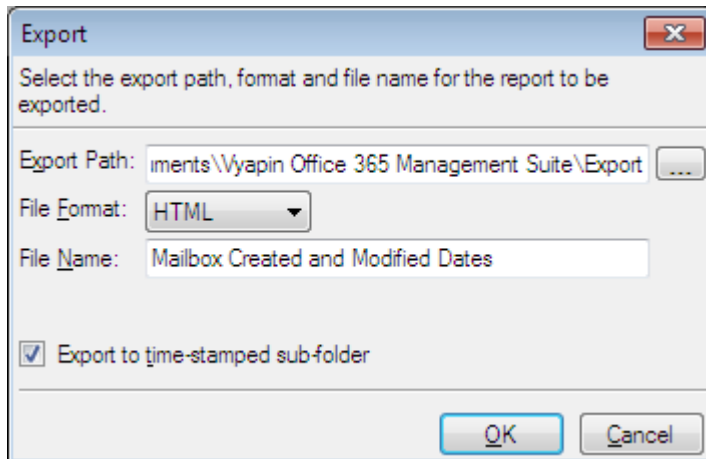


3. Click  to send the report by e-mail to the selected recipients.

How to Export data?

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

1. Click on  **Export** 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.

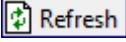
By default, the report will be exported to a time-stamped sub-folder in the format **YYYY-MM-DD HH.MM.SS** under the specified **Export Path**. This will be useful to avoid overwriting of existing files, if any, in the specified **Export Path**.

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?


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

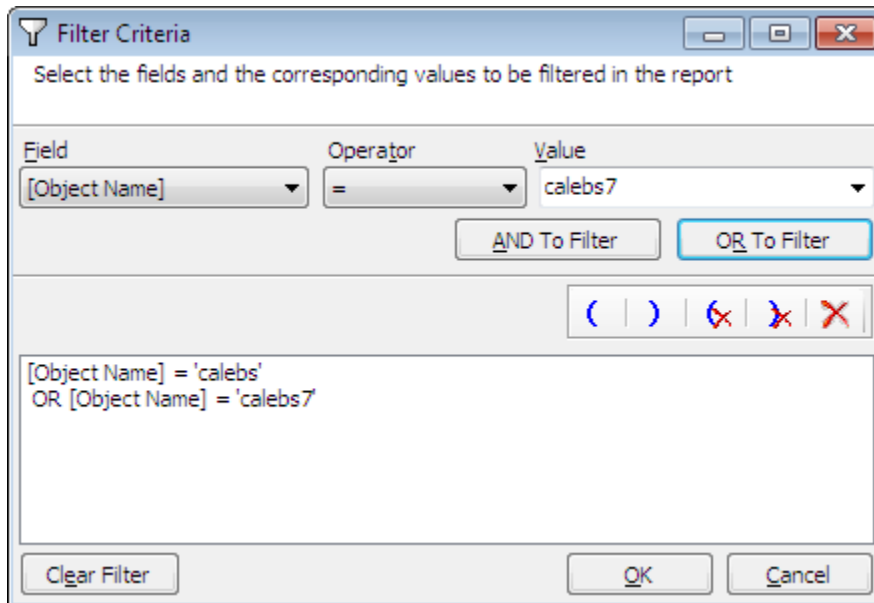
Click  in the toolbar available in the report window to refresh report data. The existing data will be cleared and latest data will be loaded in the report window.

How to use Filter?

Vyapin Office 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).



Filter Criteria

Select the fields and the corresponding values to be filtered in the report

Field Operator Value

[Object Name] = calebs7

AND To Filter OR To Filter

() [X] [X] [X]






[Object Name] = 'calebs'
OR [Object Name] = 'calebs7'

Clear Filter OK Cancel

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 Office 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

Report Criteria

Select report criteria for which you want to view mail items

Date Range Filter

Date Range: Last 7 days

From: 02/04/201715

To: 02/10/201715

☒ Summarize by:

Hour of day

Back

Finish

Cancel

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

147

Exchange Online Reports | SharePoint Online Reports | Audit and Compliance Reports | Office 365 Export | Office 365 Manager | Settings | Help | About

List of Reports

- ▼ Favorites
- ▼ Dashboard Summary
- ▼ Mailbox Reports
- ▼ Mail Item Reports
- ▼ Mailbox Usage
- ▼ Groups
- ▼ Public Folders
- ▼ Mail Contacts
- ▼ Mail Users
- ▼ Licenses
- ▼ Security Reports

Mail Analytics

- ▼ Mail Traffic Reports
 - Inbound Mails
 - Outbound Mails
 - Total (Inbound and Outbound)
 - Total Mail Count by Subject
 - Total Mail Count by Size
 - Total Mail Count by Keywords
 - Read and Unread Mails
 - Mail Importance
 - Top Users by Mail Count
 - Top Senders by Mail Count
 - Top Receivers by Mail Count

Collecting report data...

Current mailbox: Miriam Graham

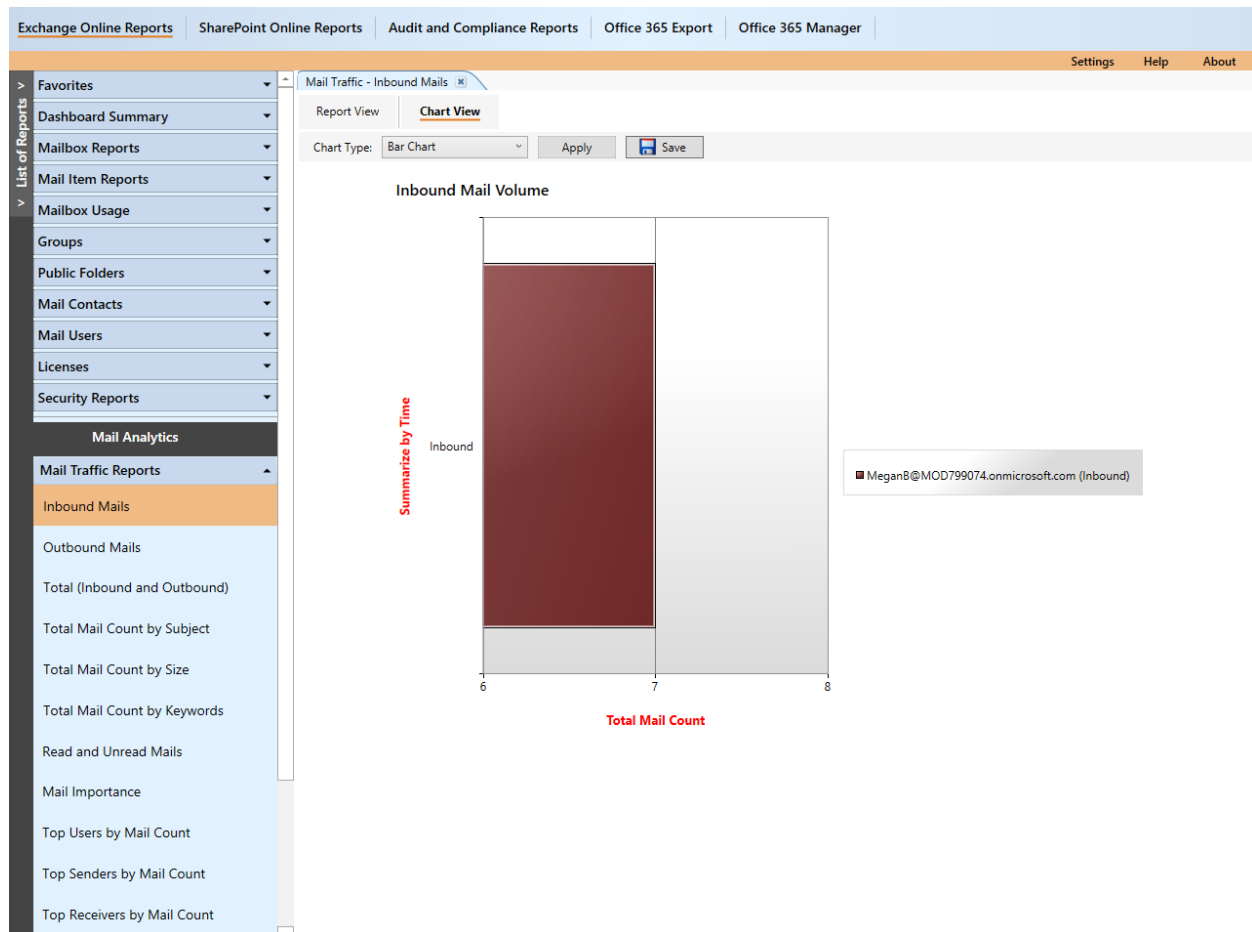
Current folder: collecting folders...

Processing mailbox: 1 in 2

Elapsed Time: 00:00:00:09

Cancel

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



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

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:

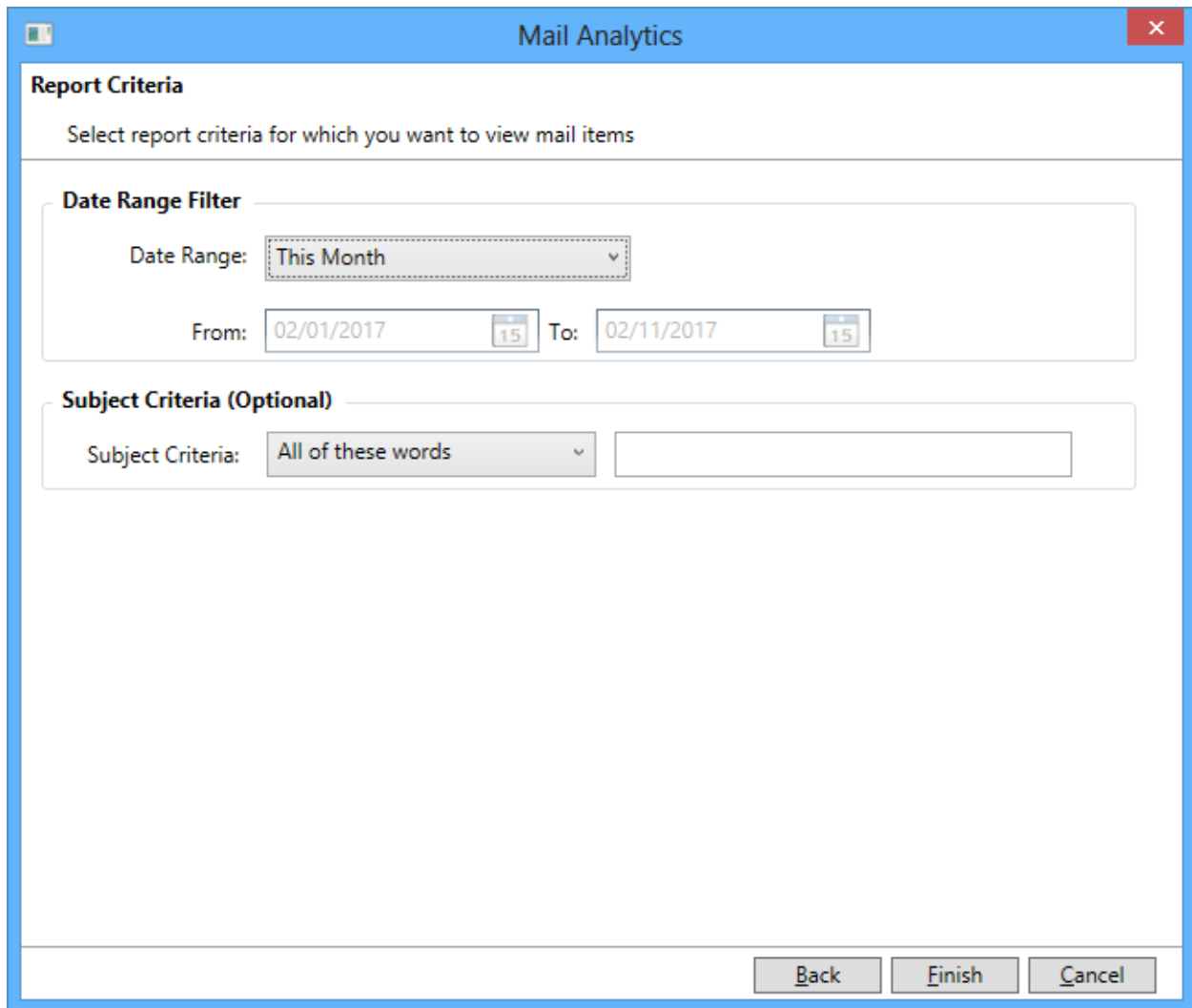
All Mailboxes
Mailboxes
Shared Mailboxes
Public Folders

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.
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. The main content area is titled "Report Criteria" and contains the instruction "Select report criteria for which you want to view mail items". Below this, there are two sections: "Date Range Filter" and "Subject Criteria (Optional)". The "Date Range Filter" section includes a "Date Range:" dropdown menu set to "This Month", and "From:" and "To:" date pickers both showing "02/01/2017" and "02/11/2017" respectively. The "Subject Criteria (Optional)" section includes a "Subject Criteria:" dropdown menu set to "All of these words" and an empty text input field. At the bottom right of the window 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: This Month

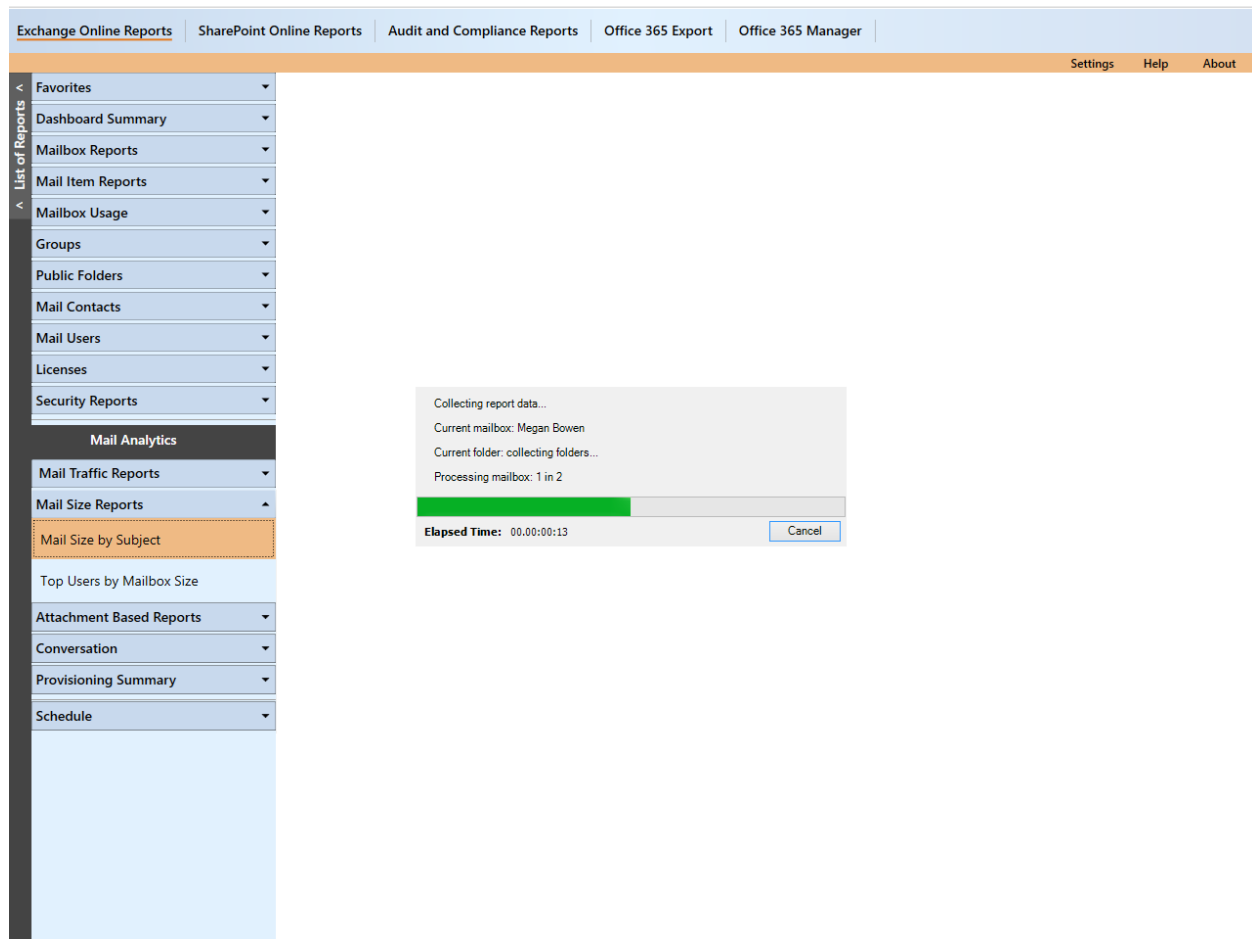
From: 02/01/2017 To: 02/11/2017

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:

Exchange Online Reports

SharePoint Online Reports

Audit and Compliance Reports

Office 365 Export

Office 365 Manager

Settings

Help

About

List of Reports

Favorites

Dashboard Summary

Mailbox Reports

Mail Item Reports

Mailbox Usage

Groups

Public Folders

Mail Contacts

Mail Users

Licenses

Security Reports

Mail Analytics

Mail Traffic Reports

Mail Size Reports

Mail Size by Subject

Top Users by Mailbox Size

Attachment Based Reports

Conversation

Provisioning Summary

Schedule

Mail Size by Subject

Export

Filter

E-mail

Refresh

Selected Date: Last Month (01/01/2017 to 01/31/2017)

Data Collection Time : 02/11/2017 11:02:06 AM

Mailbox Name

Email Address

Folder Path

Folder Name

Type

Message Subject

Message Size (Bytes)

Message Size (KB)

Message Size (MB)

Megan Bowen

MeganB@MOD799074.onmicro soft.com

\Inbox

Inbox

Inbound

Megan Bowen has shared 'FE896200-6E92-41D8-856B-E87028CDF33A'

76589

74.794

0.073

Megan Bowen

MeganB@MOD799074.onmicro soft.com

\Inbox

Inbox

Inbound

Office 365 Demo

37931

37.042

0.036

Megan Bowen

MeganB@MOD799074.onmicro soft.com

\Inbox

Inbox

Inbound

Project Review

25337

24.743

0.024

Megan Bowen

MeganB@MOD799074.onmicro soft.com

\Inbox

Inbox

Inbound

Sports statistics

6723

6.565

0.006

Megan Bowen

MeganB@MOD799074.onmicro soft.com

\Sent Items

Sent Items

Outbound

Accepted: Tailspin Toys Proposal Review + Lunch

5259

5.136

0.005

Megan Bowen

MeganB@MOD799074.onmicro soft.com

\Sent Items

Sent Items

Outbound

Fw: Birthday Party - Miriam Graham

302204

295.121

0.288

Megan Bowen

MeganB@MOD799074.onmicro soft.com

\Sent Items

Sent Items

Outbound

Happy New Year 2017

3294

3.217

0.003

Megan Bowen

MeganB@MOD799074.onmicro soft.com

\Sent Items

Sent Items

Outbound

Megan Bowen has invited you to 'Cloud Application Development'

14940

14.59

0.014

Megan Bowen

MeganB@MOD799074.onmicro soft.com

\Sent Items

Sent Items

Outbound

Megan Bowen has invited you to 'DevSite1'

7317

7.146

0.007

Megan Bowen

MeganB@MOD799074.onmicro soft.com

\Sent Items

Sent Items

Outbound

Megan Bowen has invited you to 'Office 365 Demos'

14192

13.86

0.014

Megan Bowen

MeganB@MOD799074.onmicro soft.com

\Sent Items

Sent Items

Outbound

Megan Bowen has invited you to 'Resource'

7301

7.13

0.007

Megan Bowen

MeganB@MOD799074.onmicro soft.com

\Sent Items

Sent Items

Outbound

Megan Bowen has shared 'AB922B82-8406-4E49-B17B-9057BDF09503'

7195

7.026

0.007

Megan Bowen

MeganB@MOD799074.onmicro soft.com

\Sent Items

Sent Items

Outbound

Office 365 Demo

19231

18.78

0.018

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.

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

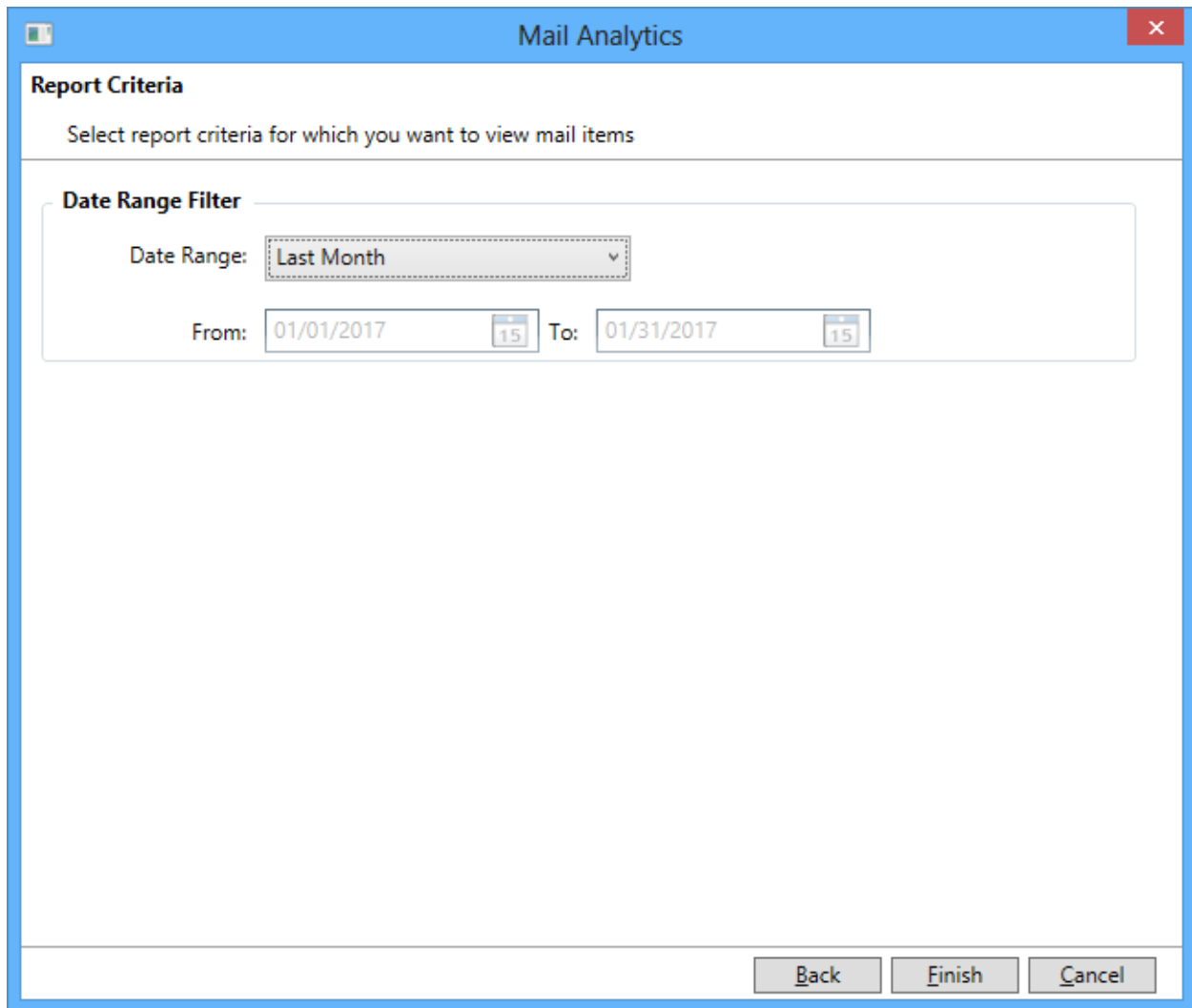
2 selected of 35.

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. Inside the window, there is a section titled "Report Criteria" with a subtitle "Select report criteria for which you want to view mail items". Below this, there is a "Date Range Filter" section. It contains a "Date Range:" label followed by a dropdown menu showing "Last Month". Below the dropdown, there are "From:" and "To:" labels. The "From:" field contains the date "01/01/2017" and a 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.

Exchange Online Reports
SharePoint Online Reports
Audit and Compliance Reports
Office 365 Export
Office 365 Manager

SettingsHelpAbout

^ List of Reports ^

Favorites

Dashboard Summary

Mailbox Reports

Mail Item Reports

Mailbox Usage

Groups

Public Folders

Mail Contacts

Mail Users

Licenses

Security Reports

Mail Analytics

Mail Traffic Reports

Mail Size Reports

Attachment Based Reports

Mail Count by Attachments

Attachments by Subject

Attachments by File Name

Attachments by File Type

Attachments by File Size

Conversation

Provisioning Summary

Schedule

Checking report data from last run...

Displaying Mail Volume by Attachments information

Current object: 'Megan Bowen'

Displaying 1 - 1 of 3 records

Cancel

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

Exchange Online Reports | SharePoint Online Reports | Audit and Compliance Reports | Office 365 Export | Office 365 Manager

Settings Help About

Mail Count by Attachments

Export Filter E-mail Refresh Selected Date: Last Month (01/01/2017 to 01/31/2017) Data Collection Time : 02/11/2017 11:02:06 AM

Mailbox Name	Email Address	Folder Path	Folder Name	Type	Total Attachment Count
Megan Bowen	MeganB@MOD799074.onmicrosoft.com	\Inbox	Inbox	Inbound	5
Megan Bowen	MeganB@MOD799074.onmicrosoft.com	\Sent Items	Sent Items	Outbound	0

Mail Analytics

- Mail Traffic Reports
- Mail Size Reports
- Attachment Based Reports
 - Mail Count by Attachments
 - Attachments by Subject
 - Attachments by File Name
 - Attachments by File Type
 - Attachments by File Size
- Conversation
- Provisioning Summary
- Schedule

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

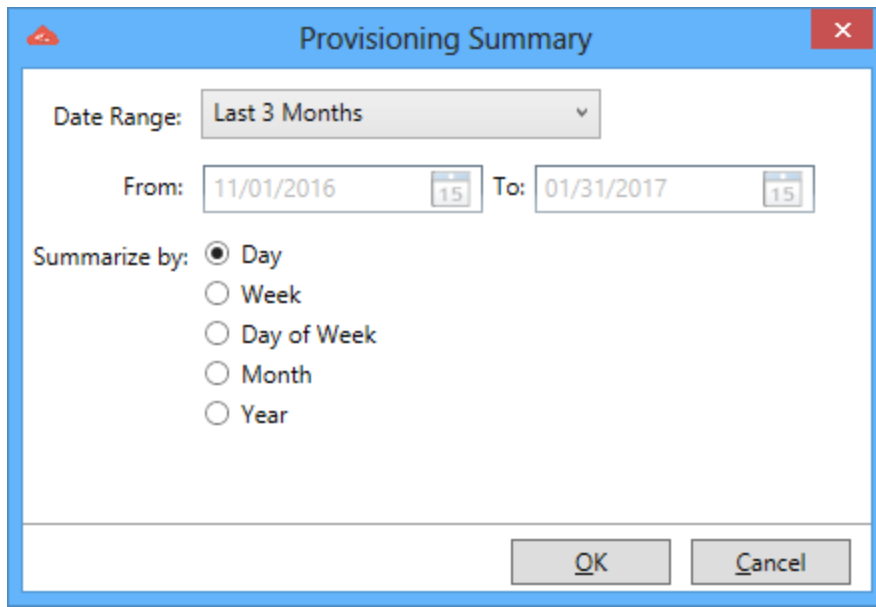
How to generate Provisioning Summary Report?

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.

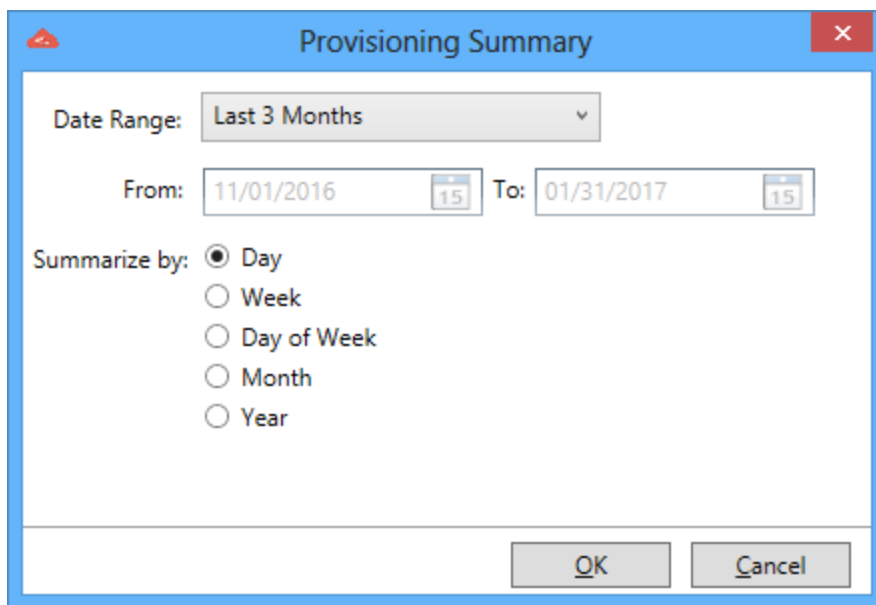
For demonstration purpose, "Active Users by Created Date" report has been chosen.

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



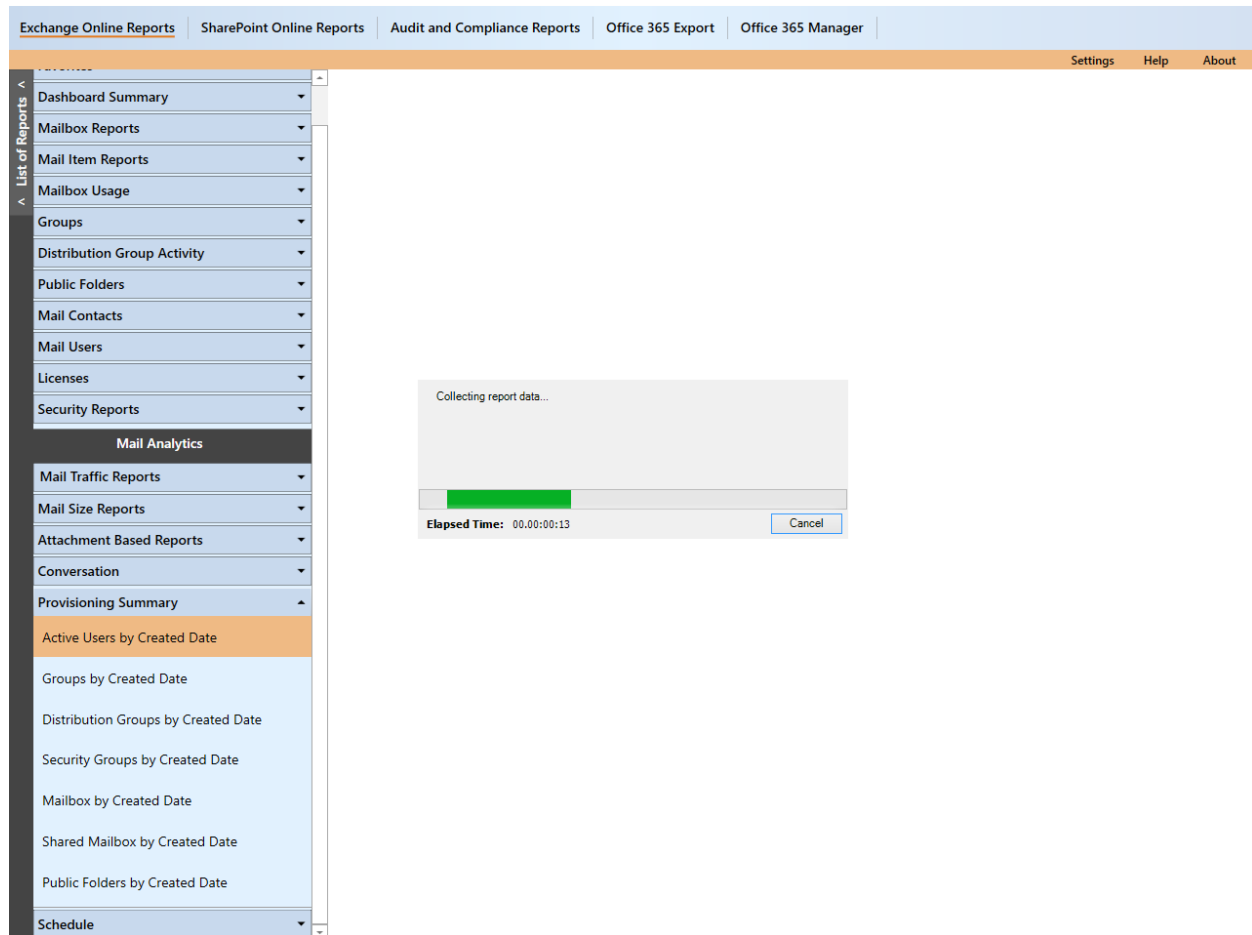
The image shows a 'Provisioning Summary' dialog box with a blue title bar and a red close button. It contains a 'Date Range' dropdown menu set to 'Last 3 Months'. Below this are 'From' and 'To' date fields with calendar icons, showing '11/01/2016' and '01/31/2017' respectively. A 'Summarize by:' section has five radio button options: 'Day' (selected), 'Week', 'Day of Week', 'Month', and 'Year'. At the bottom right are 'OK' and 'Cancel' buttons.

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

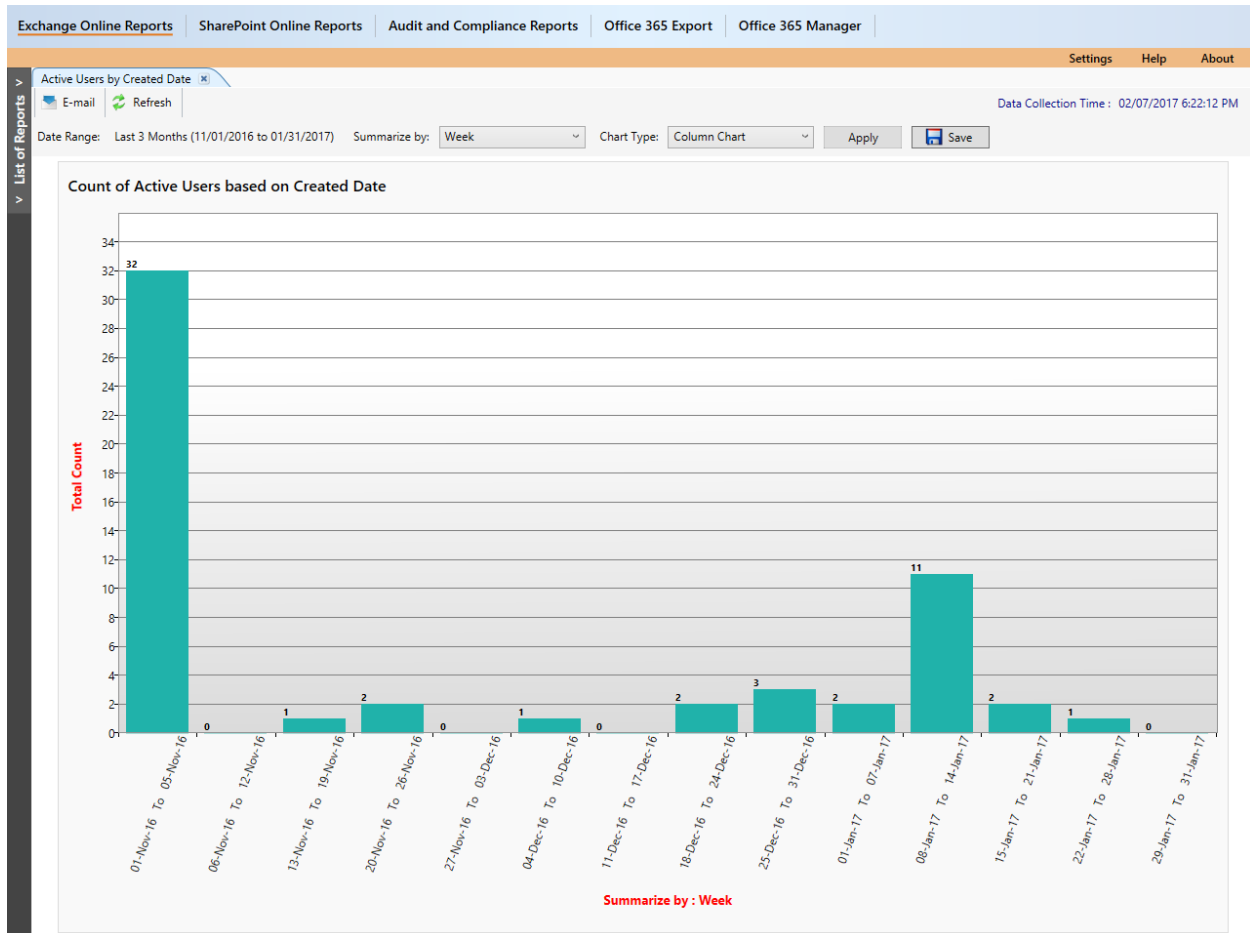


This image is identical to the one above, showing the 'Provisioning Summary' dialog box with the same settings: 'Last 3 Months' date range, dates from 11/01/2016 to 01/31/2017, and 'Day' selected for summarization.

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 response time conversation report?

The Conversation reports are used to find the response time of each mail item. The "Response time report for Mailbox" report of Conversation allows single mailbox to be selected to check for response time and "Response time report for Distribution Group" report of Conversation allows single distribution group to be selected to process each member's mailbox.

Perform the following steps to generate a Conversation Report:

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

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

The screenshot shows a dialog box titled "Conversation" with a close button (X) in the top right corner. Below the title bar is a section labeled "Conversation Settings" with the instruction "select mailbox and date range to process its responses".

At the top of the settings area, it says "Data collected on: 1/30/2017 6:46:26 PM". To the right is a "Refresh now:" button with a circular arrow icon, followed by a "Find:" text box with a magnifying glass icon.

Below this is a table with two columns: "Display Name" and "Email Address".

Display Name	Email Address
Alex Wilber	AlexW@MOD799074.onmicrosoft.com
Brian Johnson (TAILSPIN)	BrianJ@MOD799074.onmicrosoft.com
Christie Cline	ChristieC@MOD799074.onmicrosoft.com
Conf Room Adams	Adams@MOD799074.onmicrosoft.com
Conf Room Baker	Baker@MOD799074.onmicrosoft.com
Conf Room Crystal	Crystal@MOD799074.onmicrosoft.com
Conf Room Hood	Hood@MOD799074.onmicrosoft.com
Conf Room Rainier	Rainier@MOD799074.onmicrosoft.com
Conf Room Stevens	Stevens@MOD799074.onmicrosoft.com
DiscoverySearchMailbox(D9198A05-46A6-415f-80AD-7F0933488852)	DiscoverySearchMailbox(D9198A05-46A6-415f-80AD-7F0933488852)@MOD799074.onmicrosoft.com

Below the table, there is a checkbox labeled "Exclude Internal Conversations" which is checked. To the right of this checkbox are two buttons: "Exclude time-period" and "Additional filter settings".

Below the checkbox, there is a "For Time-Period:" label followed by a dropdown menu showing "Yesterday". To the right of this is a "Show mails when response time exceeds:" label followed by a text box containing "5" and a dropdown menu showing "mins".

At the bottom left, it says "30 mailbox(es) found". At the bottom right, there are two buttons: "OK" and "Cancel".

Likewise, a dialog is displayed on the selection of "Response Time Report for Distribution" report of Conversation as shown below:

Conversation

Conversation Settings

select distribution group and date range to process the responses of the members

Data collected on: 1/30/2017 8:28:23 PM

Refresh now:

Find:

Display Name	Email Address
All Employees	Employees@MOD799074.onmicrosoft.com
All Managers	allmanagers@MOD799074.onmicrosoft.com
Bio Department	biodepartment@MOD799074.onmicrosoft.com
DG	dg@MOD799074.onmicrosoft.com
DList	dlist@MOD799074.onmicrosoft.com
Ecological Department	ecologicaldepartment@MOD799074.onmicrosoft.com
Executives	Executives@MOD799074.onmicrosoft.com
Finance Team	Finance@MOD799074.onmicrosoft.com
Legal Team	Legal@MOD799074.onmicrosoft.com
Northwind Traders	Northwind@MOD799074.onmicrosoft.com

☒ Exclude Internal Conversations

For Time-Period: Yesterday

Exclude time-period

Show mails when response time exceeds: 5 mins

Additional filter settings

15 group(s) found

OK

Cancel

On selecting the desired mailbox/distribution group and other required field, the resultant data are displayed in a window as shown below:

Exchange Online Reports | SharePoint Online Reports | Audit and Compliance Reports | Office 365 Export | Office 365 Manager

Response Time Report for Mailbox (X) | Settings | Help | About

Export | E-mail

Joni Sherman

▲ Subject: For Testing Purpose (No Response found)

Sender of the first mail	Megan Bowen	
Datetime of the first mail	23-Jan-17 12:18:09	Mail Items

▲ Subject: Important Announcement

Sender of the first mail	NateD@MOD799074.onmicrosoft.com	
Datetime of the first mail	03-Jan-17 11:33:33	Mail Items
Sender of the last mail	JoniS@MOD799074.onmicrosoft.com	
Datetime of the last mail	03-Jan-17 12:43:49	Mail Items
Number of mails sent by the sender	2	
Number of mails with response time exceeding 1 mins	2	Mail Items
Number of mails without responses	0	
First Response DateTime	03-Jan-17 12:43:49	Mail Items
Last Response DateTime	03-Jan-17 12:43:49	
Longest mail response time	30 mins (Arrived: 03-Jan-17 12:13:04 Replied: 03-Jan-17 12:43:49)	Mail Items
Shortest mail response time	12 mins (Arrived: 03-Jan-17 11:33:33 Replied: 03-Jan-17 11:45:48)	Mail Items
Total duration of conversation	1 hr, 10 mins	

▲ Subject: Happy New Year 2017

Sender of the first mail	MeganB@MOD799074.onmicrosoft.com	
Datetime of the first mail	02-Jan-17 18:22:41	Mail Items
Sender of the last mail	MeganB@MOD799074.onmicrosoft.com	
Datetime of the last mail	02-Jan-17 18:59:23	Mail Items
Number of mails sent by the sender	4	
Number of mails with response time exceeding 1 mins	1	Mail Items
Number of mails without responses	2	Mail Items
First Response DateTime	02-Jan-17 18:25:53	Mail Items
Last Response DateTime	02-Jan-17 18:25:53	
Longest mail response time	3 mins (Arrived: 02-Jan-17 18:22:41 Replied: 02-Jan-17 18:25:53)	Mail Items
Shortest mail response time	3 mins (Arrived: 02-Jan-17 18:22:41 Replied: 02-Jan-17 18:25:53)	Mail Items
Total duration of conversation	36 mins	

▲ Subject: Testing for Single Mail Item (No Response found)

Sender of the first mail	Megan Bowen	
Datetime of the first mail	31-Dec-16 14:41:36	Mail Items

▲ Subject: Subject Empty

Sender of the first mail	MeganB@MOD799074.onmicrosoft.com	
Datetime of the first mail	21-Dec-16 18:00:56	Mail Items

How to generate conversation search report?

The Conversation search report is used to search for a mail item based on the user input.

Perform the following steps to generate a Conversation Search Report:

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

On the selection of "Conversation Search" from the list of available reports, a dialog is displayed as shown below:

Conversation
✕

Conversation Search

select mailbox. search for the mailitem by entering the subject of mail

Data collected on: 2/2/2017 2:15:38 PM
Refresh now:
Find:

	Display Name	Email Address
<input type="checkbox"/>	DiscoverySearchMailbox{D919BA05	DiscoverySearchMailbox{D919BA05-46A6-415f-80AD-7E09334BB852}@MOD79907
<input type="checkbox"/>	Dos Santos	DosS@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Emily Braun	EmilyB@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Enrico Cattaneo	EnricoC@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Henrietta Mueller	HenriettaM@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Irvin Sayers	IrvinS@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Isaiah Langer	IsaiahL@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Joni Sherman	JoniS@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Lee Gu	LeeG@MOD799074.onmicrosoft.com
<input type="checkbox"/>	Lidia Holloway	LidiaH@MOD799074.onmicrosoft.com

☐ Select All

Refine Search:

Search for:

Any of these words

in subject field.

30 mailboxes found.

OK

Cancel

On selecting the desired mailbox and entering the title of the mail to search, the resultant data are displayed in a window as shown below:

Exchange Online Reports

SharePoint Online Reports

Audit and Compliance Reports

Office 365 Export

Office 365 Manager

Settings

Help

About

Conversation Search

Response Time Report for Distribution Group

Export

E-mail

Display Name	Mail Address	Subject	Folder Name	Folder Path	Recent Activity Date		
Pradeep Gupta	PradeepG@MOD799074.onmicrosoft.com	Reporting Person	Sent Items	\Sent Items	11/30/2016 7:27:51 PM	Mail Items	
Pradeep Gupta	PradeepG@MOD799074.onmicrosoft.com	Reporting Person	Sent Items	\Sent Items	12/1/2016 2:15:48 PM	Mail Items	

How to schedule an Exchange report task?

[Report Selection](#)

[Exchange object selection](#)

[Delivery Options](#)

[Task Settings](#)

Main Screen: Manage Tasks

The screenshot shows the 'Manage Tasks' interface of the Vyapin Office 365 Management Suite. The interface includes a left sidebar with navigation options, a top menu bar, and a main task management area. Callouts provide the following information:

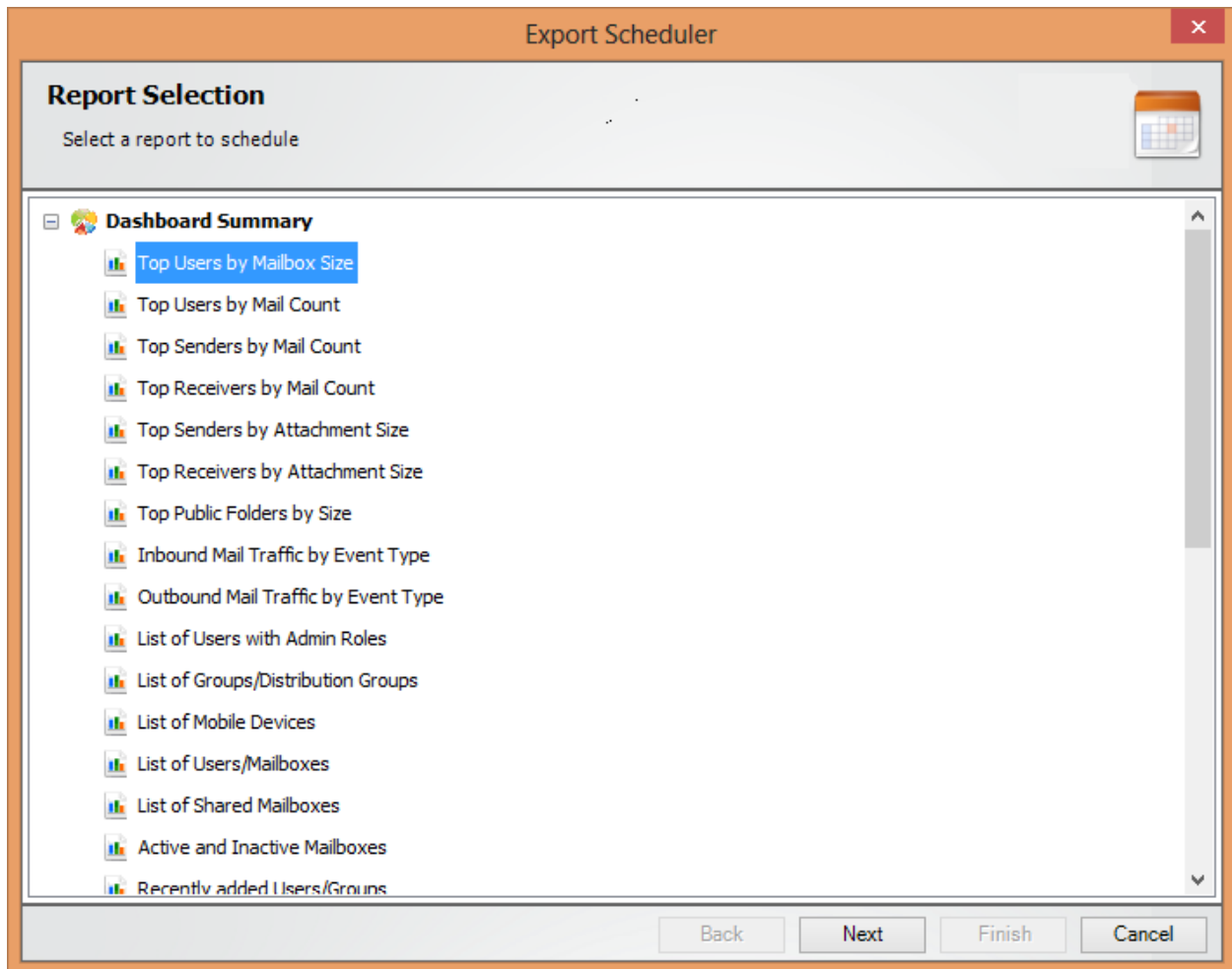
- Allows you to create list of favorite tasks:** Points to the 'Favorites' section in the left sidebar.
- Edits an existing task:** Points to the 'Edit Task' button in the top toolbar.
- Run an existing task immediately:** Points to the 'Run Now' button in the top toolbar.
- Lists all previous reports that have been run:** Points to the 'Task History' button in the top toolbar.
- Creates a new task:** Points to the 'New Task' button in the top toolbar.
- Copies an existing task with a new name and to a new location:** Points to the 'Copy Task' button in the top toolbar.
- Displays task settings and export details:** Points to the 'Task Details' button in the top toolbar.

The main task list contains the following data:

Task Name	Task Description	Report Name	Report Category	User Name	Export Path
vyapin demo	demo 2	Mailbox General Information and Address Details	Mailbox Reports	david@vyapindemo5.onmicrosoft.com	C:\Users\hp\Desktop\...
vyapin demo	demo	Top Users by Mailbox Size	Dashboard Summary	david@vyapindemo5.onmicrosoft.com	C:\Users\hp\Desktop\...

1. Report Selection

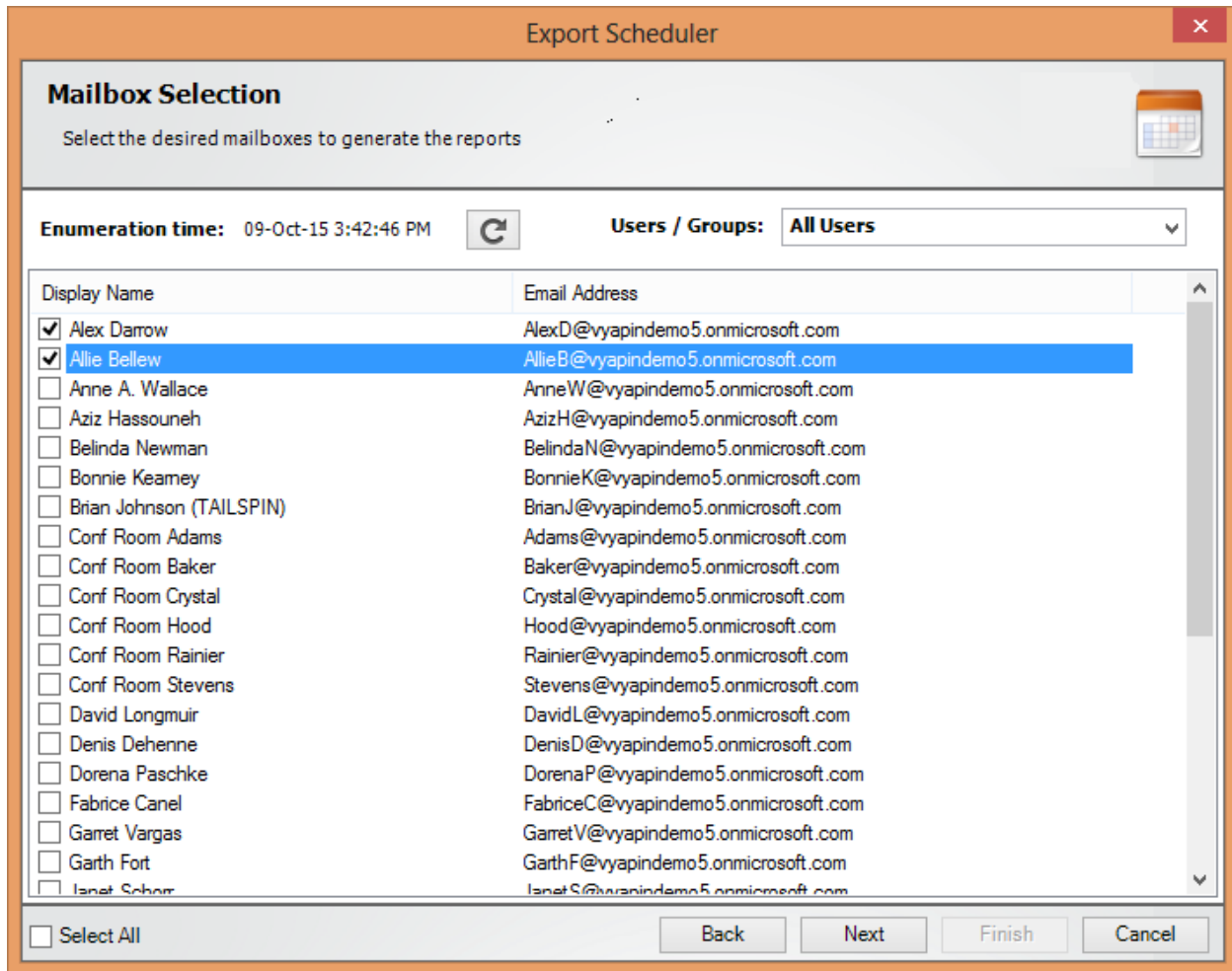
Select a report from the list of available reports which you like to be scheduled. The report selection window appears as shown below.



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

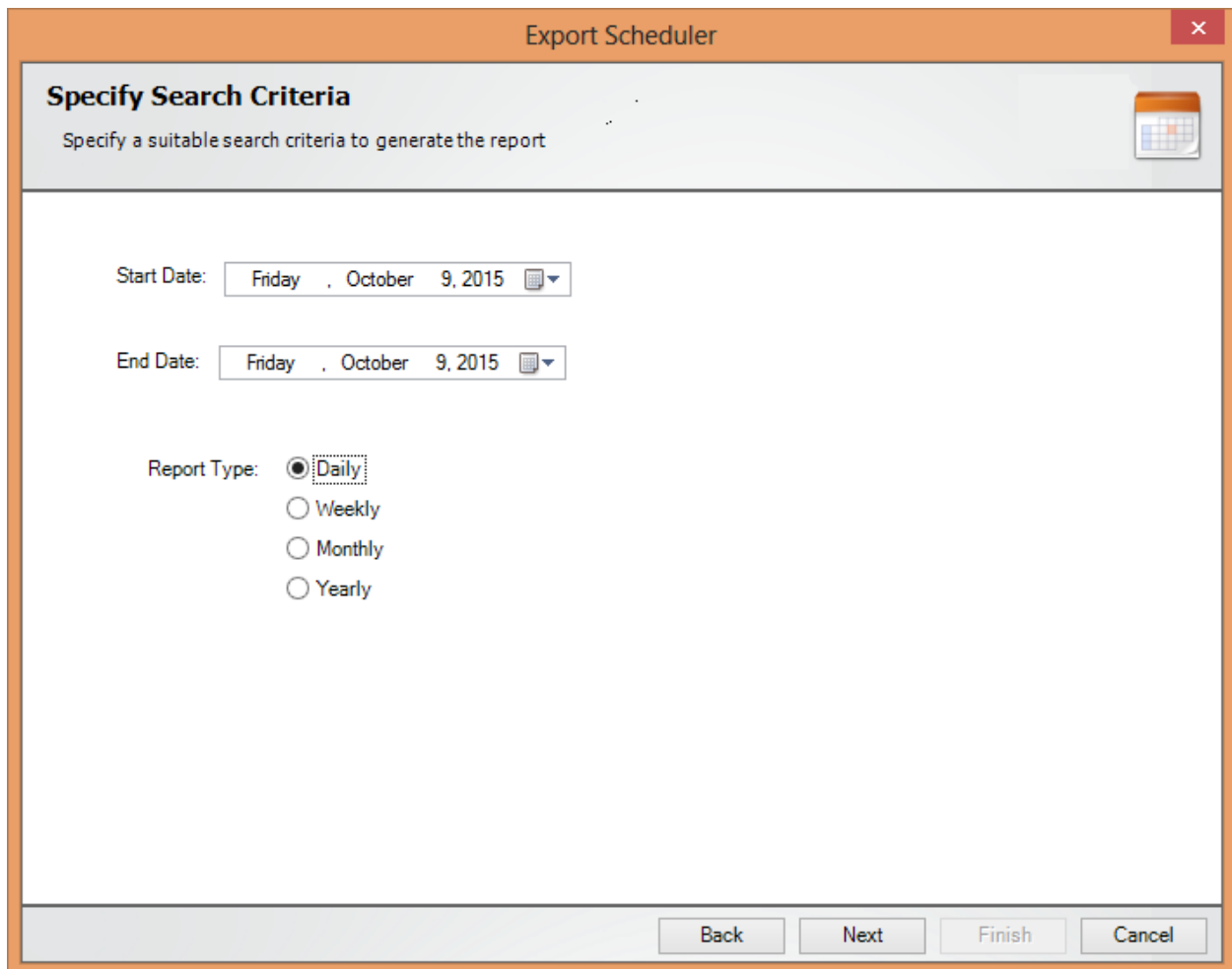
Enumeration time: 09-Oct-15 3:42:46 PM  Users / Groups: **All Users** ▼

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. Underneath, the "Report Type:" is set to "Daily" with a selected radio button, and there are unselected radio buttons for "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

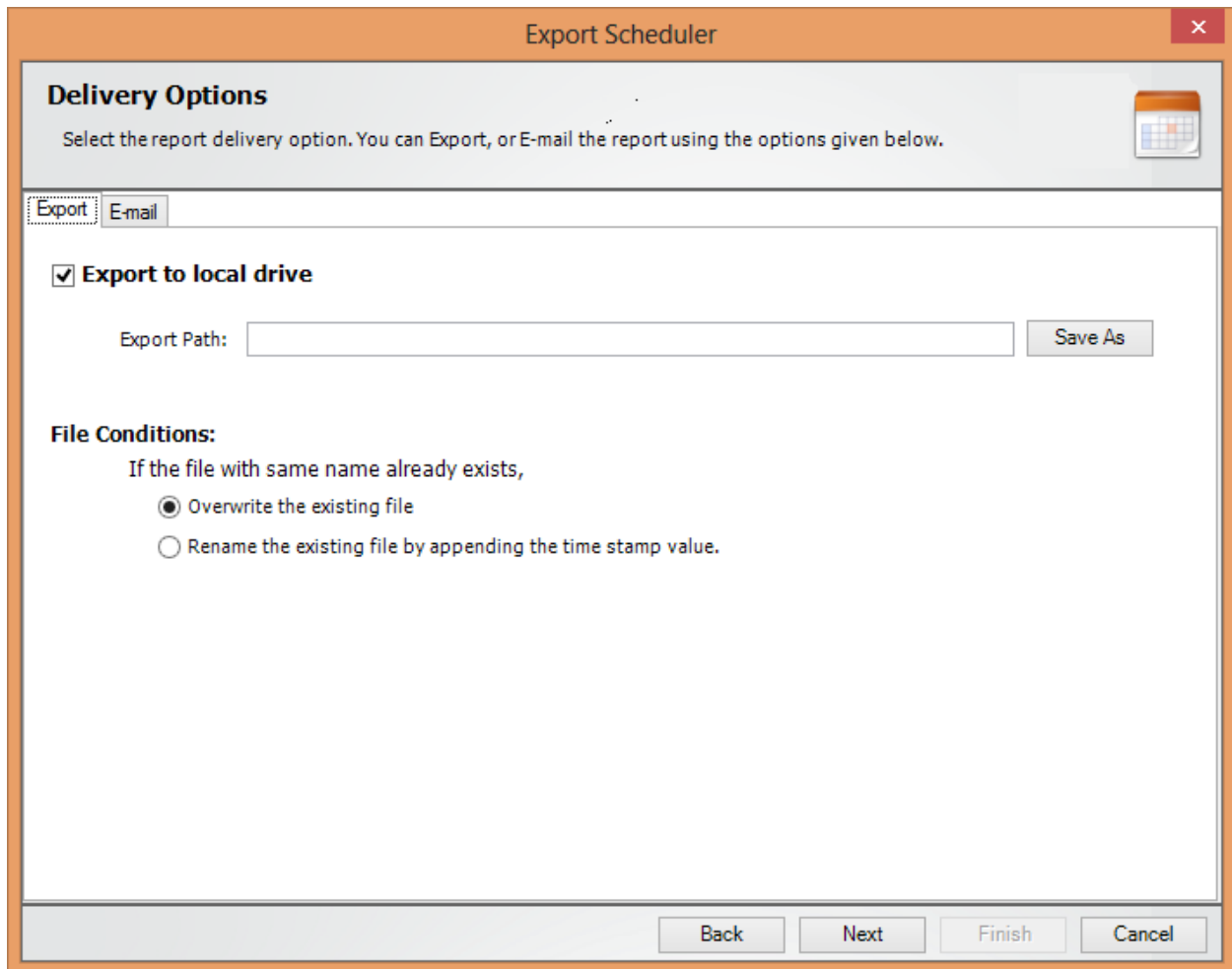
End Date: Friday , October 9, 2015

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 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." There are two tabs: "Export" (which is selected and has a dotted border) and "E-mail". Below the tabs, there is a checked checkbox labeled "Export to local drive". Under this checkbox, there is a text field labeled "Export Path:" followed by a "Save As" button. Below this, there is a section titled "File Conditions:" with the text "If the file with same name already exists,". There 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".

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

☒ **Export to local drive**

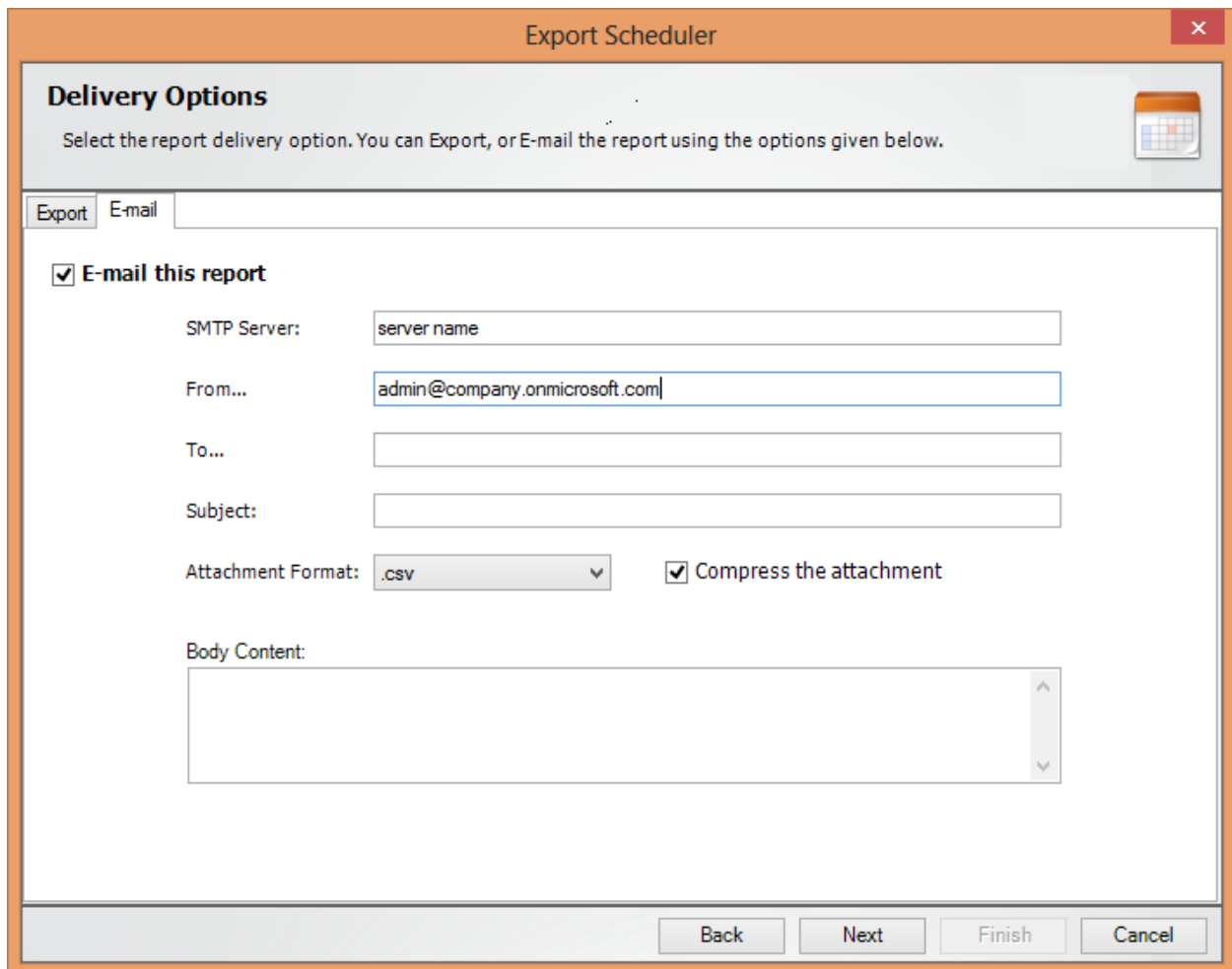
Export Path: **Save As**

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**

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". Inside, 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." There are two tabs: "Export" and "E-mail". The "E-mail" tab is selected. Under this tab, there is a checkbox labeled "E-mail this report" which is checked. Below this, 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 "Compress the attachment" which is also checked. At the bottom, there is a "Body Content:" label followed by a large text area. At the very 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

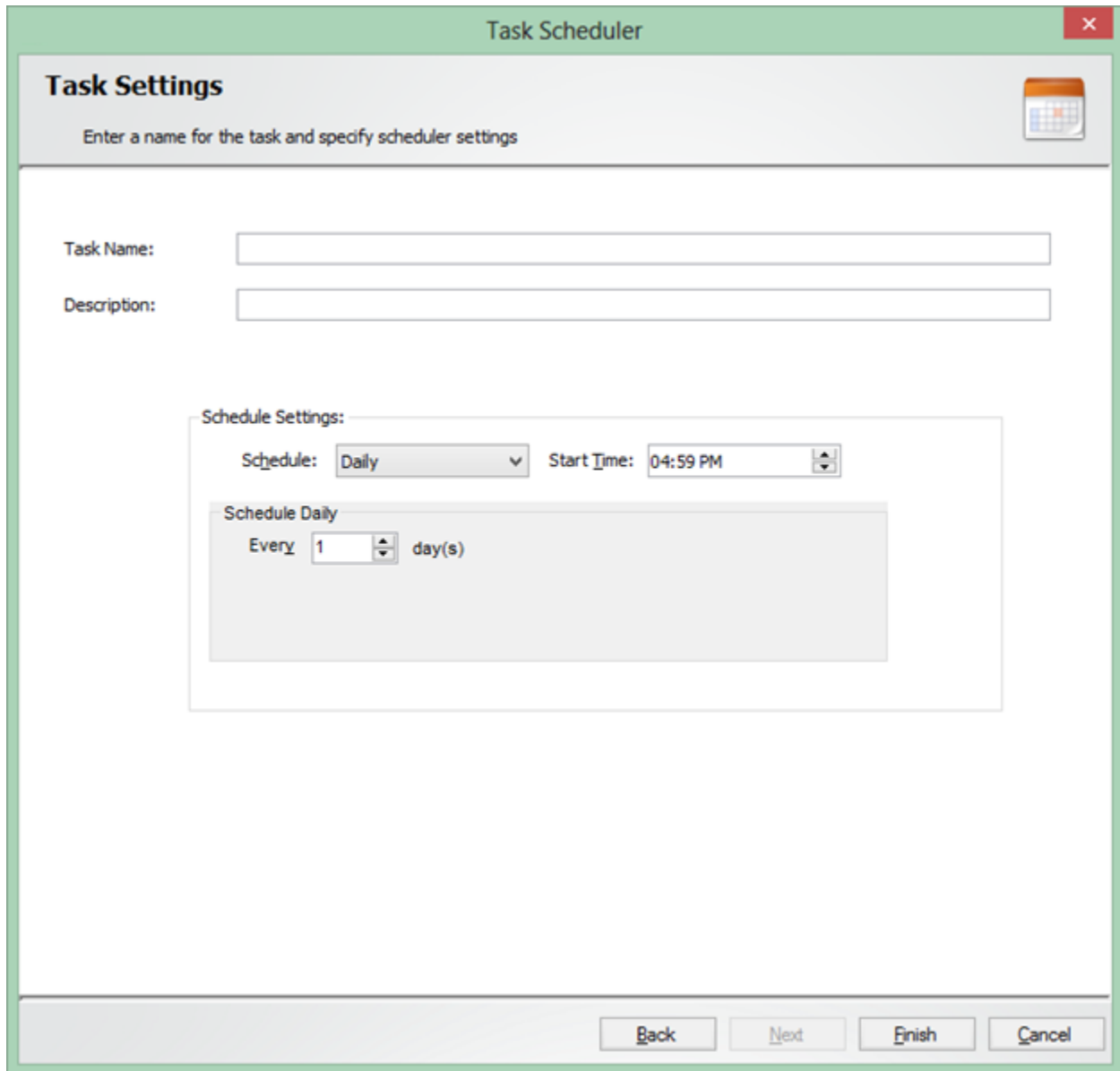
Body Content:

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' sub-section. The 'Schedule Daily' section has an 'Every' dropdown menu set to '1' and a 'day(s)' label. 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.

Office 365 Reports (SharePoint Online Reports)

[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?](#)

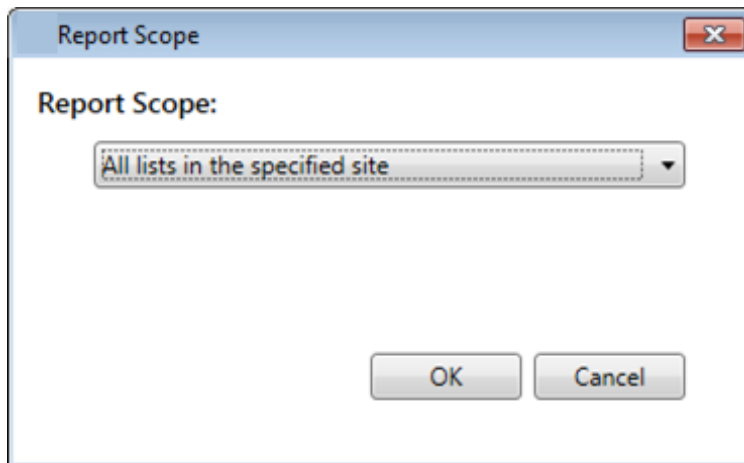
How to generate a SharePoint Configuration Report?

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:

Exchange Online Reports SharePoint Online Reports Audit and Compliance Reports Office 365 Export Office 365 Manager Settings Help About

[List of Reports](#)
[List General Settings](#)
[Export / Publish](#)
[Filter](#)
[E-mail](#)
[Refresh this report](#)
[Select columns -->](#)

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

Web URL	Web Title	Base Template	List Name	Description
https://vyapindemo5.sharepoint.com	Contoso Team Site	AppDataCatalog	appdata	
https://vyapindemo5.sharepoint.com	Contoso Team Site	GenericList	Cache Profiles	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 Look.
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 you 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

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 -->

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	
https://vyapindemo5.sharepoint.com	Contoso Team Site	DesignCatalog	Composed Looks
https://vyapindemo5.sharepoint.com	Contoso Team Site	GenericList	Content and Structure Reports
https://vyapindemo5.sharepoint.com	Contoso Team Site	GenericList	Device Channels
https://vyapindemo5.sharepoint.com	Contoso Team Site	DocumentLibrary	Documents
https://vyapindemo5.sharepoint.com	Contoso Team Site	DocumentLibrary	Form Templates
https://vyapindemo5.sharepoint.com	Contoso Team Site	851	Images
https://vyapindemo5.sharepoint.com	Contoso Team Site	MasterPageCatalog	Master Page Gallery
https://vyapindemo5.sharepoint.com	Contoso Team Site	544	MicroFeed
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**.

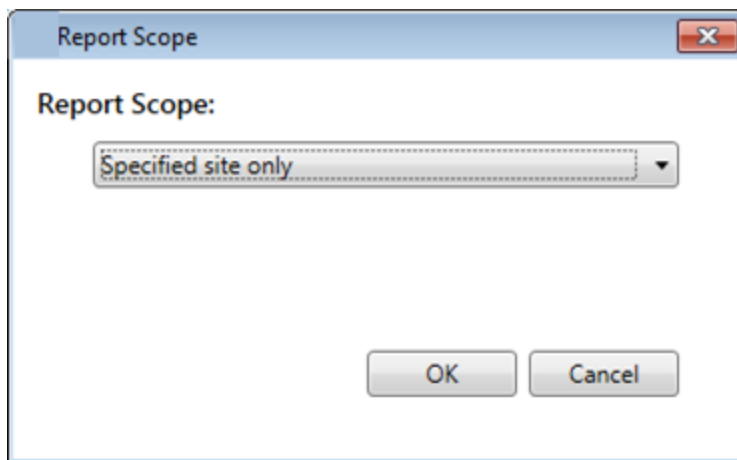
How to generate a SharePoint Security Report?

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:

Exchange Online Reports
SharePoint Online Reports
Audit and Compliance Reports
Office 365 Export
Office 365 Manager

Settings
Help
About

List of Reports

- Favorites
- Configuration
- Security
 - Effective Permissions of Sites
 - Effective Permissions of Lists
 - Effective Permissions of List Items
 - Effective Permissions of Users and Groups
 - Lists with no unique securable objects
 - Sites with no unique securable objects
 - Unique securable objects with empty permissions
 - Group Ownership
 - Limited Access Permissions
- Inventory
- Schedule

Effective Permissions of Sites

List General Settings

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

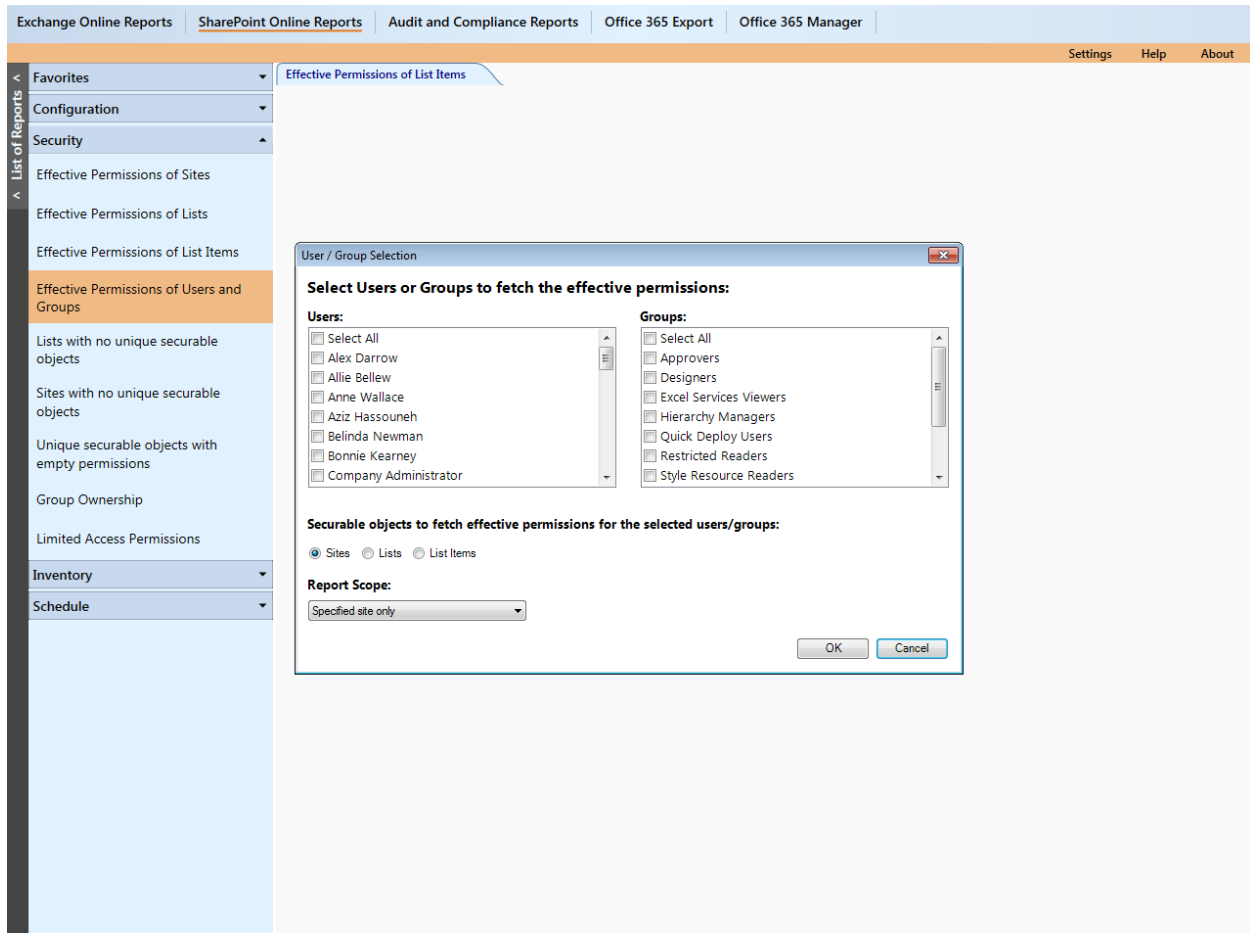
Report:
Scope:
List:
Show permissions for:
Data Collection Time: 13-09-2016 10:29:08

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.



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 -->

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**.

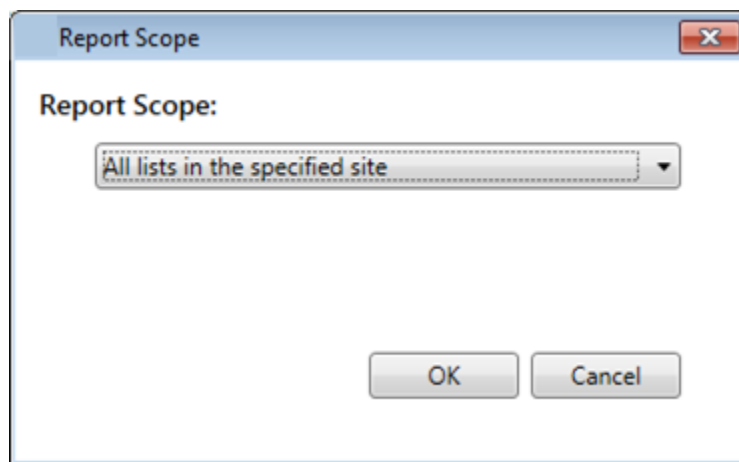
How to generate a SharePoint Inventory Report?

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:

Exchange Online Reports SharePoint Online Reports Audit and Compliance Reports Office 365 Export Office 365 Manager

Settings About

List of Reports

- ▼ Favorites
- ▼ Configuration
- ▼ Security
- ▲ Inventory
 - List Inventory
 - List Item Inventory
 - Site Inventory
 - Schedule

[List Inventory](#)

[Export / Publish](#)

[Filter](#)

[E-mail](#)

[Refresh](#)

[-- Select columns --](#)

Report: List Inventory
 Scope: Specific list only
 List: Documents

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

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 MB
Documents	132	91	Inherited	Full Control, Limited Access	Team Site Owners	504.7 MB
Documents	132	91	Inherited	Read	Team Site Visitors	504.7 MB
Documents	132	91	Inherited	Edit, Limited Access	Team Site Members	504.7 MB
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	alex.d@vyapindemo5.onmicrosoft.com	504.7 MB
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	allieb@vyapindemo5.onmicrosoft.com	504.7 MB
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	annew@vyapindemo5.onmicrosoft.com	504.7 MB
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	azizh@vyapindemo5.onmicrosoft.com	504.7 MB
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	belindan@vyapindemo5.onmicrosoft.com	504.7 MB
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	bonniek@vyapindemo5.onmicrosoft.com	504.7 MB
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	davidl@vyapindemo5.onmicrosoft.com	504.7 MB
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	denisd@vyapindemo5.onmicrosoft.com	504.7 MB
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	dorenep@vyapindemo5.onmicrosoft.com	504.7 MB
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	fabricec@vyapindemo5.onmicrosoft.com	504.7 MB
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	garretv@vyapindemo5.onmicrosoft.com	504.7 MB
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	garthf@vyapindemo5.onmicrosoft.com	504.7 MB
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	janets@vyapindemo5.onmicrosoft.com	504.7 MB
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	juliani@vyapindemo5.onmicrosoft.com	504.7 MB
Documents	132	91	Inherited	Full Control, Contribute, Limited Access	junminh@vyapindemo5.onmicrosoft.com	504.7 MB

Number of rows: 35 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.

[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 | Office 365 Export | Office 365 Manager

Settings Help About

Search

Export E-mail Refresh Data Collection Time : 2/9/2017 5:18:14 PM

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 subsute	
Ganesan Sethuraman	ganesan1978@hotmail.com	external	https://mod799074.sharepoint.com/google.com new subsute	
Ganesan Sethuraman	ganesan1978@hotmail.com	external	https://mod799074.sharepoint.com/records	Records Man
Ganesan Sethuraman	ganesan1978@hotmail.com	external	https://mod799074.sharepoint.com/records	Records Man
Ganesan Sethuraman	ganesan1978@hotmail.com	external	https://mod799074.sharepoint.com/S	S
Ganesan Sethuraman	ganesan1978@hotmail.com	external	https://mod799074.sharepoint.com/S	S
Ganesan Sethuraman	ganesan1978@hotmail.com	external	https://mod799074.sharepoint.com/source-project	source-projec
Ganesan Sethuraman	ganesan1978@hotmail.com	external	https://mod799074.sharepoint.com/source-project	source-projec

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 Office 365 Export Office 365 Manager

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

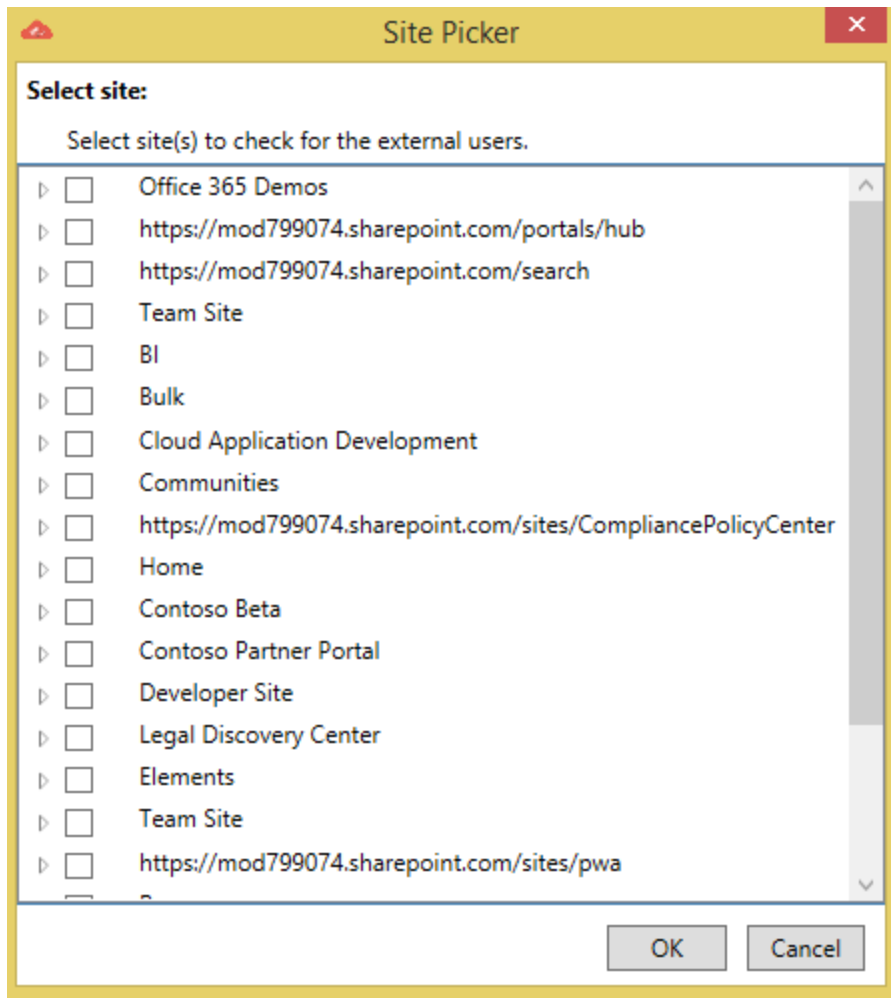
List of Reports
 Favorites
 Configuration
 Security
 Inventory
 OneDrive
 File and Folder events
 Site Administration
 External Sharing
 List of Externally Shared Sites
 List of Externally Shared Lists
 External Users having access for Specific Sites
 External Users having access for Specific Lists
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

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:

Exchange Online Reports **SharePoint Online Reports** Audit and Compliance Reports Office 365 Export Office 365 Manager

Settings Help About

Search External Users having access for Specific Sites

Export E-mail Refresh Data Collection Time : 2/9/2017 7:12:36 PM

External Users having access for Specific Sites

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	T
Ganesan Sethuraman	ganesan1978@hotmail.com	external	https://mod799074.sharepoint.com/infrastructure	Infrastructure	User	T
Ganesan Sethuraman	ganesan1978@hotmail.com	external	https://mod799074.sharepoint.com/archiver	Archiver	User	T
Ganesan Sethuraman	ganesan1978@hotmail.com	external	https://mod799074.sharepoint.com/archiver	Archiver	User	T

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

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

Exchange Online Reports **SharePoint Online Reports** Audit and Compliance Reports Office 365 Export Office 365 Manager

Settings Help About

Search Sites Configured for External Sharing Export E-mail Refresh Data Collection Time : 10-Feb-2017 14:11:45

List of Reports

- 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

Site Collection Settings

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/elements	External sharing is disabled	meganb@mod799074.onmicrosoft.com	Elements
https://mod799074.sharepoint.com/sites/Equivio	External sharing is disabled	admin@MOD799074.onmicrosoft.com	Team Site
https://mod799074.sharepoint.com/sites/pwa	External sharing is disabled		
https://mod799074.sharepoint.com/sites/resource	External sharing is disabled	meganb@mod799074.onmicrosoft.com	Resource
https://mod799074.sharepoint.com/sites/SMBverticals	External sharing is disabled	admin@MOD799074.onmicrosoft.com	SMB Verticals
https://mod799074.sharepoint.com/sites/visiodemos	External sharing is disabled	admin@MOD799074.onmicrosoft.com	Visio Demos
https://mod799074.sharepoint.com/teams/infrastructure	External sharing is disabled	meganb@mod799074.onmicrosoft.com	Infrastructure

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

Vyapin Office 365 Management Suite

Exchange Online Reports | **SharePoint Online Reports** | Audit and Compliance Reports | Office 365 Export | Office 365 Manager

Settings Help About

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

Sites Configured for External Sharing

Export E-mail Refresh

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

Site Collection Settings

	SharingStatus	Owner	Title	
vt.com/	External sharing for authenticated and guest users		Office 365	
vt.com/portals/hub	External sharing is disabled			
vt.com/search	External sharing is disabled			
vt.com/sites/	External sharing is disabled	admin@MOD799074.onmicrosoft.com	Team Site	
vt.com/sites/	External sharing is disabled	admin@MOD799074.onmicrosoft.com	BI	
vt.com/sites/bulk	External sharing is disabled	meganb@mod799074.onmicrosoft.com	Bulk	2017-01-11
vt.com/sites/	External sharing is disabled	meganb@mod799074.onmicrosoft.com	Cloud Application Development	2017-01-11
vt.com/sites/	External sharing is disabled	admin@MOD799074.onmicrosoft.com	Communities	2016-11-03
vt.com/sites/	External sharing is disabled			2017-01-11
vt.com/sites/	External sharing is disabled	admin@MOD799074.onmicrosoft.com	Home	2016-10-30
vt.com/sites/	External sharing is disabled	admin@MOD799074.onmicrosoft.com	Contoso Beta	2016-10-30
vt.com/sites/	External sharing is disabled	admin@MOD799074.onmicrosoft.com	Contoso Partner Portal	2016-10-30
vt.com/sites/Dev	External sharing is disabled	admin@MOD799074.onmicrosoft.com	Developer Site	2016-11-03
vt.com/sites/	External sharing is disabled	admin@mod799074.onmicrosoft.com	Legal Discovery Center	2016-10-30
vt.com/sites/	External sharing is disabled	meganb@mod799074.onmicrosoft.com	Elements	2017-02-06
vt.com/sites/	External sharing is disabled	admin@MOD799074.onmicrosoft.com	Team Site	2016-11-03
vt.com/sites/pwa	External sharing is disabled			2017-01-11
vt.com/sites/	External sharing is disabled	meganb@mod799074.onmicrosoft.com	Resource	2016-12-06
vt.com/sites/	External sharing is disabled	admin@MOD799074.onmicrosoft.com	SMB Verticals	2016-10-30
vt.com/sites/	External sharing is disabled	admin@MOD799074.onmicrosoft.com	Visio Demos	2016-10-30
vt.com/teams/	External sharing is disabled	meganb@mod799074.onmicrosoft.com	Infrastructure	2016-12-06

<< Select Columns >>

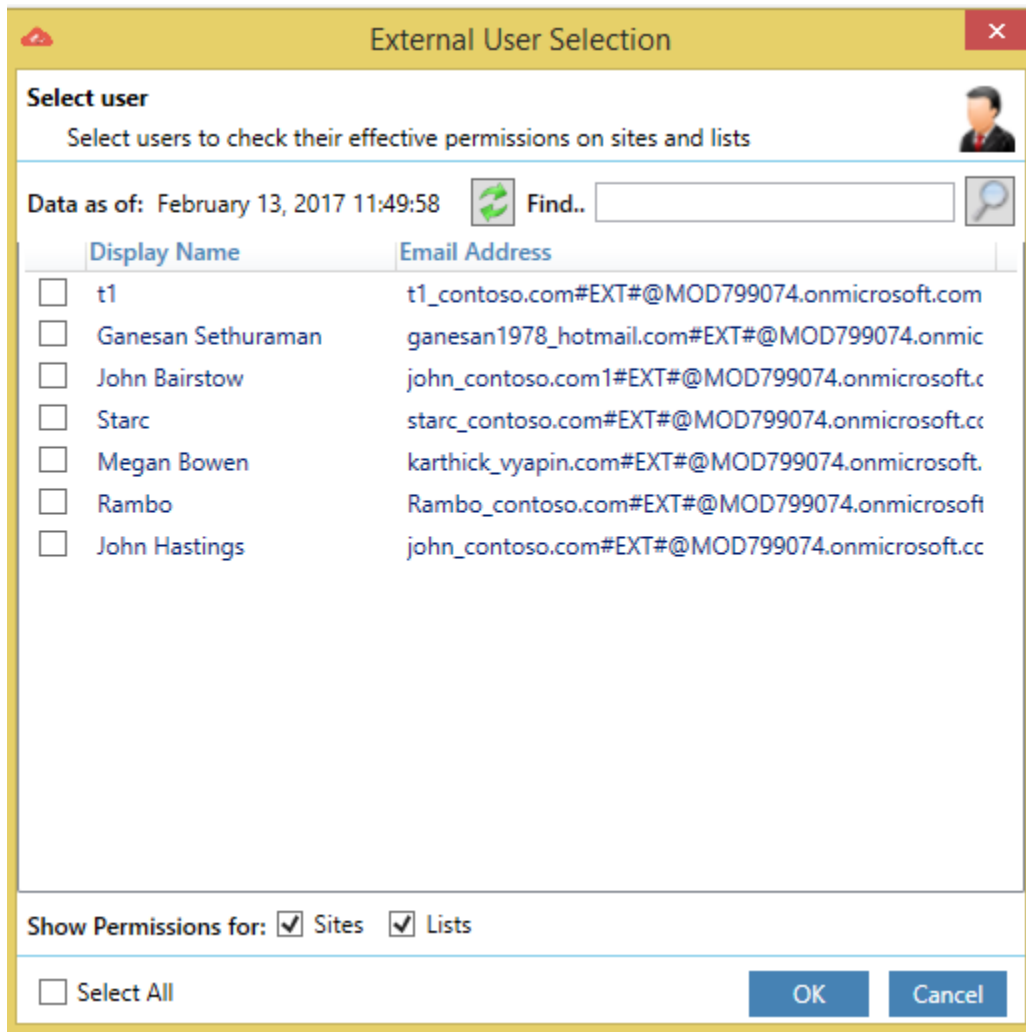
☒ URL
☒ SharingStatus
☒ Owner
☒ Title
☒ ModifiedDate
☒ Status
☒ Template
☒ MaxLevel
☒ UsedContent
☒ WarnLevel

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 shows the data as of "February 13, 2017 11:49:58" and includes a "Find.." search bar. A table lists seven users with checkboxes for selection. At the bottom, there are checkboxes for "Sites" and "Lists" under "Show Permissions for:", a "Select All" checkbox, and "OK" and "Cancel" buttons.

	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

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

Vyapin Office 365 Management Suite

Exchange Online Reports | **SharePoint Online Reports** | Audit and Compliance Reports | Office 365 Export | Office 365 Manager

Settings Help About

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**

Externally Shared Sites and Lists for Specific Users

Export E-mail Refresh Data Collection Time : 2/11/2017 2:51:40 PM

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:

User Picker

Select the desired users



Select Users:

Find...

All Users

Users who have Admin Roles

Users based on Groups

Mobile Device Access

Users based on Attributes

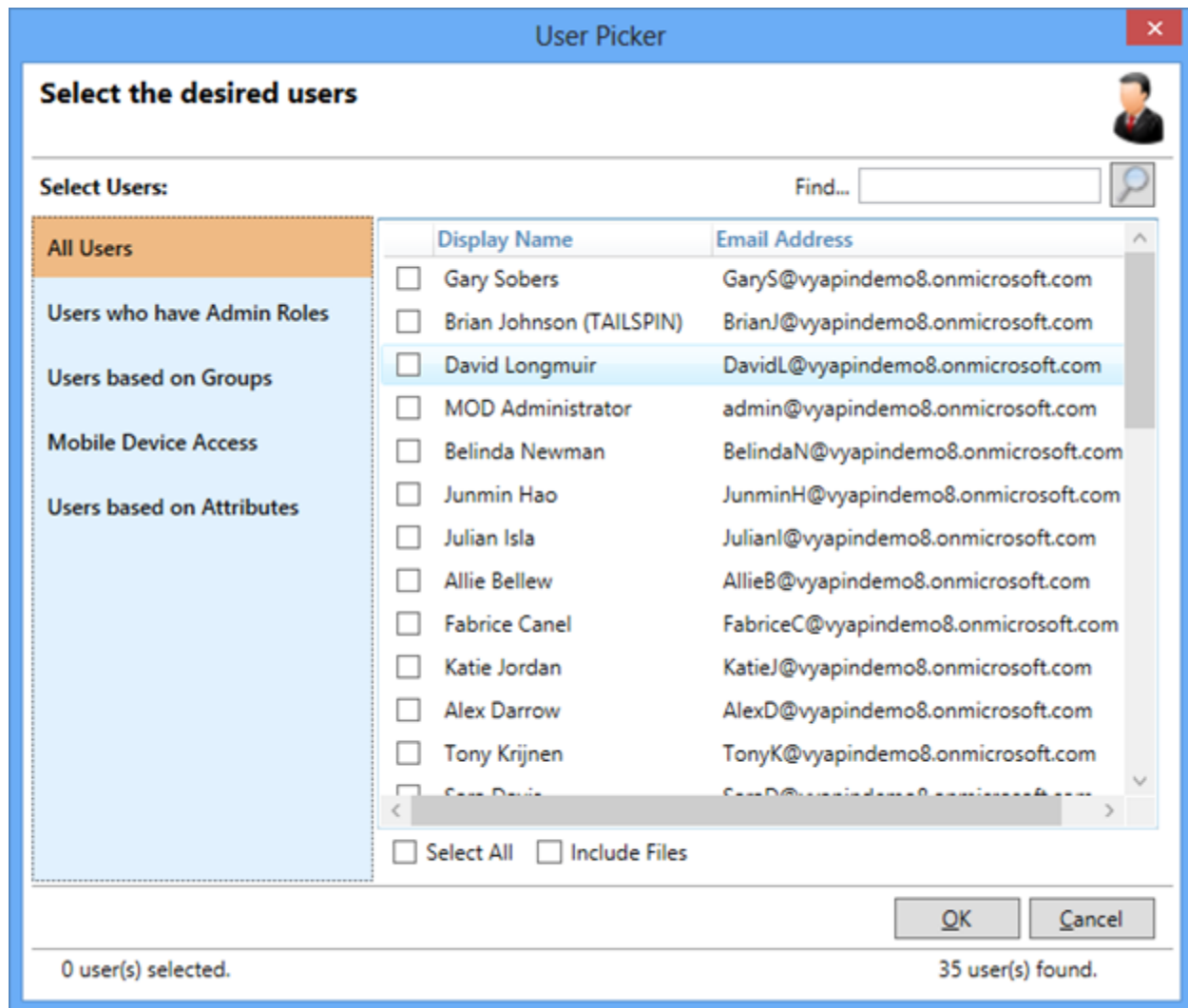
Display Name	Email Address
--------------	---------------

☐ Select All ☐ Include Files

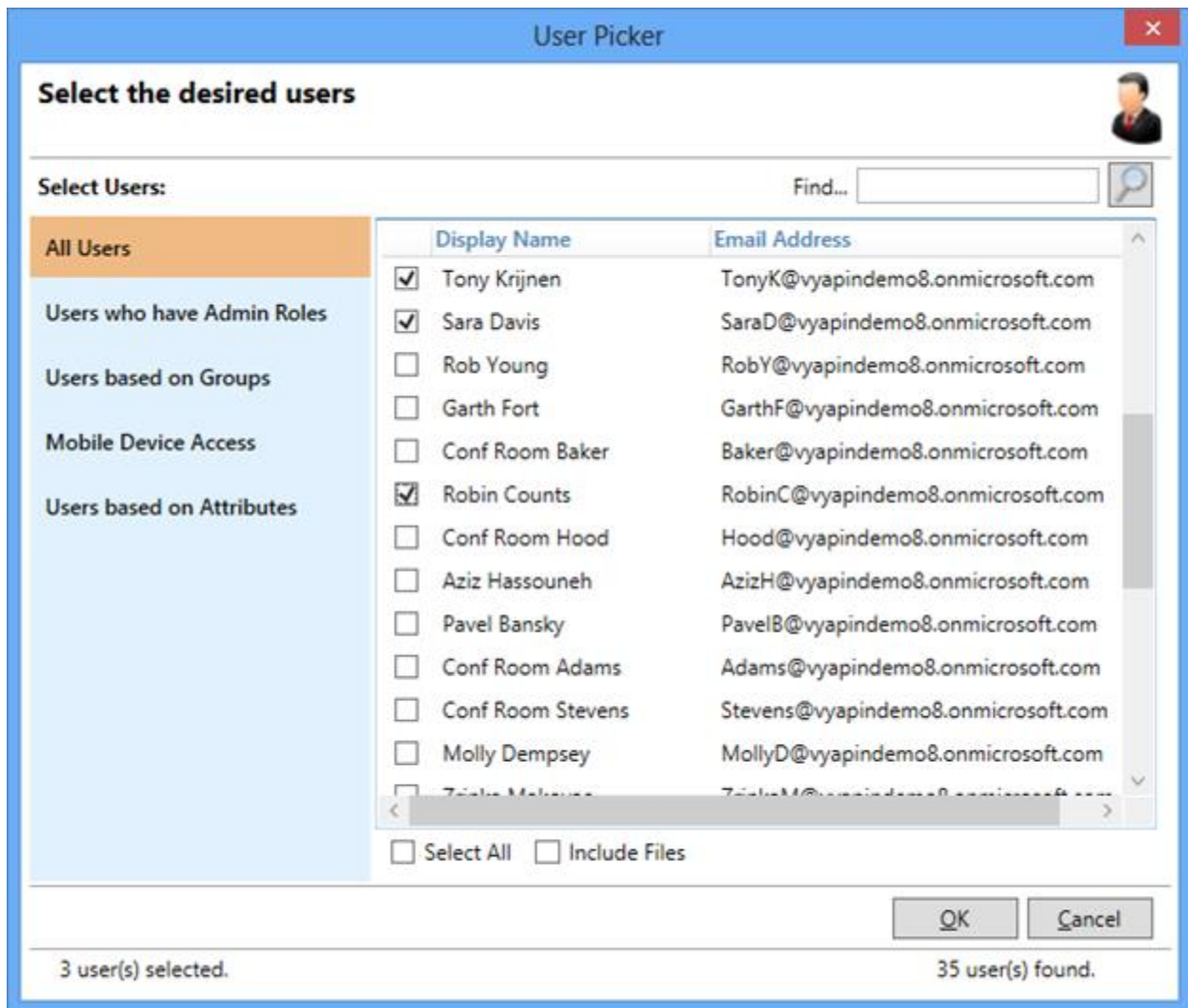
OK

Cancel

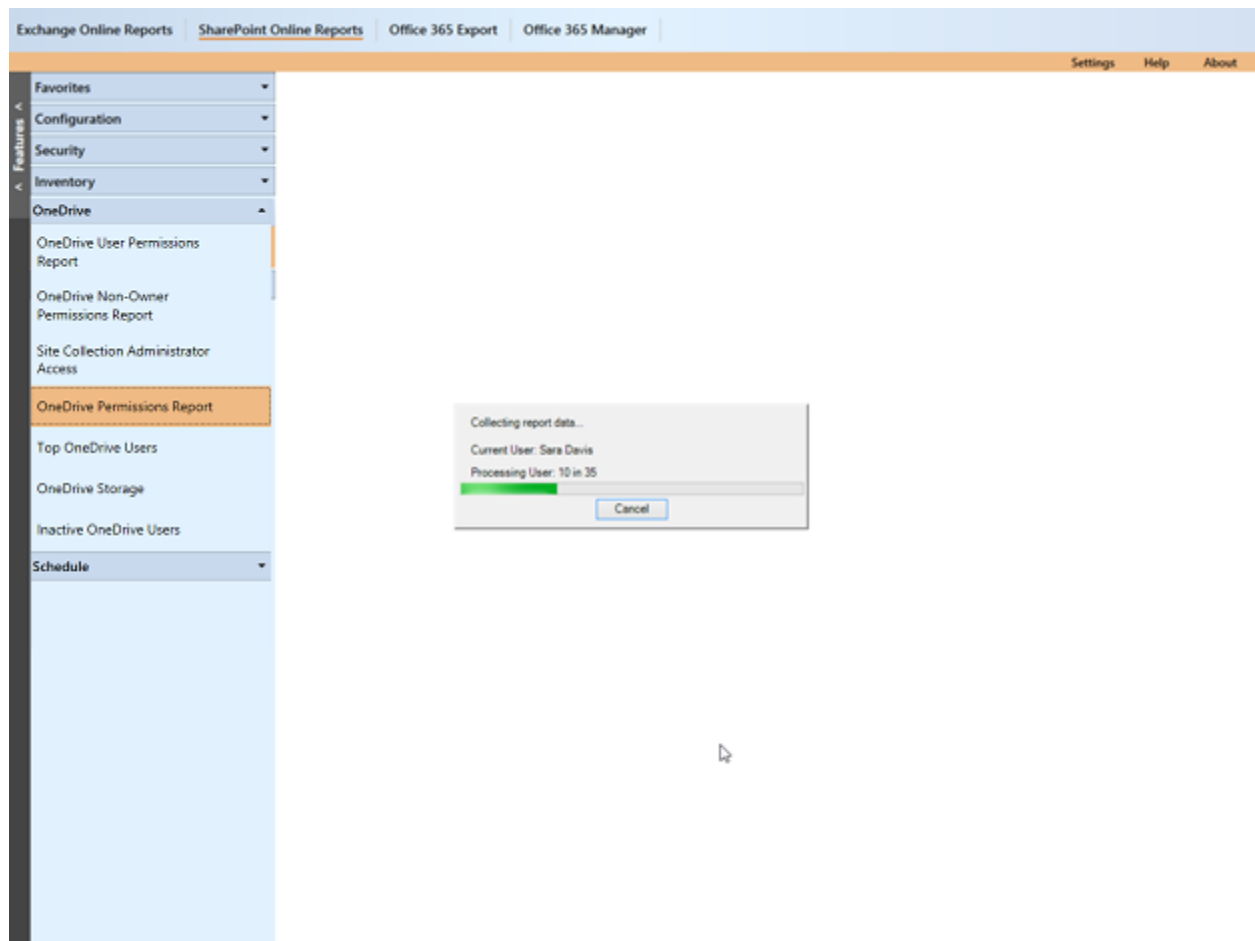
0 user(s) found.



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:

Exchange Online Reports SharePoint Online Reports Office 365 Export Office 365 Manager

Settings Help About

Features

- Favorites
- Configuration
- Security
- Inventory
- OneDrive
 - OneDrive User Permissions Report
 - OneDrive Non-Owner Permissions Report
 - Site Collection Administrator Access
 - OneDrive Permissions Report
 - Top OneDrive Users
 - OneDrive Storage
 - Inactive OneDrive Users
- Schedule

OneDrive Report for Users

Export E-mail Refresh

Data Collection Time: 11/03/2015 5:55:49 PM

Sara Davis

User Name	Folder or File Name	Folder or File URL	Permission Type
Sara Davis	My Stuff	/personal/sarad_vyapindemo5_onmicrosoft_com/Documents/My Stuff	Inherited
Sara Davis	Shared With Everyone	/personal/sarad_vyapindemo5_onmicrosoft_com/Documents/Shared With Everyone	Inherited
Sara Davis	Conference Information Details-2015	/personal/sarad_vyapindemo5_onmicrosoft_com/Documents/Conference Information Details-2015	Inherited
Sara Davis	1	/personal/sarad_vyapindemo5_onmicrosoft_com/Documents/1	Inherited
Sara Davis	My Personal info	/personal/mollyd_vyapindemo5_onmicrosoft_com/Documents/My Personal info	Inherited
Sara Davis	Shared With Everyone	/personal/mollyd_vyapindemo5_onmicrosoft_com/Documents/Shared With Everyone	Inherited

Tony Krijnen


User Name	Folder or File Name	Folder or File URL	Permission Type
Tony Krijnen	Personal	/personal/allieb_vyapindemo5_onmicrosoft_com/Documents/Personal	Inherited
Tony Krijnen	Shared With Everyone	/personal/allieb_vyapindemo5_onmicrosoft_com/Documents/Shared With Everyone	Inherited
Tony Krijnen	My Stuff	/personal/sarad_vyapindemo5_onmicrosoft_com/Documents/My Stuff	Inherited
Tony Krijnen	Shared With Everyone	/personal/sarad_vyapindemo5_onmicrosoft_com/Documents/Shared With Everyone	Inherited
Tony Krijnen	Conference Information Details-2015	/personal/sarad_vyapindemo5_onmicrosoft_com/Documents/Conference Information Details-2015	Inherited
Tony Krijnen	1	/personal/sarad_vyapindemo5_onmicrosoft_com/Documents/1	Inherited
Tony Krijnen	Community Service Projects	/personal/pavell_vyapindemo5_onmicrosoft_com/Documents/Community Service Projects	Inherited
Tony Krijnen	Shared With Everyone	/personal/pavell_vyapindemo5_onmicrosoft_com/Documents/Shared With Everyone	Inherited
Tony Krijnen	Community Projects	/personal/azizh_vyapindemo5_onmicrosoft_com/Documents/Community Projects	Inherited
Tony Krijnen	Shared With Everyone	/personal/azizh_vyapindemo5_onmicrosoft_com/Documents/Shared With Everyone	Inherited
Tony Krijnen	Private	/personal/trinkam_vyapindemo5_onmicrosoft_com/Documents/Private	Inherited
Tony Krijnen	Shared With Everyone	/personal/trinkam_vyapindemo5_onmicrosoft_com/Documents/Shared With Everyone	Inherited
Tony Krijnen	Community Service	/personal/garthf_vyapindemo5_onmicrosoft_com/Documents/Community Service	Inherited
Tony Krijnen	Shared With Everyone	/personal/garthf_vyapindemo5_onmicrosoft_com/Documents/Shared With Everyone	Inherited
Tony Krijnen	Personal	/personal/bonniek_vyapindemo5_onmicrosoft_com/Documents/Personal	Inherited
Tony Krijnen	Shared With Everyone	/personal/bonniek_vyapindemo5_onmicrosoft_com/Documents/Shared With Everyone	Inherited
Tony Krijnen	Personal Info	/personal/karlf_vyapindemo5_onmicrosoft_com/Documents/Personal Info	Inherited
Tony Krijnen	Shared With Everyone	/personal/karlf_vyapindemo5_onmicrosoft_com/Documents/Shared With Everyone	Inherited
Tony Krijnen	Personal	/personal/annew_vyapindemo5_onmicrosoft_com/Documents/Personal	Inherited
Tony Krijnen	Shared With Everyone	/personal/annew_vyapindemo5_onmicrosoft_com/Documents/Shared With Everyone	Inherited
Tony Krijnen	Personal	/personal/alexnd_vyapindemo5_onmicrosoft_com/Documents/Personal	Inherited
Tony Krijnen	Shared With Everyone	/personal/alexnd_vyapindemo5_onmicrosoft_com/Documents/Shared With Everyone	Inherited

Robin Counts

User Name	Folder or File Name	Folder or File URL	Permission Type
Robin Counts	My Stuff	/personal/sarad_vyapindemo5_onmicrosoft_com/Documents/My Stuff	Inherited
Robin Counts	Shared With Everyone	/personal/sarad_vyapindemo5_onmicrosoft_com/Documents/Shared With Everyone	Inherited
Robin Counts	Conference Information Details-2015	/personal/sarad_vyapindemo5_onmicrosoft_com/Documents/Conference Information Details-2015	Inherited

How to Export / Publish data?

The **Export / Publish** feature helps the user to export / publish report data generated by Vyapin Office 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

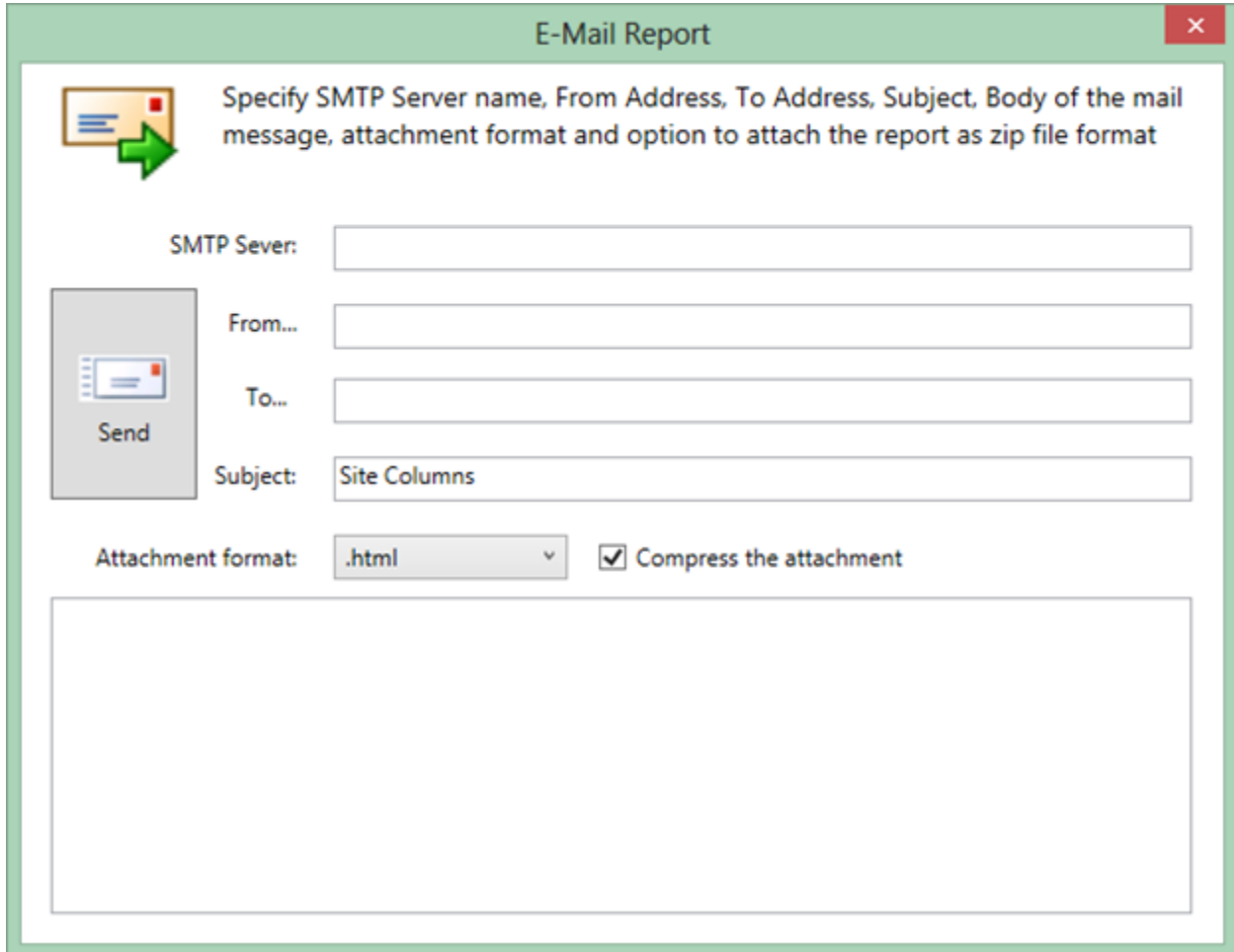
2. Specify a **File Name** to export report data to. Specify the **Export Path** and select a desired file format. The path refers to the destination location where the output file generated should be stored. It can also be given using the **Browse** button.
3. You can also publish the report data to 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 Office 365 Management Suite provides the option to e-mail the reports generated using Built-in Reports.


1. Click  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. The main area has a light green background. At the top, there is a yellow envelope icon with a green arrow pointing to it, followed by the text: '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 several input fields: 'SMTP Sever:' (with a text box), 'From...' (with a text box), 'To...' (with a text box), and 'Subject:' (with a text box containing 'Site Columns'). To the left of these fields is a grey button labeled 'Send' with a small envelope icon. Below the 'Subject' field, there is an 'Attachment format:' dropdown menu set to '.html' and a checkbox labeled 'Compress the attachment' which is checked. At the bottom, there is a large empty text box for the email body.

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

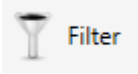
Specify **SMTP Server** name, **From Address, To Address**, mail **Subject**, mail content, **Attachment format** and option to **Compress the attachment**.

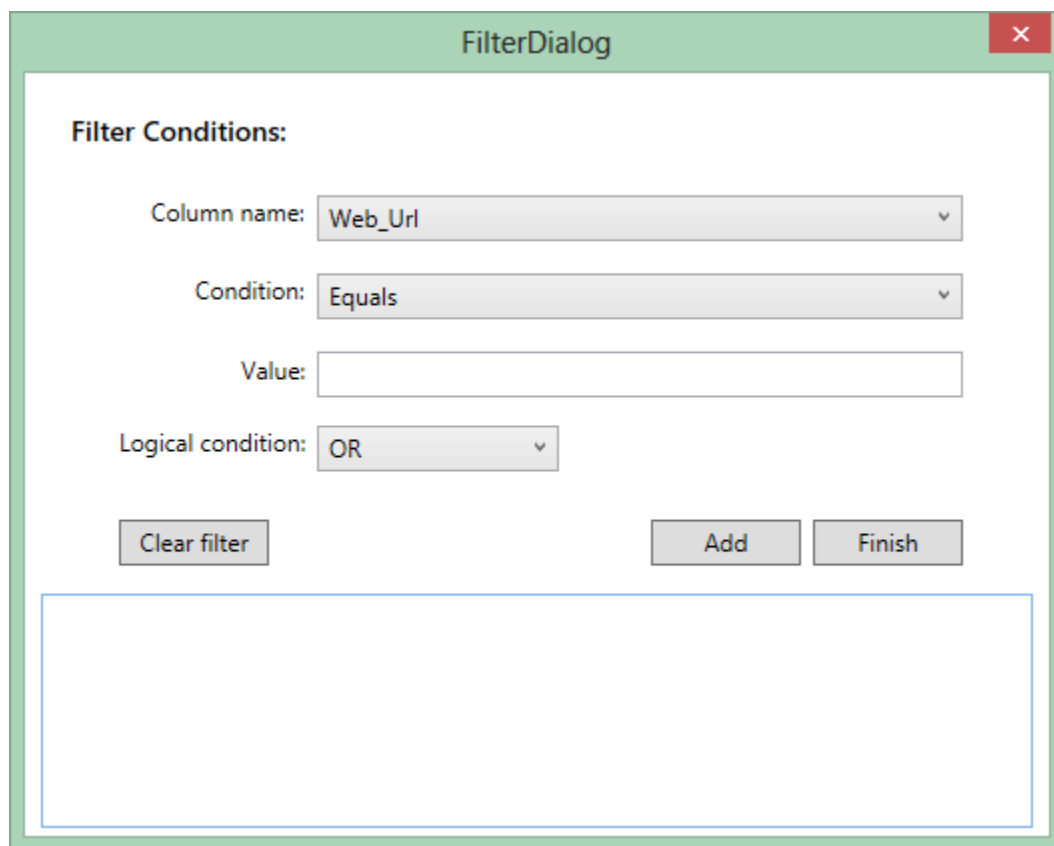
3. Click  to send the report by e-mail to the selected recipients.

How to use Filter?

Vyapin Office 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  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?

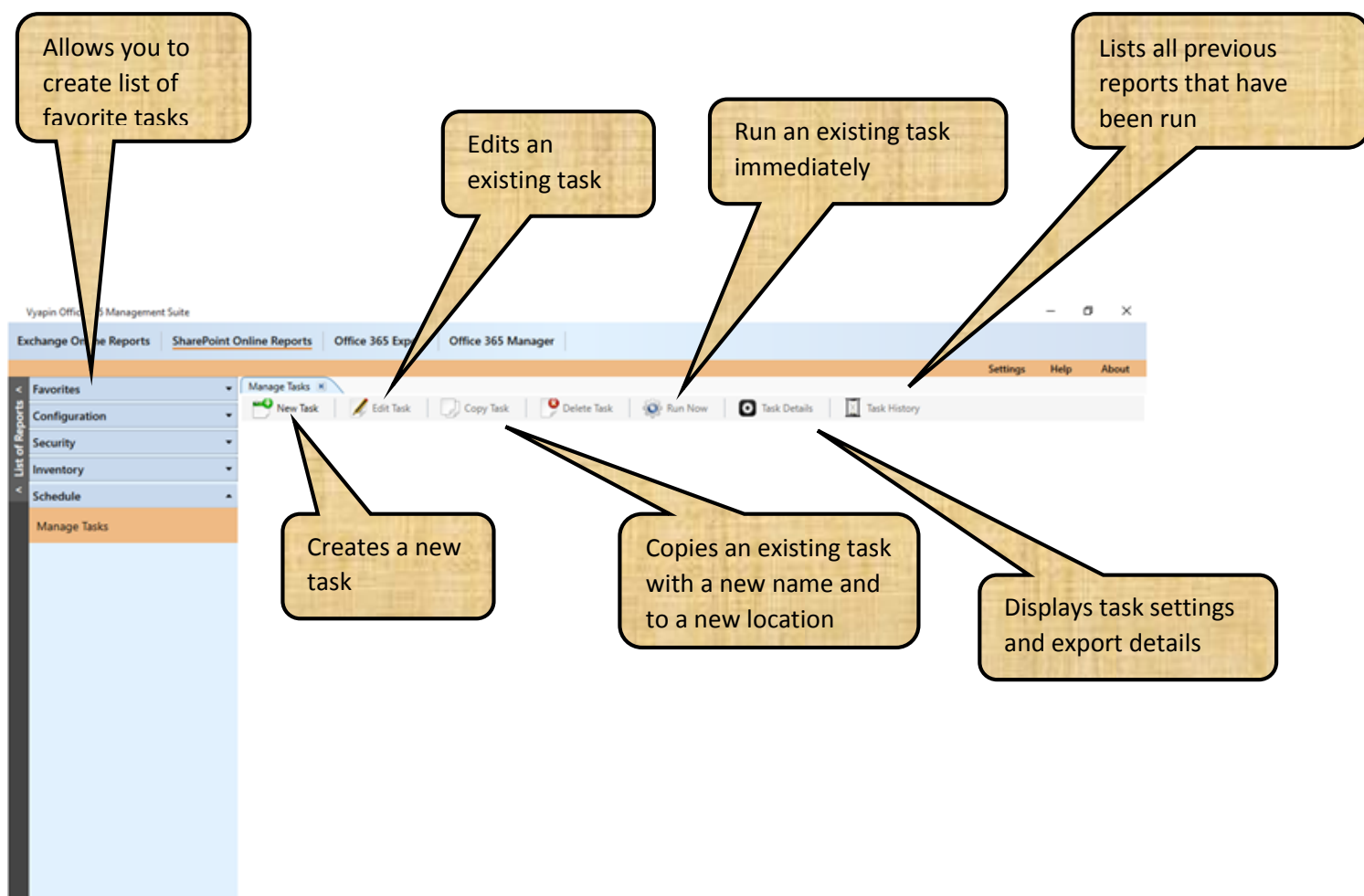
[SharePoint site details](#)

[Report Selection](#)

[Delivery Options](#)

[Task Settings](#)

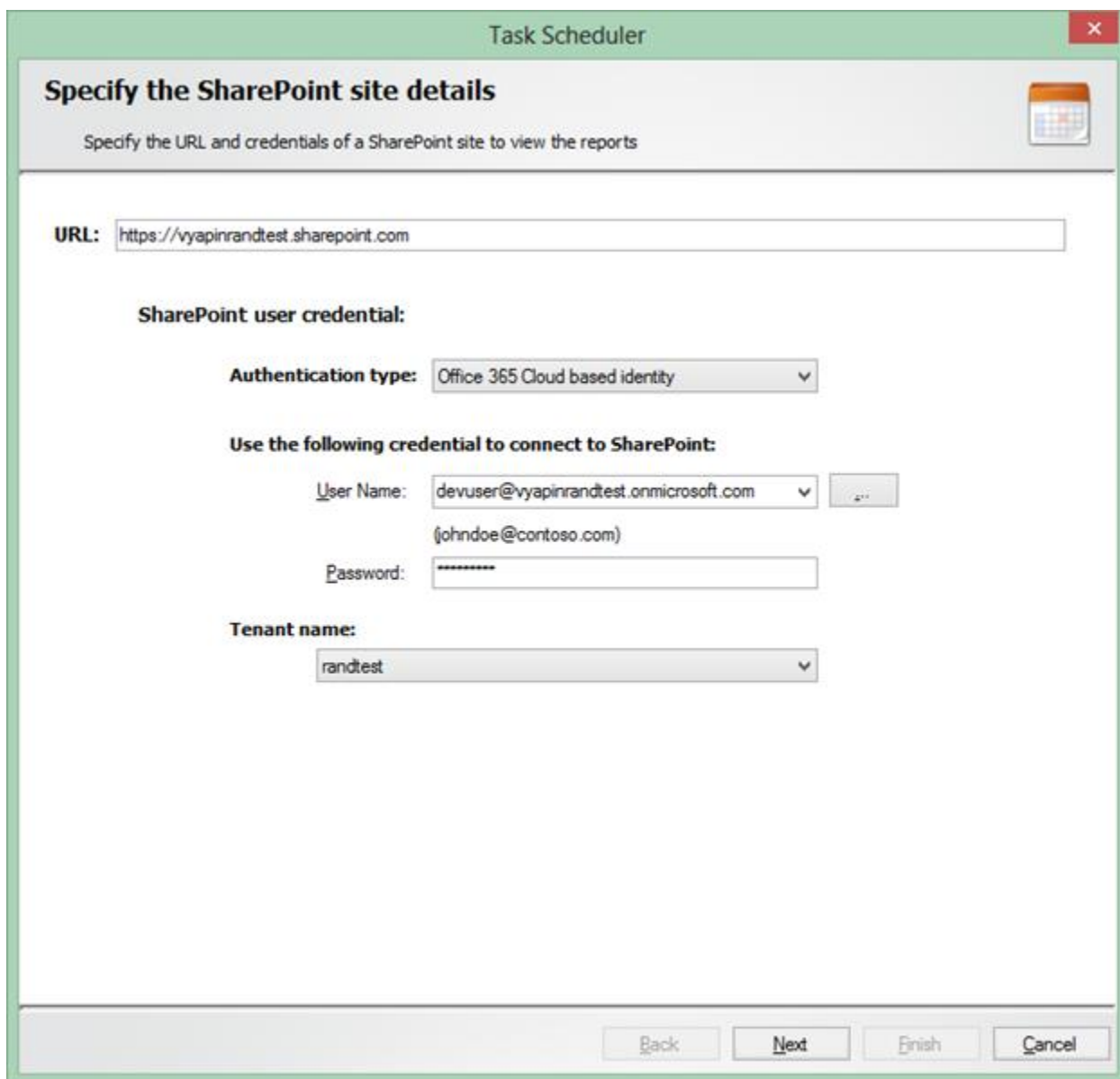
Main Screen: Manage Tasks



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.



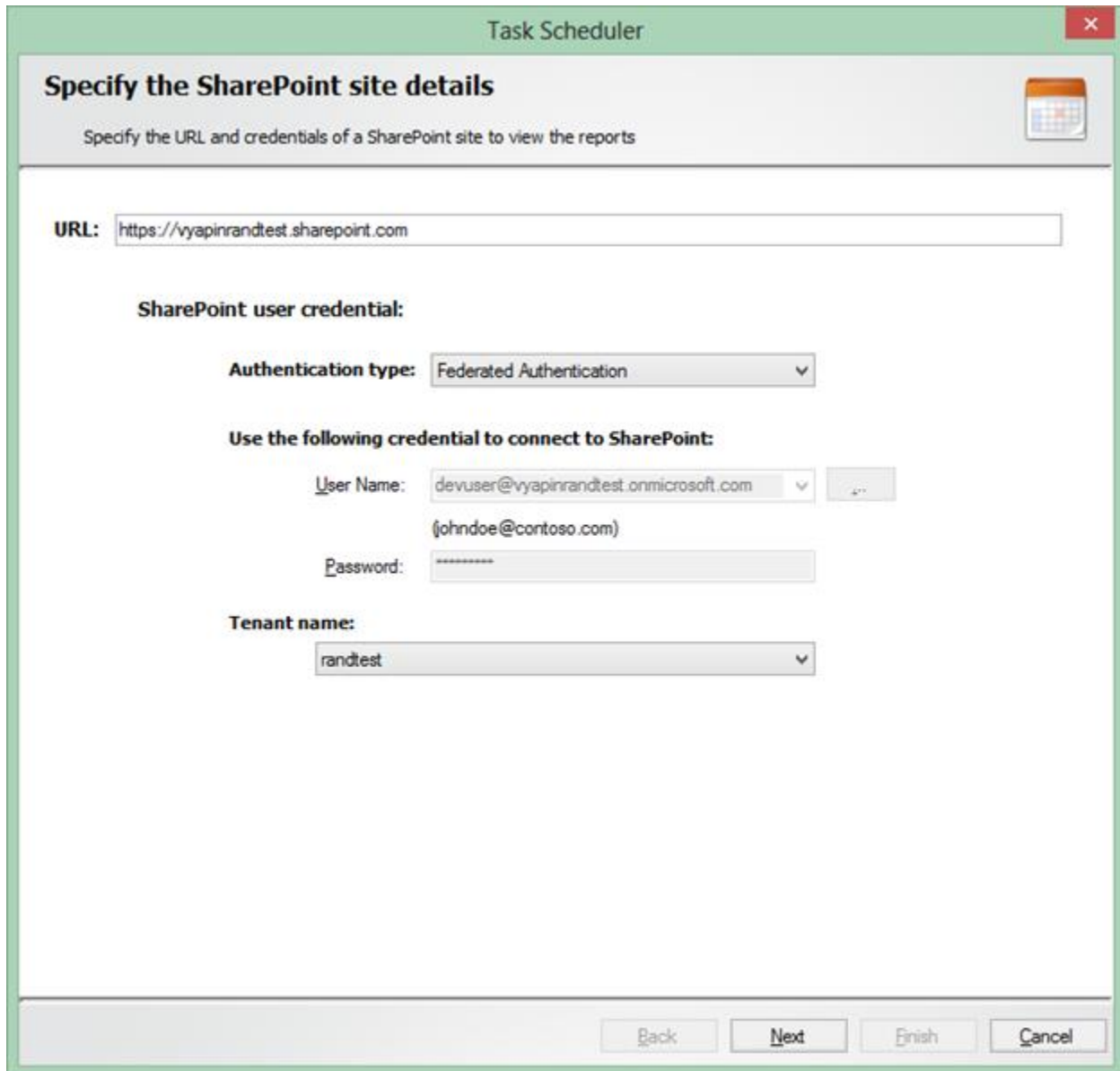
The screenshot shows a window titled "Task Scheduler" with a sub-header "Specify the SharePoint site details". Below the sub-header is a description: "Specify the URL and credentials of a SharePoint site to view the reports". The form contains the following fields:

- URL:** A text box containing "https://vyapinrandtest.sharepoint.com".
- SharePoint user credential:**
 - Authentication type:** A dropdown menu showing "Office 365 Cloud based identity".
 - Use the following credential to connect to SharePoint:**
 - User Name:** A dropdown menu showing "devuser@vyapinrandtest.onmicrosoft.com".
 - Password:** A text box containing "*****".
 - Tenant name:** A dropdown menu showing "randtest".

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 Office 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).

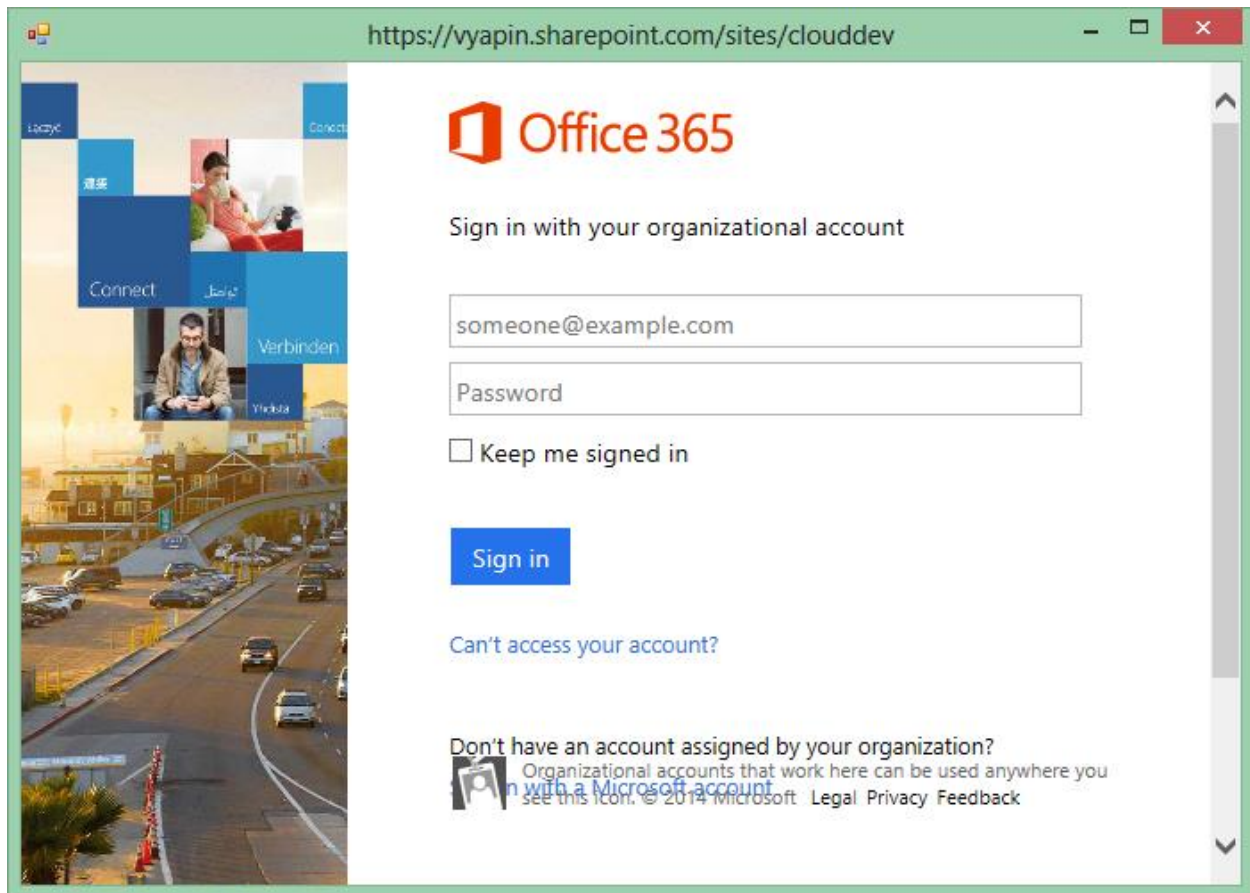


The screenshot shows a 'Task Scheduler' window with a tab titled 'Specify the SharePoint site details'. Below the tab is a subtitle: 'Specify the URL and credentials of a SharePoint site to view the reports'. The main area contains the following fields:

- 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'.
 - Password:** A text box containing '(johndoe@contoso.com)'.
 - Tenant name:** A dropdown menu set to 'randtest'.

At the bottom of the dialog are four buttons: 'Back', 'Next', 'Finish', and 'Cancel'.

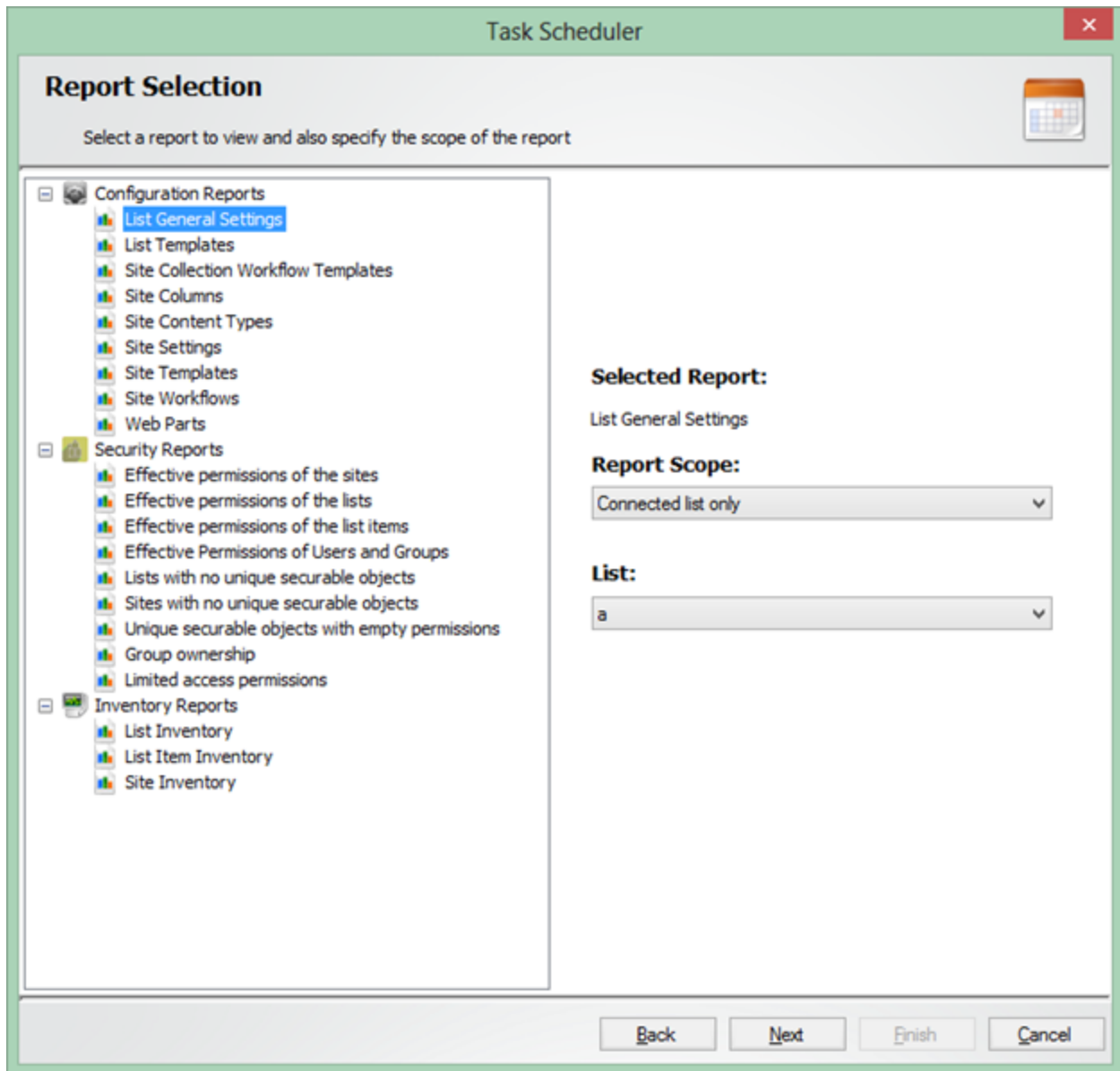
4. Upon clicking **Next** button, you will be prompted for credential (**User Name** and **Password**) as shown below:



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

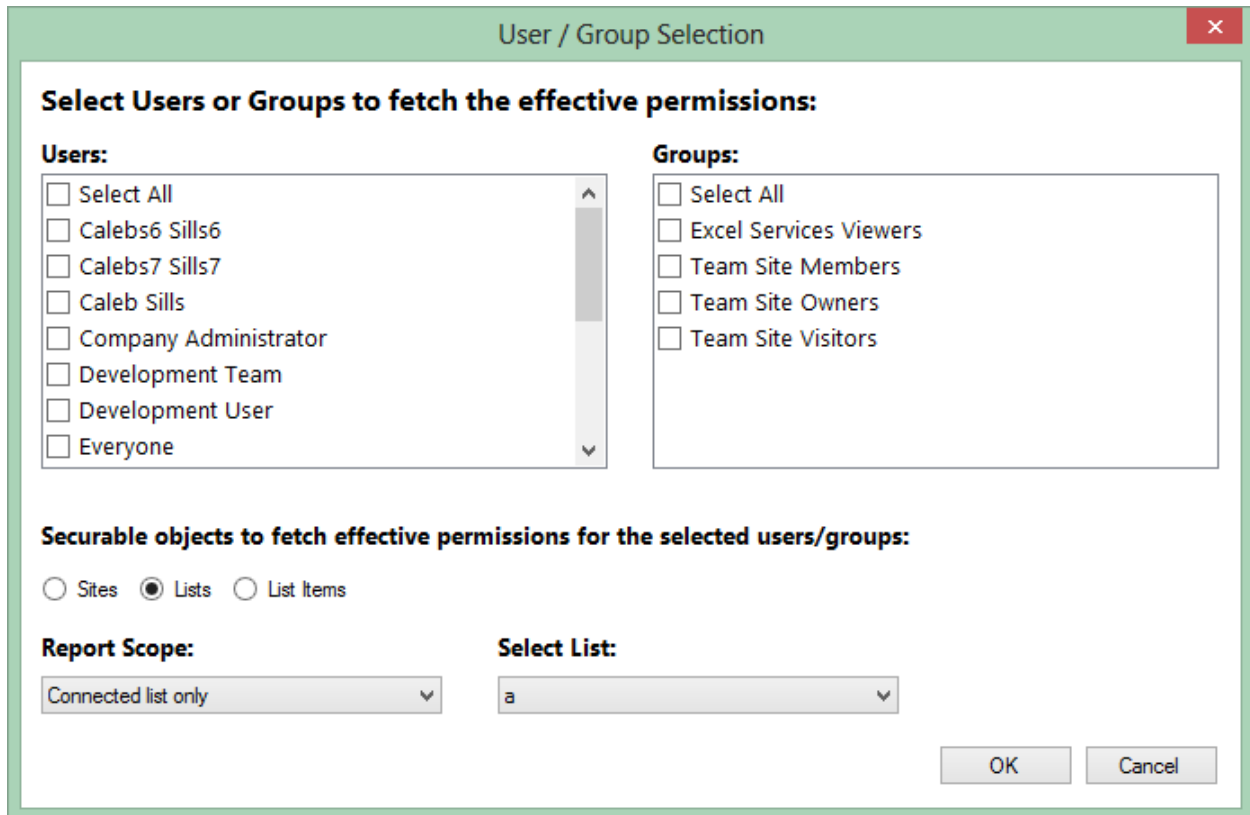
2: Report Selection

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:

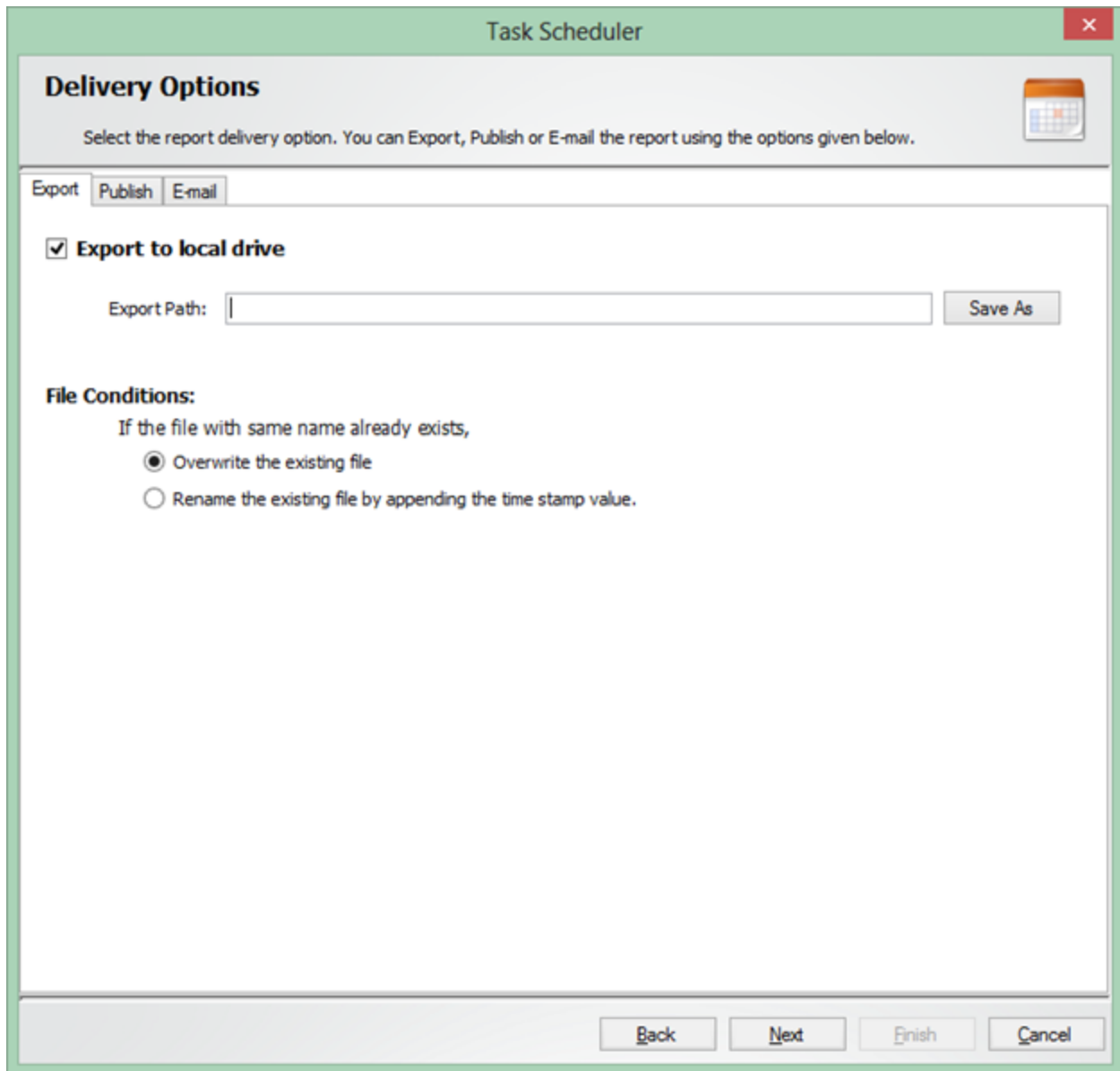


The dialog box is titled "User / Group Selection" and contains the following sections:

- 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 "Delivery Options" tab selected. The window has a close button (X) in the top right corner. Below the title bar, there is a subtitle: "Select the report delivery option. You can Export, Publish or E-mail the report using the options given below." To the right of this subtitle is a small calendar icon. Below the subtitle are three tabs: "Export", "Publish", and "E-mail". The "Export" tab is currently 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 "Save As" button. Below the text field and button is a section titled "File Conditions:". Under this section, there is a text label "If the file with same name already exists," followed by 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 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 form contains several input fields: 'SMTP Server:', 'From...', 'To...', 'Subject:' (with the text 'List General Settings'), 'Attachment Format:' (a dropdown menu showing '.csv'), and 'Body Content:' (a large text area). There is also a checkbox for 'Compress the attachment' which is checked. At the bottom of the dialog, 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: ☒ Compress the attachment

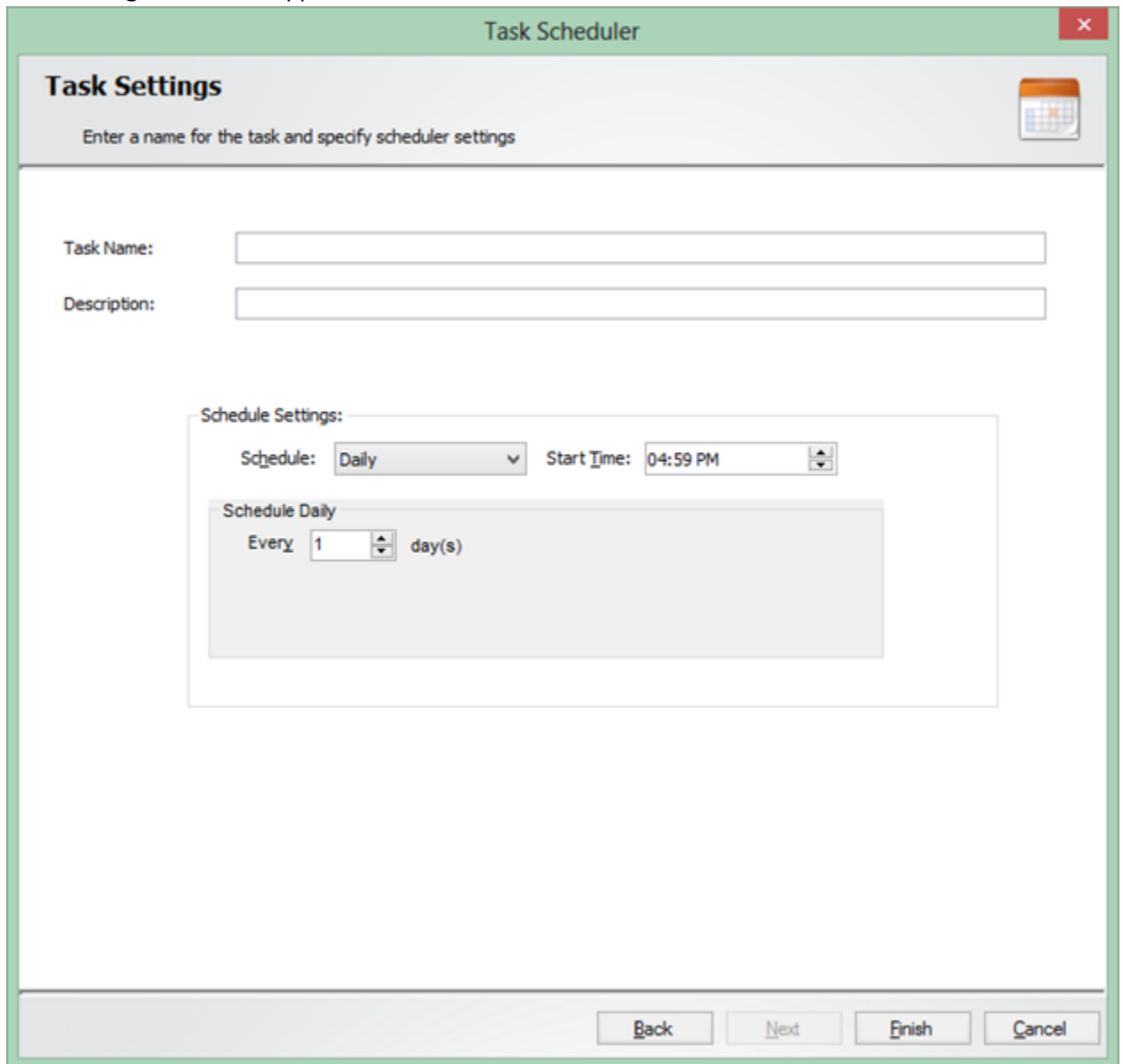
Body Content:

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 boxes: '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 'Every' followed by a spinner box 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.

Office 365 Export

[Export Mail Items / Public Folders to file system](#)

[Export Mail Items / Public Folders to another mailbox](#)

[Export mailboxes and Public Folders to PST](#)

[Export OneDrive content to file system](#)

Export Mail Items / Public Folders to file system

[Create a task - Folder / Folder Type selection](#)

[Create a task - Item Search](#)

[Create a task - Destination Settings](#)

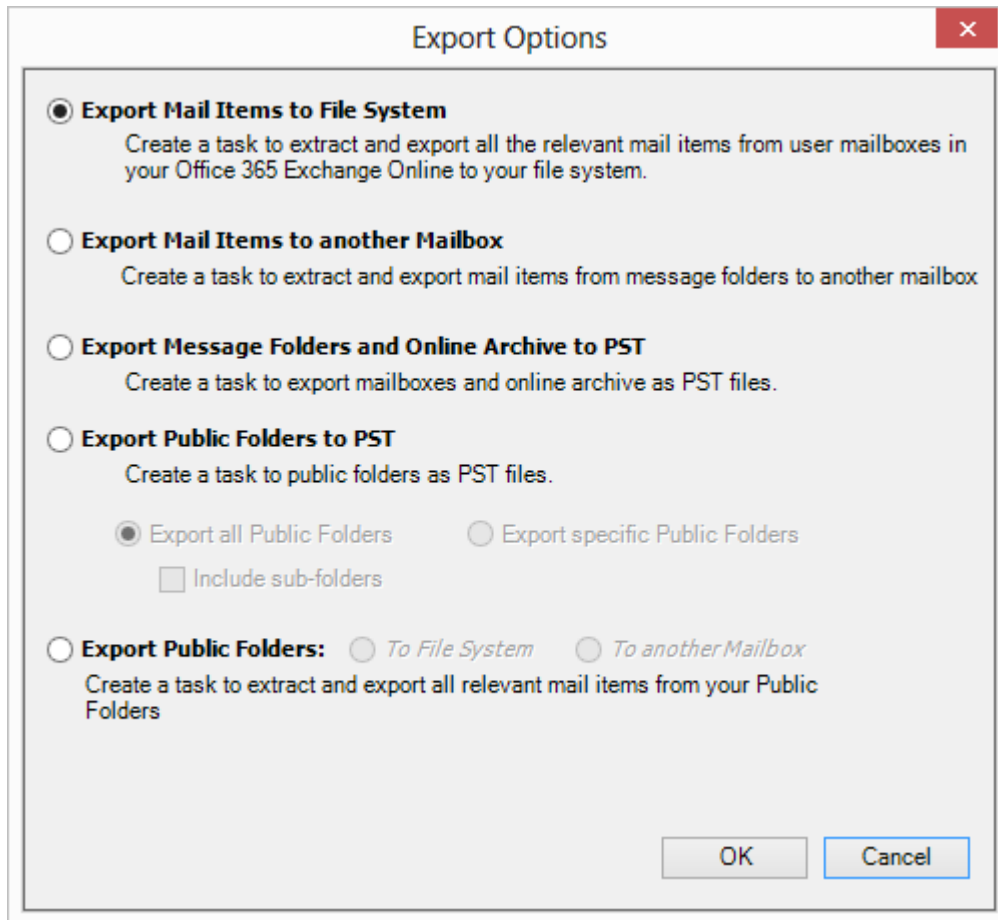
[Create a task -Task Settings](#)

[Edit a task](#)

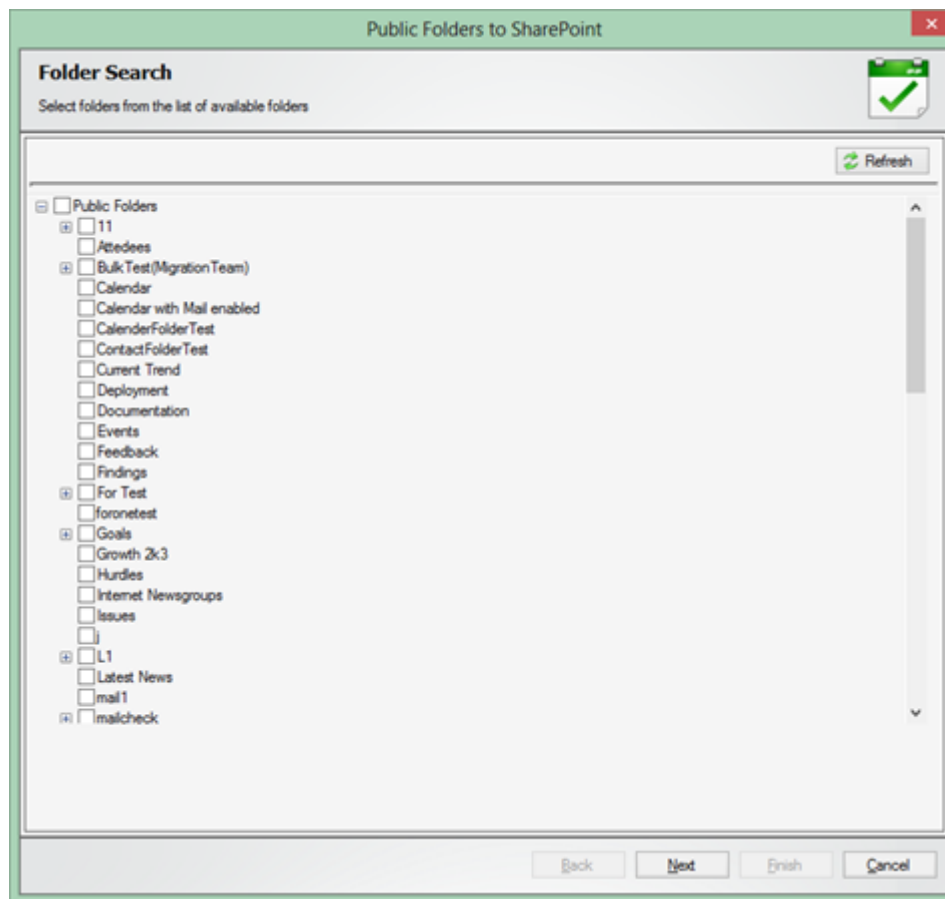
[Task manager](#)

Create a task - Folder / Folder Type Selection

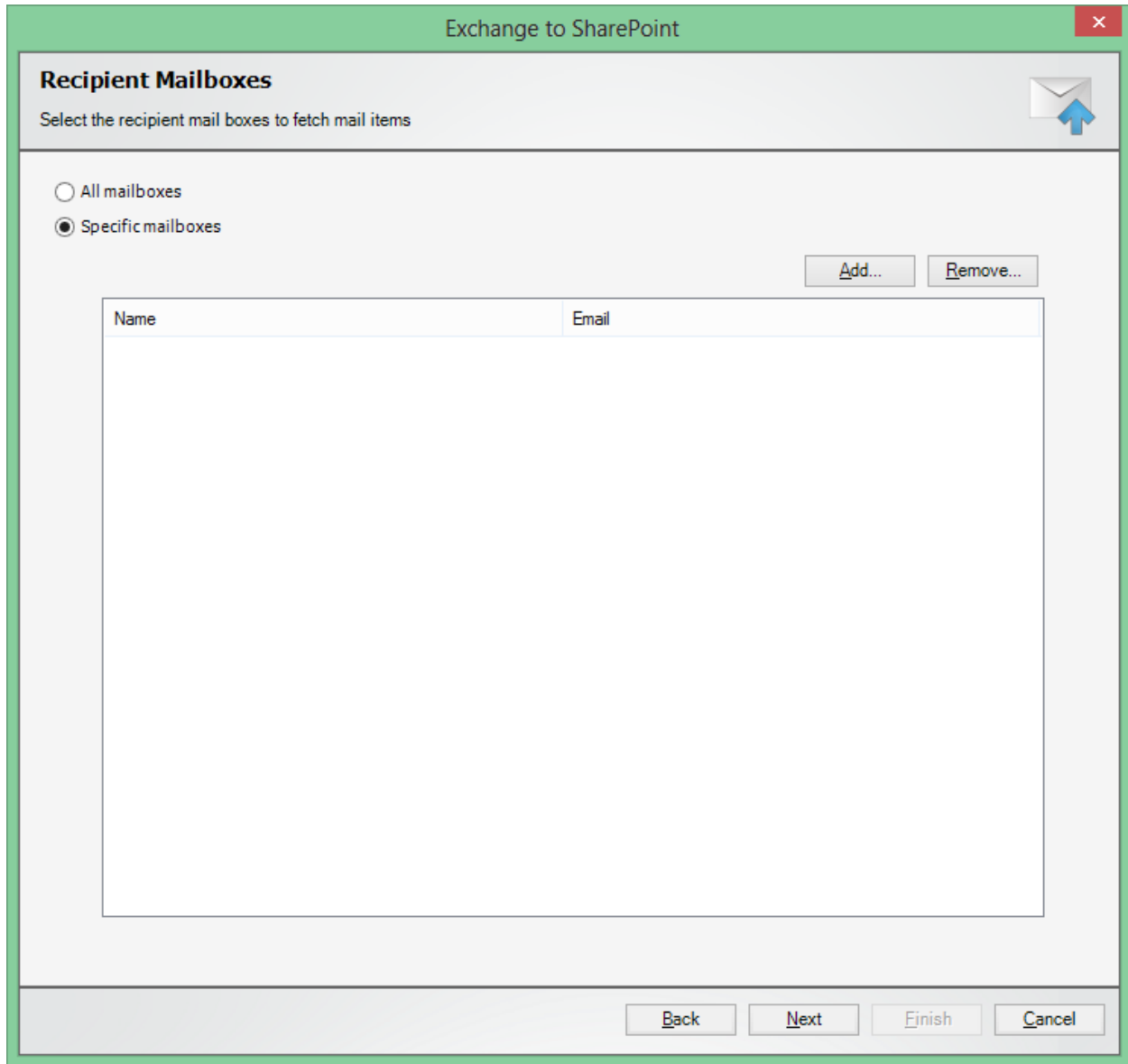
1. On selecting the **New Task** from the ribbon of the **Task Manager**, the following dialog will be shown:



2. If you want to Export the folders from **Public Folders**, Select **Export Public Folders** option.
3. You can select either **All Public Folders** or **Specific Public Folders** option.
4. If you select **Specific Public Folders** option, folder selection screen will appear as shown below:



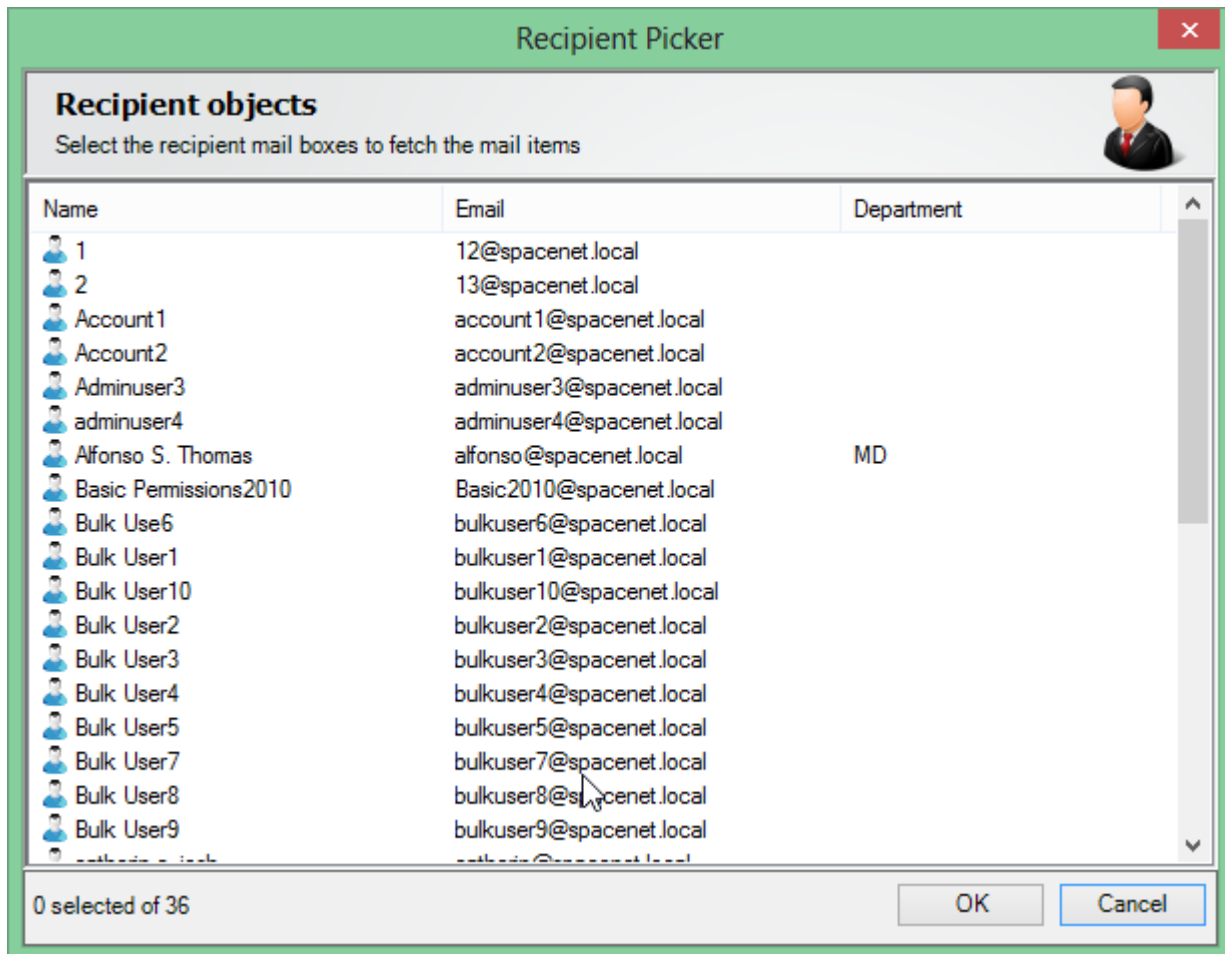
5. If you select the **Export Message Folders** option, **Recipient mailboxes** selection window will appear as shown below:



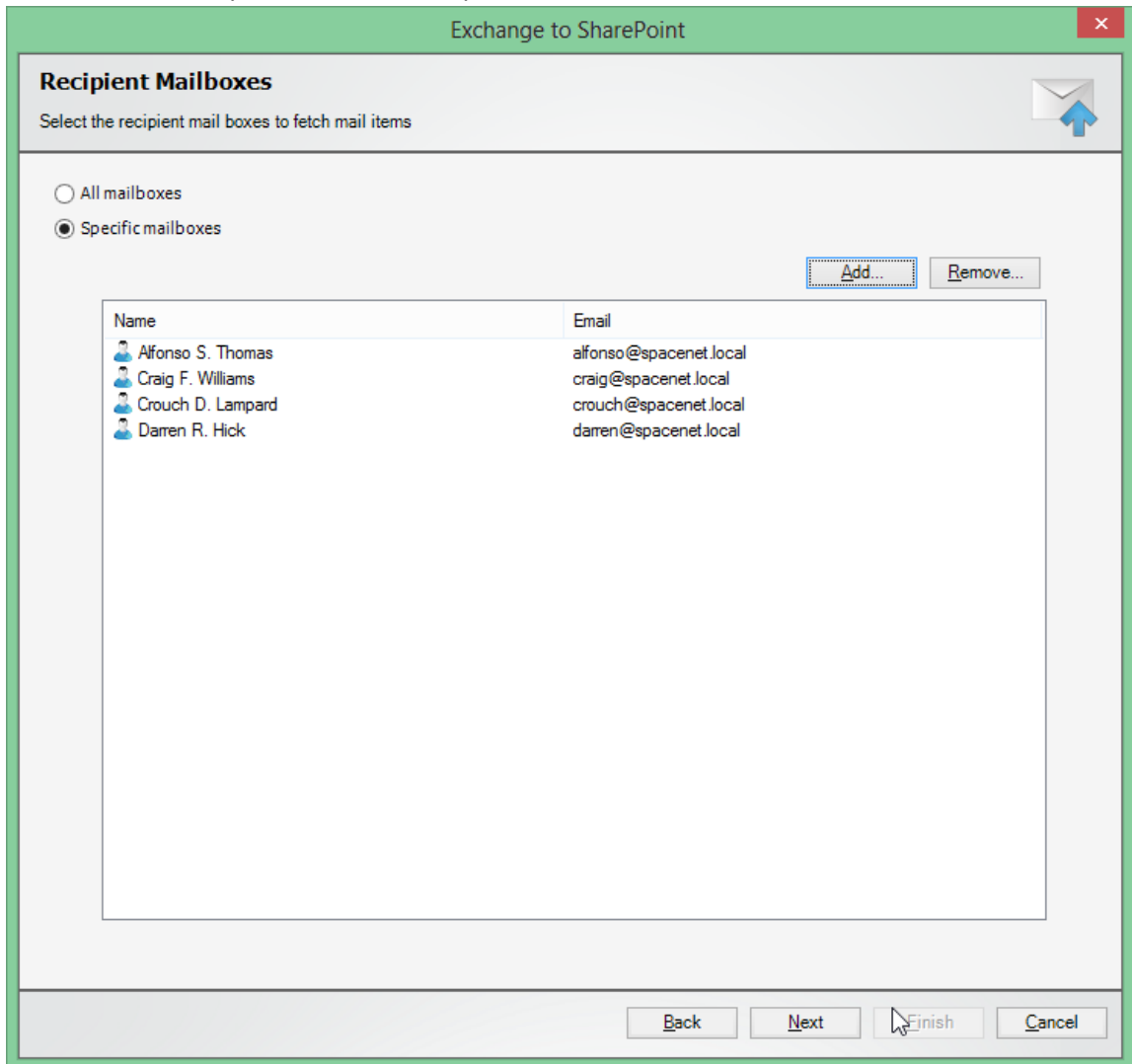
The image shows a Windows-style dialog box titled "Exchange to SharePoint" with a green title bar. The main area is titled "Recipient Mailboxes" and contains the instruction "Select the recipient mail boxes to fetch mail items". There are two radio buttons: "All mailboxes" (unselected) and "Specific mailboxes" (selected). To the right of the radio buttons are "Add..." and "Remove..." buttons. Below these is a large empty table with two columns: "Name" and "Email". At the bottom of the dialog are "Back", "Next", "Finish", and "Cancel" buttons. A small envelope icon with a blue arrow pointing up is located in the top right corner of the main content area.

Name	Email
------	-------

6. On clicking **Add** button, a window will appear which contains all the mailboxes in the specified directory server as shown below:



7. From this window, you can select multiple **Mailboxes** to fetch mail items.



The image shows a screenshot of a Windows application window titled "Exchange to SharePoint". The window has a green title bar and a red close button in the top right corner. The main content area is titled "Recipient Mailboxes" and contains the instruction "Select the recipient mail boxes to fetch mail items". There are two radio buttons: "All mailboxes" (unselected) and "Specific mailboxes" (selected). To the right of the radio buttons are "Add..." and "Remove..." buttons. Below these is a table with two columns: "Name" and "Email". The table contains four rows of data, each with a small person icon next to the name. At the bottom of the window are four buttons: "Back", "Next", "Finish", and "Cancel".

Name	Email
Alfonso S. Thomas	alfonso@spacenet.local
Craig F. Williams	craig@spacenet.local
Crouch D. Lampard	crouch@spacenet.local
Darren R. Hick	darren@spacenet.local

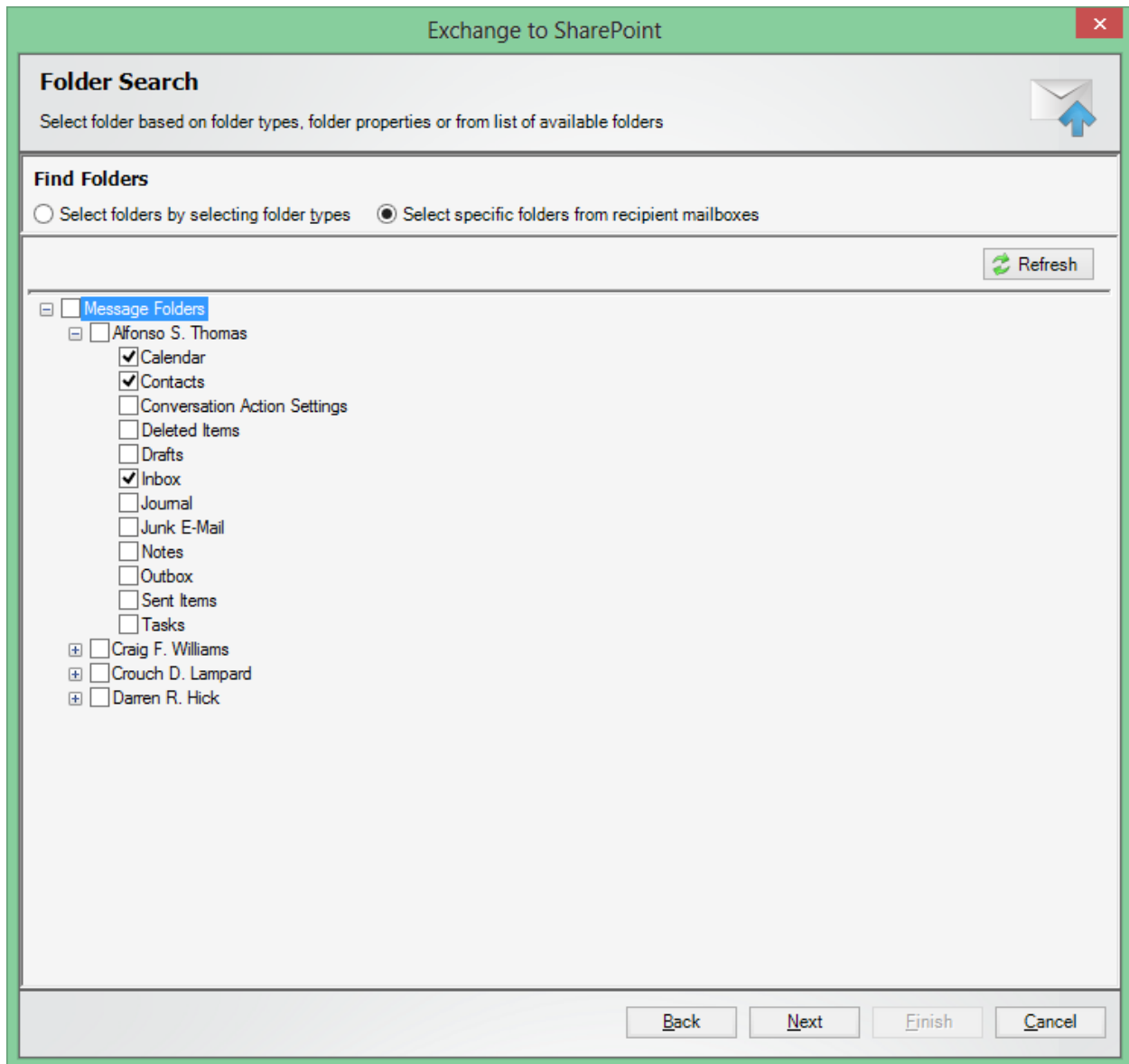
8. On selecting **All Mailboxes** option you can fetch mail items from all the mailboxes.

9. **Folder Search** screen will appear as shown below:

The screenshot shows a dialog box titled "Exchange to SharePoint" with a close button (X) in the top right corner. Below the title bar, the dialog is titled "Folder Search" and contains the instruction "Select folder based on folder types, folder properties or from list of available folders". In the top right corner of the dialog area, there is an icon of an envelope with a blue arrow pointing upwards. Below this, the section "Find Folders" contains two radio buttons: "Select folders by selecting folder types" (which is selected) and "Select specific folders from recipient mailboxes". A list of folder types follows, each with a checked checkbox: "Message Folders", "Inbox", "Drafts", "Sent Items", "Deleted Items", "Contacts", "Tasks", "Calendar", "Journal", "Custom Folders", and "Other Folders (Junk E-mail, Notes etc.)". At the bottom of this list is an unchecked checkbox labeled "Include sub-folders". At the very bottom of the dialog, there are four buttons: "Back", "Next", "Finish", and "Cancel".

10. The **Default** option to filter folders is based on its folder types. You can select the types of folders to filter from the entire folder collection available in the server

11. You can also select folders from the list of available folders to fetch mail items.



The image shows a Windows-style dialog box titled "Exchange to SharePoint" with a green title bar and a red close button. The main area is titled "Folder Search" and contains the instruction "Select folder based on folder types, folder properties or from list of available folders". Below this is a "Find Folders" section with two radio buttons: "Select folders by selecting folder types" (unselected) and "Select specific folders from recipient mailboxes" (selected). A "Refresh" button is located to the right of the radio buttons. The main list area shows a tree structure under "Message Folders". The first item is "Alfonso S. Thomas", which is expanded to show a list of folders: "Calendar" (checked), "Contacts" (checked), "Conversation Action Settings" (unchecked), "Deleted Items" (unchecked), "Drafts" (unchecked), "Inbox" (checked), "Journal" (unchecked), "Junk E-Mail" (unchecked), "Notes" (unchecked), "Outbox" (unchecked), "Sent Items" (unchecked), and "Tasks" (unchecked). Below this are three other items: "Craig F. Williams", "Crouch D. Lampard", and "Darren R. Hick", each preceded by a plus sign in a square. At the bottom of the dialog are four buttons: "Back", "Next", "Finish", and "Cancel".

Exchange to SharePoint

Folder Search

Select folder based on folder types, folder properties or from list of available folders

Find Folders

☐ Select folders by selecting folder types ☒ Select specific folders from recipient mailboxes

Refresh

☐ Message Folders

- ☐ Alfonso S. Thomas
 - ☒ Calendar
 - ☒ Contacts
 - ☐ Conversation Action Settings
 - ☐ Deleted Items
 - ☐ Drafts
 - ☒ Inbox
 - ☐ Journal
 - ☐ Junk E-Mail
 - ☐ Notes
 - ☐ Outbox
 - ☐ Sent Items
 - ☐ Tasks
- ☐ Craig F. Williams
- ☐ Crouch D. Lampard
- ☐ Darren R. Hick

Back Next Finish Cancel

Create a task - Item Search

Using this window, you can refine the item search results by specifying item search conditions and also save the specified search conditions as a template.

1. Item Search screen will appear as shown below:

The screenshot shows the 'Export Public Folders' dialog box with the 'Export Conditions' tab selected. The dialog has a title bar with a close button. Below the title bar is a section titled 'Export Conditions' with a green checkmark icon. The text inside says: 'Specify export conditions to perform a full export or an incremental export. You can also filter items by loading filter conditions from a saved search template or enter a new template name to save the specified conditions.' There is a 'Load Export Conditions...' button. Below this, there are two radio buttons: 'Perform a full export:' and 'Perform an incremental export:'. The 'Perform an incremental export:' option is selected. Under 'Perform an incremental export:', there are two checkboxes: 'Bring Items created since last export time' (checked) and 'Bring Items modified since last export time' (unchecked). Below these are three sections: 'Date Range Selection', 'Content Selection', and 'All of the above conditions are satisfied' / 'Any one of the above conditions is satisfied'. The 'Date Range Selection' section has a 'Select Dates...' button and a table with columns: Date, Condition, Value, Exclude. The 'Content Selection' section has three sub-sections: 'Subject / Body...', 'From / To / Cc...', and 'Headers...'. Each sub-section has a table with columns: Subject / Body, From / To / Cc, Header, Condition, Value, Exclude. The 'All of the above conditions are satisfied' / 'Any one of the above conditions is satisfied' section has two radio buttons. At the bottom, there are buttons: 'Save these Export Conditions.', 'Back', 'Next', 'Finish', and 'Cancel'.

Export Public Folders

Export Conditions

Specify export conditions to perform a full export or an incremental export. You can also filter items by loading filter conditions from a saved search template or enter a new template name to save the specified conditions.

Load Export Conditions...

☐ Perform a full export:

☒ Perform an incremental export:

☒ Bring Items created since last export time

☐ Bring Items modified since last export time

Date Range Selection

Select Dates...

Date	Condition	Value	Exclude
------	-----------	-------	---------

Content Selection

Subject / Body...

Subject / Body	Condition	Value	Exclude
----------------	-----------	-------	---------

From / To / Cc...

From / To / Cc	Condition	Value	Exclude
----------------	-----------	-------	---------

Headers...

Header	Condition	Value	Exclude
--------	-----------	-------	---------

☒ All of the above conditions are satisfied ☐ Any one of the above conditions is satisfied

Save these Export Conditions. Back Next Finish Cancel

2. Items can be filtered based on its properties. To filter items based on its **Received**, **Sent**, **Created**, or **Modified** time, you can use the **Date Range** button.
3. To filter items based on **Subject** or **Body**, click on the respective button and specify keywords to search for in the text fields provided to filter mail items.

Date Range Filter

Received Sent Created Modified

Condition
Yesterday

Value
Friday, January 30, 2015

To
Friday, January 30, 2015

OK Cancel

- To filter items based on the recipients, click on the respective button and select users to filter mail items corresponding to the selected users.

Content Filter

Subject Body

All of these words:

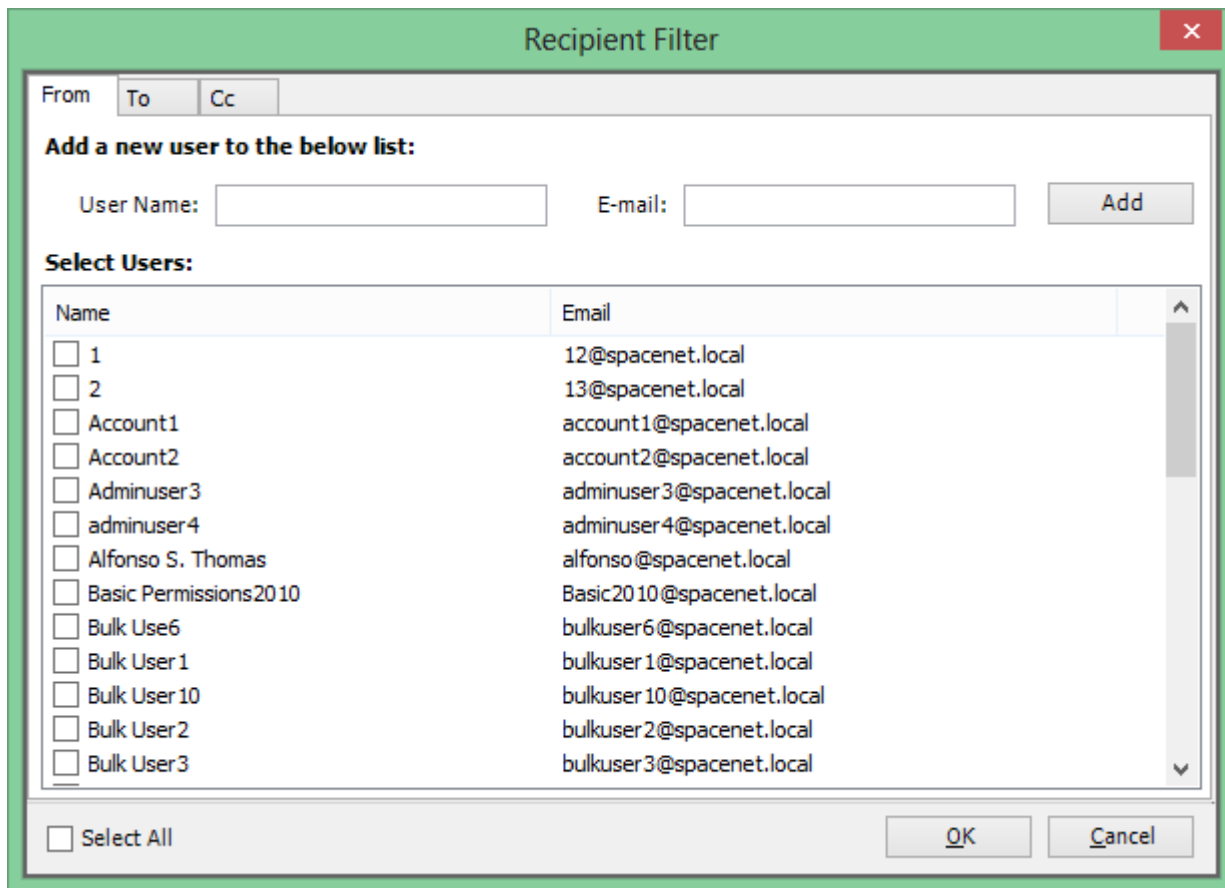
Any of these words:

The Exact phrase:

None of these words:

OK Cancel

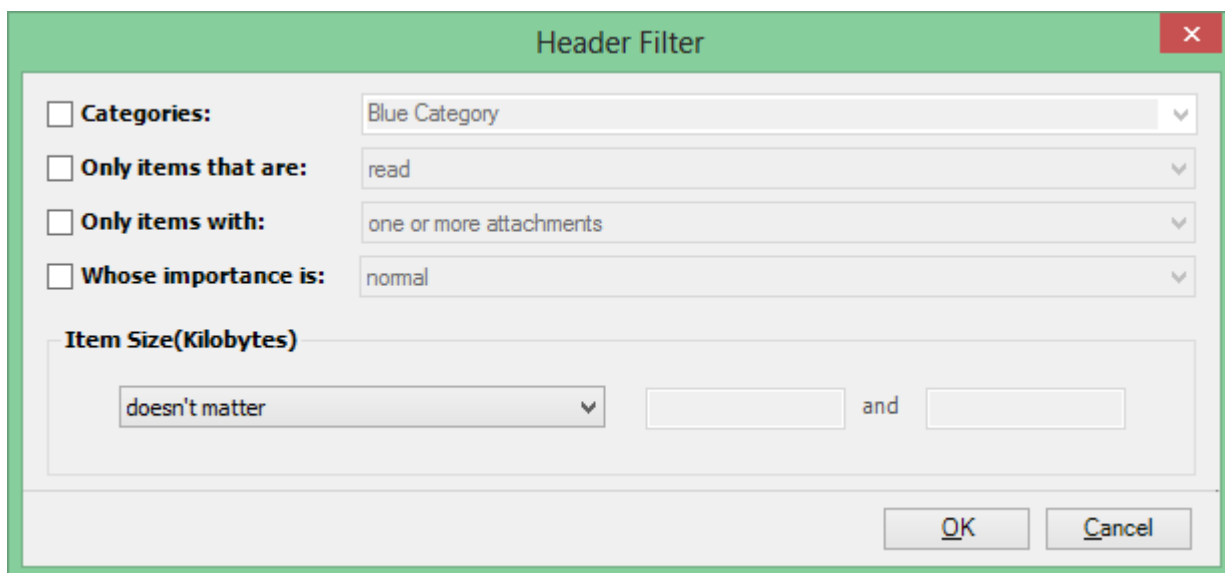
- You can also specify search conditions for other properties like **categories**, **read/unread**, **importance**, **size**, and **attachments**.



The **Recipient Filter** dialog box has a green title bar with a close button. It contains tabs for **From**, **To**, and **Cc**. Below the tabs is the instruction **Add a new user to the below list:**. This section includes a **User Name:** text box, an **E-mail:** text box, and an **Add** button. Below this is the **Select Users:** section, which contains a table with two columns: **Name** and **Email**. The table lists various users with checkboxes in the **Name** column. At the bottom of the dialog is a **Select All** checkbox and **OK** and **Cancel** buttons.

Name	Email
<input type="checkbox"/> 1	12@spacenet.local
<input type="checkbox"/> 2	13@spacenet.local
<input type="checkbox"/> Account1	account1@spacenet.local
<input type="checkbox"/> Account2	account2@spacenet.local
<input type="checkbox"/> Adminuser3	adminuser3@spacenet.local
<input type="checkbox"/> adminuser4	adminuser4@spacenet.local
<input type="checkbox"/> Alfonso S. Thomas	alfonso@spacenet.local
<input type="checkbox"/> Basic Permissions2010	Basic2010@spacenet.local
<input type="checkbox"/> Bulk Use6	bulkuser6@spacenet.local
<input type="checkbox"/> Bulk User1	bulkuser1@spacenet.local
<input type="checkbox"/> Bulk User10	bulkuser10@spacenet.local
<input type="checkbox"/> Bulk User2	bulkuser2@spacenet.local
<input type="checkbox"/> Bulk User3	bulkuser3@spacenet.local

6. You can also specify search conditions for other properties like **categories**, **read/unread**, **importance**, **size**, and **attachments**.



The **Header Filter** dialog box has a green title bar with a close button. It contains several search criteria, each with a checkbox and a dropdown menu:

- ☐ **Categories:** Blue Category
- ☐ **Only items that are:** read
- ☐ **Only items with:** one or more attachments
- ☐ **Whose importance is:** normal

Below these is the **Item Size(Kilobytes)** section, which includes a dropdown menu set to "doesn't matter", followed by an empty text box, the word "and", another empty text box, and a final dropdown menu. At the bottom are **OK** and **Cancel** buttons.

7. If you want to save the search conditions as a search query, you can select the **New Search Query** option and specify a name for the search query by clicking the **Save this Search Query** button. You can also load item search conditions from **Saved Search Queries**.

Create a task- Destination Settings

In this window, specify the **Folder location**, file naming rules, and attachment naming rules to save the mails from Exchange online.

1. **File Settings** step will appear as shown below. In this step, specify **File naming rules** for naming the file to be exported by checking the desired checkbox. You can also specify separate file naming for different types of mail items. You can also specify overwrite conditions to skip or rename the file, if the file already exists in the destination.

Export Public Folders

Destination settings
Specify folder, file and attachment settings and naming rules to use when creating items in file system

File settings | Attachment settings

File naming rules for exported files
Email | Contacts | Tasks | Events

E-mail Settings
Select properties to append with file name

<input checked="" type="checkbox"/> Subject e.g., _Important Announcement	<input checked="" type="checkbox"/> Received e.g., _20141029-123000
<input type="checkbox"/> From e.g., johndoe@contoso.com	<input type="checkbox"/> To e.g., johndoe@contoso.com
<input type="checkbox"/> Sent e.g., _20141029-123000	<input type="checkbox"/> Folder Name e.g., _Inbox
<input type="checkbox"/> Unique ID e.g., _2A0D8E91....	<input type="checkbox"/> Current Time Stamp e.g., _20141029-123000

File Name to be used: <Subject>_<Received>

If the file with the same name already exists in the destination location?

☒ Skip the file
☐ Rename the new file that is currently exported by appending with unique ID

Back Next Finish Cancel

2. **Attachment settings** will appear as shown below. This is an optional step. If you want to save attachments in a separate folder, you can use this window. Specify file naming rules for

naming the attachments to be exported by checking the desired checkbox. You can also specify overwrite conditions to skip or rename the file, if the file already exists in the destination.

The screenshot shows the 'Export Public Folders' dialog box with the 'Attachment settings' tab selected. The dialog has a title bar with a close button. Below the title bar is a section for 'Destination settings' with a sub-header 'Specify folder, file and attachment settings and naming rules to use when creating items in file system' and a green checkmark icon. The 'Attachment settings' tab is active, showing a 'Note' about fetching attachments from .eml files. It includes a radio button to 'Do you want to save the attachments separately in a folder?' with 'Yes' selected. Below this is a section 'Select properties to append with attachment name' with two columns of checkboxes. The first column has 'Attachment Name' (checked), 'Current Time Stamp', 'To', and 'Sent'. The second column has 'Subject', 'From', 'Received', and 'Unique ID'. Each checkbox has an example text below it. At the bottom of this section is a text box for 'Attachment file name to be used:' containing '<AttachmentName>'. Below that is a question 'If the attachment with the same name already exists in the attachment folder?' with two radio button options: 'Skip the file' (selected) and 'Rename the new file that is currently exported by appending the Unique ID'. At the very bottom are four buttons: 'Back', 'Next', 'Finish', and 'Cancel'.

Export Public Folders

Destination settings
Specify folder, file and attachment settings and naming rules to use when creating items in file system

Attachment settings

Note: You can always fetch the attachments from the exported .eml file. If you want to save the attachments separately, you can use the below settings.

Do you want to save the attachments separately in a folder? ☒ Yes ☐ No

Select properties to append with attachment name

<input checked="" type="checkbox"/> Attachment Name e.g., Mail Attachment.txt	<input type="checkbox"/> Subject e.g., _Important announcement
<input type="checkbox"/> Current Time Stamp e.g., _20141029-123000	<input type="checkbox"/> From e.g., johndoe@contoso.com
<input type="checkbox"/> To e.g., johndoe@contoso.com	<input type="checkbox"/> Received e.g., _20141029-123000
<input type="checkbox"/> Sent e.g., _20141029-123000	<input type="checkbox"/> Unique ID e.g., _2A0D8E91...

Attachment file name to be used:

If the attachment with the same name already exists in the attachment folder?

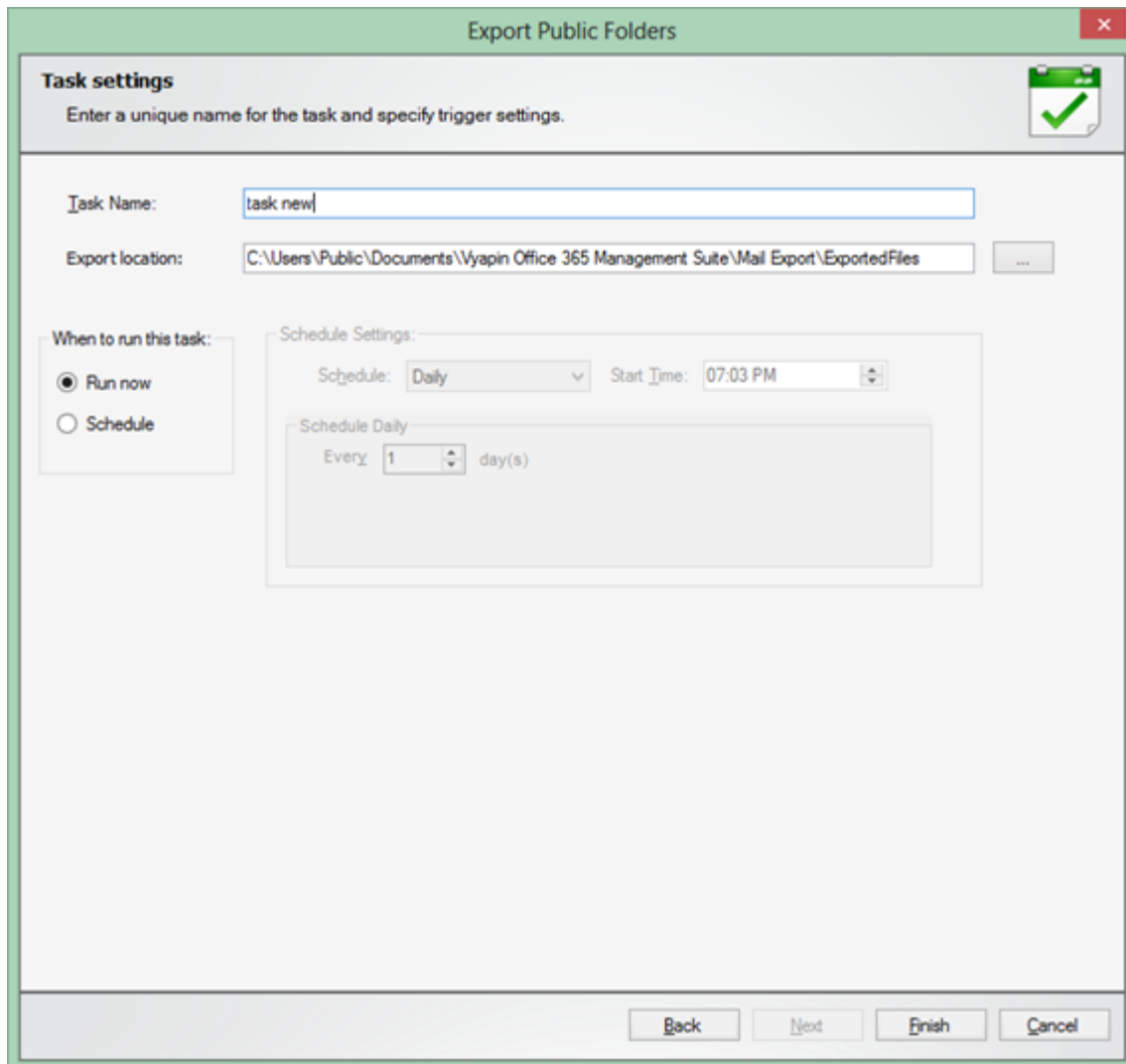
☒ Skip the file
☐ Rename the new file that is currently exported by appending the Unique ID

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

Create a task - Task Settings

To specify the task name and task settings for the Office 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 border and a close button (X) in the top right corner. Inside the dialog, there is a section titled "Task settings" with a subtitle "Enter a unique name for the task and specify trigger settings." and a green checkmark icon. Below this, there are two text input fields: "Task Name:" with the value "task new" and "Export location:" with the value "C:\Users\Public\Documents\Wyapin Office 365 Management Suite\Mail Export\ExportedFiles". To the right of the "Export location:" field is a browse button "...". Below these fields, there is a section titled "When to run this task:" with two radio buttons: "Run now" (selected) and "Schedule". To the right of the "Schedule" radio button is a "Schedule Settings:" section. This section contains a "Schedule:" dropdown menu set to "Daily", a "Start Time:" dropdown menu set to "07:03 PM", and a "Schedule Daily" section with an "Every" dropdown set to "1" and the text "day(s)". At the bottom of the dialog, there are four buttons: "Back", "Next", "Finish", and "Cancel".

You can save the metadata of all the items as a separate file by selecting the option given.

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**. Office 365 Export will create a schedule task in the Windows Scheduled Tasks with the given settings.

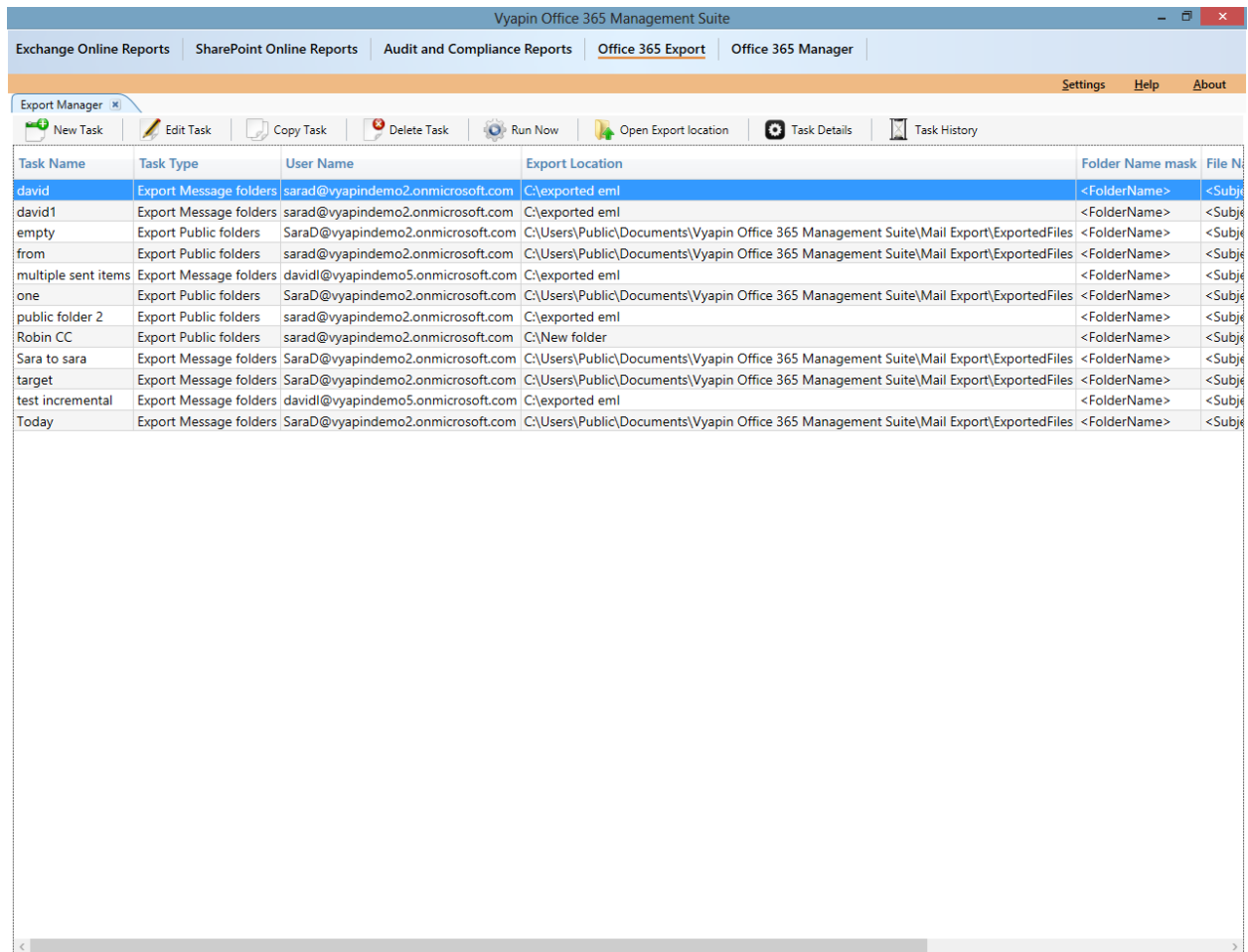
Edit a Task

Edit Task is similar to creating a task, except that a few settings cannot be altered as stated below:

1. The Office 365 Export edit mode window will appear based on settings provided when creating the task.
2. Select folders / folder types in [Folder Selection](#).
3. Specify [Item Search](#) conditions to item results.
4. Specify [Destination Settings](#) to provide details like export location, file naming rules, attachment naming rules, and overwrite conditions.
5. In [Task Settings](#) edit mode, the task name cannot be altered.
6. Click **Finish** button to save the task settings, or click **Back** button to go to the previous step.

Task Manager – Introduction

Office 365 Export uses a task oriented interface to manage export tasks. **Task Manager** is the main application window which will help you manage task and their corresponding history. It also provides menus and tools to work with the task in a simple and elegant manner.



Tasks details pane:

Task Details pane displays the details about the currently selected task in Tasks pane.

Export Task Settings

Export Folder Details

Export Folder Name

<FolderName>

Export Location

C:\exported eml

Export File Details

File Name

<Subject>_<Received>

Contact Name

<First Name>_<Last Name>

Task Name

<Subject>_<Due Date>

Event Name

<Subject>_<Start Time>

Attachment Name

<AttachmentName>

Close

Task History pane:

Task History maintains every Task run information. It displays the required information about Task **Result**, **Start Time**, **End Time**, **Elapsed Time**, and **Error Log**.

Task History - test incremental				
Start Time	End Time	Elapsed Time	Result	Error Log
10/01/2015 16:24:32	10/01/2015 16:28:08	00:03:36	Export Complete	View Error Log
10/01/2015 16:28:38	10/01/2015 16:30:51	00:02:13	Export Complete	View Error Log
10/01/2015 16:31:47	10/01/2015 16:32:59	00:01:12	Export Complete	View Error Log
10/01/2015 16:37:06	10/01/2015 16:37:37	00:00:31	Export Complete	View Error Log
10/01/2015 16:48:48	10/01/2015 16:49:29	00:00:41	Export Complete	View Error Log
10/01/2015 16:51:36	10/01/2015 16:52:04	00:00:28	Export Complete	View Error Log
10/01/2015 17:00:38	10/01/2015 17:01:50	00:01:12	Export Complete	View Error Log
10/01/2015 17:08:07	10/01/2015 17:09:17	00:01:10	Export Complete	View Error Log
10/01/2015 17:55:11	10/01/2015 17:56:21	00:01:10	Export Complete	View Error Log

Export Mail Items / Public Folders to another mailbox

[Create a task - Folder / Folder Type Selection](#)

[Create a task - Item Search](#)

[Create a task – Target Mailbox and Destination Settings](#)

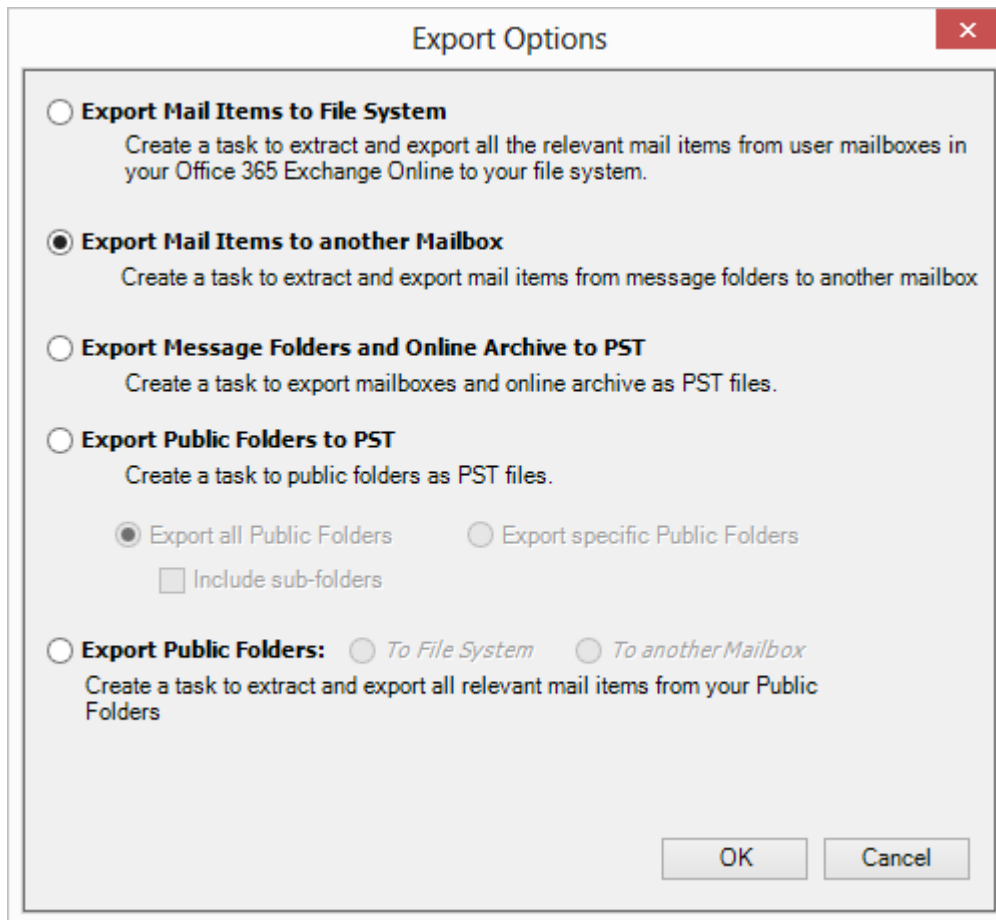
[Create a task - Task Settings](#)

[Edit a task](#)

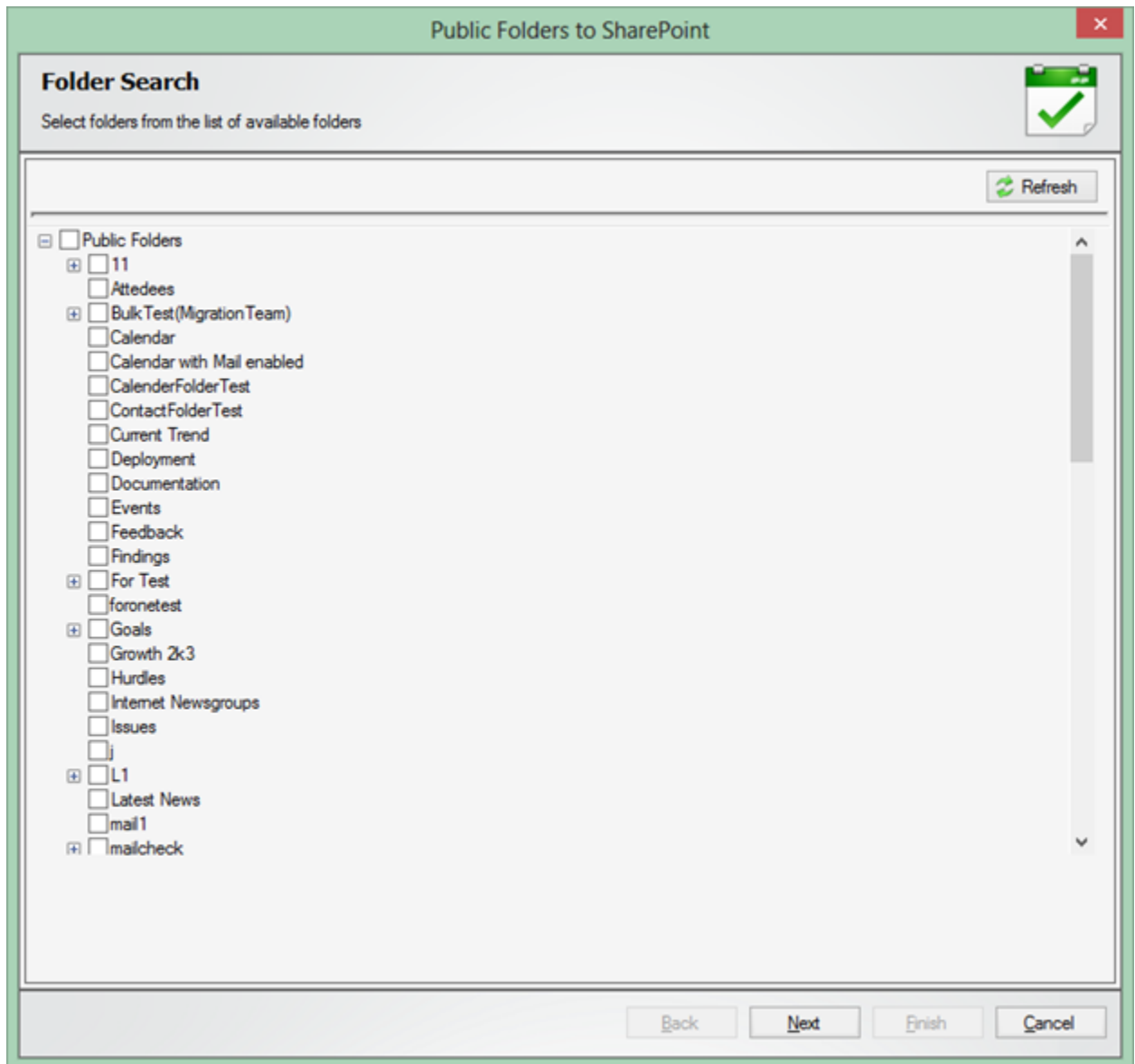
[Task manager](#)

Creating a task - Folder / Folder Type Selection

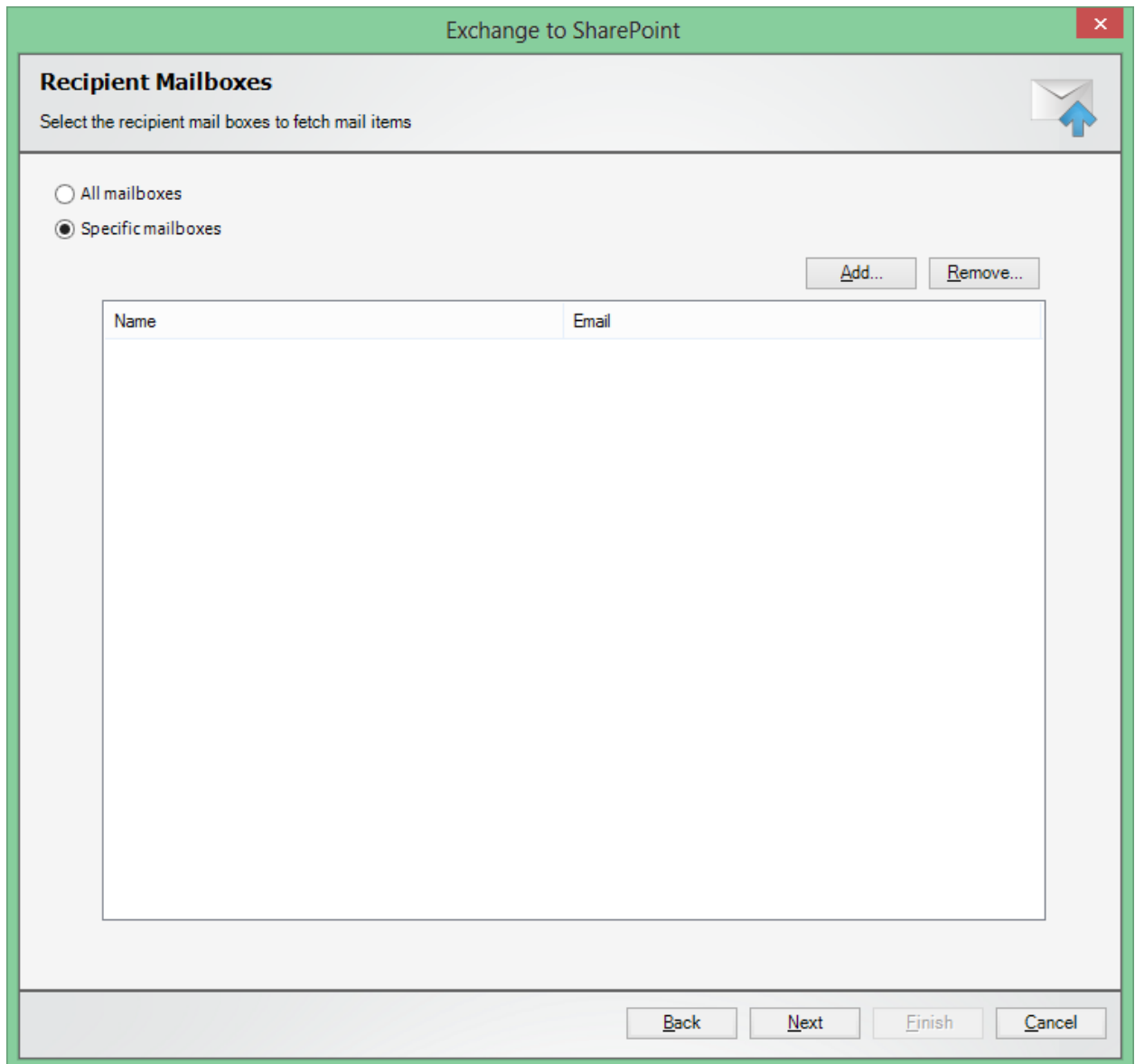
1. On selecting the New Task from the ribbon of the Task Manager, the following dialog will be shown:



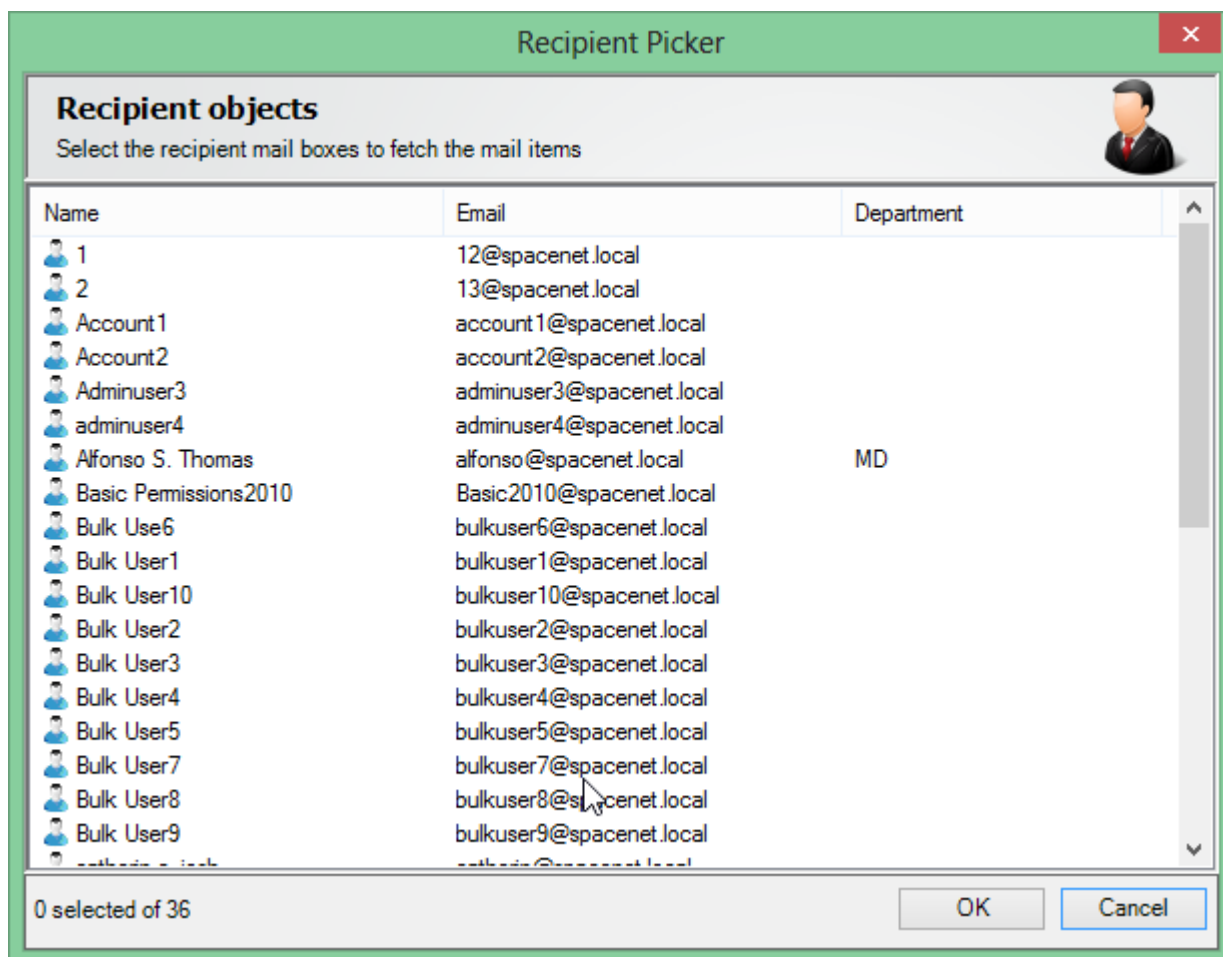
2. If you want to Export the folders from **Public Folders**, Select **Export Public Folders to another mailbox** option.
3. You can select either **All Public Folders** or **Specific Public Folders** option.
4. If you select **Specific Public Folders** option folder selection screen will appear as shown below:



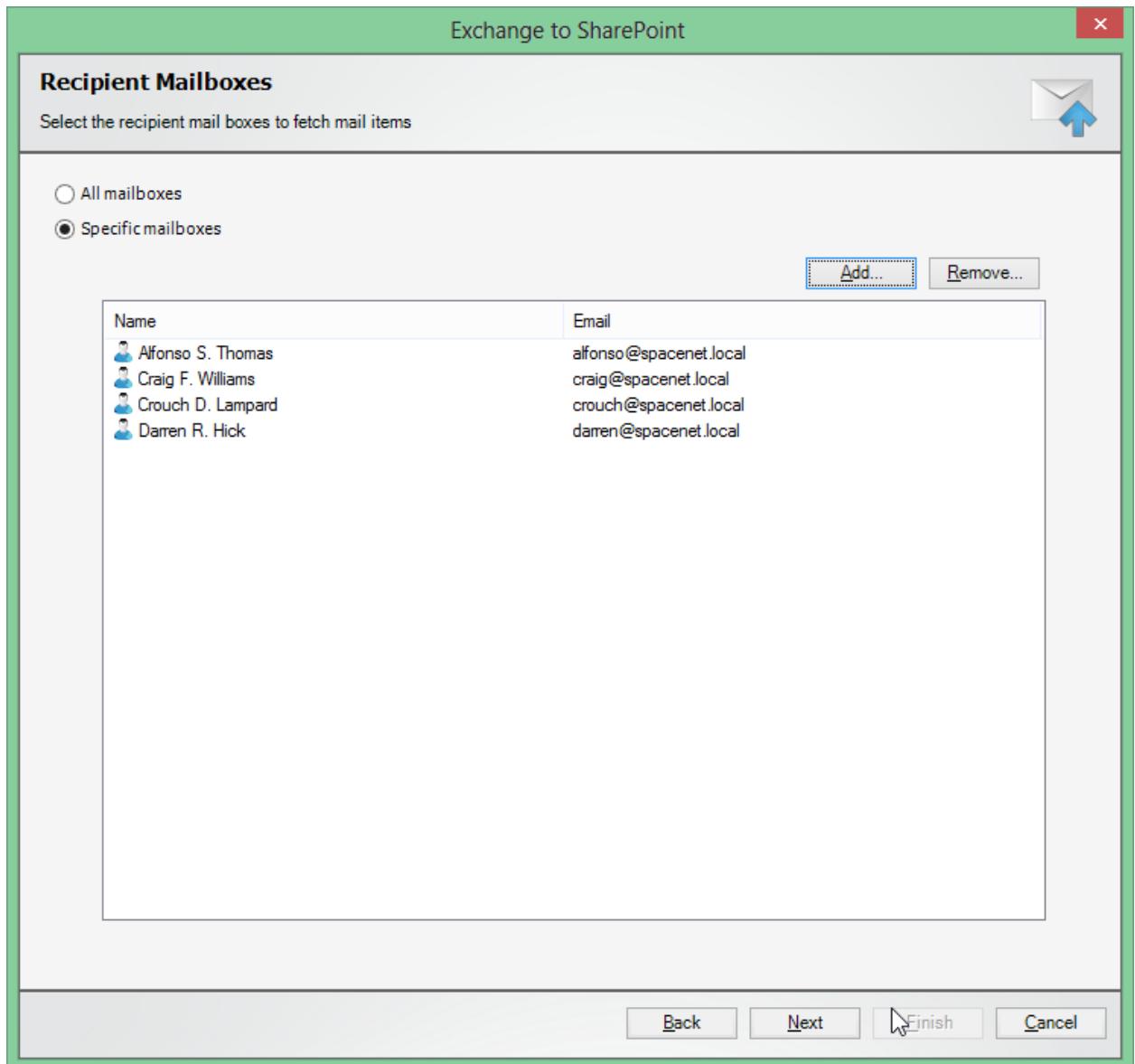
5. If you select the **Export Mail Items to another mailbox** option, **Recipient mailboxes** selection window will appear as shown below:



6. On clicking **Add** button, a window will appear which contains all the mailboxes in the specified directory server as shown below:



- From this window, you can select multiple mailboxes to fetch mail items.



8. On selecting **All Mailboxes** option you can fetch mail items from all the mailboxes.
9. **Folder Search** screen will appear as shown below:

Exchange to SharePoint

Folder Search

Select folder based on folder types, folder properties or from list of available folders

Find Folders

☒ Select folders by selecting folder types ☐ Select specific folders from recipient mailboxes

- ☒ Message Folders
- ☒ Inbox
- ☒ Drafts
- ☒ Sent Items
- ☒ Deleted Items
- ☒ Contacts
- ☒ Tasks
- ☒ Calendar
- ☒ Journal
- ☒ Custom Folders
- ☒ Other Folders (Junk E-mail, Notes etc.)

☐ Include sub-folders


Back Next Finish Cancel

10. The default option to filter folders is based on its folder types. You can select the types of folders to filter from the entire folder collection available in the server.
11. You can also select folders from the list of available folders to fetch mail items.

Exchange to SharePoint

Folder Search

Select folder based on folder types, folder properties or from list of available folders



Find Folders

☐ Select folders by selecting folder types

☒ Select specific folders from recipient mailboxes

Refresh

☐ Message Folders

☐ Alfonso S. Thomas

☒ Calendar

☒ Contacts

☐ Conversation Action Settings

☐ Deleted Items

☐ Drafts

☒ Inbox

☐ Journal

☐ Junk E-Mail

☐ Notes

☐ Outbox

☐ Sent Items

☐ Tasks

☒ Craig F. Williams

☒ Crouch D. Lampard

☒ Darren R. Hick

Back

Next

Finish

Cancel

Creating a task - Item Search

Using this window, you can refine the search item results by specifying item search conditions and also save the specified search conditions as a template.

1. **Item Search screen** will appear as shown below:

The screenshot shows the 'Export Public Folders' dialog box with the 'Export Conditions' tab selected. The dialog has a title bar with a close button (X). Below the title bar is a section titled 'Export Conditions' with a green checkmark icon. The text inside says: 'Specify export conditions to perform a full export or an incremental export. You can also filter items by loading filter conditions from a saved search template or enter a new template name to save the specified conditions.' Below this text is a button labeled 'Load Export Conditions...'. There are two radio buttons for selecting the export type: 'Perform a full export:' (unselected) and 'Perform an incremental export:' (selected). Under 'Perform an incremental export:', there are two checkboxes: 'Bring Items created since last export time' (checked) and 'Bring Items modified since last export time' (unchecked). Below these are three sections for content selection: 'Date Range Selection', 'Subject / Body...', and 'From / To / Cc...'. Each section has a button on the left and a table with columns: 'Date', 'Condition', 'Value', and 'Exclude'. The 'Date Range Selection' button is labeled 'Select Dates...'. The 'Subject / Body...' button is labeled 'Subject / Body...'. The 'From / To / Cc...' button is labeled 'From / To / Cc...'. Below these sections is a radio button for 'All of the above conditions are satisfied' (selected) and a radio button for 'Any one of the above conditions is satisfied'. At the bottom of the dialog are four buttons: 'Save these Export Conditions.', 'Back', 'Next', and 'Cancel'.

Export Public Folders

Export Conditions

Specify export conditions to perform a full export or an incremental export. You can also filter items by loading filter conditions from a saved search template or enter a new template name to save the specified conditions.

Load Export Conditions...

☐ Perform a full export:

Date Range Selection

Select Dates...

Date	Condition	Value	Exclude

☒ Perform an incremental export:

☒ Bring Items created since last export time

☐ Bring Items modified since last export time

Content Selection

Subject / Body...

Subject / Body	Condition	Value	Exclude

From / To / Cc...

From / To / Cc	Condition	Value	Exclude

Headers...

Header	Condition	Value	Exclude

☒ All of the above conditions are satisfied ☐ Any one of the above conditions is satisfied

Save these Export Conditions. Back Next Finish Cancel

2. You can select between options **Perform a Full Export** and **Perform an Incremental Export**. Selecting Full Export option will export all the items from the selected folders every time. Selecting Incremental Export option will export only the items created or modified after the last export time.
3. Items can be filtered based on its properties. To filter items based on its Received, Sent, Created or Modified time, you can use the **Date Range** button.

Date Range Filter

Received Sent Created Modified

Condition
Yesterday

Value
Friday, January 30, 2015

To
Friday, January 30, 2015

OK Cancel

4. To filter items based on Subject or Body, click on the respective button and specify keywords to search for in the text fields provided to filter mail items.

Content Filter

Subject Body

All of these words:

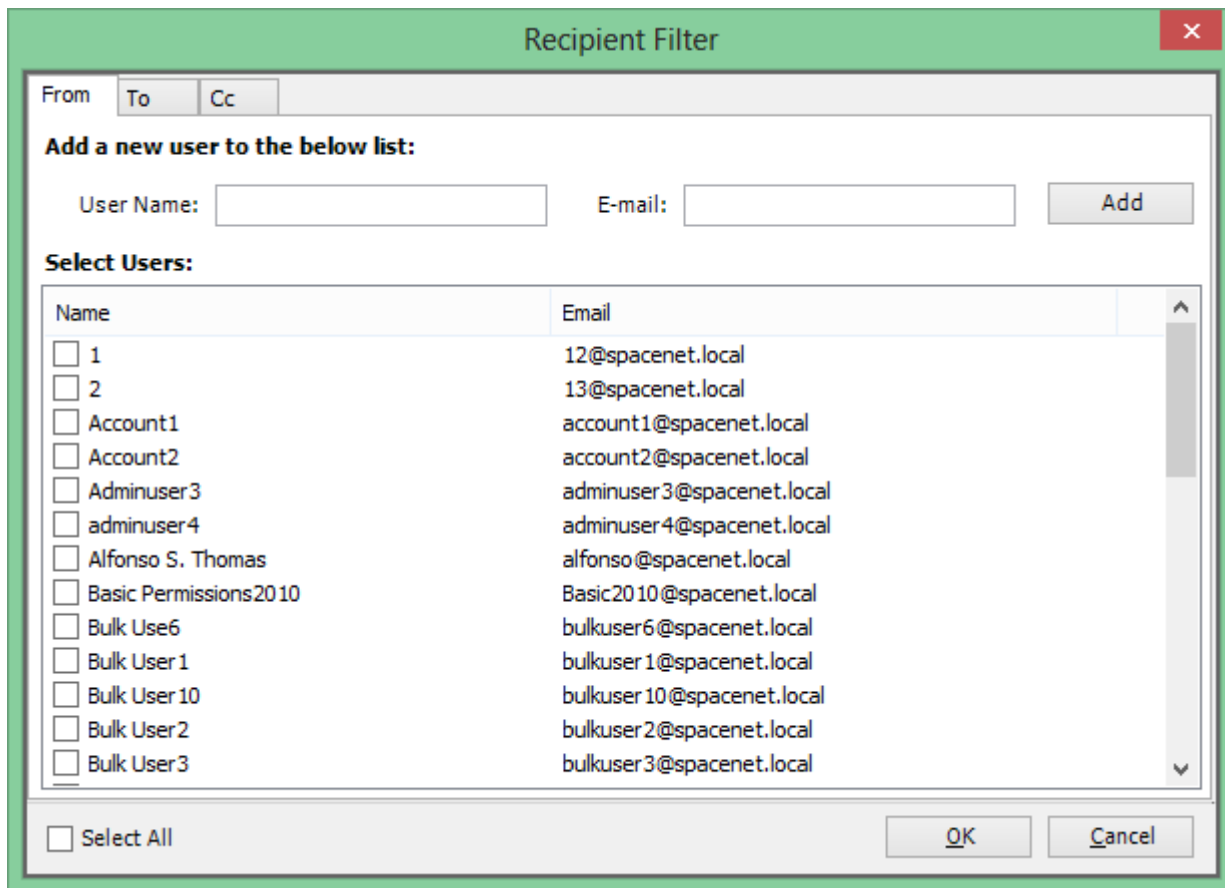
Any of these words:

The Exact phrase:

None of these words:

OK Cancel

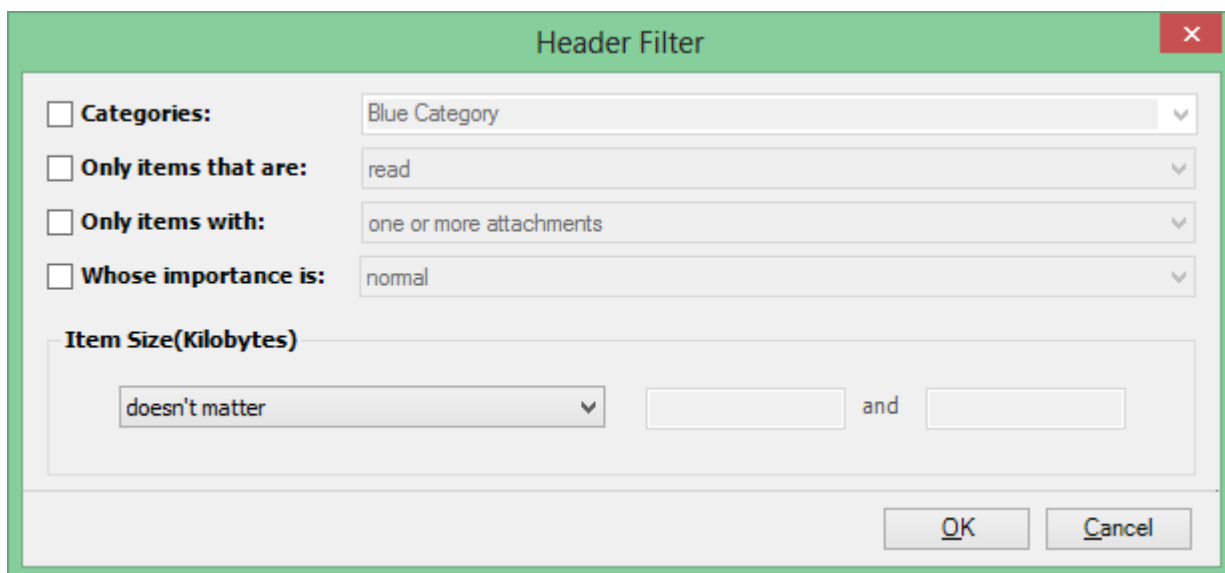
5. To filter items based on the recipients, click on the respective button and select the users to filter mail items corresponding to the selected users.



The **Recipient Filter** dialog box has a green title bar with a close button. It contains a header section with tabs for **From**, **To**, and **Cc**. Below this is a section titled **Add a new user to the below list:** with input fields for **User Name:** and **E-mail:**, and an **Add** button. The main section is titled **Select Users:** and contains a table with two columns: **Name** and **Email**. The table lists various users with checkboxes next to their names. At the bottom, there is a **Select All** checkbox and **OK** and **Cancel** buttons.

Name	Email
<input type="checkbox"/> 1	12@spacenet.local
<input type="checkbox"/> 2	13@spacenet.local
<input type="checkbox"/> Account1	account1@spacenet.local
<input type="checkbox"/> Account2	account2@spacenet.local
<input type="checkbox"/> Adminuser3	adminuser3@spacenet.local
<input type="checkbox"/> adminuser4	adminuser4@spacenet.local
<input type="checkbox"/> Alfonso S. Thomas	alfonso@spacenet.local
<input type="checkbox"/> Basic Permissions2010	Basic2010@spacenet.local
<input type="checkbox"/> Bulk Use6	bulkuser6@spacenet.local
<input type="checkbox"/> Bulk User 1	bulkuser1@spacenet.local
<input type="checkbox"/> Bulk User 10	bulkuser10@spacenet.local
<input type="checkbox"/> Bulk User2	bulkuser2@spacenet.local
<input type="checkbox"/> Bulk User3	bulkuser3@spacenet.local

6. You can also specify search conditions for other properties like categories, read/unread, importance, size, and attachments.



The **Header Filter** dialog box has a green title bar with a close button. It contains several search criteria sections, each with a checkbox and a dropdown menu:

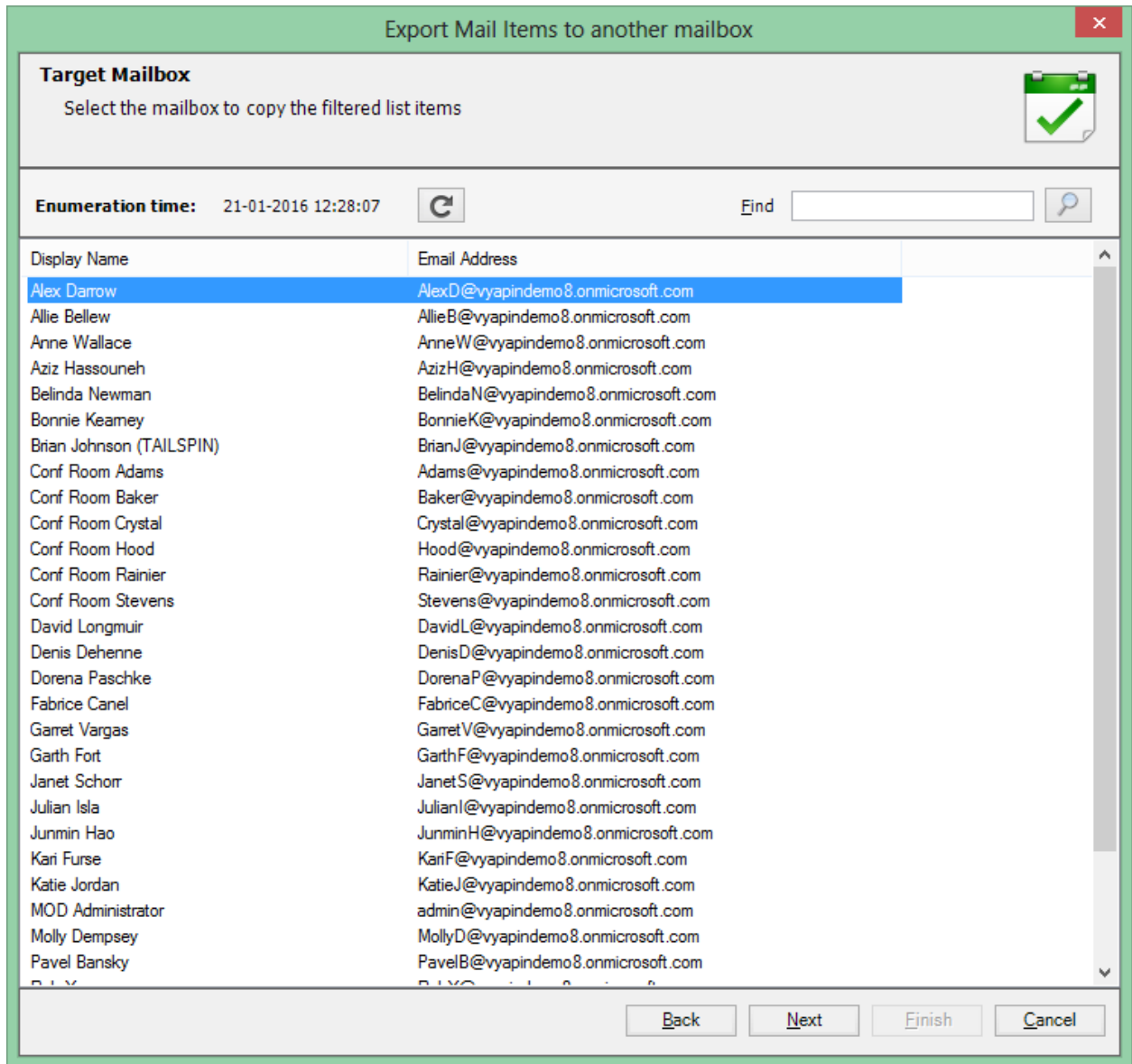
- Categories:** Blue Category
- Only items that are:** read
- Only items with:** one or more attachments
- Whose importance is:** normal

Below these is a section titled **Item Size(Kilobytes)** with a dropdown menu showing "doesn't matter", followed by an "and" label and two empty input fields. At the bottom are **OK** and **Cancel** buttons.

7. If you want to save the search conditions as a search query, you can select the **New Search Query** option and specify a name for the search query by clicking the **Save this Search Query** button. You can also load item search conditions from **Saved Search Queries**.

Creating a task - Target Mailbox and Destination Settings

1. **Target Mailbox** screen will appear as shown below. In this step you have to select the target mailbox to move all the filtered items from source mailboxes.



Export Mail Items to another mailbox

Target Mailbox
Select the mailbox to copy the filtered list items

Enumeration time: 21-01-2016 12:28:07 Find

Display Name	Email Address
Alex Darow	AlexD@vyapindemo8.onmicrosoft.com
Allie Bellew	AllieB@vyapindemo8.onmicrosoft.com
Anne Wallace	AnneW@vyapindemo8.onmicrosoft.com
Aziz Hassouneh	AzizH@vyapindemo8.onmicrosoft.com
Belinda Newman	BelindaN@vyapindemo8.onmicrosoft.com
Bonnie Keamey	BonnieK@vyapindemo8.onmicrosoft.com
Brian Johnson (TAILSPIN)	BrianJ@vyapindemo8.onmicrosoft.com
Conf Room Adams	Adams@vyapindemo8.onmicrosoft.com
Conf Room Baker	Baker@vyapindemo8.onmicrosoft.com
Conf Room Crystal	Crystal@vyapindemo8.onmicrosoft.com
Conf Room Hood	Hood@vyapindemo8.onmicrosoft.com
Conf Room Rainier	Rainier@vyapindemo8.onmicrosoft.com
Conf Room Stevens	Stevens@vyapindemo8.onmicrosoft.com
David Longmuir	DavidL@vyapindemo8.onmicrosoft.com
Denis Dehenne	DenisD@vyapindemo8.onmicrosoft.com
Dorena Paschke	DorenaP@vyapindemo8.onmicrosoft.com
Fabrice Canel	FabriceC@vyapindemo8.onmicrosoft.com
Garret Vargas	GarretV@vyapindemo8.onmicrosoft.com
Garth Fort	GarthF@vyapindemo8.onmicrosoft.com
Janet Schorr	JanetS@vyapindemo8.onmicrosoft.com
Julian Isla	JulianI@vyapindemo8.onmicrosoft.com
Junmin Hao	JunminH@vyapindemo8.onmicrosoft.com
Kari Furse	KariF@vyapindemo8.onmicrosoft.com
Katie Jordan	KatieJ@vyapindemo8.onmicrosoft.com
MOD Administrator	admin@vyapindemo8.onmicrosoft.com
Molly Dempsey	MollyD@vyapindemo8.onmicrosoft.com
Pavel Bansky	PavelB@vyapindemo8.onmicrosoft.com


Back Next Finish Cancel

2. In the **Destination Settings** step, you can specify folder naming rules for creating in target mailbox and conditions to follow if the folder with the same name already exists in the target mailbox.

Export Mail Items to another mailbox

Destination settings

Specify folder naming rules to use when creating items in target mailbox



Destination Folder settings:

Select properties to append with folder name

☒ Source Mailbox Address
e.g., _johndoe@contoso.com

☒ Folder Name
e.g., _Inbox

☐ Current Time Stamp
e.g., _20141029-123000

File Name to be used: <Folder Name>_<Source Mailbox Address>

If the folder with the same name already exists in the destination mailbox?

☒ Merge Items to the existing folder
☐ Rename the new folder that is currently imported by appending with Current Time Stamp

Back

Next

Finish

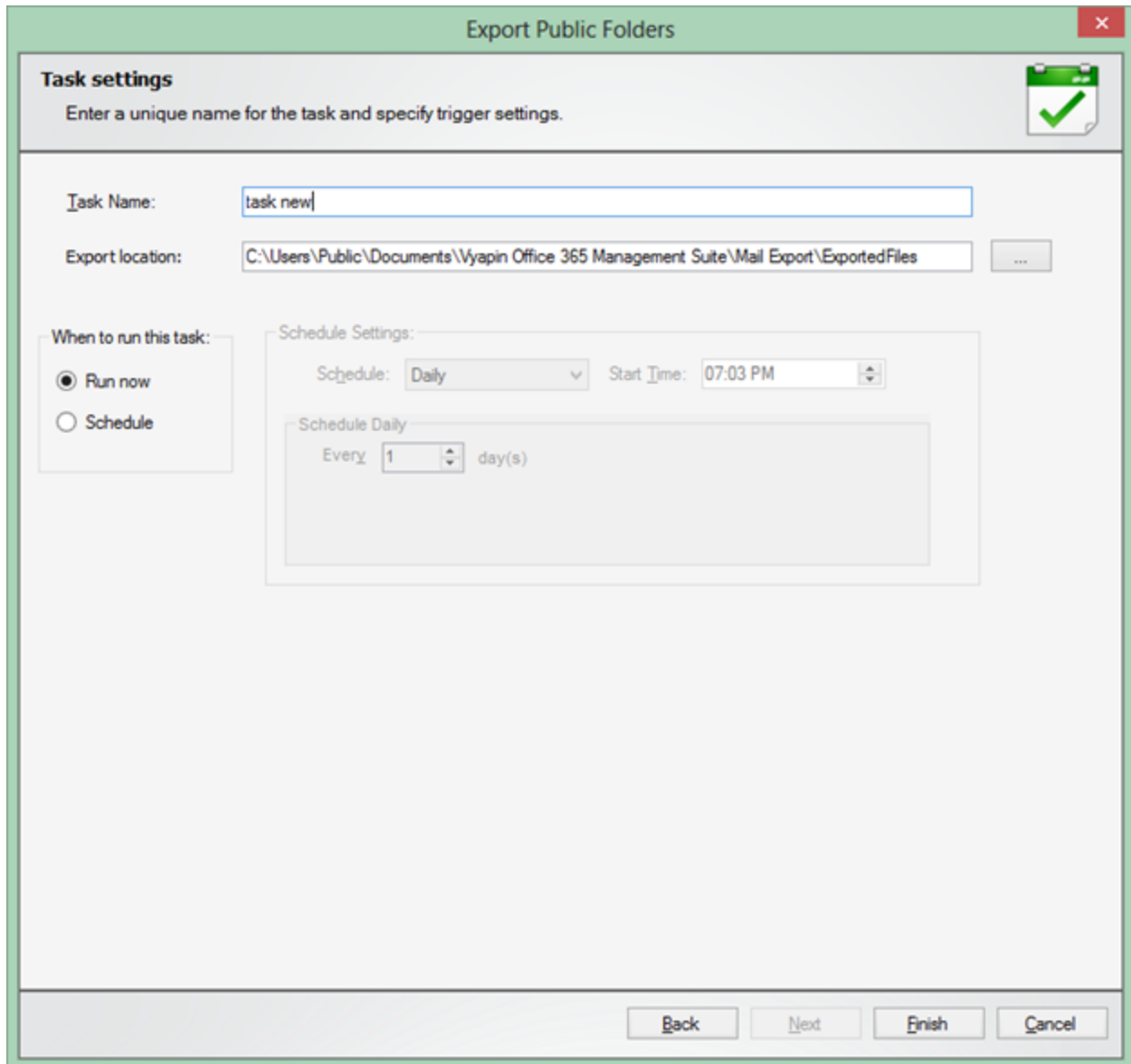
Cancel

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Creating a task - Task Settings

To specify the task name and task settings for the Office 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 (X) and a green checkmark icon. The main area contains the following fields and options:

- Task Name:** A text box containing 'task new'.
- Export location:** A text box containing 'C:\Users\Public\Documents\Wyapin Office 365 Management Suite\Mail Export\ExportedFiles' and a browse button (...).
- When to run this task:** Two radio buttons: 'Run now' (selected) and 'Schedule'.
- Schedule Settings:** A section containing:
 - Schedule:** A dropdown menu set to 'Daily'.
 - Start Time:** A time picker set to '07:03 PM'.
 - Schedule Daily:** A section with 'Every' followed by a spinner box 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. 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. Office 365 Export will create a scheduled task in the Windows Scheduled Tasks with the given settings.

Edit a Task

Edit Task is similar to creating a Task, except that a few settings cannot be altered as stated below:

- 1 The Office 365 Export edit mode window will appear based on settings provided when creating the task.
- 2 Select folders / folder types in [Folder Selection](#).
- 3 Specify [Item Search](#) conditions to item results.
- 4 Specify [Target Mailbox and Destination Settings](#) to provide details like export location, file naming rules, attachment naming rules, and overwrite conditions.
- 5 In [Task Settings](#) edit mode, the task name cannot be altered.
- 6 Click **Finish** button to save the task settings, or click **Back** button to go to the previous step.

Task Manager – Introduction

Office 365 Export uses a task oriented interface to manage export tasks. Task Manager is the main application window which will help you manage tasks and their corresponding history. It also provides menus and tools to work with the task in a simple and elegant manner.

Vyapin Office 365 Management Suite

Exchange Online ReportsSharePoint Online ReportsAudit and Compliance ReportsOffice 365 ExportOffice 365 Manager

SettingsHelpAbout

Export Manager

New Task

Edit Task

Copy Task

Delete Task

Run Now

Open Export location

Task Details

Task History

Task Name	Task Type	User Name	Export Location	Folder Name mask	File Name
david	Export Message folders	sarad@vyapindemo2.onmicrosoft.com	C:\exported eml	<FolderName>	<Subject>
david1	Export Message folders	sarad@vyapindemo2.onmicrosoft.com	C:\exported eml	<FolderName>	<Subject>
empty	Export Public folders	SaraD@vyapindemo2.onmicrosoft.com	C:\Users\Public\Documents\Vyapin Office 365 Management Suite\Mail Export\ExportedFiles	<FolderName>	<Subject>
from	Export Public folders	sarad@vyapindemo2.onmicrosoft.com	C:\Users\Public\Documents\Vyapin Office 365 Management Suite\Mail Export\ExportedFiles	<FolderName>	<Subject>
multiple sent items	Export Message folders	davidl@vyapindemo5.onmicrosoft.com	C:\exported eml	<FolderName>	<Subject>
one	Export Public folders	SaraD@vyapindemo2.onmicrosoft.com	C:\Users\Public\Documents\Vyapin Office 365 Management Suite\Mail Export\ExportedFiles	<FolderName>	<Subject>
public folder 2	Export Public folders	sarad@vyapindemo2.onmicrosoft.com	C:\exported eml	<FolderName>	<Subject>
Robin CC	Export Public folders	sarad@vyapindemo2.onmicrosoft.com	C:\New folder	<FolderName>	<Subject>
Sara to sara	Export Message folders	SaraD@vyapindemo2.onmicrosoft.com	C:\Users\Public\Documents\Vyapin Office 365 Management Suite\Mail Export\ExportedFiles	<FolderName>	<Subject>
target	Export Message folders	SaraD@vyapindemo2.onmicrosoft.com	C:\Users\Public\Documents\Vyapin Office 365 Management Suite\Mail Export\ExportedFiles	<FolderName>	<Subject>
test incremental	Export Message folders	davidl@vyapindemo5.onmicrosoft.com	C:\exported eml	<FolderName>	<Subject>
Today	Export Message folders	SaraD@vyapindemo2.onmicrosoft.com	C:\Users\Public\Documents\Vyapin Office 365 Management Suite\Mail Export\ExportedFiles	<FolderName>	<Subject>

Tasks details pane:

Task Details pane displays details about the currently selected task in Tasks pane.

Export Task Settings

Export Folder Details

Export Folder Name

<FolderName>

Export Location

C:\exported eml

Export File Details

File Name

<Subject>_<Received>

Contact Name

<First Name>_<Last Name>

Task Name

<Subject>_<Due Date>

Event Name

<Subject>_<Start Time>

Attachment Name

<AttachmentName>

Close

Task history pane:

Task history maintains all Task run information. It displays the required information about Task result, start time, end time, elapsed time, and error log.

Task History - test incremental				
Start Time	End Time	Elapsed Time	Result	Error Log
10/01/2015 16:24:32	10/01/2015 16:28:08	00:03:36	Export Complete	View Error Log
10/01/2015 16:28:38	10/01/2015 16:30:51	00:02:13	Export Complete	View Error Log
10/01/2015 16:31:47	10/01/2015 16:32:59	00:01:12	Export Complete	View Error Log
10/01/2015 16:37:06	10/01/2015 16:37:37	00:00:31	Export Complete	View Error Log
10/01/2015 16:48:48	10/01/2015 16:49:29	00:00:41	Export Complete	View Error Log
10/01/2015 16:51:36	10/01/2015 16:52:04	00:00:28	Export Complete	View Error Log
10/01/2015 17:00:38	10/01/2015 17:01:50	00:01:12	Export Complete	View Error Log
10/01/2015 17:08:07	10/01/2015 17:09:17	00:01:10	Export Complete	View Error Log
10/01/2015 17:55:11	10/01/2015 17:56:21	00:01:10	Export Complete	View Error Log

Export mailboxes and Public Folders to PST

Create a task – Folder / Folder Type selection

Create a task – Item Search

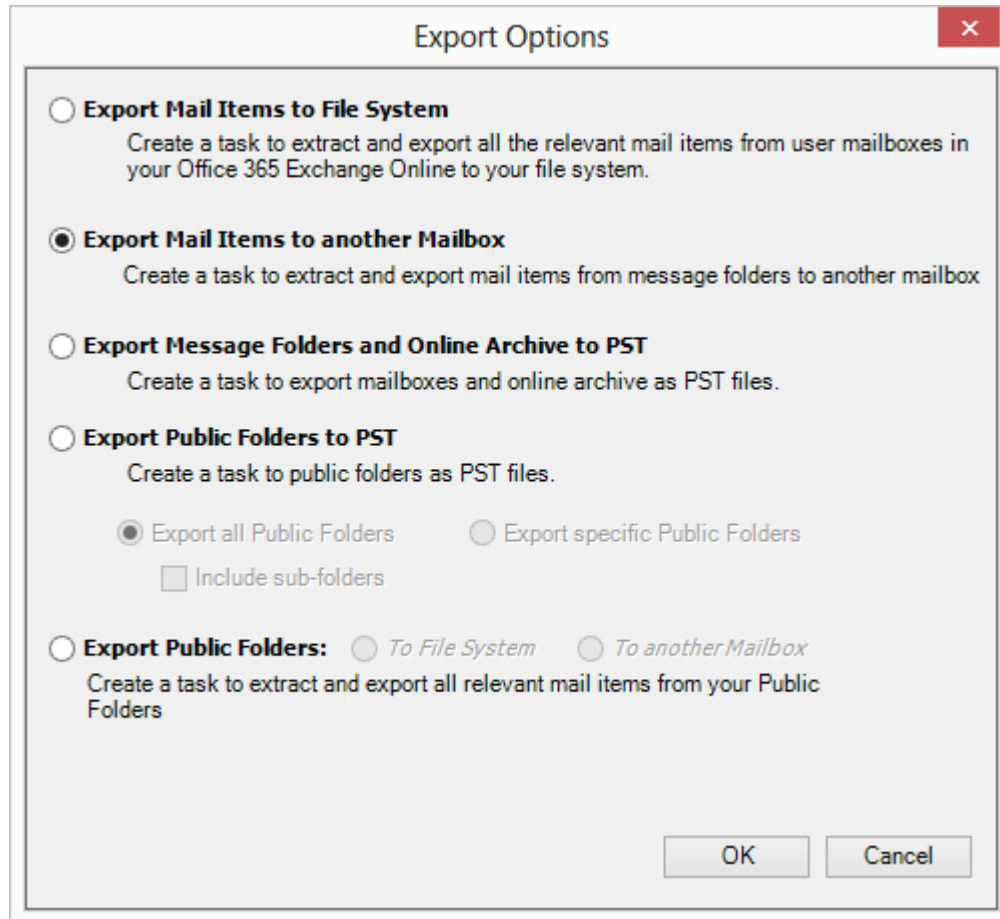
[Create a task - Task Settings](#)

[Edit a task](#)

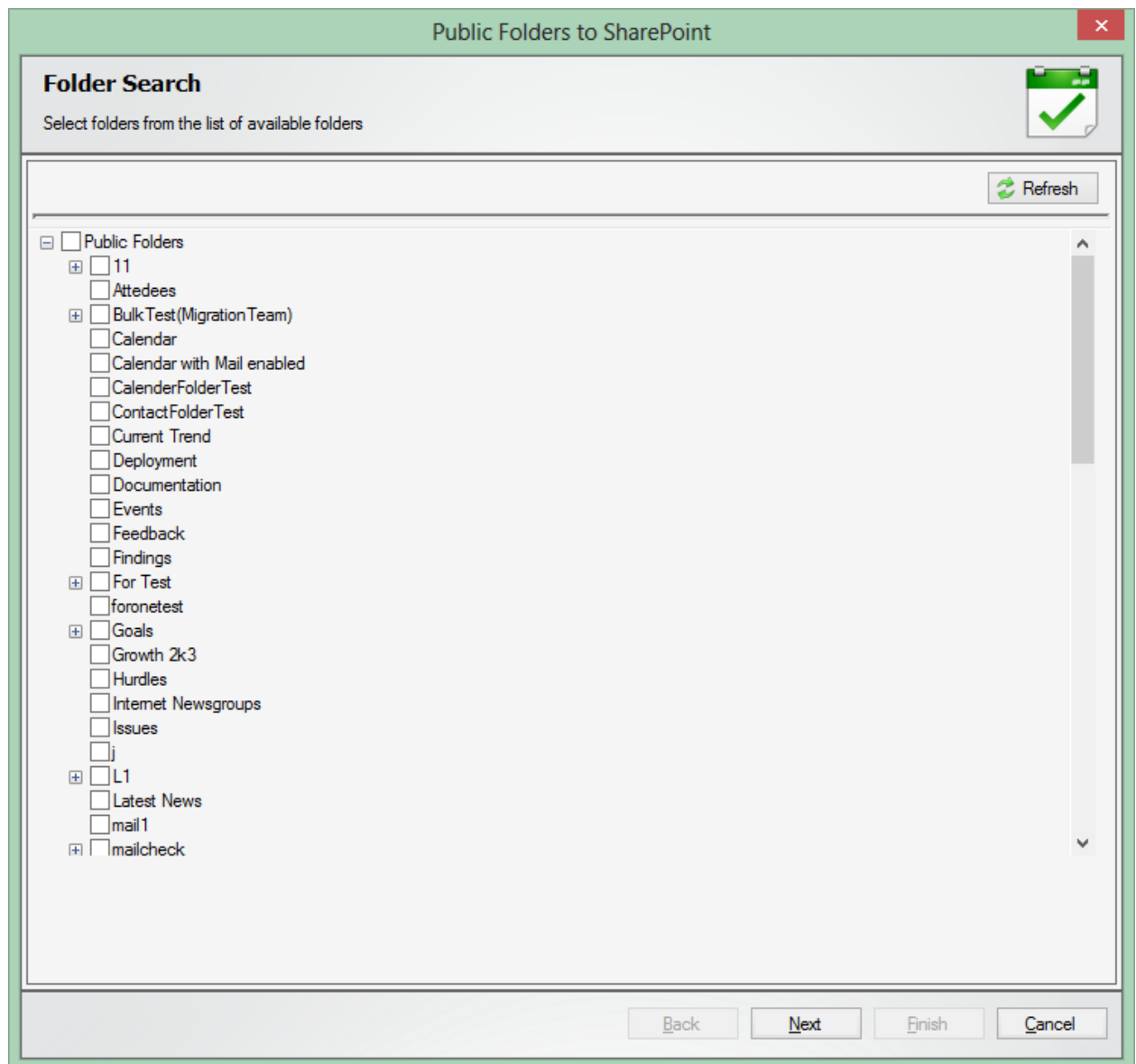
[Task manager](#)

Create a task - Folder / Folder Type Selection

1. On selecting the New Task -> Mailbox Export from the ribbon of the Task Manager, the following dialog will be shown,



2. If you want to export contents from Message Folders and Public Folders to PST select the "Export Message Folders and Online Archive to PST" and click on OK. If you want to Export the contents from Public Folders to PST, Select Export Public Folders to PST option.
3. If you have opted for Public Folder export, you can select between All Public Folders and Specific Public Folders options.
4. If you select Specific Public Folders option folder selection screen will appear as shown below,



5. If you select the Export Mail Items to another mailbox option, Recipient mailboxes selection window will appear as shown below,

Exchange to SharePoint

Recipient Mailboxes

Select the recipient mail boxes to fetch mail items

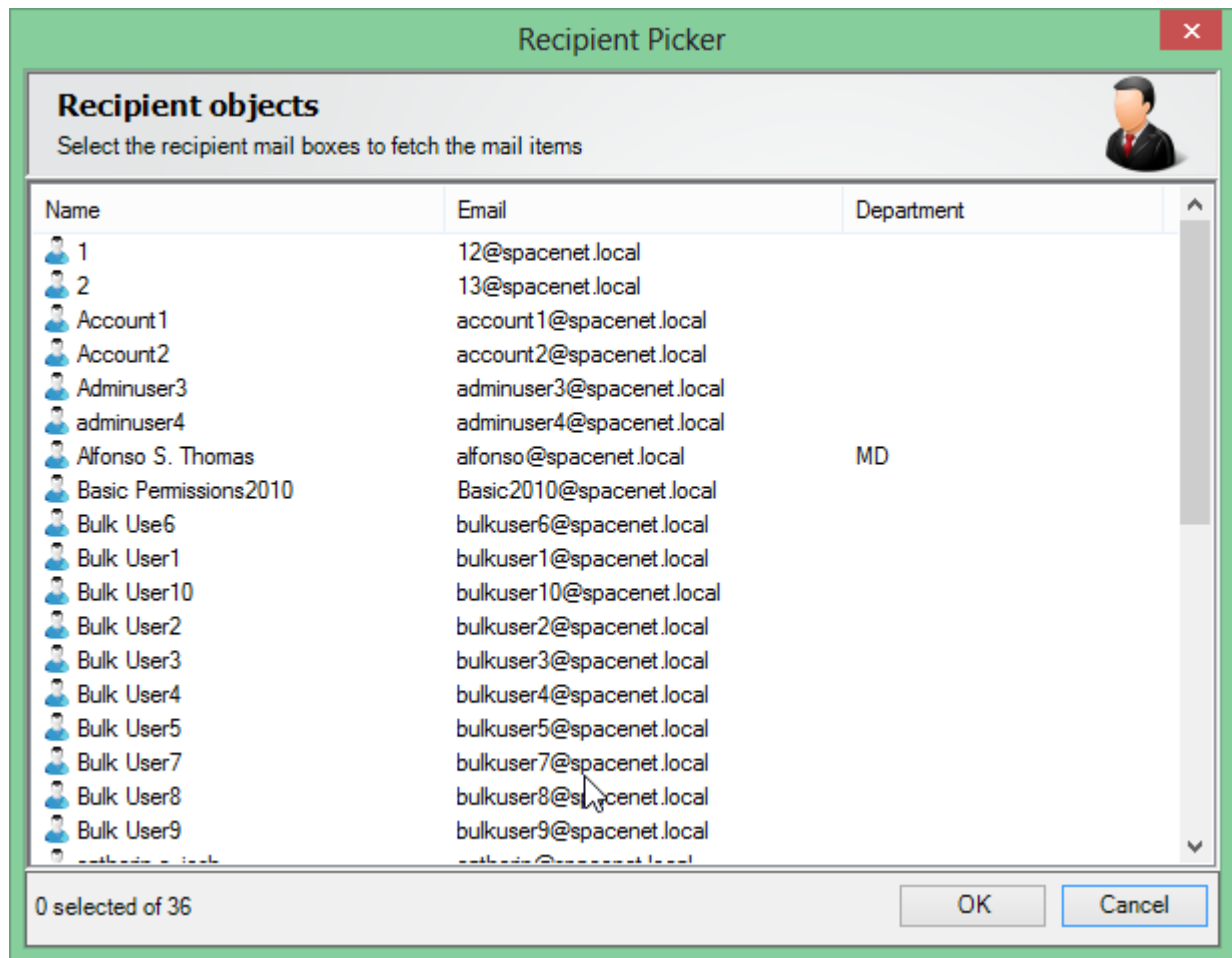
☐ All mailboxes
☒ Specific mailboxes

Add... Remove...

Name	Email
------	-------

Back Next Finish Cancel

6. On clicking Add button, a window will appear which contains all the mailboxes in the specified directory server like shown below,



7. From this window, you can select multiple mailboxes to fetch mail items.





Exchange to SharePoint

Recipient Mailboxes

Select the recipient mail boxes to fetch mail items

☐ All mailboxes
☒ Specific mailboxes

Add... Remove...

Name	Email
 Alfonso S. Thomas	alfonso@spacenet.local
 Craig F. Williams	craig@spacenet.local
 Crouch D. Lampard	crouch@spacenet.local
 Darren R. Hick	darren@spacenet.local

Back Next Finish Cancel

8. On selecting All Mailboxes option you can fetch mail items from all the mailboxes.
9. Folder Search step will appear as shown below:

Export Message Folders

Folder Search
Select folder based on folder types or from the list of available folders

Find Folders
☒ Select folders by selecting folder types ☐ Select specific folders from recipient mailboxes

- ☒ Inbox
- ☒ Drafts
- ☒ Sent Items
- ☒ Deleted Items
- ☒ Online Archive
- ☒ Custom Folders

☐ Include sub-folders


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

10. The default option to filter folders is based on its folder types. You can select the types of folders to filter from the entire folder collection available in the server
11. You can also select folders from the list of available folders to fetch mail items.

Export Message Folders

Folder Search

Select folder based on folder types or from the list of available folders



Find Folders

☐ Select folders by selecting folder types

☒ Select specific folders from recipient mailboxes

Refresh

☐ Message Folders

☒ Adele Vance

☒ Archive

☒ Deleted Items

☒ Drafts

☒ Inbox

☒ Junk Email

☒ Outbox

☒ Sent Items

☒ Alex Wilber

☒ Archive

☒ Deleted Items

☒ Drafts

☒ Inbox

☒ Junk Email

☒ Outbox

☒ Sent Items

Back

Next

Finish

Cancel

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Create a task – Item Search

Using this window, you can refine the item results by specifying item search conditions and also you can save the specified search conditions as a template.

1. Item Search step will appear as shown below:

The screenshot shows the 'Export Public Folders' dialog box. The 'Export Conditions' section is active, with a description: 'Specify export conditions to perform a full export or an incremental export. You can also filter items by loading filter conditions from a saved search template or enter a new template name to save the specified conditions.' A 'Load Export Conditions...' button is in the top right. Below this, there are two radio buttons: 'Perform a full export:' (unselected) and 'Perform an incremental export:' (selected). Under 'Perform an incremental export:', there are two checkboxes: 'Bring Items created since last export time' (checked) and 'Bring Items modified since last export time' (unchecked). The 'Date Range Selection' section has a 'Select Dates...' button and a table with columns: Date, Condition, Value, Exclude. The 'Content Selection' section has three sub-sections: 'Subject / Body...', 'From / To / Cc...', and 'Headers...'. Each has a table with columns: Subject / Body, From / To / Cc, Header, Condition, Value, Exclude. At the bottom, there are two radio buttons: 'All of the above conditions are satisfied' (selected) and 'Any one of the above conditions is satisfied' (unselected). At the very bottom, there are buttons: 'Save these Export Conditions.', 'Back', 'Next', 'Finish', and 'Cancel'.

Export Public Folders

Export Conditions

Specify export conditions to perform a full export or an incremental export. You can also filter items by loading filter conditions from a saved search template or enter a new template name to save the specified conditions.

Load Export Conditions...

☐ Perform a full export:

☒ Perform an incremental export:

☒ Bring Items created since last export time

☐ Bring Items modified since last export time

Date Range Selection

Select Dates...

Date	Condition	Value	Exclude
------	-----------	-------	---------

Content Selection

Subject / Body...

Subject / Body	Condition	Value	Exclude
----------------	-----------	-------	---------

From / To / Cc...

From / To / Cc	Condition	Value	Exclude
----------------	-----------	-------	---------

Headers...

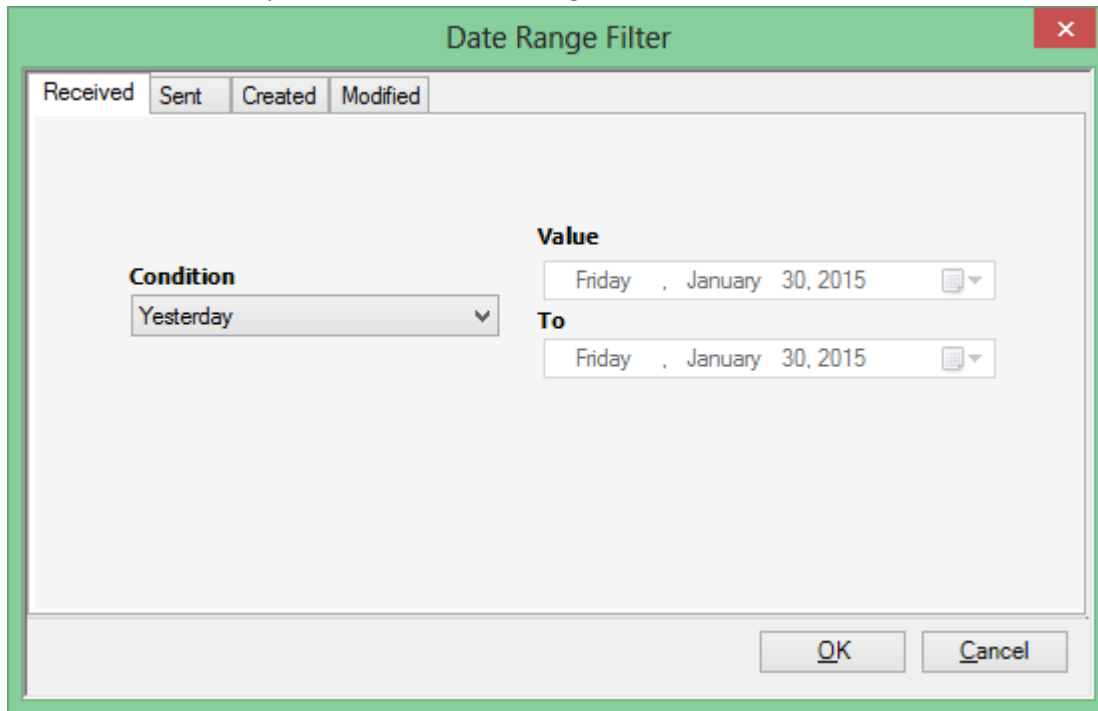
Header	Condition	Value	Exclude
--------	-----------	-------	---------

☒ All of the above conditions are satisfied ☐ Any one of the above conditions is satisfied

Save these Export Conditions. Back Next Finish Cancel

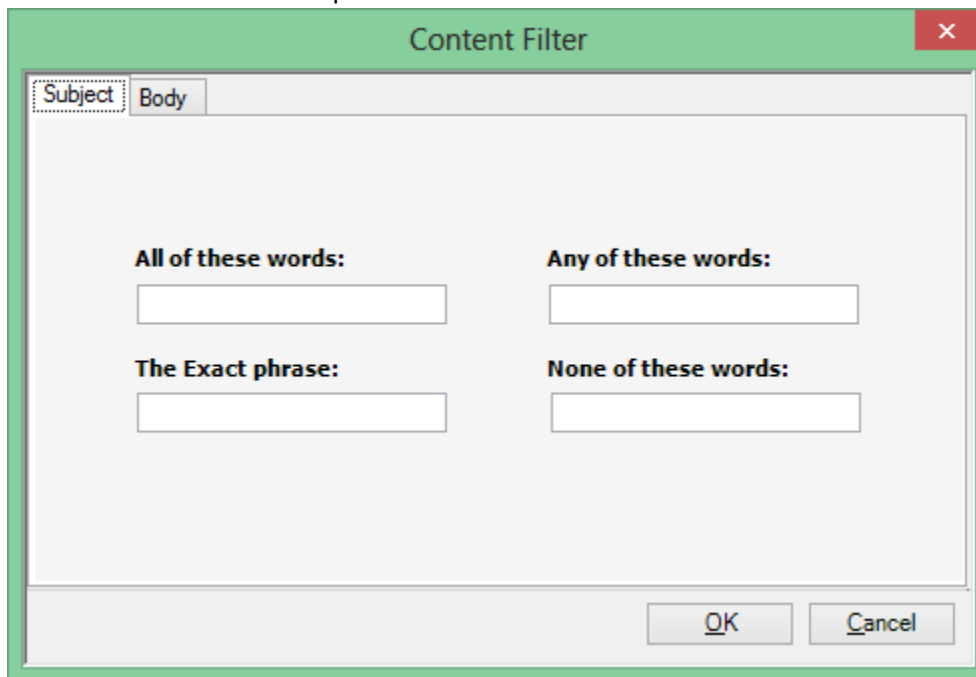
2. You can select between option Perform a Full Export and Perform an Incremental Export. Selecting Full Export option will export all the items from the selected folders every time. Selecting Incremental Export option will export only the items created or modified after the last export time.

- Items can be filtered based on its properties. To filter items based on its Received, Sent, Created or Modified time, you can use the Date Range button.



The **Date Range Filter** dialog box has a green title bar with a close button. It contains four tabs: **Received**, **Sent**, **Created**, and **Modified**. The **Received** tab is selected. Inside the dialog, there is a **Condition** dropdown menu showing **Yesterday**. To the right, there are two date pickers labeled **Value** and **To**, both showing **Friday, January 30, 2015**. At the bottom right, there are **OK** and **Cancel** buttons.

- To filter items based on Subject or Body, click on the respective button and specify keywords to search for in the text fields provided to filter mail items.



The **Content Filter** dialog box has a green title bar with a close button. It contains two tabs: **Subject** and **Body**. The **Subject** tab is selected. Inside the dialog, there are four text input fields arranged in a 2x2 grid. The top row is labeled **All of these words:** and **Any of these words:**. The bottom row is labeled **The Exact phrase:** and **None of these words:**. At the bottom right, there are **OK** and **Cancel** buttons.

- To filter items based on the recipients, click on the respective button and select the users to filter mail items corresponding to the selected users.

Recipient Filter ✕

From To Cc

Add a new user to the below list:

User Name: E-mail:

Select Users:

Name	Email
<input type="checkbox"/> 1	12@spacenet.local
<input type="checkbox"/> 2	13@spacenet.local
<input type="checkbox"/> Account1	account1@spacenet.local
<input type="checkbox"/> Account2	account2@spacenet.local
<input type="checkbox"/> Adminuser3	adminuser3@spacenet.local
<input type="checkbox"/> adminuser4	adminuser4@spacenet.local
<input type="checkbox"/> Alfonso S. Thomas	alfonso@spacenet.local
<input type="checkbox"/> Basic Permissions2010	Basic2010@spacenet.local
<input type="checkbox"/> Bulk Use6	bulkuser6@spacenet.local
<input type="checkbox"/> Bulk User 1	bulkuser1@spacenet.local
<input type="checkbox"/> Bulk User 10	bulkuser10@spacenet.local
<input type="checkbox"/> Bulk User2	bulkuser2@spacenet.local
<input type="checkbox"/> Bulk User3	bulkuser3@spacenet.local

☐ Select All

6. You can also specify search conditions for other properties like categories, read/unread, importance, size and attachments.

Header Filter ✕

☐ **Categories:** Blue Category ▼

☐ **Only items that are:** read ▼

☐ **Only items with:** one or more attachments ▼

☐ **Whose importance is:** normal ▼

Item Size(Kilobytes)

doesn't matter ▼ and

7. If you want to save the search conditions as a search query, you can select the New Search Query option and specify a name for the search query by clicking the Save this Search Query button. You can also load item search conditions from Saved Search Queries.

Create a task - Task Settings

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

1. **Task Settings** step 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 a green checkmark icon and the text 'Enter a unique name for the task and specify trigger settings.' Below this, there are three main sections: 'Task Name' with a text box containing 'new task'; 'Export location' with a text box containing 'C:\Users\Public\Documents\Wyapin Office 365 Management Suite\Mail Export\ExportedFiles' and a browse button (...); and a question 'Do you want to create current time stamp folder under the destination location?' with 'Yes' and 'No' radio buttons, where 'No' is selected. Below these are two sections: 'When to run this task:' with 'Run now' (selected) and 'Schedule' radio buttons; and 'Schedule Settings:' which is expanded to show 'Schedule: Daily' (dropdown), 'Start Time: 02:15 PM' (dropdown), and 'Schedule Daily' with 'Every 1 day(s)' (dropdown). At the bottom are four buttons: 'Back', 'Next', 'Finish', and 'Cancel'.

Export Public Folders

Task settings
Enter a unique name for the task and specify trigger settings.

Task Name:

Export location: ...

Do you want to create current time stamp folder under the destination location? ☐ Yes ☒ No

When to run this task:

☒ Run now
☐ Schedule

Schedule Settings:

Schedule: Start Time:

Schedule Daily

Every day(s)

2. Enter a unique task name in Task Name textbox. Also select a Export location to save the exported files.

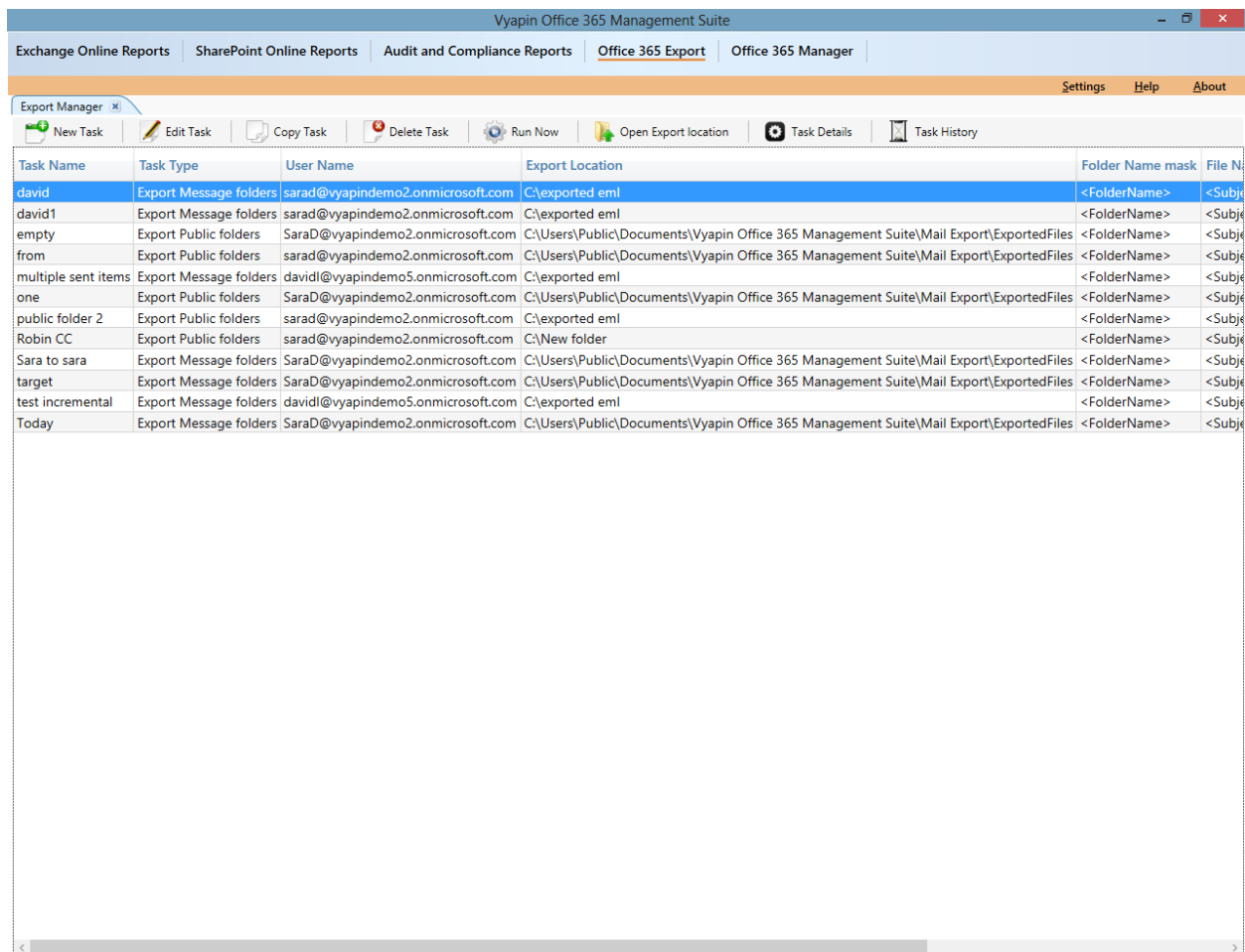
Edit Task

Edit Task is similar to creating a Task, except that a few settings cannot be altered as stated below:

1. The Office 365 Export edit mode window will appear based on settings provided when creating the task.
2. Select the list of mailboxes for exporting as PST files in Mailbox Selection step.
3. Specify export location for exporting PST files and merge conditions to follow if the PST file with same name exists in Export Settings step.
4. In Task Settings edit mode, the task name cannot be altered.
5. Click **Finish** button to save the task settings, or click **Back** button to go to the previous step.

Task Manager - Introduction

Office 365 Export uses a task oriented interface to manage export tasks. Task Manager is the main application window which will help you manage tasks and their corresponding history. It also provides menus and tools to work with the task in a simple and elegant manner.



Task Name	Task Type	User Name	Export Location	Folder Name mask	File N
david	Export Message folders	sarad@vyapindemo2.onmicrosoft.com	C:\exported eml	<FolderName>	<Subj
david1	Export Message folders	sarad@vyapindemo2.onmicrosoft.com	C:\exported eml	<FolderName>	<Subj
empty	Export Public folders	SaraD@vyapindemo2.onmicrosoft.com	C:\Users\Public\Documents\Vyapin Office 365 Management Suite\Mail Export\ExportedFiles	<FolderName>	<Subj
from	Export Public folders	sarad@vyapindemo2.onmicrosoft.com	C:\Users\Public\Documents\Vyapin Office 365 Management Suite\Mail Export\ExportedFiles	<FolderName>	<Subj
multiple sent items	Export Message folders	davidl@vyapindemo5.onmicrosoft.com	C:\exported eml	<FolderName>	<Subj
one	Export Public folders	SaraD@vyapindemo2.onmicrosoft.com	C:\Users\Public\Documents\Vyapin Office 365 Management Suite\Mail Export\ExportedFiles	<FolderName>	<Subj
public folder 2	Export Public folders	sarad@vyapindemo2.onmicrosoft.com	C:\exported eml	<FolderName>	<Subj
Robin CC	Export Public folders	sarad@vyapindemo2.onmicrosoft.com	C:\New folder	<FolderName>	<Subj
Sara to sara	Export Message folders	SaraD@vyapindemo2.onmicrosoft.com	C:\Users\Public\Documents\Vyapin Office 365 Management Suite\Mail Export\ExportedFiles	<FolderName>	<Subj
target	Export Message folders	SaraD@vyapindemo2.onmicrosoft.com	C:\Users\Public\Documents\Vyapin Office 365 Management Suite\Mail Export\ExportedFiles	<FolderName>	<Subj
test incremental	Export Message folders	davidl@vyapindemo5.onmicrosoft.com	C:\exported eml	<FolderName>	<Subj
Today	Export Message folders	SaraD@vyapindemo2.onmicrosoft.com	C:\Users\Public\Documents\Vyapin Office 365 Management Suite\Mail Export\ExportedFiles	<FolderName>	<Subj

Tasks details pane:

Task Details pane displays the details about the currently selected task in Tasks pane.

Export Task Settings

Export Folder Details

Export Folder Name

<FolderName>

Export Location

C:\exported eml

Export File Details

File Name

<Subject>_<Received>

Contact Name

<First Name>_<Last Name>

Task Name

<Subject>_<Due Date>

Event Name

<Subject>_<Start Time>

Attachment Name

<AttachmentName>

Close

Task history pane:

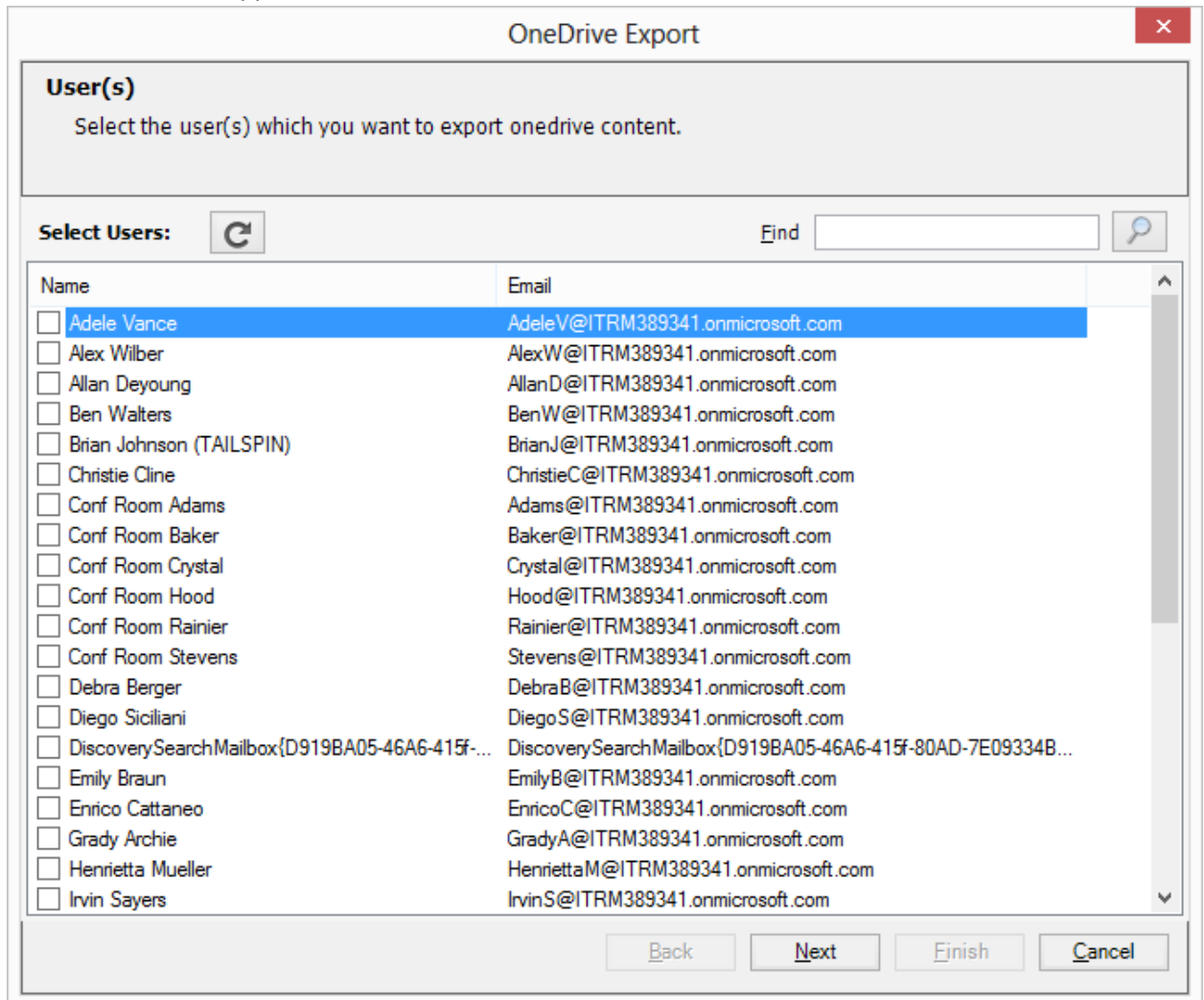
Task history maintains all Task run information. It displays the required information about Task result, start time, end time, elapsed time, and error log.

Task History - test incremental				
Start Time	End Time	Elapsed Time	Result	Error Log
10/01/2015 16:24:32	10/01/2015 16:28:08	00:03:36	Export Complete	View Error Log
10/01/2015 16:28:38	10/01/2015 16:30:51	00:02:13	Export Complete	View Error Log
10/01/2015 16:31:47	10/01/2015 16:32:59	00:01:12	Export Complete	View Error Log
10/01/2015 16:37:06	10/01/2015 16:37:37	00:00:31	Export Complete	View Error Log
10/01/2015 16:48:48	10/01/2015 16:49:29	00:00:41	Export Complete	View Error Log
10/01/2015 16:51:36	10/01/2015 16:52:04	00:00:28	Export Complete	View Error Log
10/01/2015 17:00:38	10/01/2015 17:01:50	00:01:12	Export Complete	View Error Log
10/01/2015 17:08:07	10/01/2015 17:09:17	00:01:10	Export Complete	View Error Log
10/01/2015 17:55:11	10/01/2015 17:56:21	00:01:10	Export Complete	View Error Log

Export OneDrive content to file system

Create a task – User Selection

1. On selecting the New Task -> OneDrive Export from the ribbon of the Task Manager, User Selection windows appears as shown below,



The image shows a Windows-style dialog box titled "OneDrive Export". Inside, there's a section labeled "User(s)" with the instruction "Select the user(s) which you want to export onedrive content." Below this is a "Select Users:" area with a refresh icon and a "Find" search box. A list of users is displayed in a table-like format with checkboxes. The first user, "Adele Vance", is selected. At the bottom are "Back", "Next", "Finish", and "Cancel" buttons.

Name	Email
<input checked="" type="checkbox"/> Adele Vance	AdeleV@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Alex Wilber	AlexW@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Allan Deyoung	AllanD@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Ben Walters	BenW@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Brian Johnson (TAILSPIN)	BrianJ@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Christie Cline	ChristieC@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Conf Room Adams	Adams@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Conf Room Baker	Baker@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Conf Room Crystal	Crystal@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Conf Room Hood	Hood@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Conf Room Rainier	Rainier@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Conf Room Stevens	Stevens@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Debra Berger	DebraB@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Diego Siciliani	DiegoS@ITRM389341.onmicrosoft.com
<input type="checkbox"/> DiscoverySearchMailbox{D919BA05-46A6-415f-...	DiscoverySearchMailbox{D919BA05-46A6-415f-80AD-7E09334B...}
<input type="checkbox"/> Emily Braun	EmilyB@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Enrico Cattaneo	EnricoC@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Grady Archie	GradyA@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Henrietta Mueller	HenriettaM@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Irvin Sayers	IrvinS@ITRM389341.onmicrosoft.com

2. Select the desired user and Click Next button to display the respective OneDrive folder details.

OneDrive Export

User(s)

Select the user(s) which you want to export onedrive content.

Select Users:

Find

Name	Email
<input checked="" type="checkbox"/> Adele Vance	AdeleV@ITRM389341.onmicrosoft.com
<input checked="" type="checkbox"/> Alex Wilber	AlexW@ITRM389341.onmicrosoft.com
<input checked="" type="checkbox"/> Allan Deyoung	AllanD@ITRM389341.onmicrosoft.com
<input checked="" type="checkbox"/> Ben Walters	BenW@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Brian Johnson (TAILSPIN)	BrianJ@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Christie Cline	ChristieC@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Conf Room Adams	Adams@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Conf Room Baker	Baker@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Conf Room Crystal	Crystal@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Conf Room Hood	Hood@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Conf Room Rainier	Rainier@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Conf Room Stevens	Stevens@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Debra Berger	DebraB@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Diego Siciliani	DiegoS@ITRM389341.onmicrosoft.com
<input type="checkbox"/> DiscoverySearchMailbox{D919BA05-46A6-415f-...	DiscoverySearchMailbox{D919BA05-46A6-415f-80AD-7E09334B...
<input type="checkbox"/> Emily Braun	EmilyB@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Enrico Cattaneo	EnricoC@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Grady Archie	GradyA@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Henrietta Mueller	HenriettaM@ITRM389341.onmicrosoft.com
<input type="checkbox"/> Irvin Sayers	IrvinS@ITRM389341.onmicrosoft.com

Back

Next

Finish

Cancel

Create a task – Folder Selection

1. OneDrive document libraries step will be displayed as shown below,

OneDrive Export

OneDrive Document Library

Select documents from the list of available onedrive document libraries to export.

Select OneDrive Document Library

☐ AdeleV@ITRM389341.onmicrosoft.com

☒ Documents

☐ Form Templates

☐ Style Library

☒ AlexW@ITRM389341.onmicrosoft.com

☒ Documents

☐ Form Templates

☐ Style Library

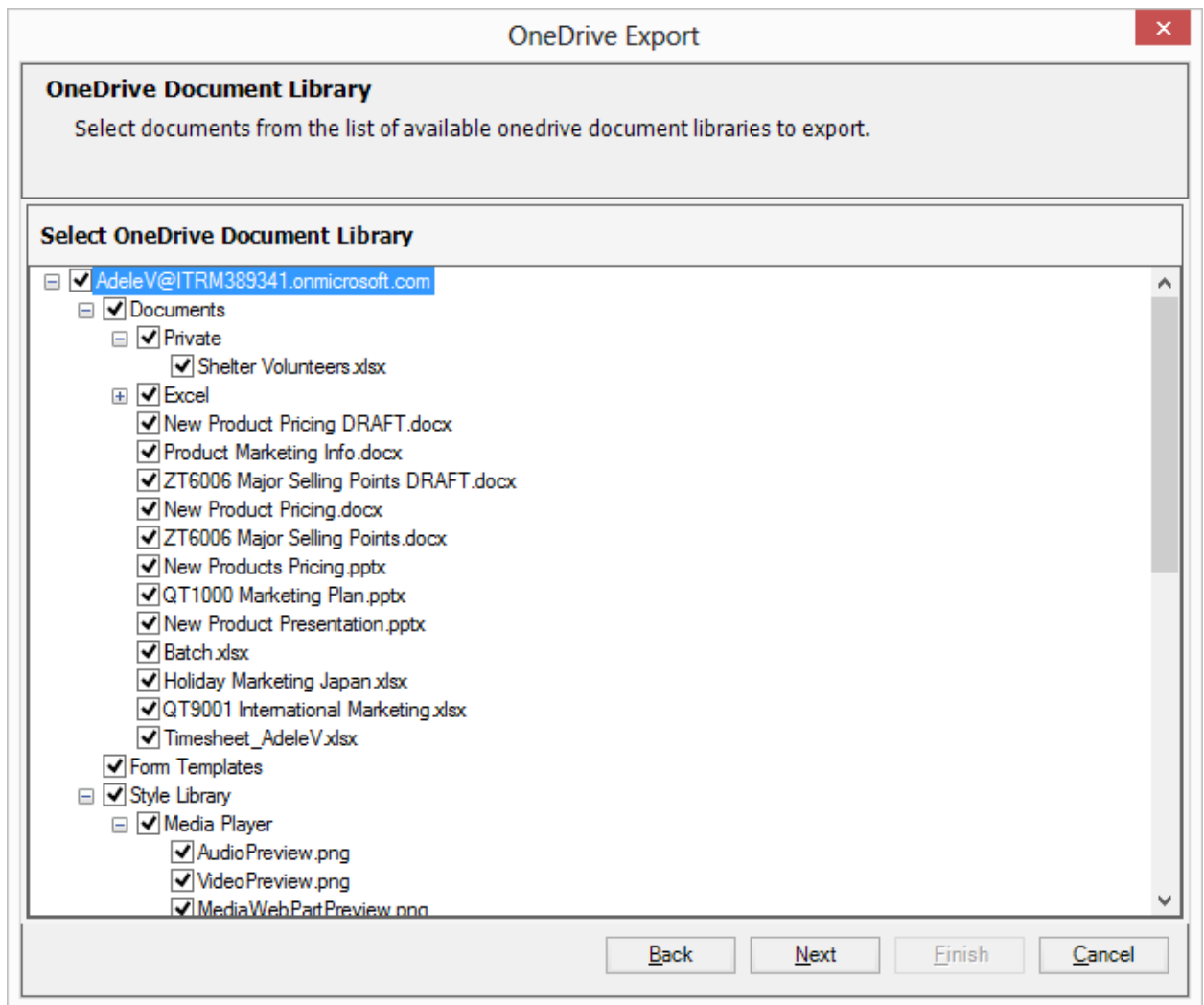
Back

Next

Finish

Cancel

2. You can select OneDrive folders and files from the available user OneDrive documents.



Create a task – Task Settings

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

1. Task Settings step will appear as shown below:

OneDrive Export

Task settings
Enter a unique name for the task and location to export the onedrive content.

Task Name:

Export location: ...

☒ Export to Time-stamped sub-folder

When to run this task:

☒ Run now
☐ Schedule

Schedule Settings:

Schedule: Start Time:

Schedule Daily

Every day(s)

2. Enter a unique task name in Task Name textbox. Also select a Export location to save the exported files.

Office 365 Manager

Manage licenses

[Tenant selection](#)

[User selection](#)

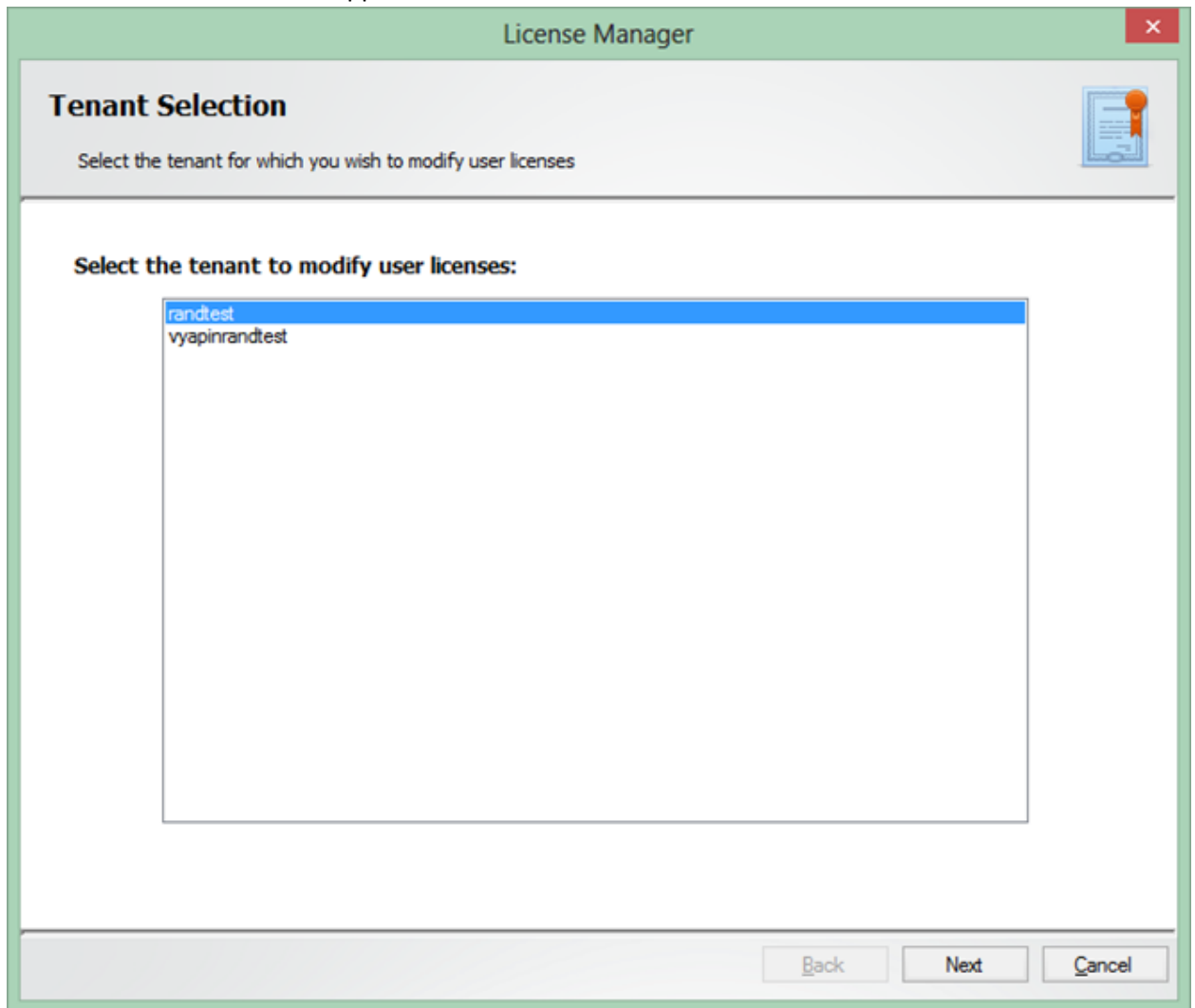
[License changes](#)

[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**, Office 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

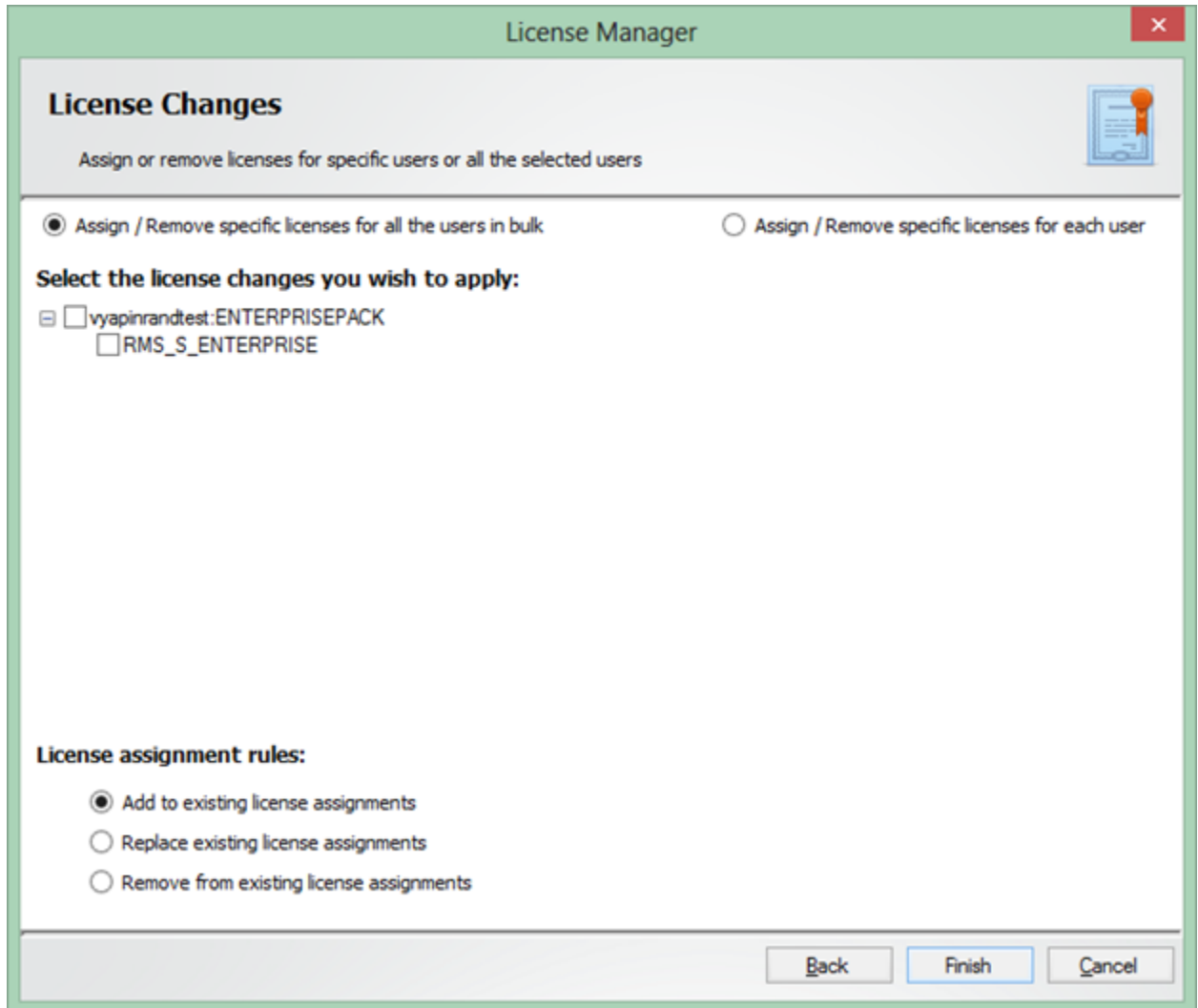
Cancel

282

License changes

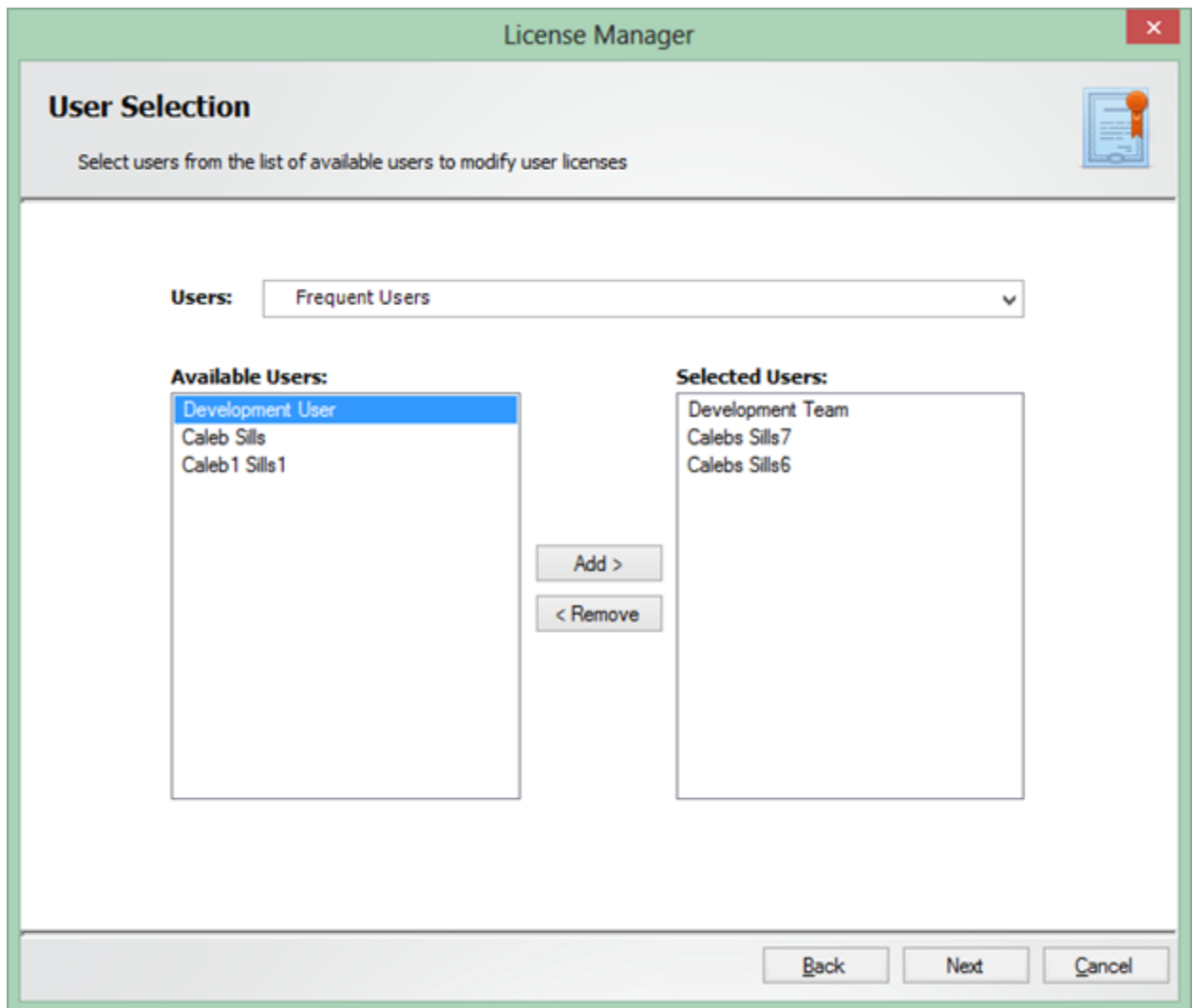
In this window, you can specify the license changes you want to make. You can select between two options, either to **Assign / Remove specific licenses for all the users in bulk** or **Assign / Remove specific licenses for each user**.

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



The screenshot shows a window titled "License Manager" with a close button (X) in the top right corner. Inside the window, there is a section titled "License Changes" with a subtitle "Assign or remove licenses for specific users or all the selected users" and a small icon of a document with a ribbon. Below this, there are two radio button options: "Assign / Remove specific licenses for all the users in bulk" (which is selected) and "Assign / Remove specific licenses for each user". Under the selected option, there is a section titled "Select the license changes you wish to apply:" with a tree view showing a folder icon and two items: "vyapinrandtest:ENTERPRISEPACK" and "RMS_S_ENTERPRISE", both with checkboxes. Below this, there is a section titled "License assignment rules:" with three radio button options: "Add to existing license assignments" (selected), "Replace existing license assignments", and "Remove from existing license assignments". At the bottom right, there are three buttons: "Back", "Finish", and "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

5. 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

Back

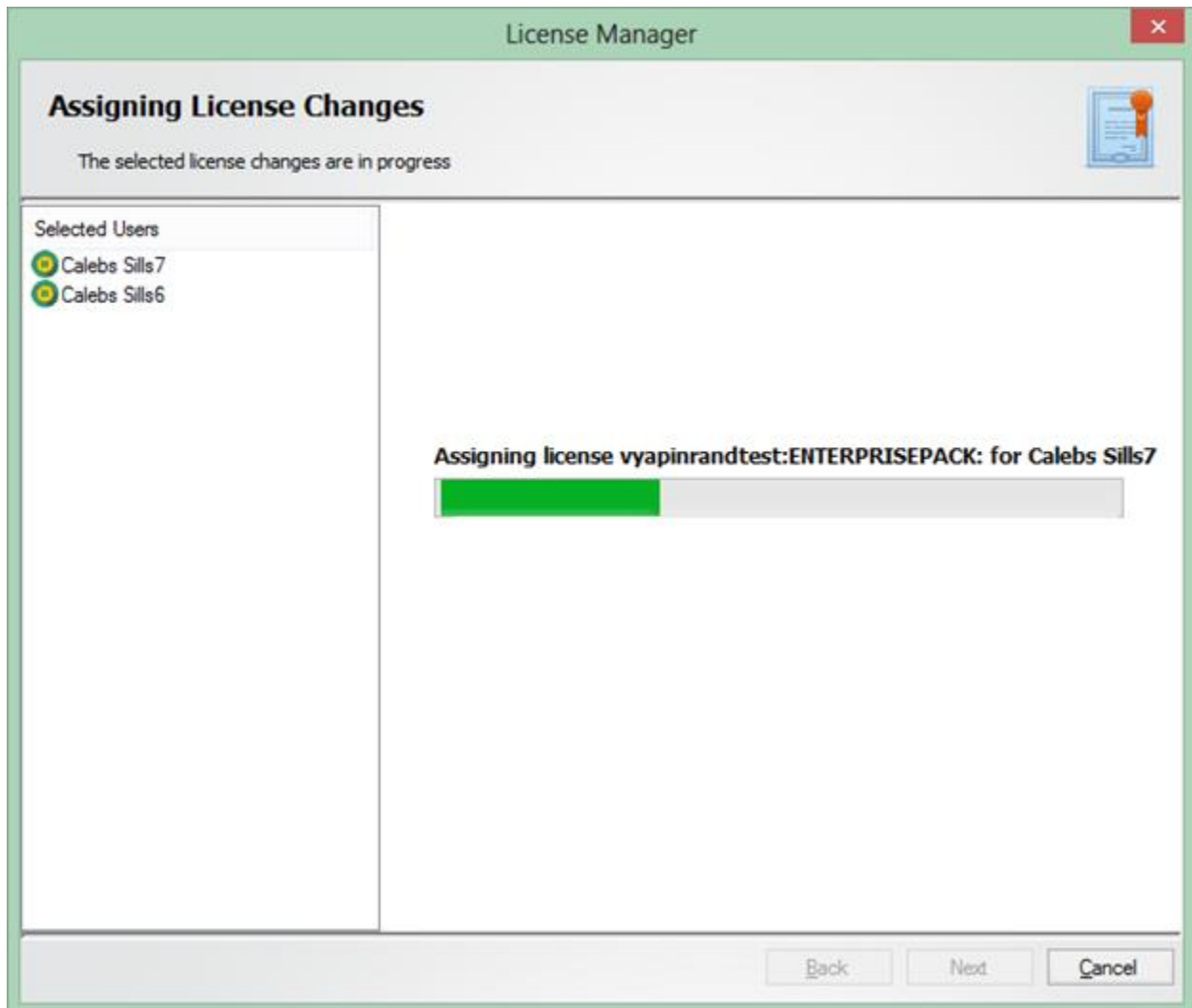
Finish

Cancel

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 [X]

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

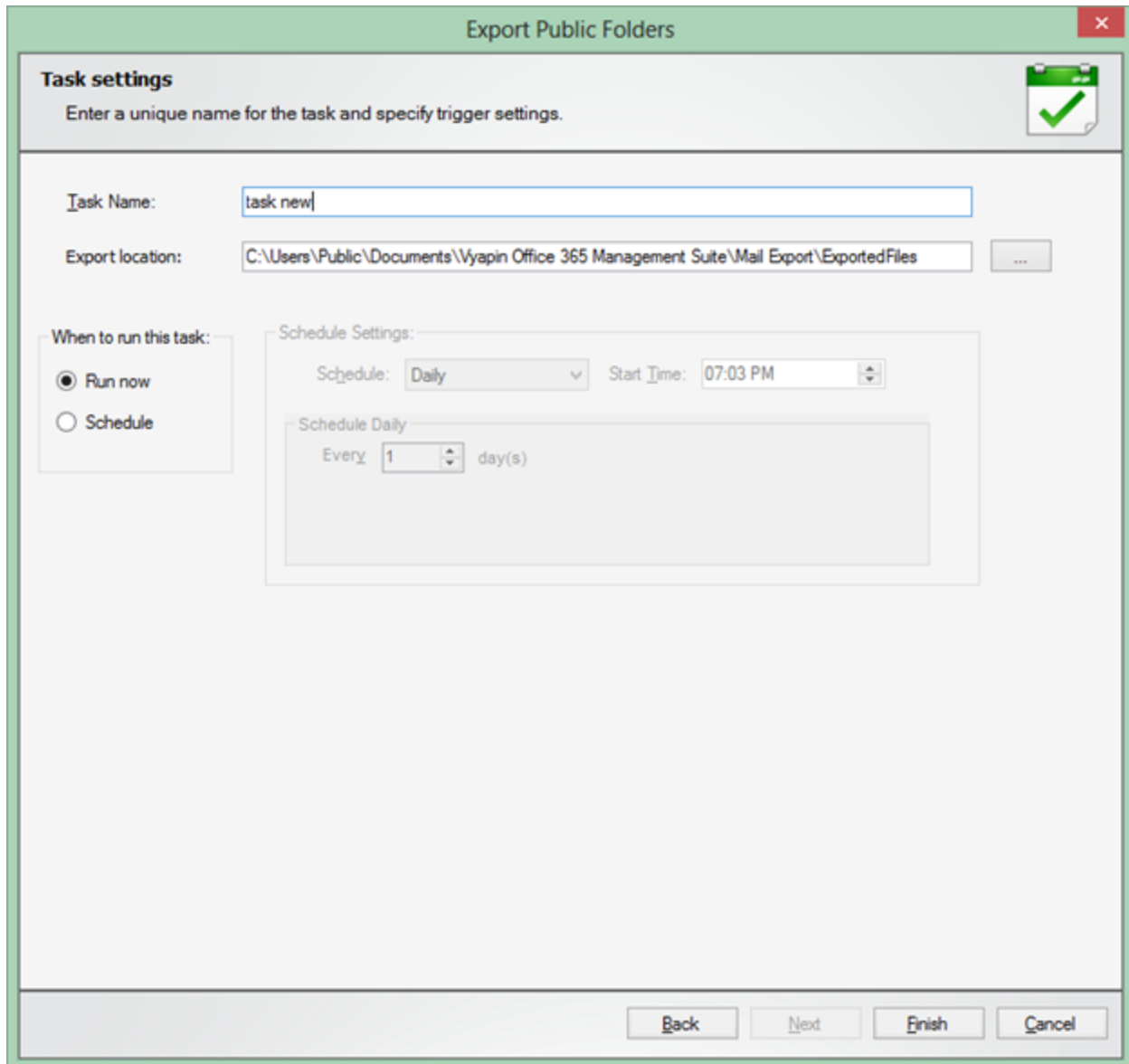
Select a default location to assign licenses if any selected user's location information is missing.

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 Office 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". Inside, there is 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 section is a green checkmark icon. Below the instruction, there are three main input areas: 1. "Task Name:" with a text box containing "task new". 2. "Export location:" with a text box showing a file path "C:\Users\Public\Documents\Wyapin Office 365 Management Suite\Mail Export\ExportedFiles" and a browse button "...". 3. "When to run this task:" which contains two radio buttons: "Run now" (which is selected) and "Schedule". To the right of these radio buttons is a "Schedule Settings" section. This section includes a "Schedule:" dropdown menu set to "Daily", a "Start Time:" field set to "07:03 PM", and a "Schedule Daily" sub-section with an "Every" field set to "1" and the unit "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. 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. Office 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 [X]

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

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

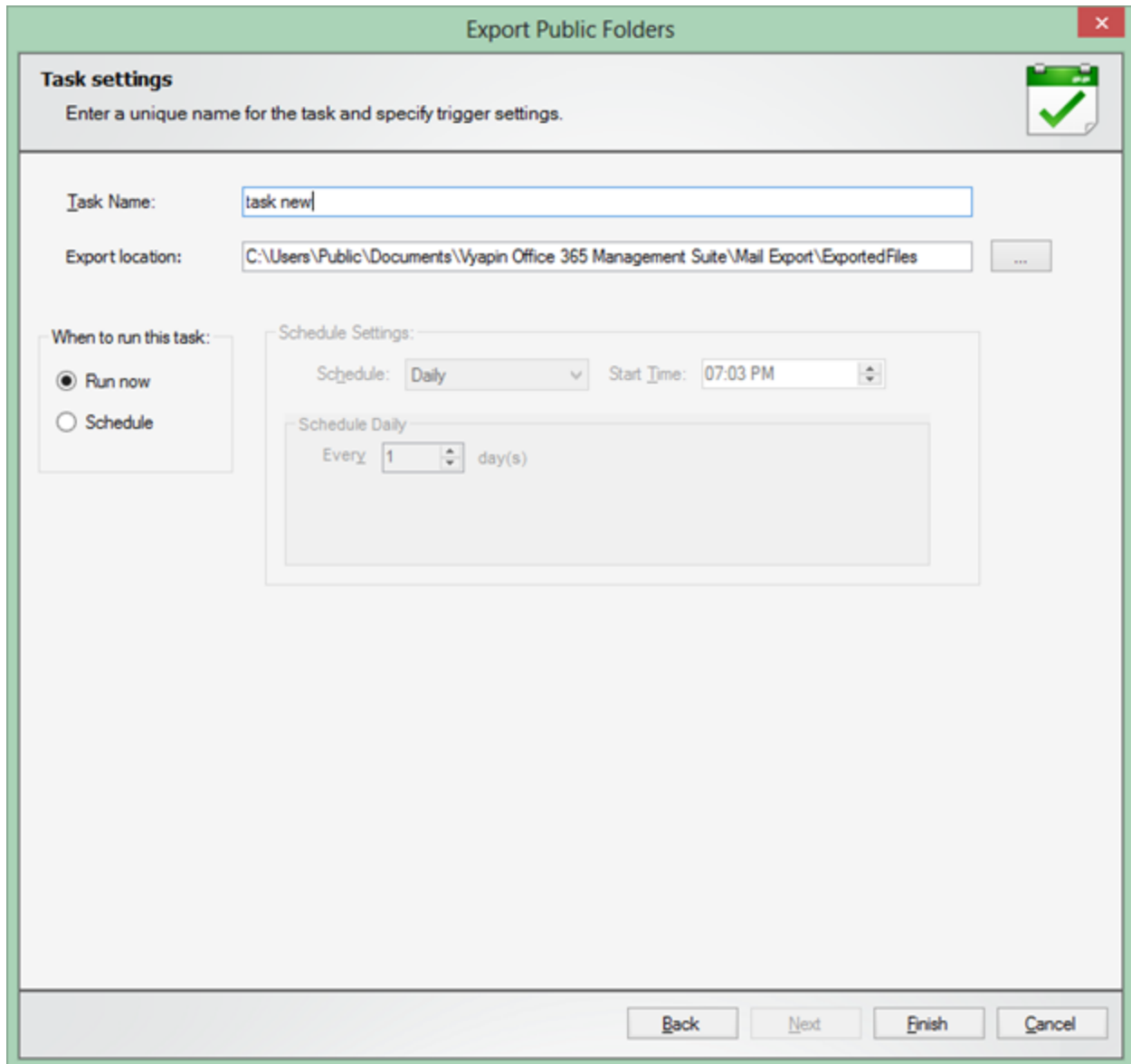
Cancel

3. Select a search rule to use if multiple search conditions are selected.
4. Select licenses you wish to apply for the users filtered based on the search conditions provided.
5. Select a default location to assign licenses if any selected user's location information is missing.
6. 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 Office 365 Export task, perform the steps given below:

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



The screenshot shows a window titled "Export Public Folders" with a "Task settings" section. The instructions inside the window are: "Enter a unique name for the task and specify trigger settings." The "Task Name" field contains "task new". The "Export location" field contains "C:\Users\Public\Documents\Wyapin Office 365 Management Suite\Mail Export\ExportedFiles". Under "When to run this task:", the "Run now" radio button is selected. The "Schedule Settings" section shows "Schedule" set to "Daily" and "Start Time" set to "07:03 PM". The "Schedule Daily" section shows "Every 1 day(s)". At the bottom, there are buttons for "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. Office 365 Export will create a scheduled task in the Windows Scheduled Tasks with the given settings.

Mailbox Permissions

[How to Manage Mailbox Permissions?](#)

[How to Manage Mailbox Folder Permissions?](#)

[How to Copy Role Permissions?](#)

[How to Migrate Permissions?](#)

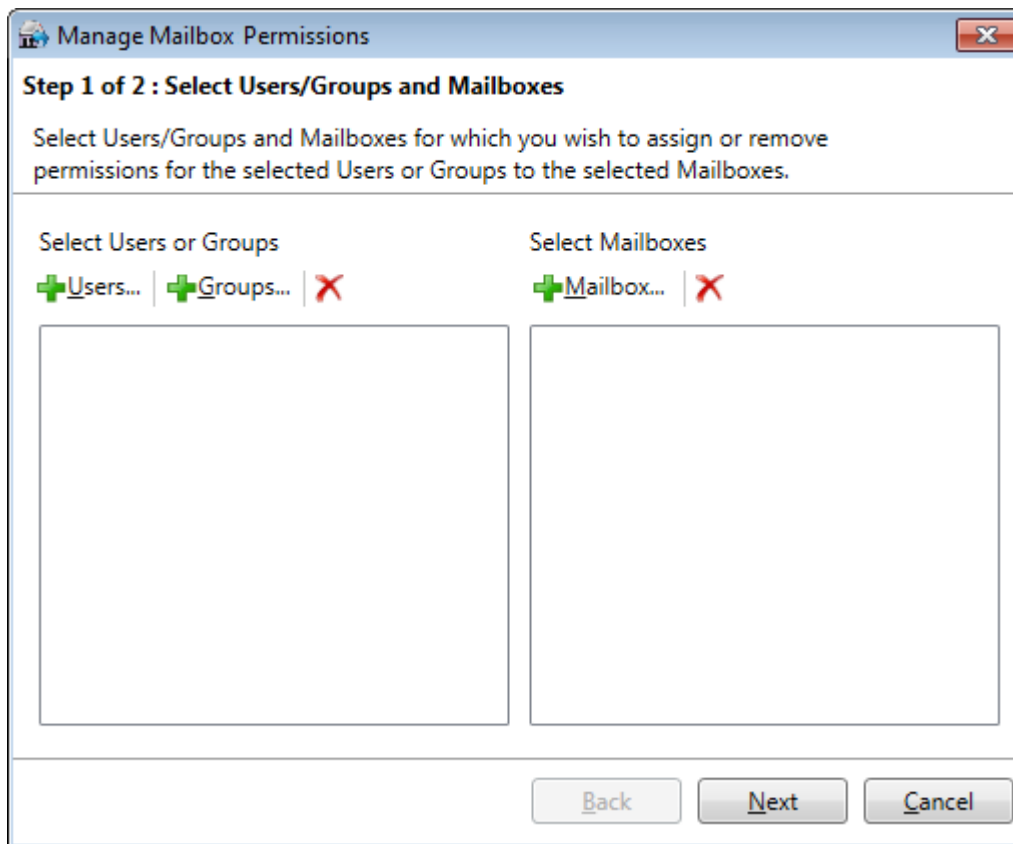
[How to Reset Mailbox Permissions?](#)

How to Manage Mailbox Permissions?

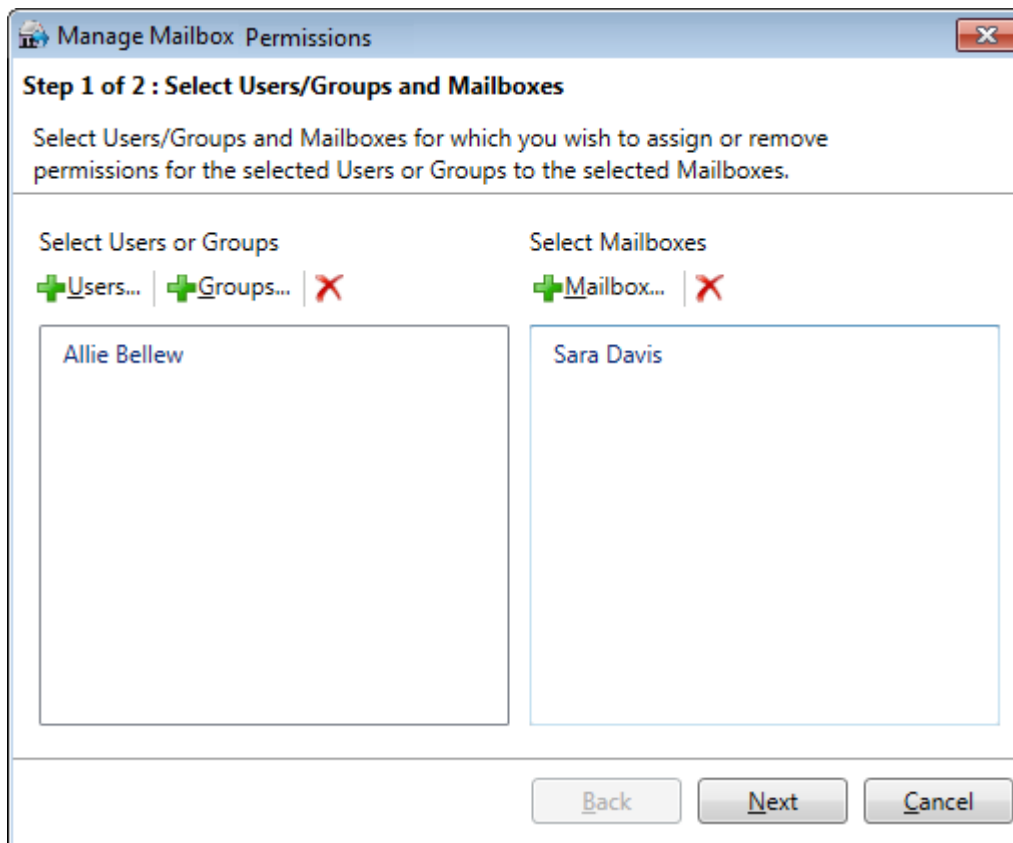
The Mailbox Permissions feature allows you to assign or remove permissions (**Full Access**, **Send As** and **Send On Behalf**) for the selected users on selected Mailboxes.

Perform the following steps to Manage Mailbox Permissions:

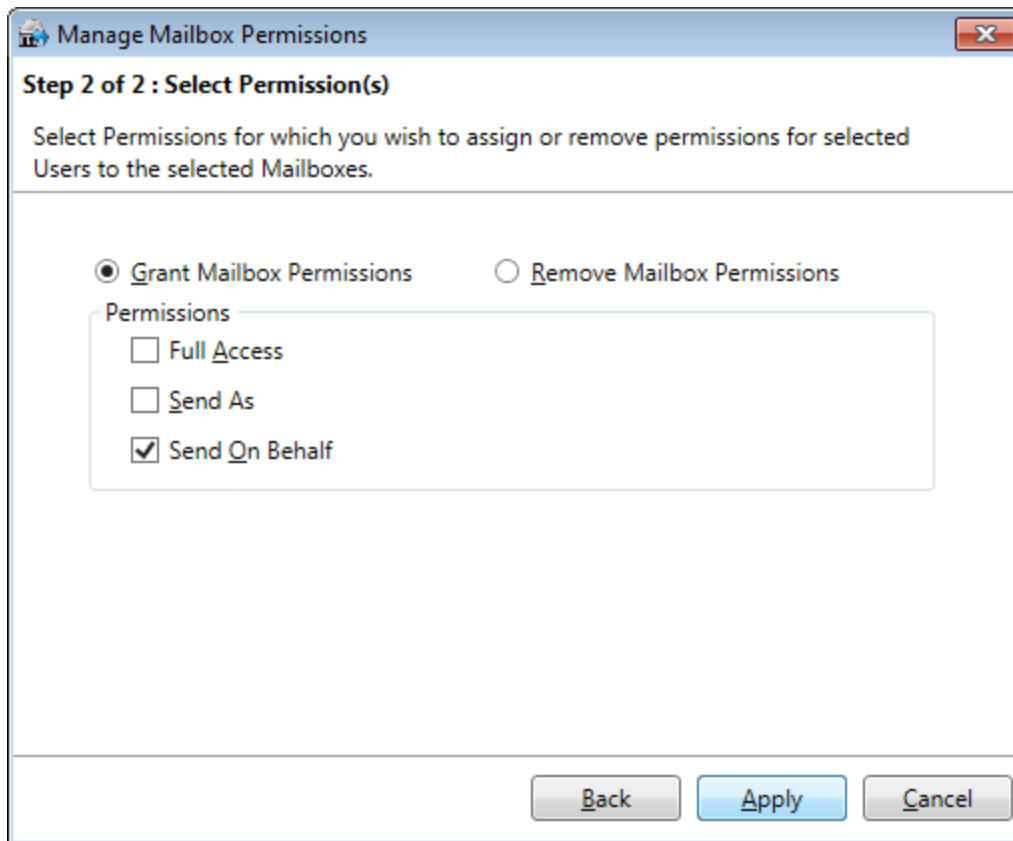
1. Select Office 365 Manager from the available vertical tabs. Then from left side of the application, select **Mailbox Permissions** and then click on **Manage Mailbox Permissions**.
2. On selecting **Manage Mailbox Permissions**, a pop - up window is displayed as shown below:



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)

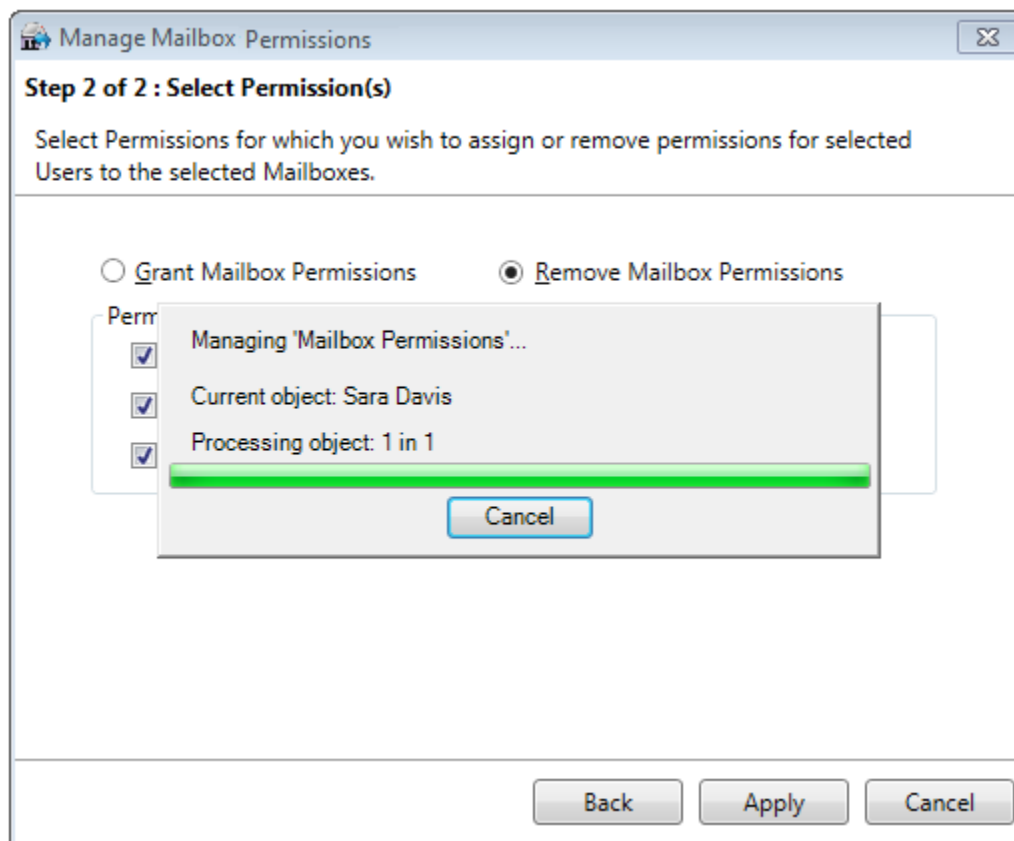
Select Permissions for which you wish to assign or remove permissions for selected Users to the selected Mailboxes.

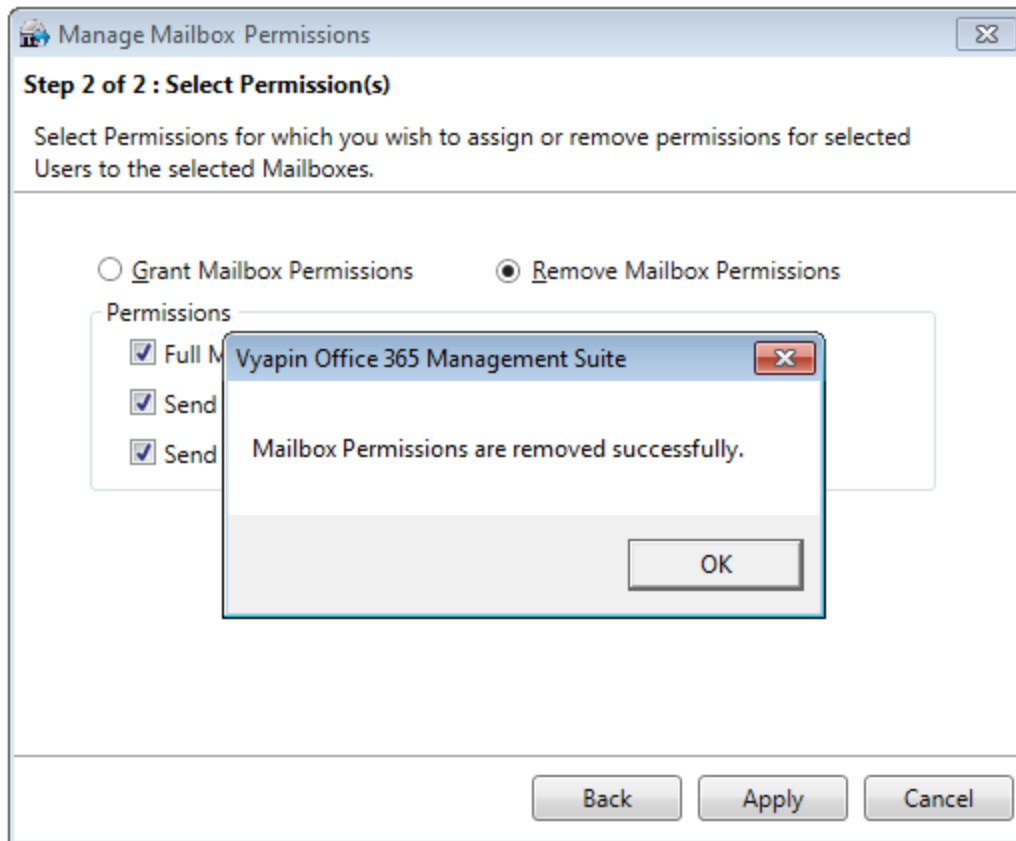
☐ Grant Mailbox Permissions ☒ Remove Mailbox Permissions

Permissions

- ☒ Full Access
- ☒ Send As
- ☒ Send On Behalf

Back Apply Cancel



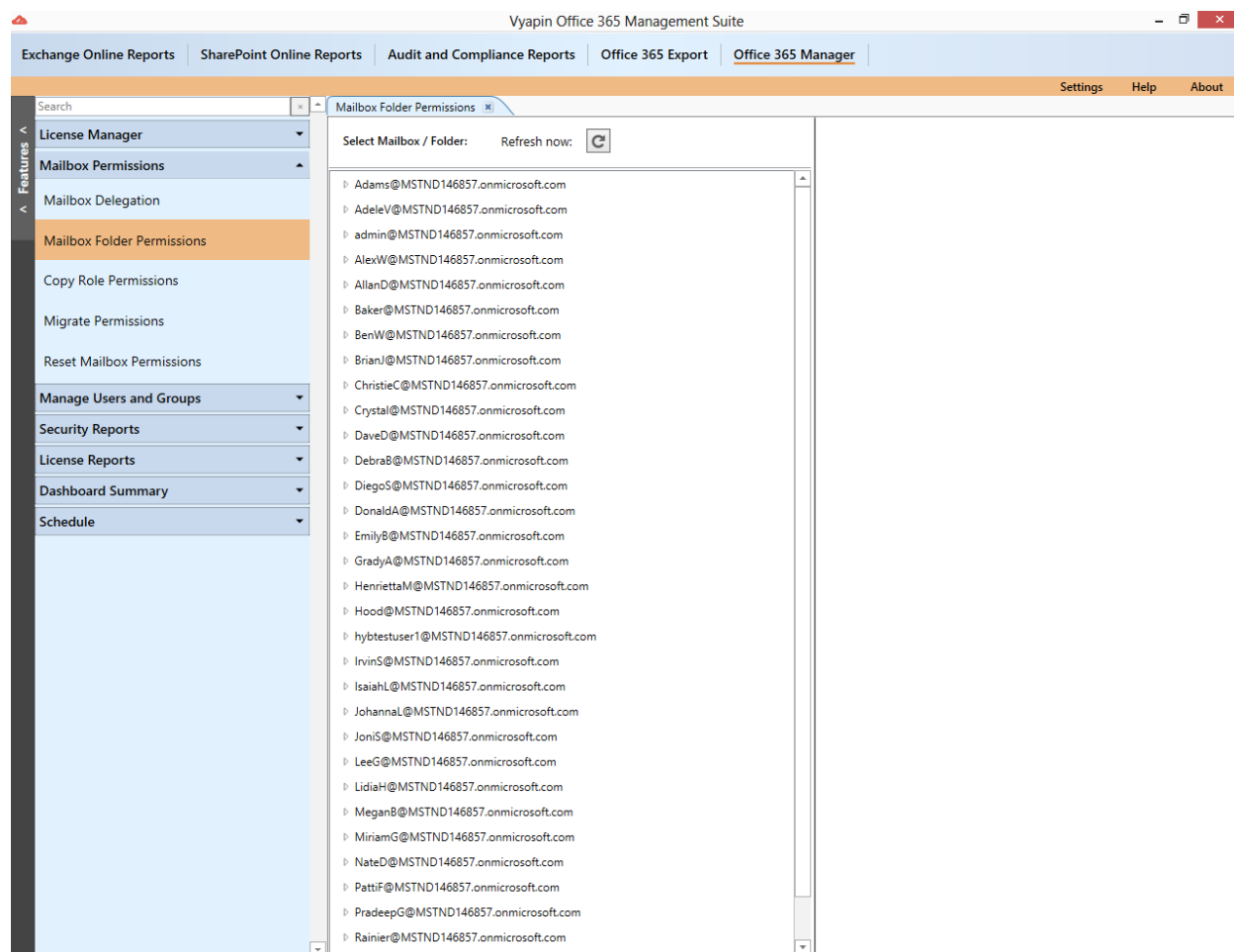


How to Manage Mailbox Folder Permissions?

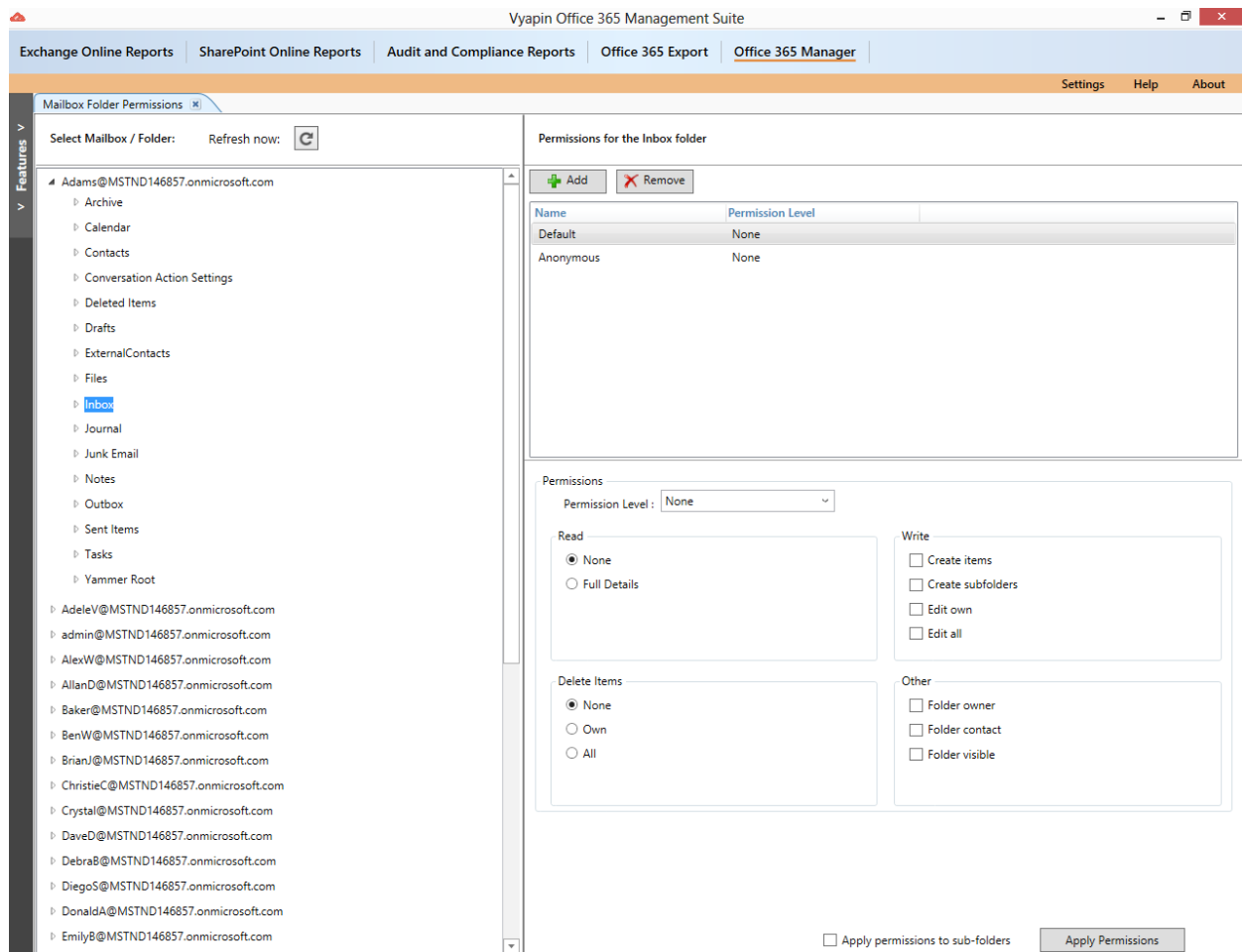
The Mailbox Folder Permissions feature allows you to assign or remove permissions (Owner, Publishing Editor, Editor, Publishing Author, Author, Non-editing Author, Reviewer and Contributor) for the selected users on selected Mailbox folders.

Perform the following steps to Manage Mailbox Folder Permissions:

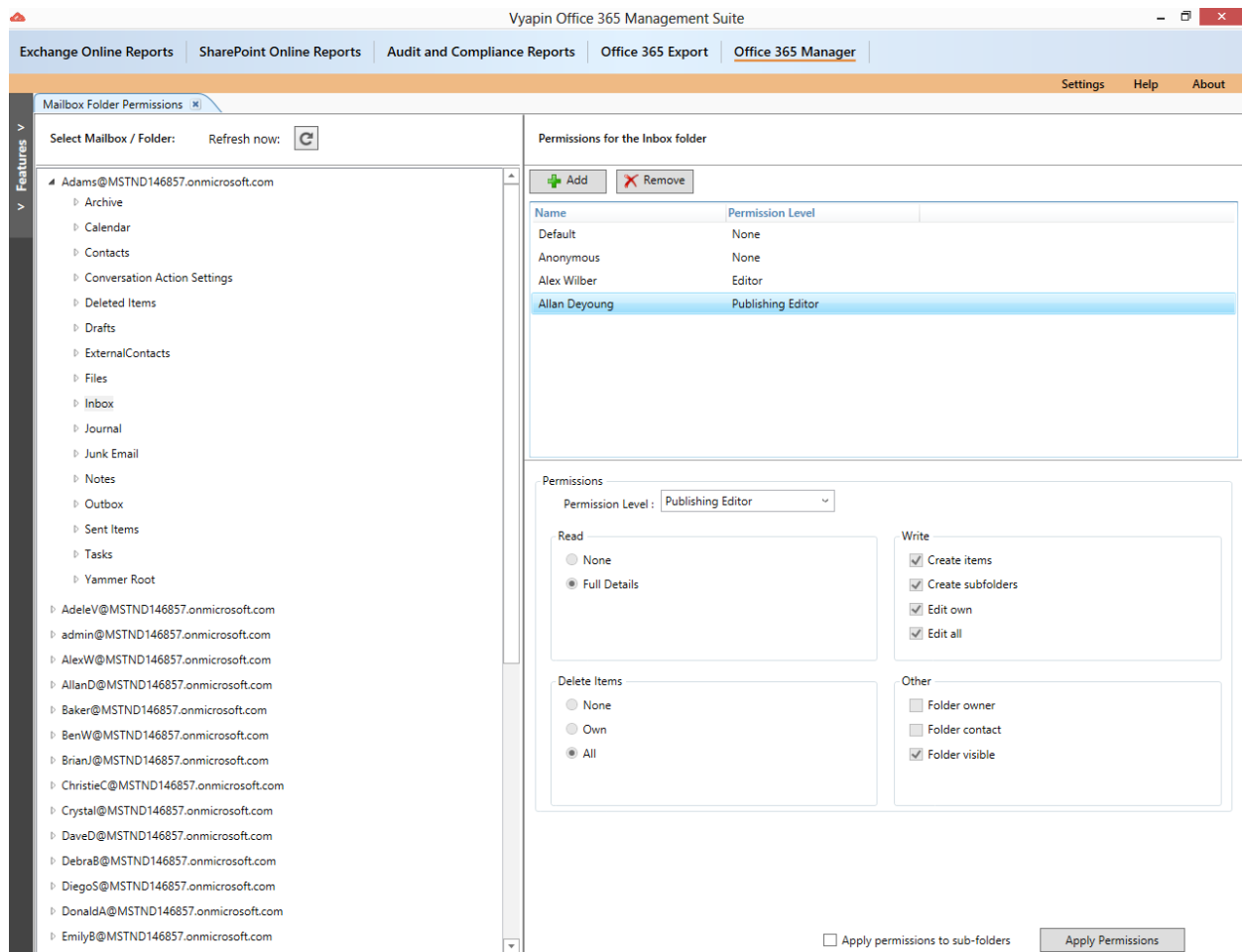
Select Office 365 Manager from the available vertical tabs. Then from left side of the application, select Mailbox Permissions and then click on Manage Mailbox Folder Permissions.



On selecting the mailboxes/folders from the available mailboxes, then the existing folder permissions will be displayed as shown below:

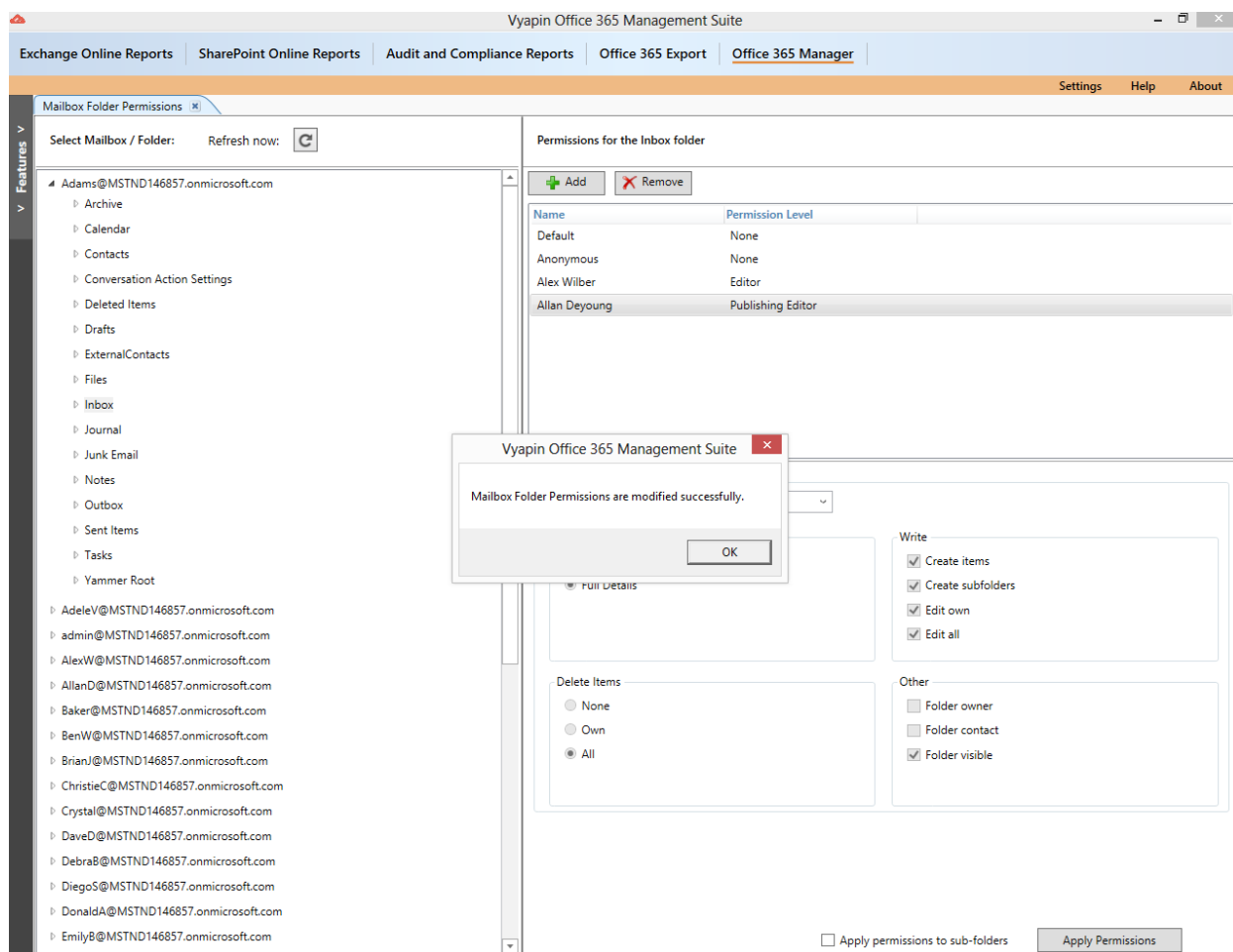


To assign or remove user permissions for the mailbox/folder, use Add Or Remove option to add or remove users to the list and set the permission level from the dropdown. If None option was chosen from dropdown, we can set custom permission such as Read, Write, Deleted Items and the other condition as applicable



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 Office 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
--------------	---------------

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:

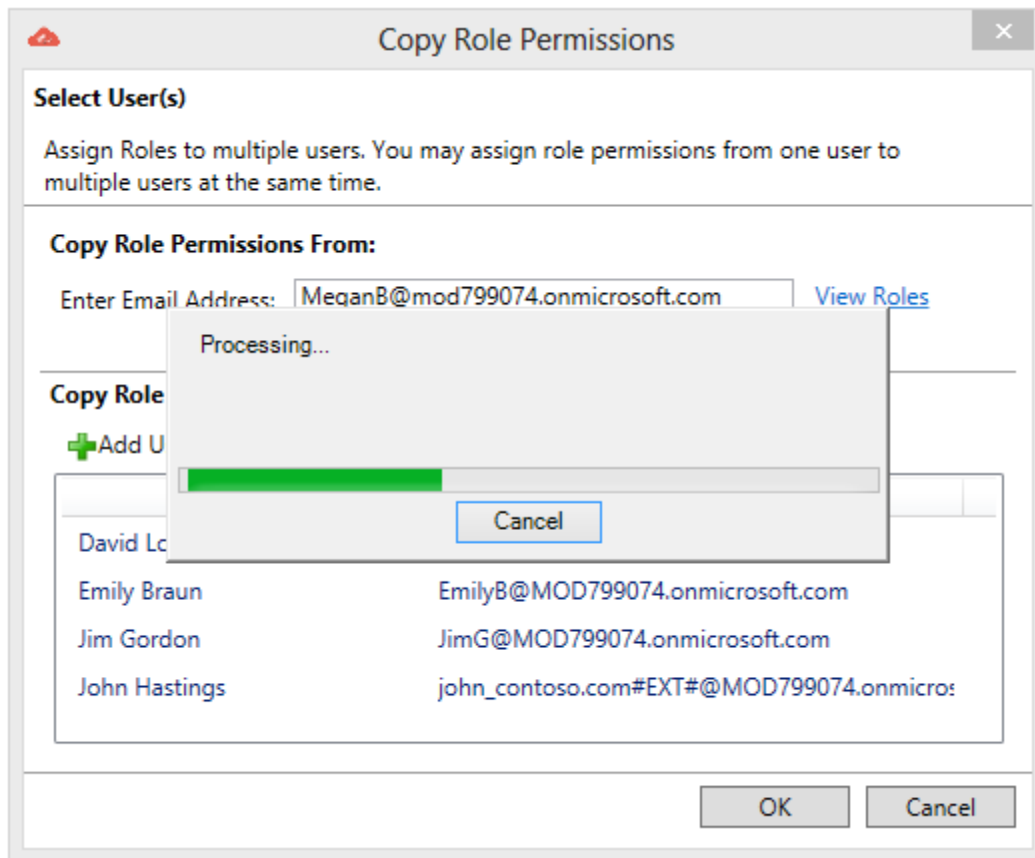
 Add Users... 

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.



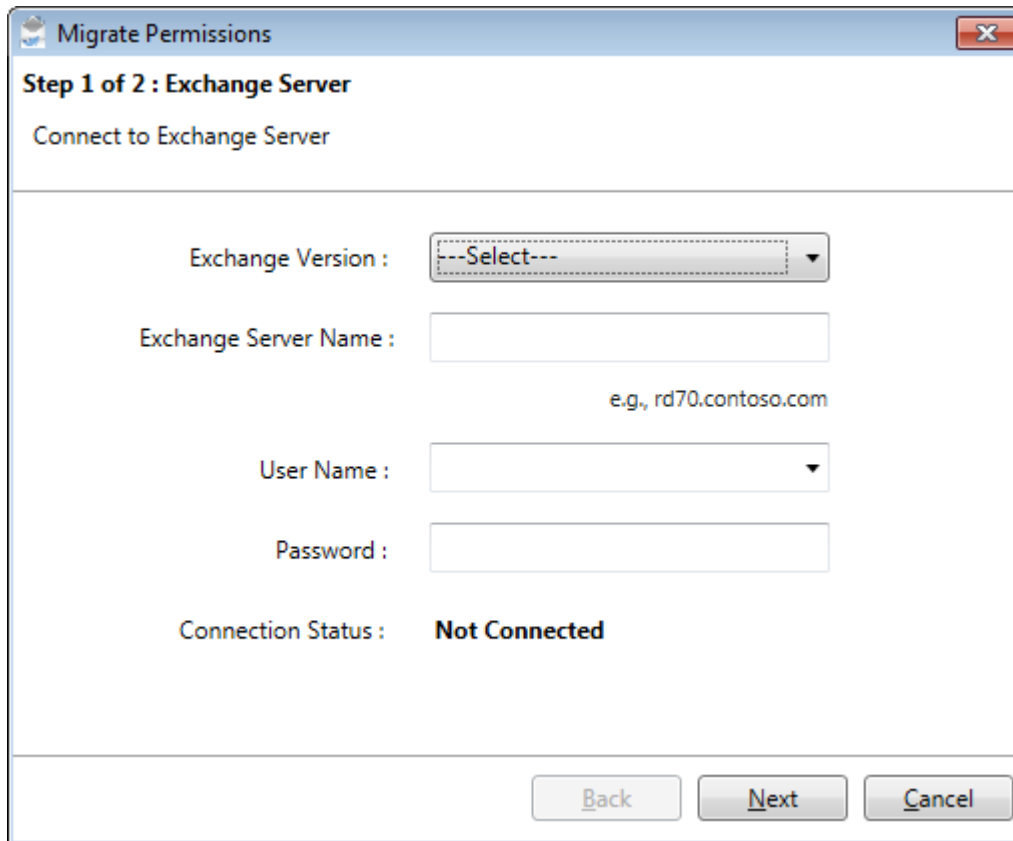
Once the exchange role permissions is copied, then the copy role permissions window will be closed automatically.

How to Migrate Permissions?

In the **Migrate Permissions** feature, you can migrate permissions (**Full Access**, **Send As** and **Send On Behalf**) from on-premise mailboxes to Office 365 Mailboxes.

Perform the following steps to **Migrate Mailbox Permissions**:

1. Select Office 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. Below the title bar, it says "Step 1 of 2 : Exchange Server" and "Connect to Exchange Server". The main area contains the following fields:

- Exchange Version :** A dropdown menu with "--Select--" as the current selection.
- Exchange Server Name :** A text input field. Below it, an example is given: "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

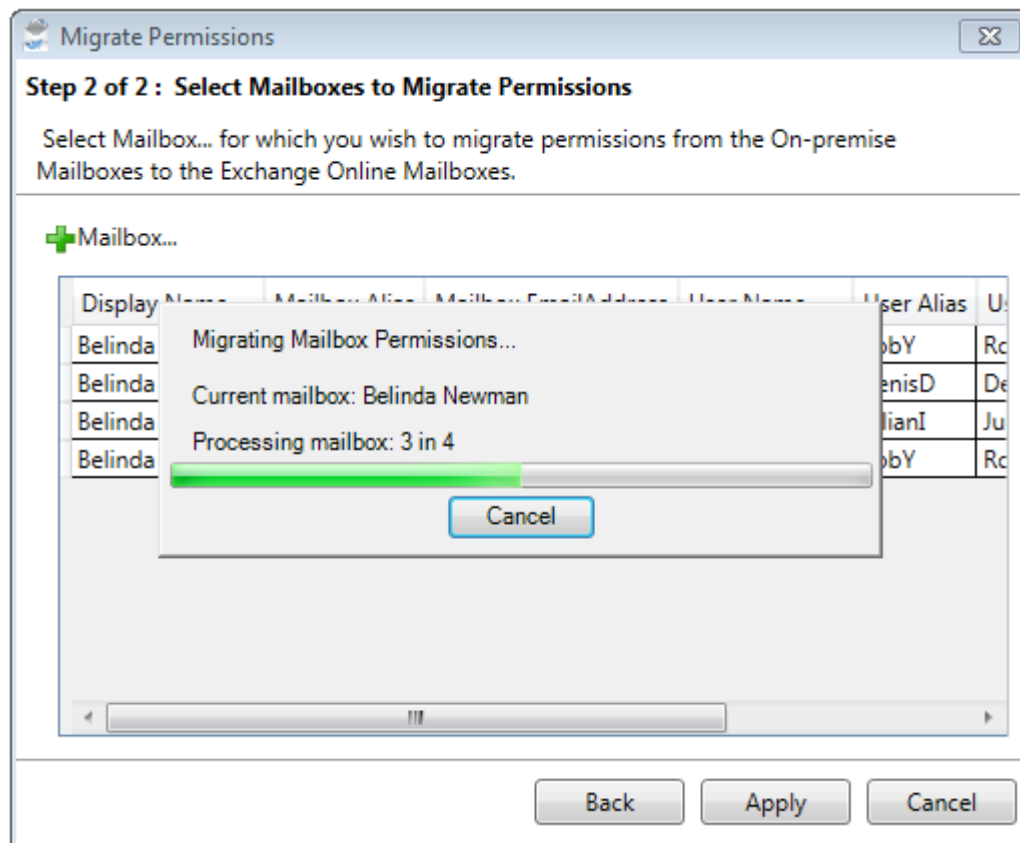
Step 2 of 2 : Select Mailboxes to Migrate Permissions

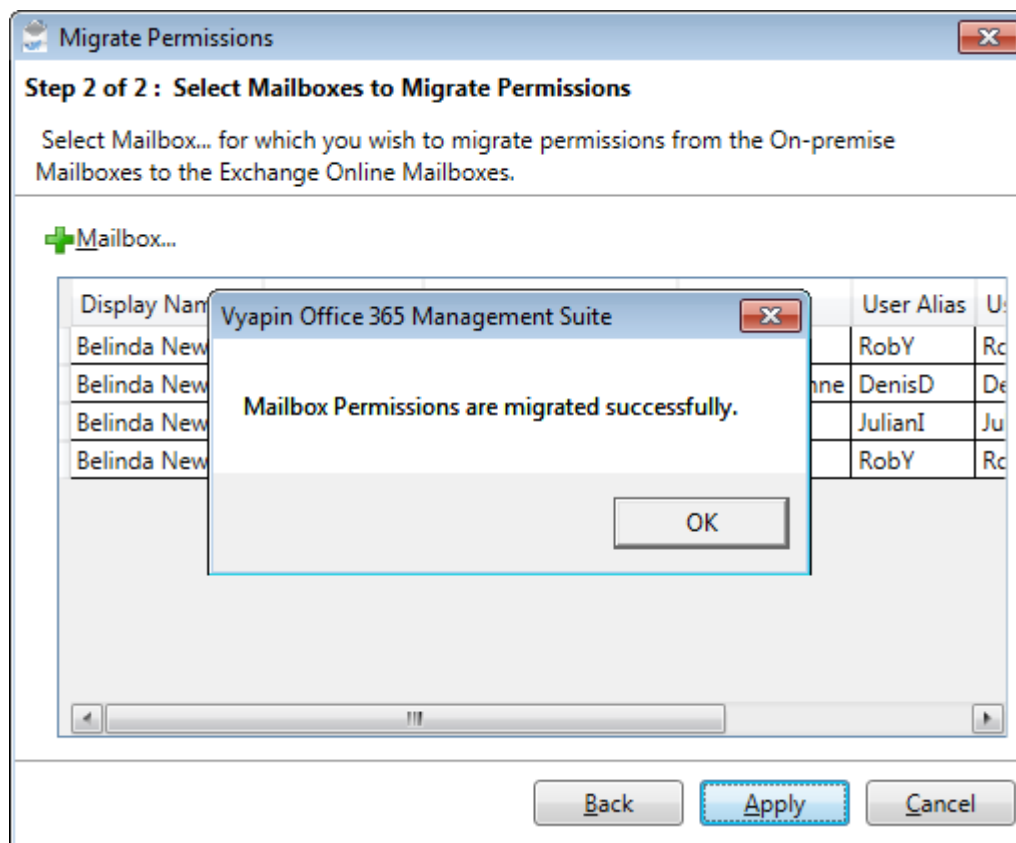
Select Mailbox... for which you wish to migrate permissions from the On-premise Mailboxes to the Exchange Online Mailboxes.

+ 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





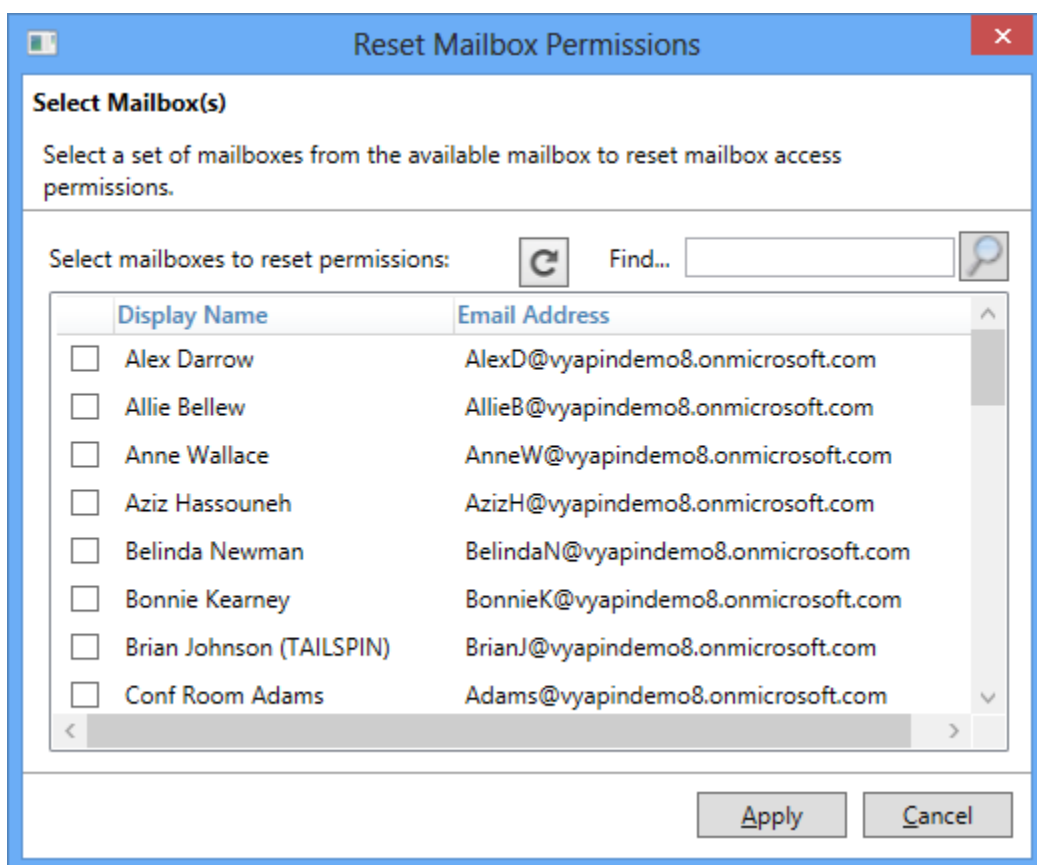
How to Reset Mailbox Permissions?

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 Office 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

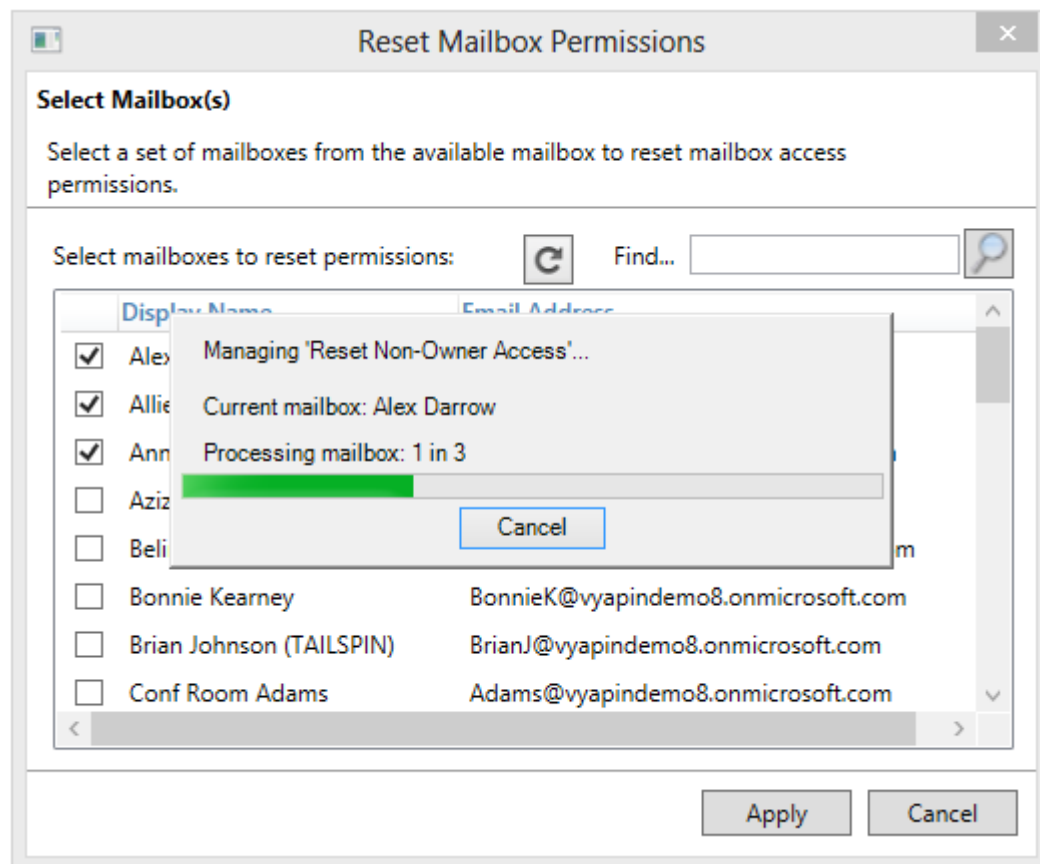
Select Mailbox(s)

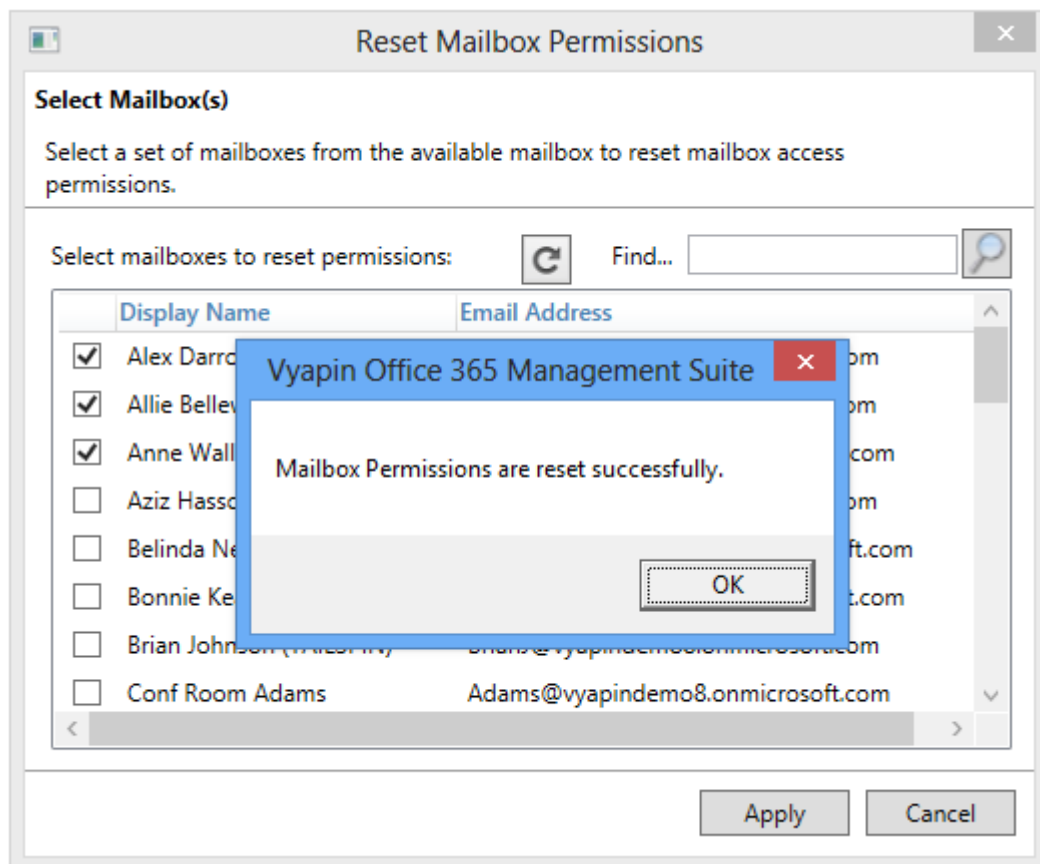
Select a set of mailboxes from the available mailbox to reset mailbox access permissions.

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

[How to De-Provision Users?](#)

[How to Manage Group Members?](#)

[How to Manage Admin Role Members?](#)

[Manage Users](#)

[Manage Groups](#)

How to De-provision Users?

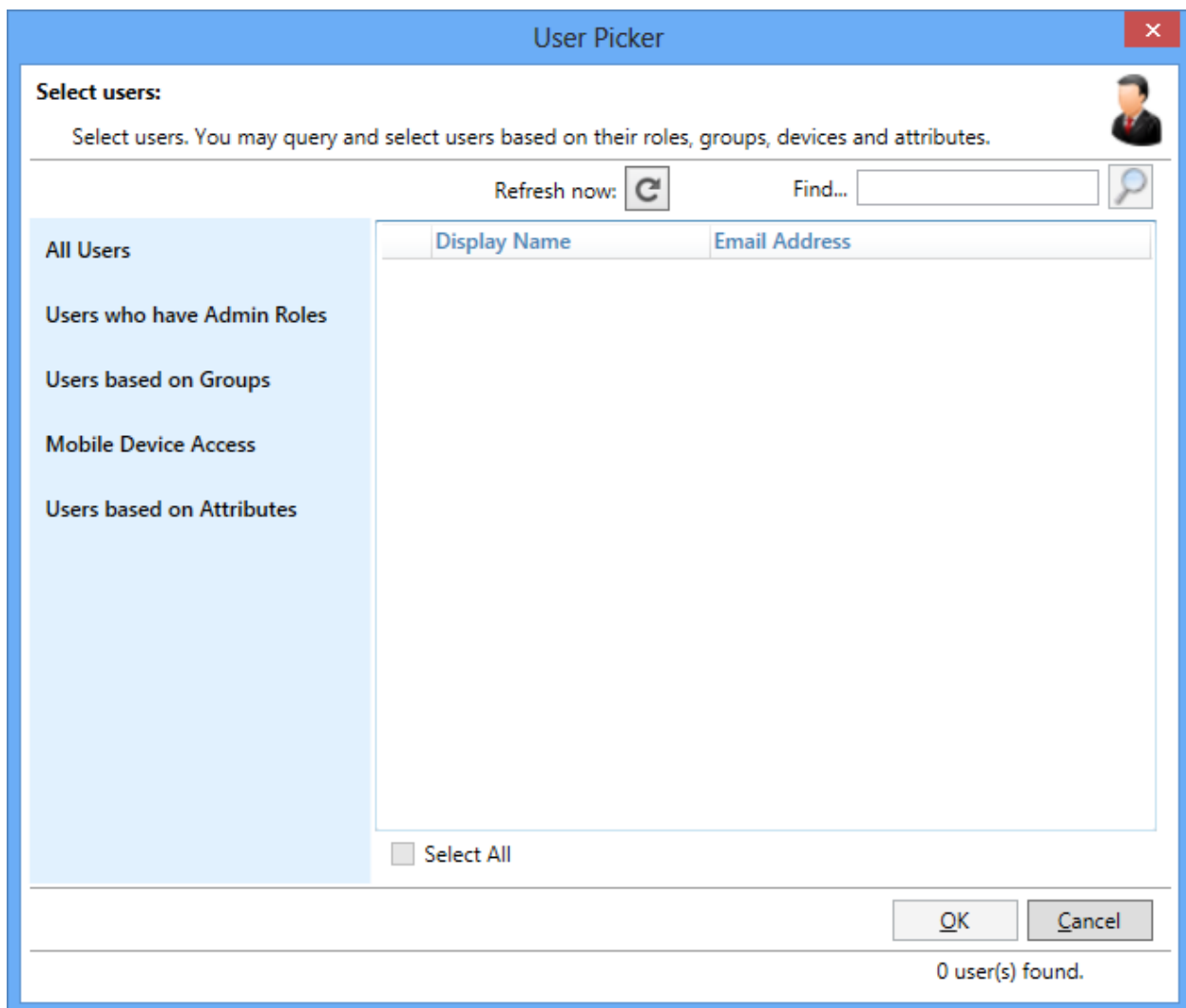
The **De-provision Users** feature allows you to manage users, it contains several useful options for admins to use before removing a user account from Office 365 tenant.

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 Office 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:



The image shows a 'User Picker' dialog box with a blue title bar and a red close button. The main area is white and contains the following elements:

- Select users:** A section header with a user icon.
- Select users. You may query and select users based on their roles, groups, devices and attributes.** A descriptive text.
- Refresh now:** A button with a circular arrow icon.
- Find...** A search input field with a magnifying glass icon.
- Left sidebar:** A list of filters: 'All Users', 'Users who have Admin Roles', 'Users based on Groups', 'Mobile Device Access', and 'Users based on Attributes'. 'All Users' is selected.
- Table:** A table with two columns: 'Display Name' and 'Email Address'. The table is currently empty.
- Select All:** A checkbox labeled 'Select All'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.
- Status:** '0 user(s) found.' at the bottom center.

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

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"/> Tony Krijnen	TonyK@vyapindemo8.onmicrosoft.com
<input checked="" type="checkbox"/> Sara Davis	SaraD@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Rob Young	RobY@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Garth Fort	GarthF@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Baker	Baker@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Robin Counts	RobinC@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Hood	Hood@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Aziz Hassouneh	AzizH@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Pavel Banský	PavelB@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Adams	Adams@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Stevens	Stevens@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Molly Dempsey	MollyD@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Zrinka Malenica	ZrinkaM@vyapindemo8.onmicrosoft.com

☐ Select All

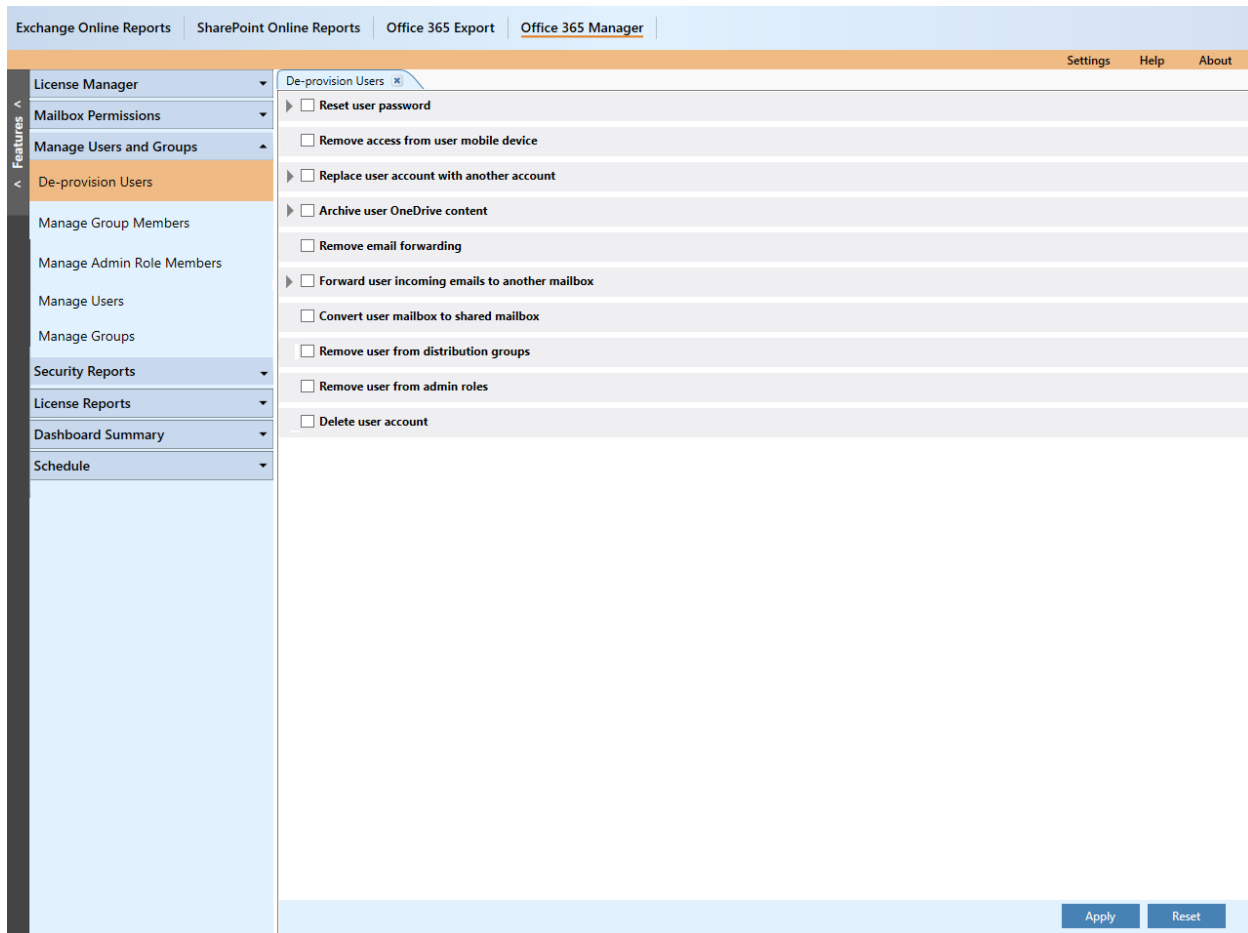
OK

Cancel

3 user(s) selected.

35 user(s) found.

Select options from the list displayed to perform on removing the users from Office 365 tenant.



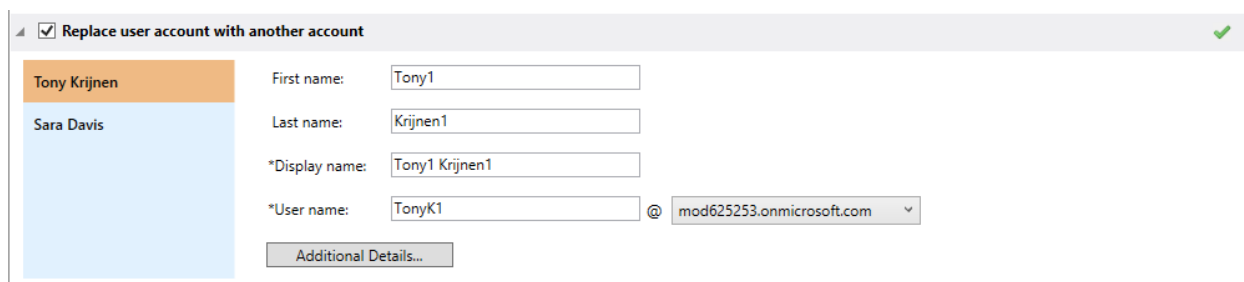
Reset user password option can be used to reset the password for the selected account. When a user leaves, the first thing you want to do is reset the password on their account, so that they can no longer access their account. Resetting their password means you can still access their mailbox but prevents them from accessing sensitive information once they have left.

Once you reset their password, auto-generated password will be sent to the selected e-mail addresses.

You may use **Make this person change their password the next time they sign in** option to prompt user to change their password, next time they login.

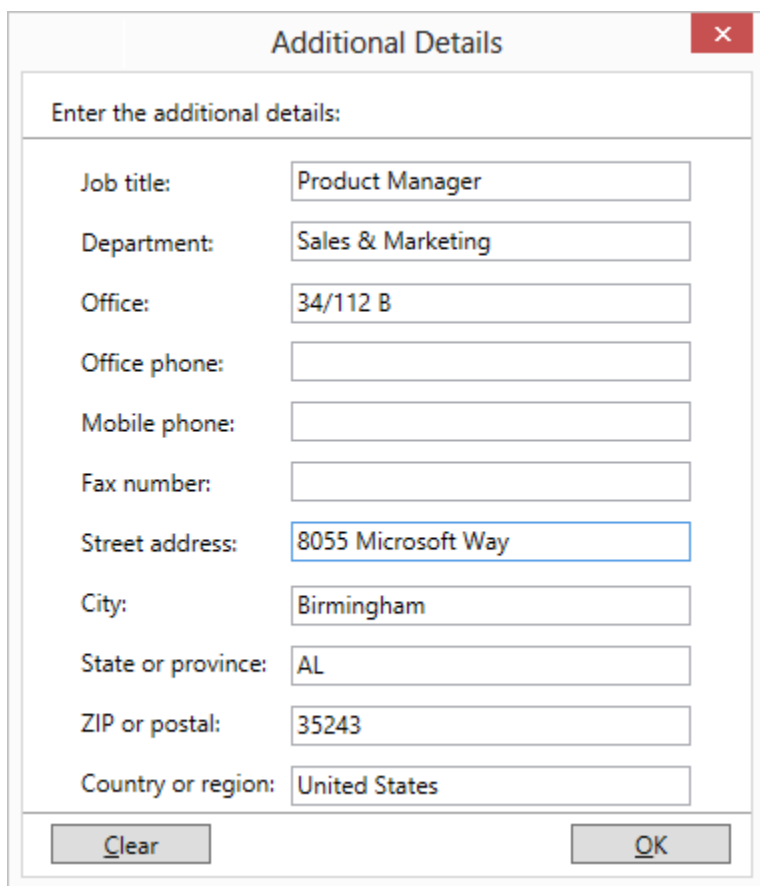
Remove access from user mobile device option can be used to remove mobile device access for the configured users from Office 365. If there are mobile devices connected to Office 365, you can either ask the employee to remove this on their mobile devices or, if the employee has been terminated under unfavorable circumstances, you may need to remotely wipe their mobile devices to prevent them from accessing corporate data or information from the device.

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. On the left, there is a list of users: "Tony Krijnen" (highlighted in orange) and "Sara Davis" (highlighted in blue). To the right of the list, there are input fields for the new account details: "First name:" (Tony1), "Last name:" (Krijnen1), "*Display name:" (Tony1 Krijnen1), and "*User name:" (TonyK1). Next to the user name field is an "@" symbol and a dropdown menu showing "mod625253.onmicrosoft.com". At the bottom of the right panel is a button labeled "Additional Details...".

If you want to replace additional details for the selected users, click **Additional Details...**, then the window will be displayed as shown below:



The screenshot shows a dialog box titled "Additional Details" with a red close button in the top right corner. Inside the dialog, there is a section titled "Enter the additional details:". Below this title are several input fields: "Job title:" (Product Manager), "Department:" (Sales & Marketing), "Office:" (34/112 B), "Office phone:" (empty), "Mobile phone:" (empty), "Fax number:" (empty), "Street address:" (8055 Microsoft Way), "City:" (Birmingham), "State or province:" (AL), "ZIP or postal:" (35243), and "Country or region:" (United States). At the bottom of the dialog are two buttons: "Clear" and "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:

Export location:

Click **View documents** to view the OneDrive documents for that selected user. OneDrive document viewer window will be displayed as shown below:

One Drive Document

Select User(s):

Select user(s) for which you want to view the folders and files in one drive

URL:

Name	Modified Date	Modified
Personal Information	4/1/2016 6:37 AM	Tony Krij
delete me	5/27/2016 2:30 AM	Sara Dav
Q3 Preliminary Financial Projection	4/1/2016 6:36 AM	Tony Krij
Budget Planning Session.docx	4/1/2016 6:36 AM	Tony Krij
Q2 and Q3 Budget Numbers.xlsx	4/1/2016 6:36 AM	Tony Krij
Q3 Asia Shipping Budget Review.p	4/1/2016 6:36 AM	Tony Krij
QT9001 Budget Analysis.xlsx	4/1/2016 6:36 AM	Tony Krij
Sales Budget Analysis.xlsx	4/1/2016 6:36 AM	Tony Krij
Shipping Budget.xlsx	4/1/2016 6:36 AM	Tony Krij

Close

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 exchange role permissions

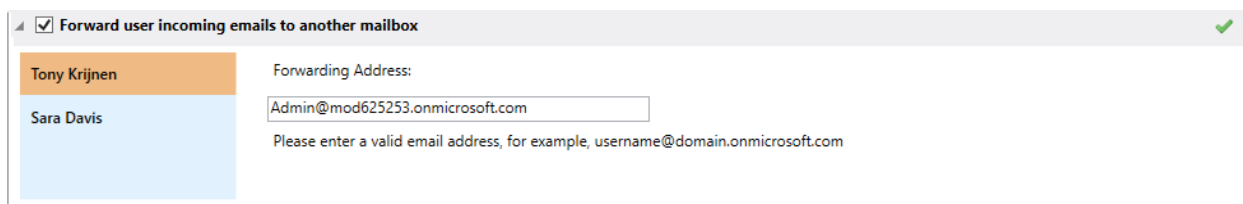
Enter e-mail address to copy permissions:

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.



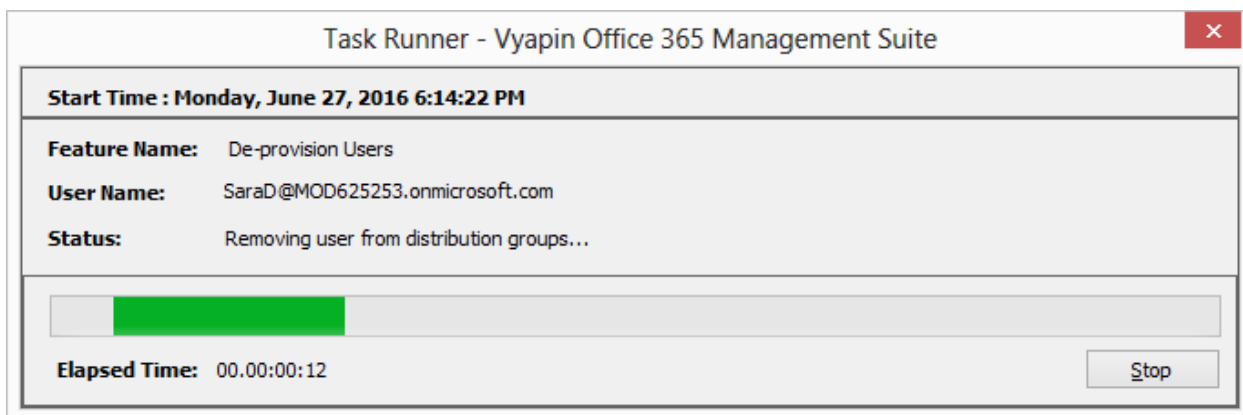
Convert user mailbox to shared mailbox option can be used to convert a user mailbox to a shared mailbox. Office 365 allows you to have any number of shared mailboxes. These mailboxes do not require a license. The mailboxes have all the same functions of a regular mailbox. The shared mailbox has a storage 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 distribution groups option is used to remove a specific user from all distribution groups the user belongs, so that the user can no longer access any information related to the distribution groups.

Remove user from admin roles option can be used to remove a specific user from all the admin roles assigned for that user.

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.



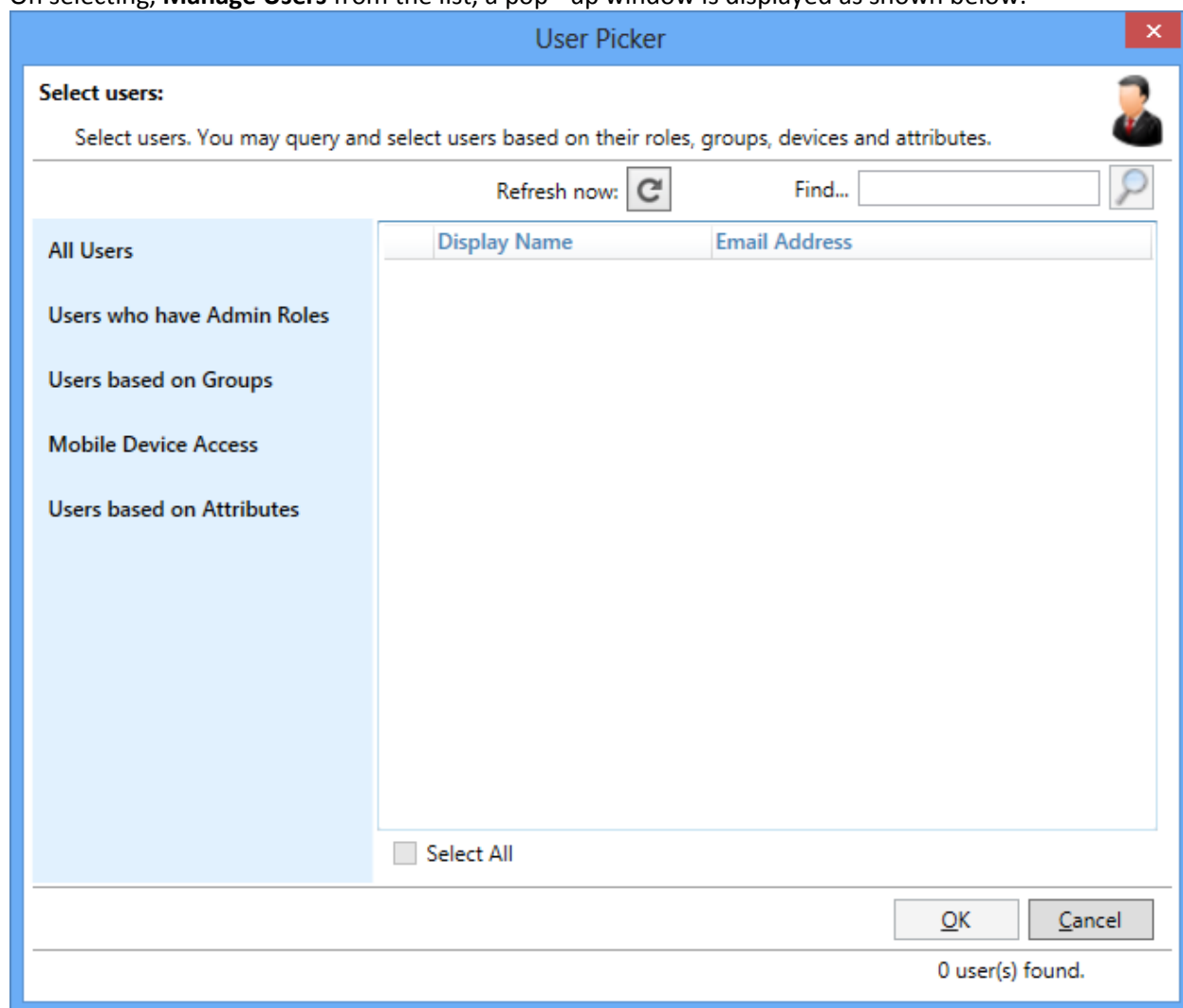
How to Manage Users?

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 **Office 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:



The image shows a 'User Picker' dialog box. It has a blue title bar with the text 'User Picker' and a close button (X). Below the title bar, there is a section titled 'Select users:' with a subtitle 'Select users. You may query and select users based on their roles, groups, devices and attributes.' To the right of this text is a small user icon. Below the subtitle, there is a 'Refresh now:' button with a circular arrow icon and a 'Find...' search box with a magnifying glass icon. On the left side, there is a list of selection criteria: 'All Users', 'Users who have Admin Roles', 'Users based on Groups', 'Mobile Device Access', and 'Users based on Attributes'. The 'All Users' option is currently selected. To the right of this list is a table with two columns: 'Display Name' and 'Email Address'. The table is currently empty. Below the table, there is a 'Select All' checkbox. At the bottom right, there are 'OK' and 'Cancel' buttons. At the very bottom, it says '0 user(s) found.'

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

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 Bansky	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.

Wyapin Office 365 Management Suite

Exchange Online Reports | SharePoint Online Reports | Audit and Compliance Reports | Office 365 Export | **Office 365 Manager** | Settings | Help | About

License Manager | Mailbox Permissions | **Manage Users and Groups** | De-provision Users | Manage Group Members | Manage Admin Role Members | Manage Users | **Manage Groups** | Security Reports | License Reports | Dashboard Summary | Schedule

Manage Groups x

Data Collection Time : 27-06-2016 18:01:34

Display Name	Owners	Members
Executives	Select Owners..	Select Members..
Finance Team	Select Owners..	Select Members..

Update Undo All

To edit user information, click on the desired cell. The cell background is changed to yellow, once the cell gets the focus. It is then changed to green after information is updated on the particular cell as shown below:-

Wyapin Office 365 Management Suite

Exchange Online Reports | SharePoint Online Reports | Audit and Compliance Reports | Office 365 Export | **Office 365 Manager**

Settings | Help | About

Manage Users x

Data Collection Time : 27-06-2016 16:27:06

Last Name	Licences	Designation	Department	Office	Mobile Phone	Office Phone
Davis	Select Licences..	Product Manager	Sales & Marketing	20/2107, Broadway,	+1 918 666 1212	+1 918 555 0107
Krijnen	Select Licences..	CVP Finance	Finance	34/112 B	Null	+1 205 555 0108
Counts	Select Licences..	Marketing Assistant	Sales & Marketing	18/1106	Null	+1 954 555 0118

Update Undo All

User can select from the list of options for columns such as Designation, Department, City and State as shown below:

Wyapin Office 365 Management Suite

Exchange Online Reports | SharePoint Online Reports | Audit and Compliance Reports | Office 365 Export | **Office 365 Manager** | Settings | Help | About

Manage Users ✕

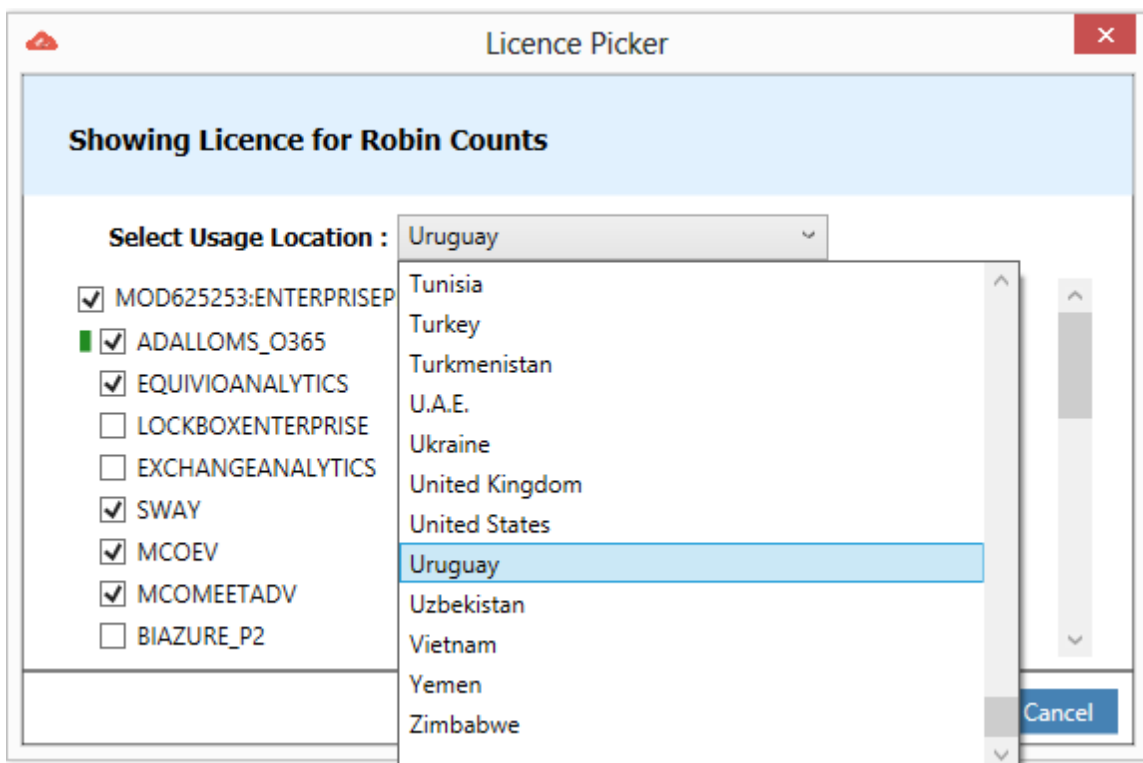
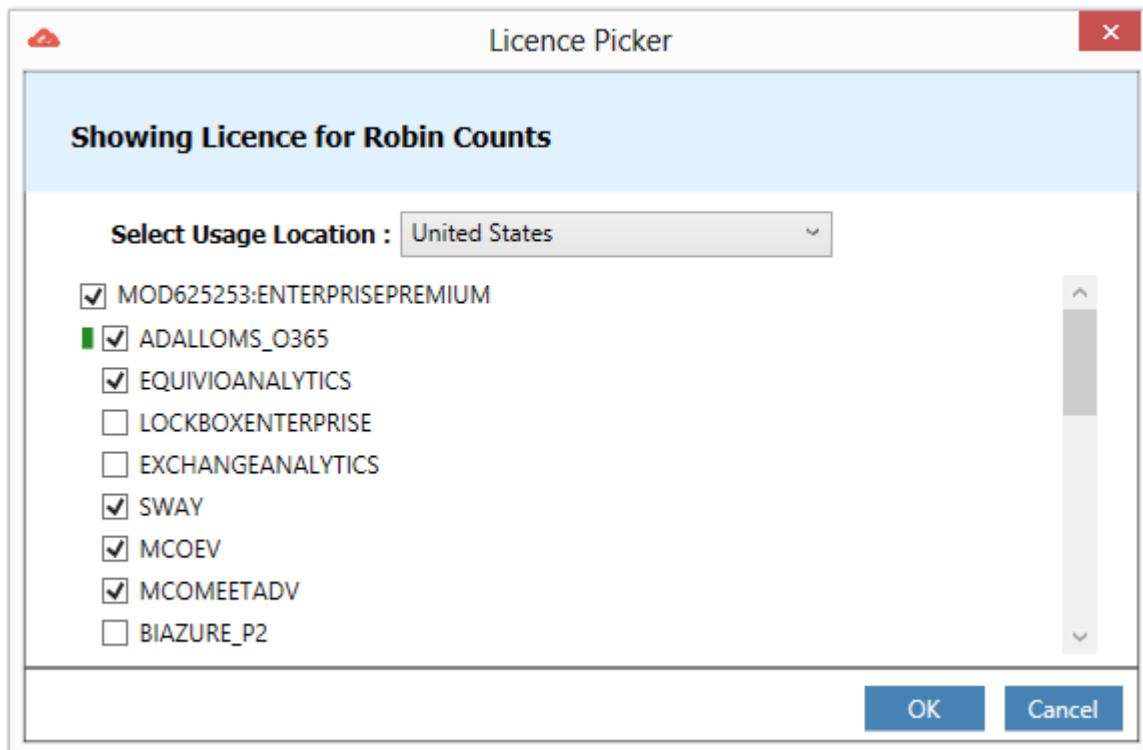
Data Collection Time : 27-06-2016 17:20:06

First Name	Last Name	Licences	Designation	Department	Office	Mobile Phone
Sara	Davis	Select Licences...	Product Manager	Sales & Marketing	20/2107, Broadway	+1 918 666 1245
Tony	Blair	Select Licences...	Paralegal	Finance	34/112 B	Null
Robin	Counts	Select Licences...	Product Manager	Marketing	18/1106	Null

IT Manager
VP Marketing
CVP Finance
CVP Operations
Accountant II
Auditor
Sr. VP Sales & Marketing
Paralegal
Marketing Assistant
QA

Update Undo All

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.

The screenshot shows the 'Vyapin Office 365 Management Suite' application. The top navigation bar includes tabs for 'Exchange Online Reports', 'SharePoint Online Reports', 'Audit and Compliance Reports', 'Office 365 Export', and 'Office 365 Manager'. The 'Office 365 Manager' tab is active, showing a 'Manage Users' sub-tab. A table displays user information with columns: Display Name, First Name, Last Name, Licences, Designation, Department, and Office. Below the table, a 'Loading...' dialog box is visible, indicating a process is in progress. At the bottom right, there are 'Update' and 'Undo All' buttons.

Display Name	First Name	Last Name	Licences	Designation	Department	Office
Sara Davis	Sara	Davis	Select Licences..	Product Manager	Sales & Marketing	20/2107, Broadv
Tony Krijnen	Tony	Krijnen	Select Licences..	CVP Finance	Finance	34/112 B
Robin Counts	Robin	Counts	Select Licences..	Marketing Assistant	Sales & Marketing	18/1106

Once the update is successful, an alert will be displayed as shown below:

Vyapin Office 365 Management Suite

Exchange Online Reports | SharePoint Online Reports | Audit and Compliance Reports | Office 365 Export | **Office 365 Manager** | Settings | Help | About

Manage Users x

Data Collection Time : 27-06-2016 17:20:06

Designation	Department	Office	Mobile Phone	Office Phone	FAX	Street
Product Manager	Sales & Marketing	20/2107, Broadway	+1 918 666 1232	+1 918 555 0107	Null	7633 E
VP Finance	Finance	34/112 B	Null	+1 205 555 0108	Null	3535 C
VP Research & Development	Sales & Marketing	18/1106	Null	+1 954 555 0118	Null	6750 N

Update User

Updated Successfully.

OK

Update Undo All

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 **Office 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:

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: 23-06-2016 10:57:49

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 type="checkbox"/> Executives	Executives@MOD625253.onmicrosoft.cor
<input 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

☐ Select All

Clear Filter

☐ Exclude Distribution Groups
☐ Exclude Security Groups
☐ Exclude Groups based on User Attributes

Attributes...

OK

Cancel

11 group(s) found.

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

☐ 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:

340

Wyapin Office 365 Management Suite

Exchange Online Reports | SharePoint Online Reports | Office 365 Export | Office 365 Manager | Settings | Help | About

License Manager | Mailbox Permissions | **Manage Users and Groups** | De-provision Users | Manage Group Members | Manage Admin Role Members | Manage Users | **Manage Groups** | Security Reports | License Reports | Dashboard Summary | Schedule

Manage Groups x

Data Collection Time : 27-06-2016 18:01:34

Display Name	Owners	Members
Executives	Select Owners..	Select Members..
Finance Team	Select Owners..	Select Members..

Update Undo All

To update the members for a group, click on the "Select Members" button of the respective group. A window is shown as below:

Property Settings

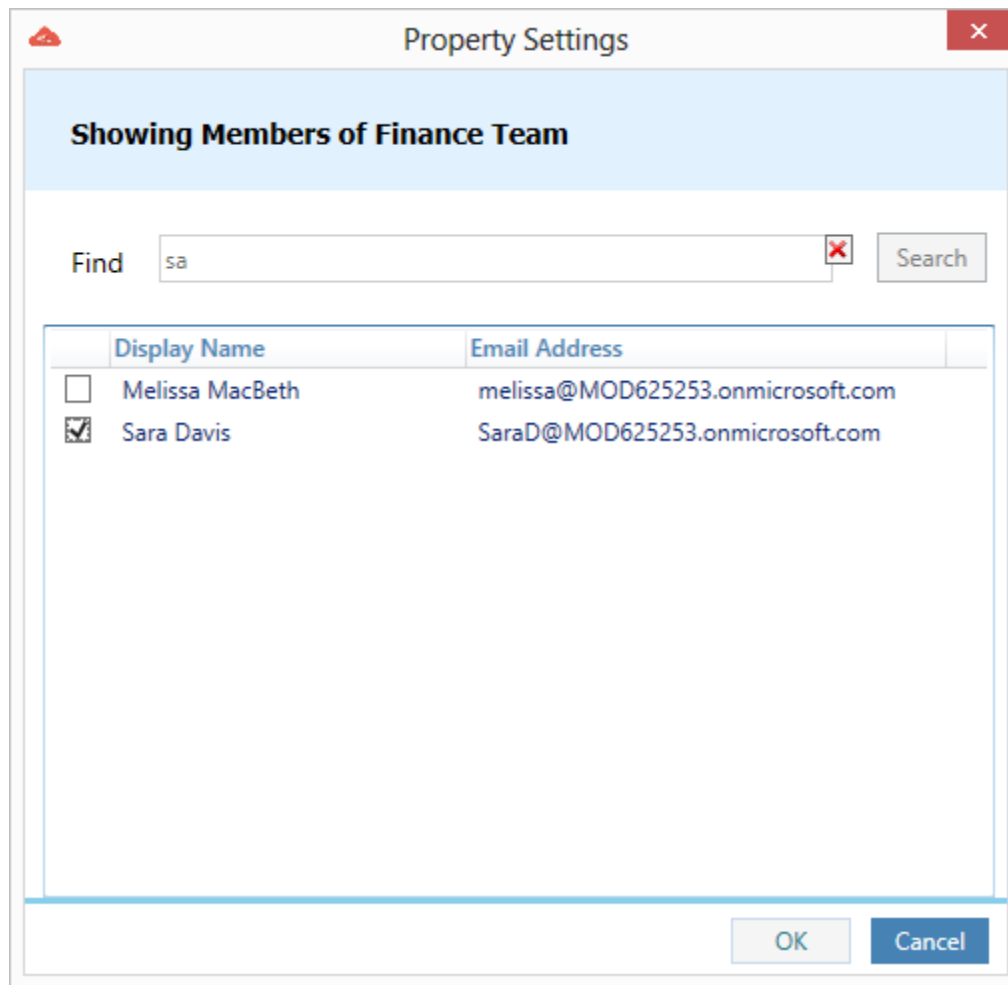
Showing Members of Finance Team

Find Search

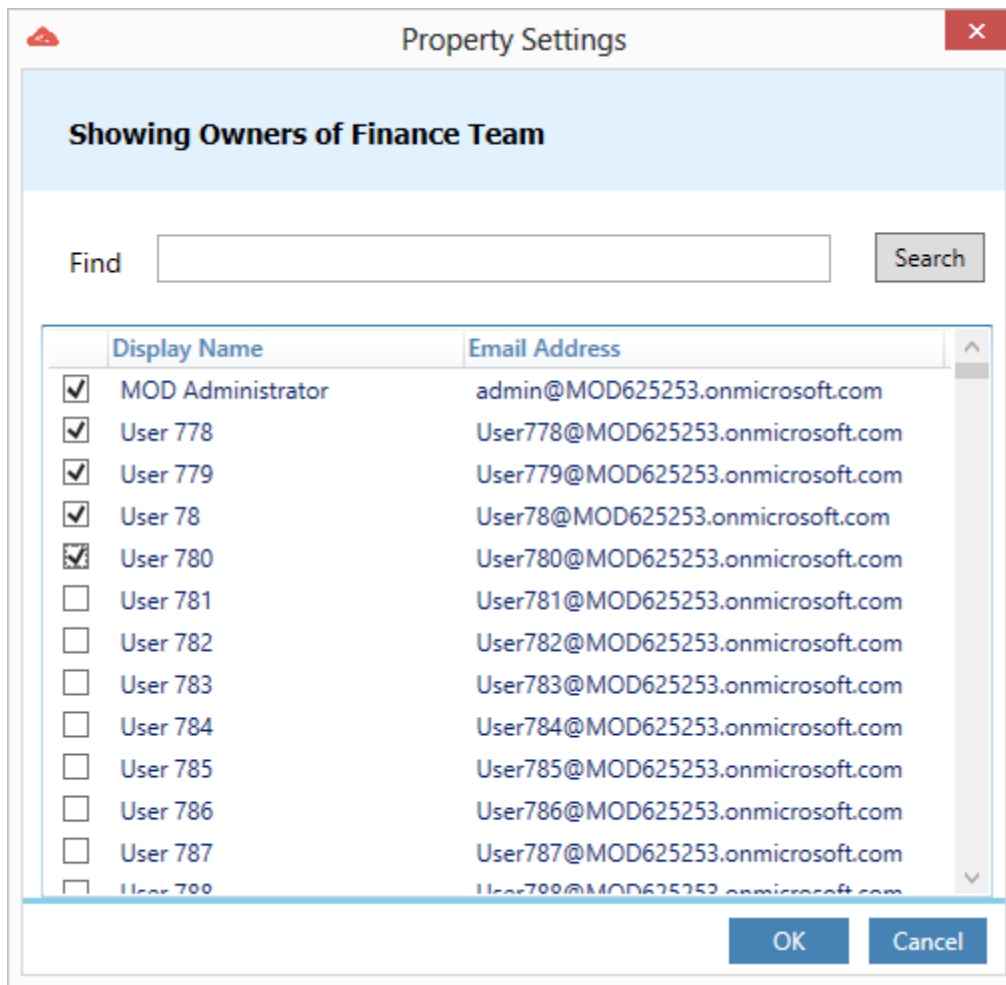
	Display Name	Email Address
<input checked="" type="checkbox"/>	Alex Darrow	AlexD@MOD625253.onmicrosoft.com
<input checked="" type="checkbox"/>	Allie Bellew	AllieB@MOD625253.onmicrosoft.com
<input checked="" type="checkbox"/>	Katie Jordan	KatieJ@MOD625253.onmicrosoft.com
<input checked="" type="checkbox"/>	Molly Dempsey	MollyD@MOD625253.onmicrosoft.com
<input checked="" type="checkbox"/>	Bob Brian	Bobb@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"/>	Sara Davis	SaraD@MOD625253.onmicrosoft.com
<input type="checkbox"/>	User 78	User78@MOD625253.onmicrosoft.com
<input 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

OK Cancel

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.



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:



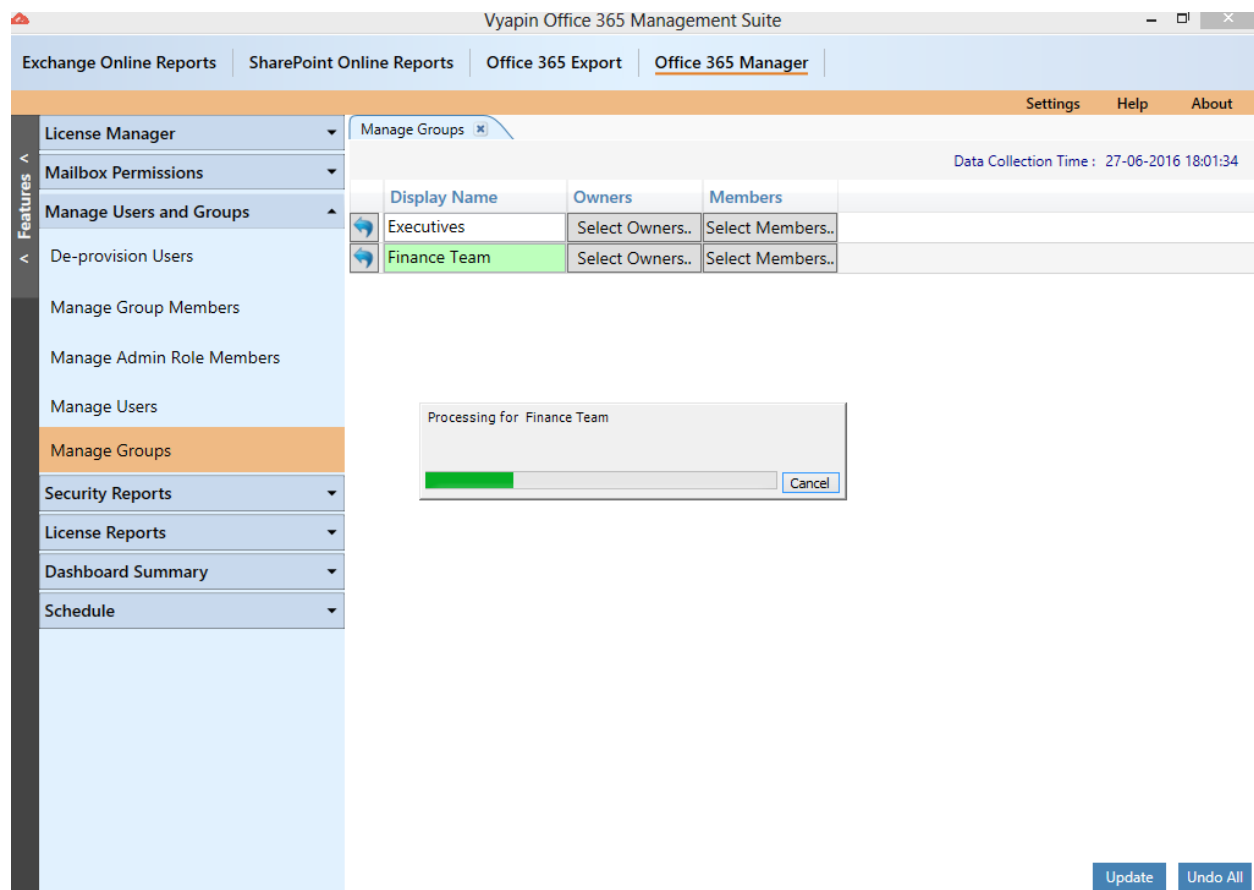
Property Settings

Showing Owners of Finance Team

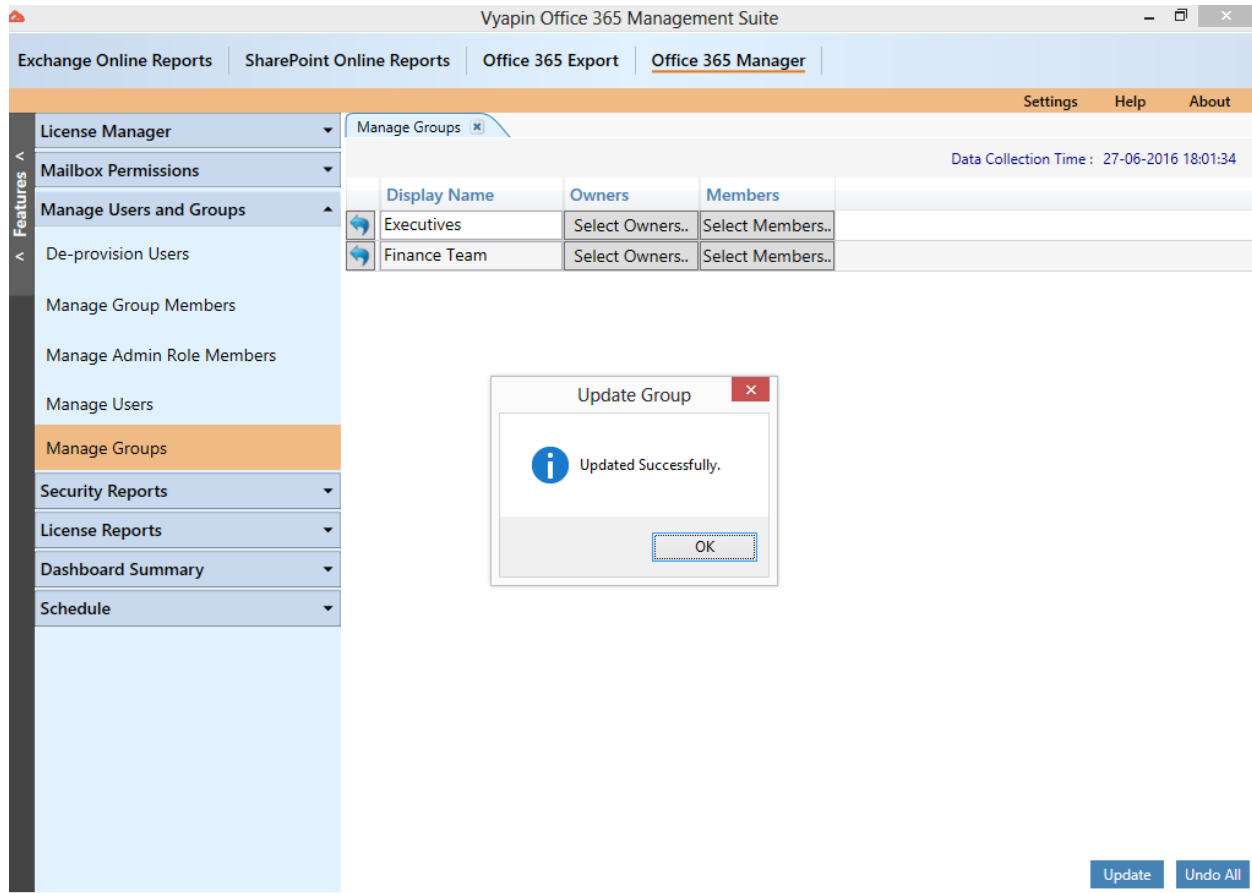
Find

	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:

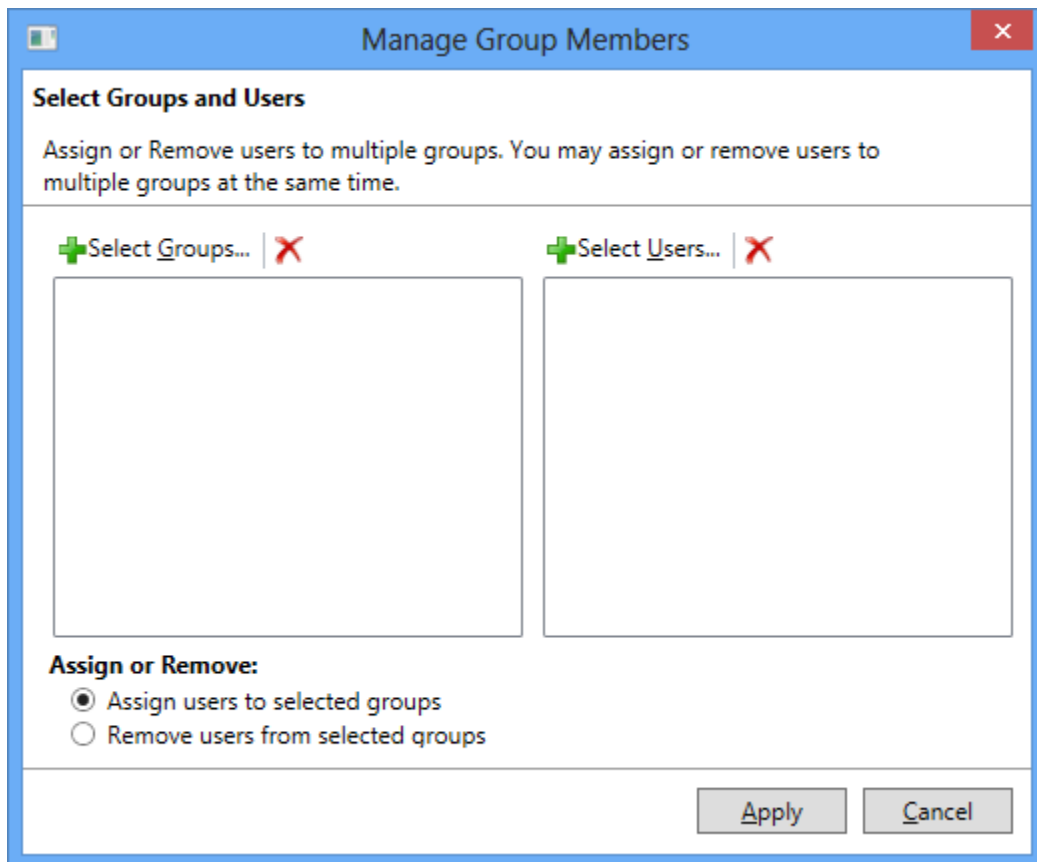


How to Manage Group Members?

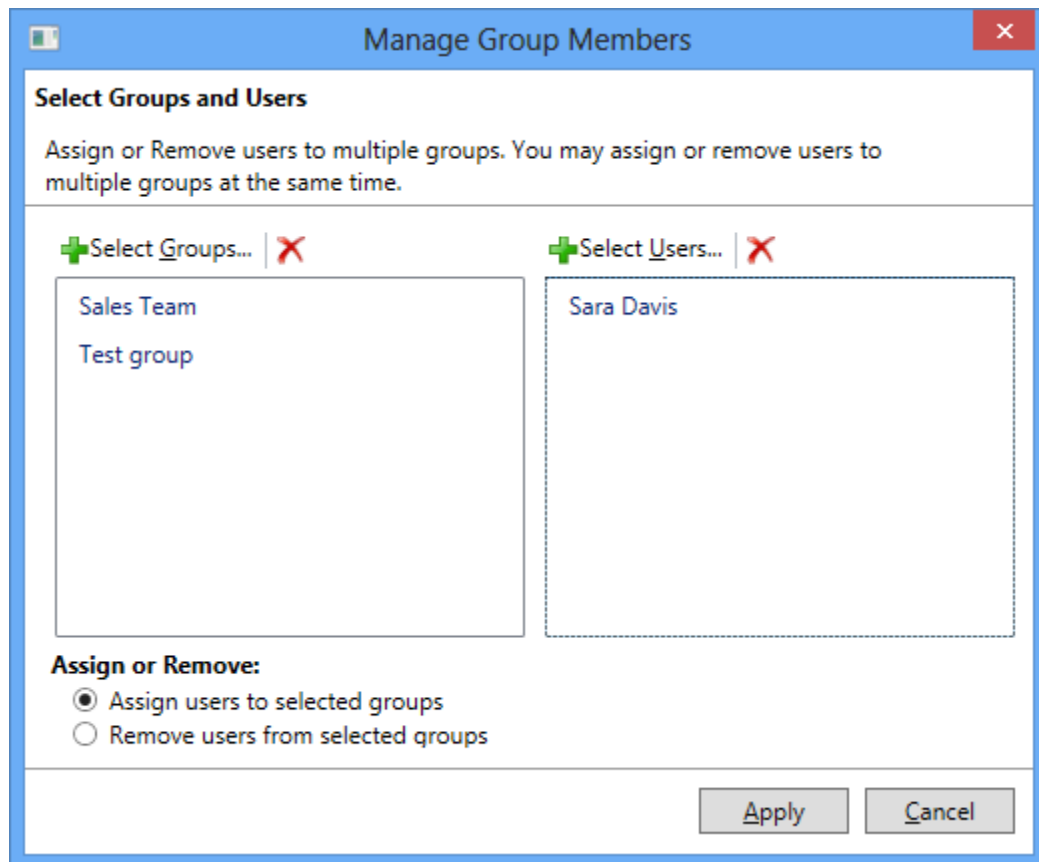
The **Manage Group Members** feature allows you to assign or remove selected set of users from the selected groups. You may assign or remove users to multiple groups at the same time.

Perform the following steps to Manage Group Members:

1. Select Office 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:



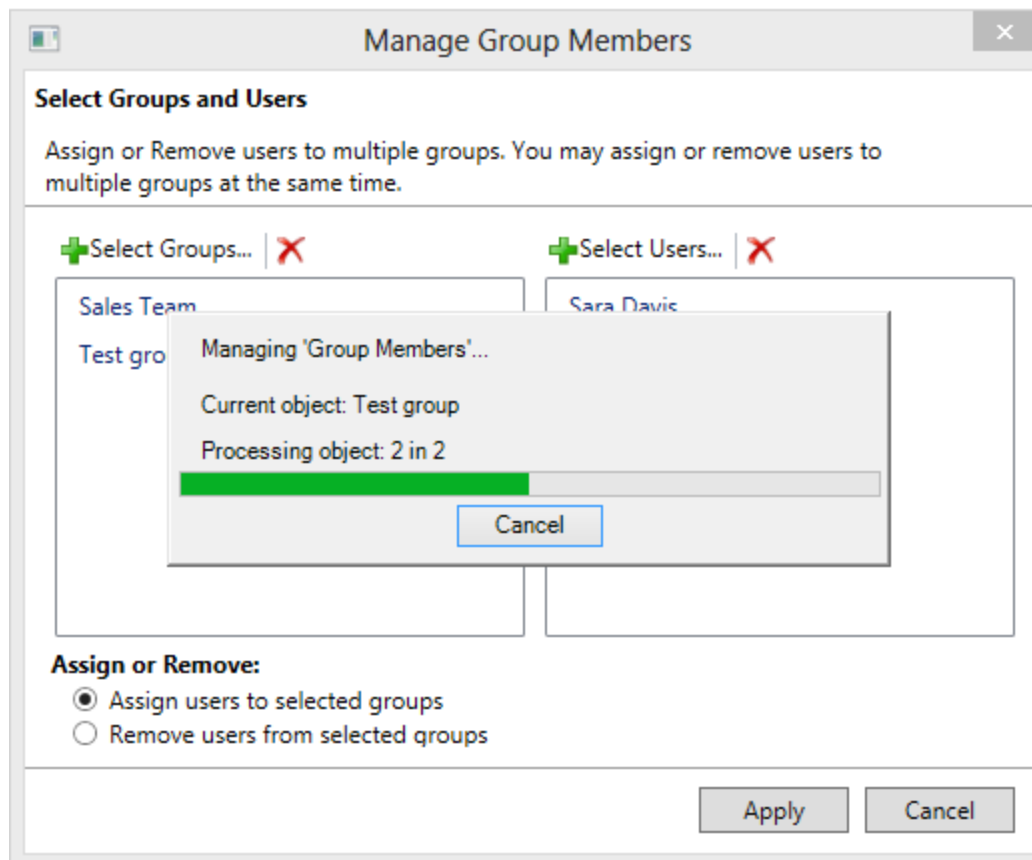
3. Select groups along with the users for which you wish to manage group members.

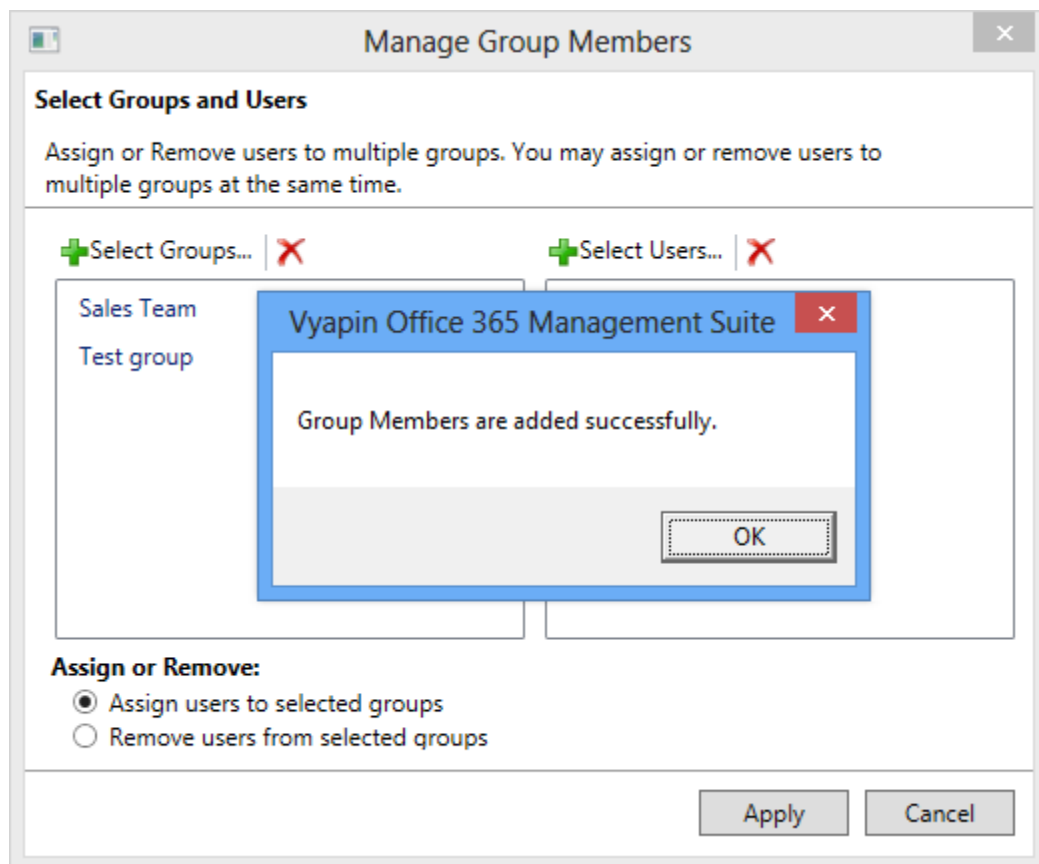


Assign users to selected groups: This option is used to assign users to the selected groups.

Remove users from selected groups: This option is used to remove users from the selected groups.

4. Click **Apply** button to proceed.



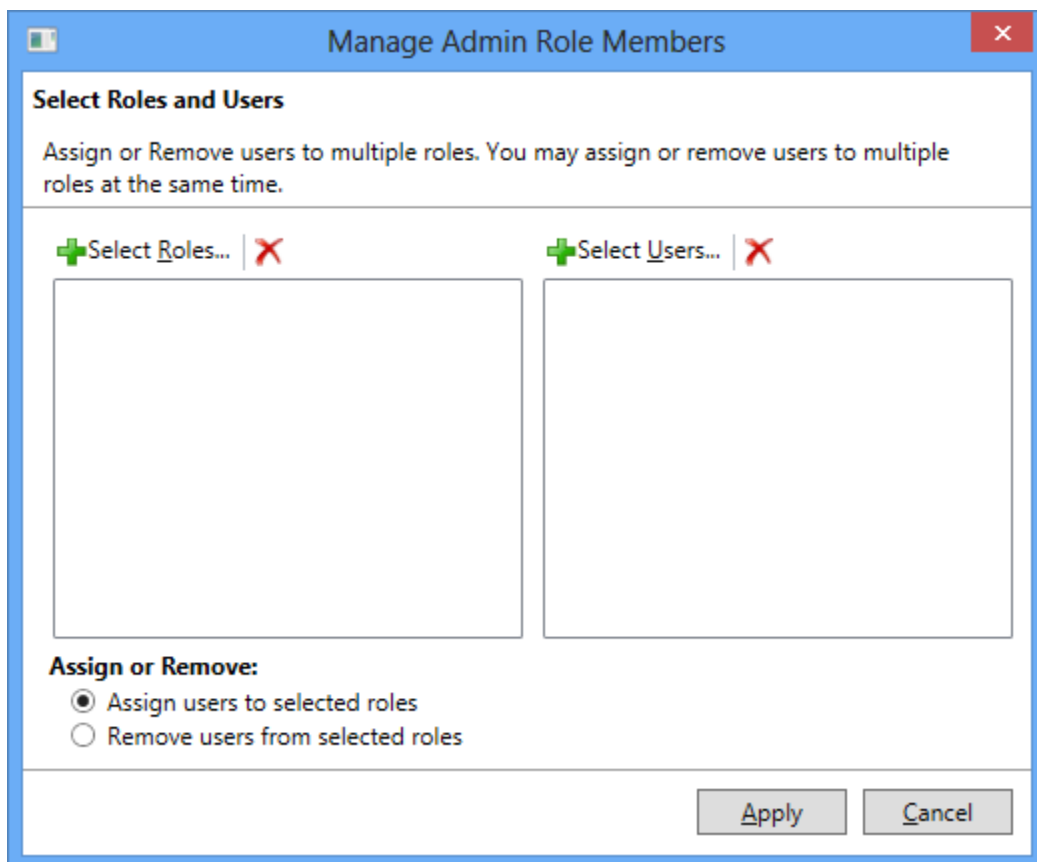


How to Manage Admin Role Members?

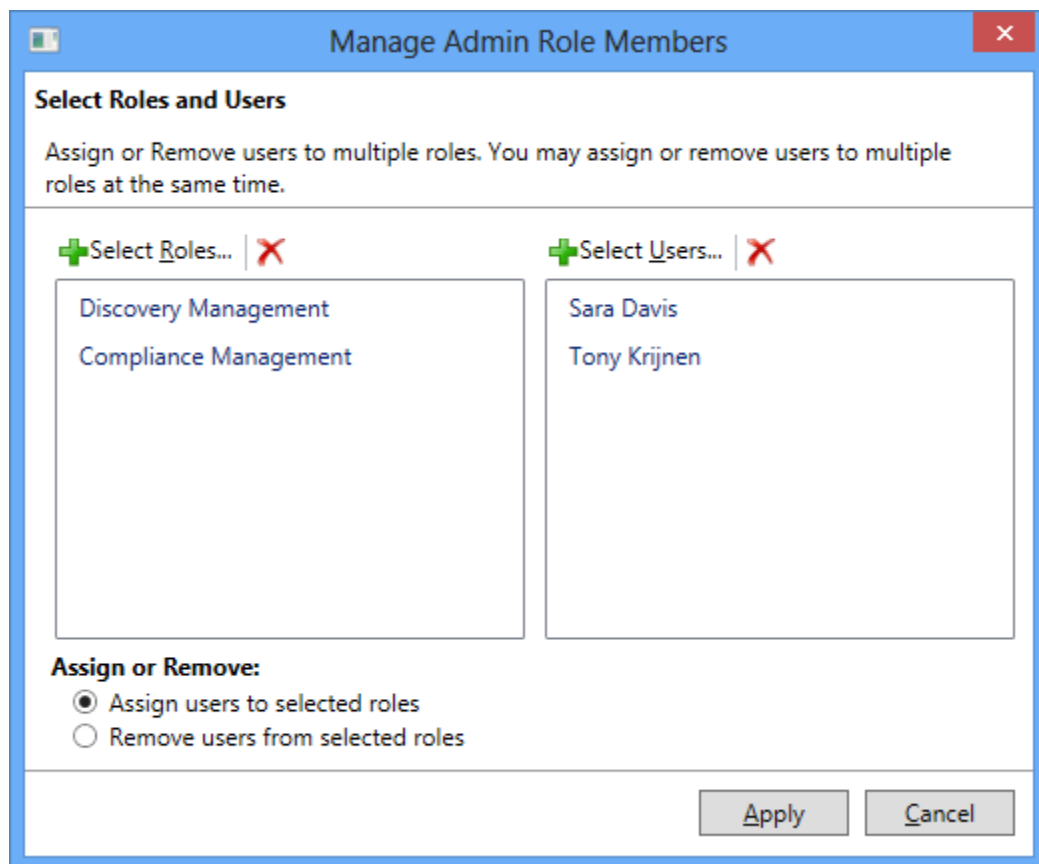
The **Manage Admin Role Members** feature allows you to assign or remove selected set of users from the selected roles. You may assign or remove users from multiple roles simultaneously.

Perform the following steps to Manage Admin Role Members:

1. Select **Office 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:



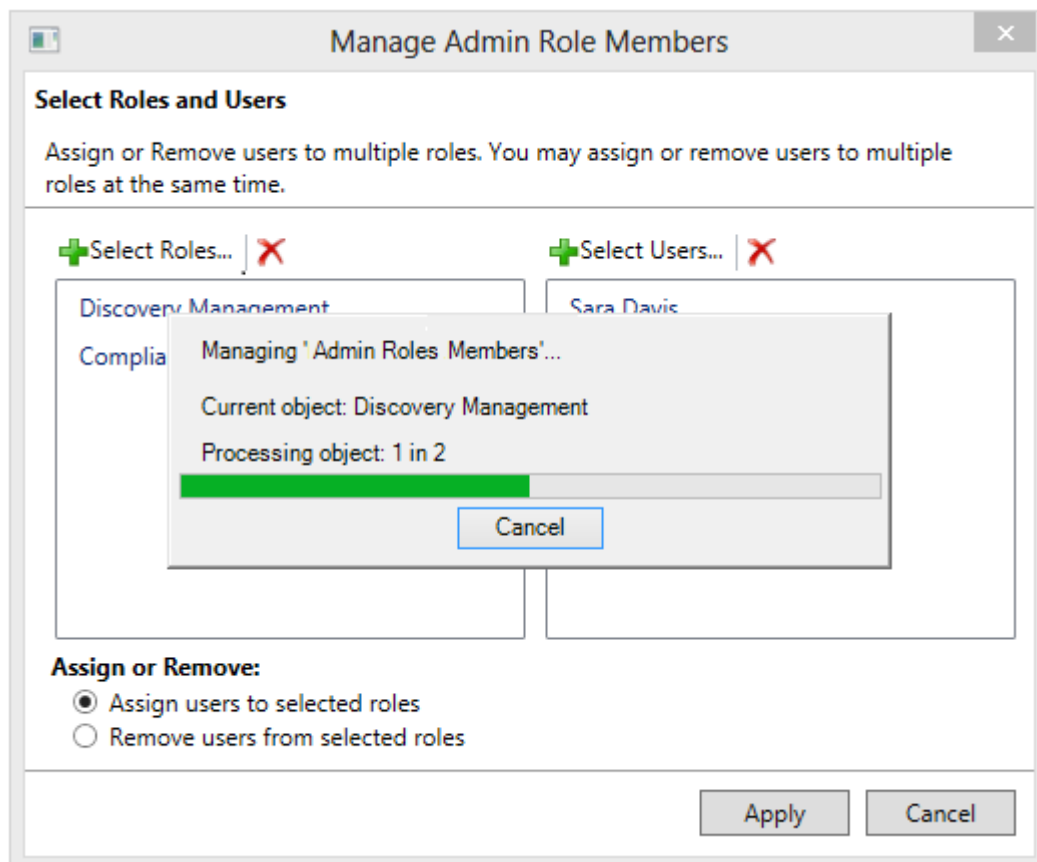
3. Select roles along with the users for which you wish to manage admin role members.

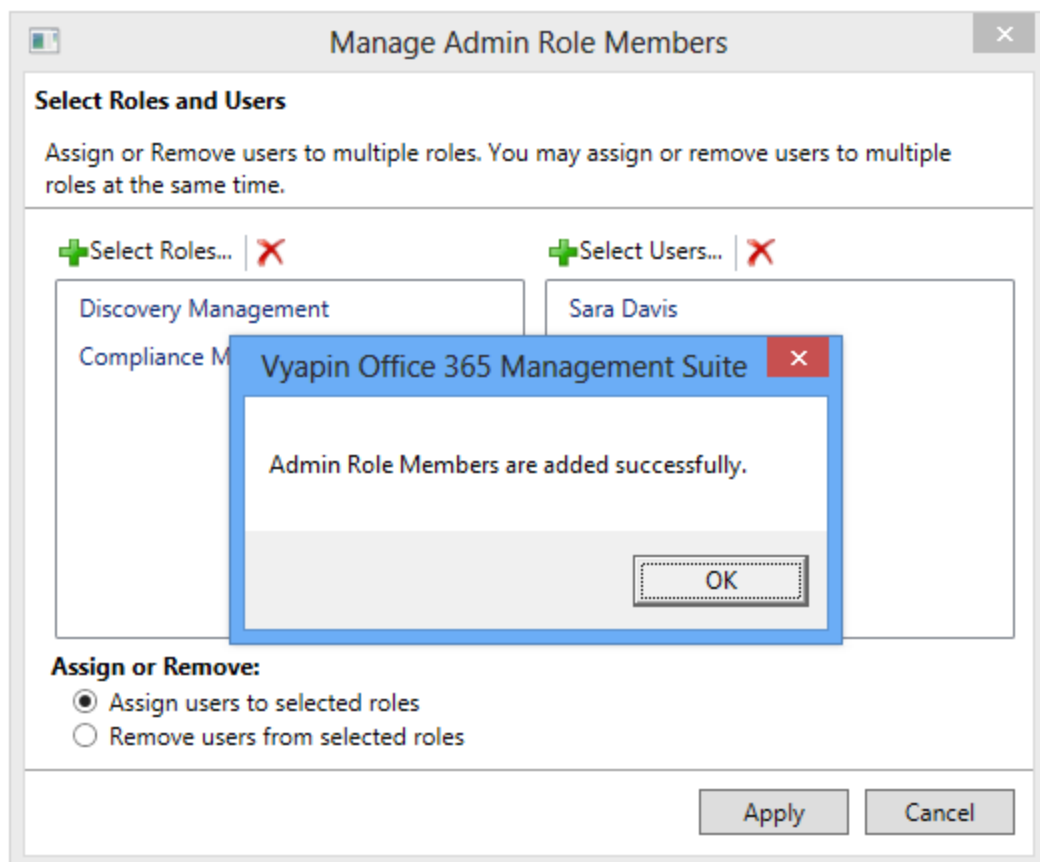


Assign users to selected roles: This option is used to assign users to the selected roles.

Remove users from selected roles: This option is used to remove users from the selected roles.

4. Click **Apply** button to proceed.





Security Reports

[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?](#)

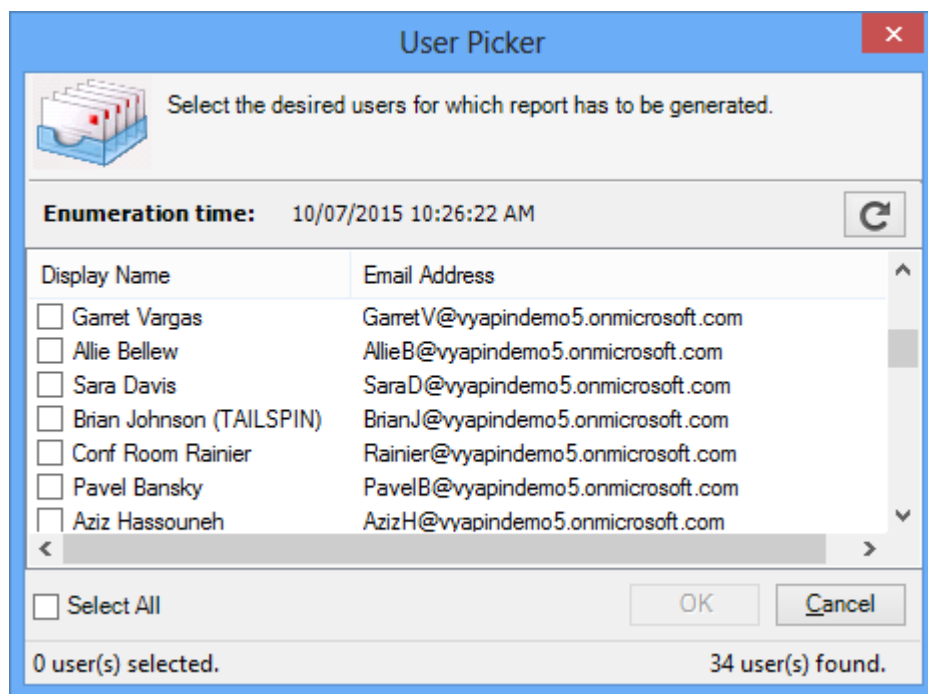
How to generate Security Impact Report for Users?

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.

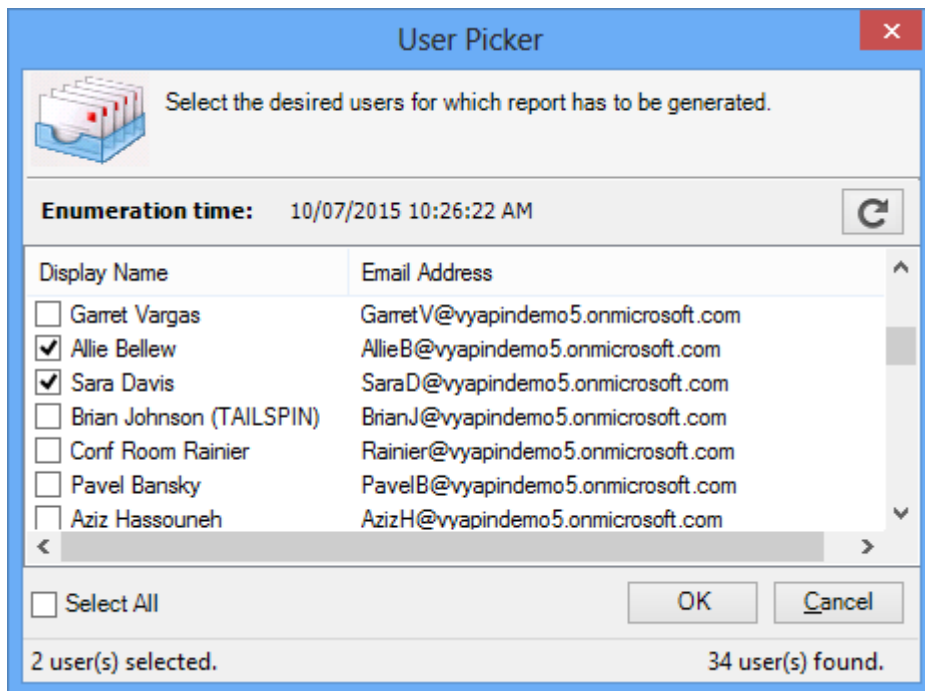
Perform the following steps to generate Security Impact Report for Users:

1. Select Office 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**.

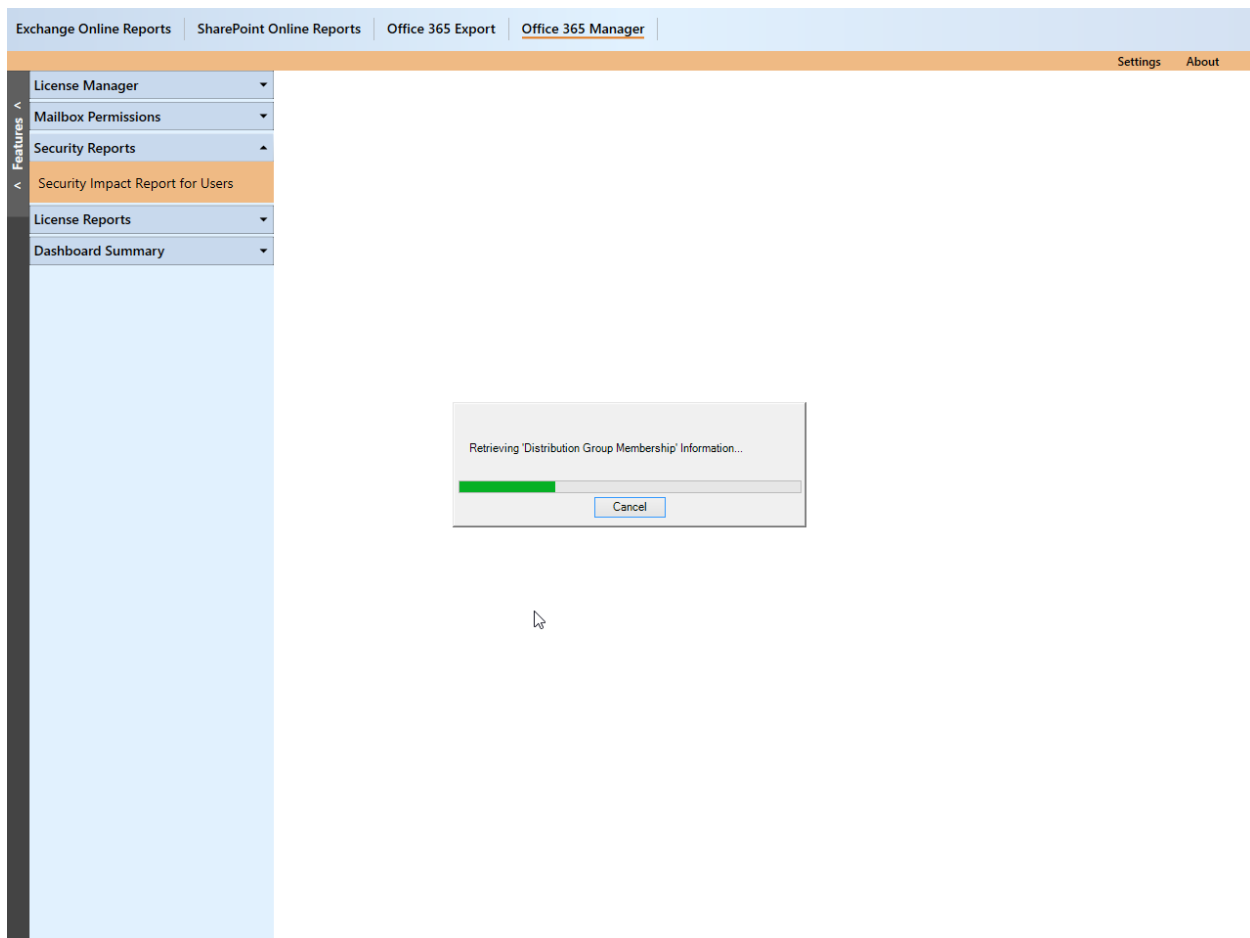
On selecting **Security Impact Reports for Users** Report, a pop-up window will be displayed as shown below:



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:

Exchange Online Reports
SharePoint Online Reports
Office 365 Export
Office 365 Manager
Settings
About

License Manager
Mailbox Permissions
Security Reports
Security Impact Report for Users
License Reports
Dashboard Summary

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

User Name	Group Name	Group Type	Member Name	Member Type	E-mail Address
Sara Davis	Tailspin Toys	DistributionList	Sara Davis	User	SaraD@vy...
Sara Davis	Northwind Traders	DistributionList	Sara Davis	User	SaraD@vy...
Sara Davis	Project Falcon	DistributionList	Sara Davis	User	SaraD@vy...
Sara Davis	Finance Team	DistributionList	Sara Davis	User	SaraD@vy...
Sara Davis	Sales Team	DistributionList	Sara Davis	User	SaraD@vy...
Sara Davis	All Employees	DistributionList	Sara Davis	User	SaraD@vy...

Distribution Group Membership

Administration Roles

User Name	Role Name	Member Name	RoleMember Type	E-mail Address
Sara Davis	Company Administrator	Sara Davis	User	SaraD@vyapindemo5.onmicrosoft.com

Other User Mailbox Access

Shared Mailbox Access

User Name	Mailbox Name	Mailbox E-mail Address	Identity	User E-mail Address	AccessRight
Sara Davis	Robin Counts	RobinC@vyapindemo5.onmicrosoft.com	RobinC	SaraD@vyapindemo5.onmicrosoft.com	FullAccess

Public Folder Access

User Name	Folder Name	Folder Path	Identity	User E-mail Address	AccessRight
Sara Davis	public 1	\public 1	\public 1	Sara Davis	PublishingI

License Granted for the User

User Name	Licensed	Service Name	Service Type	Service Status	E-mail Address
Sara Davis	True	INTUNE_O365	SCO	PendingInput	SaraD@vy...
Sara Davis	True	YAMMER_ENTERPRISE	YammerEnterprise	PendingInput	SaraD@vy...
Sara Davis	True	RMS_S_ENTERPRISE	RMSOnline	Success	SaraD@vy...
Sara Davis	True	OFFICESUBSCRIPTION	MicrosoftOffice	Success	SaraD@vy...
Sara Davis	True	MCOSTANDARD	MicrosoftCommunicationsOnline	Success	SaraD@vy...
Sara Davis	True	SHAREPOINTWAC	SharePoint	Success	SaraD@vy...
Sara Davis	True	SHAREPOINTENTERPRISE	SharePoint	Success	SaraD@vy...
Sara Davis	True	EXCHANGE_S_ENTERPRISE	Exchange	Success	SaraD@vy...

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 Office 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.

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

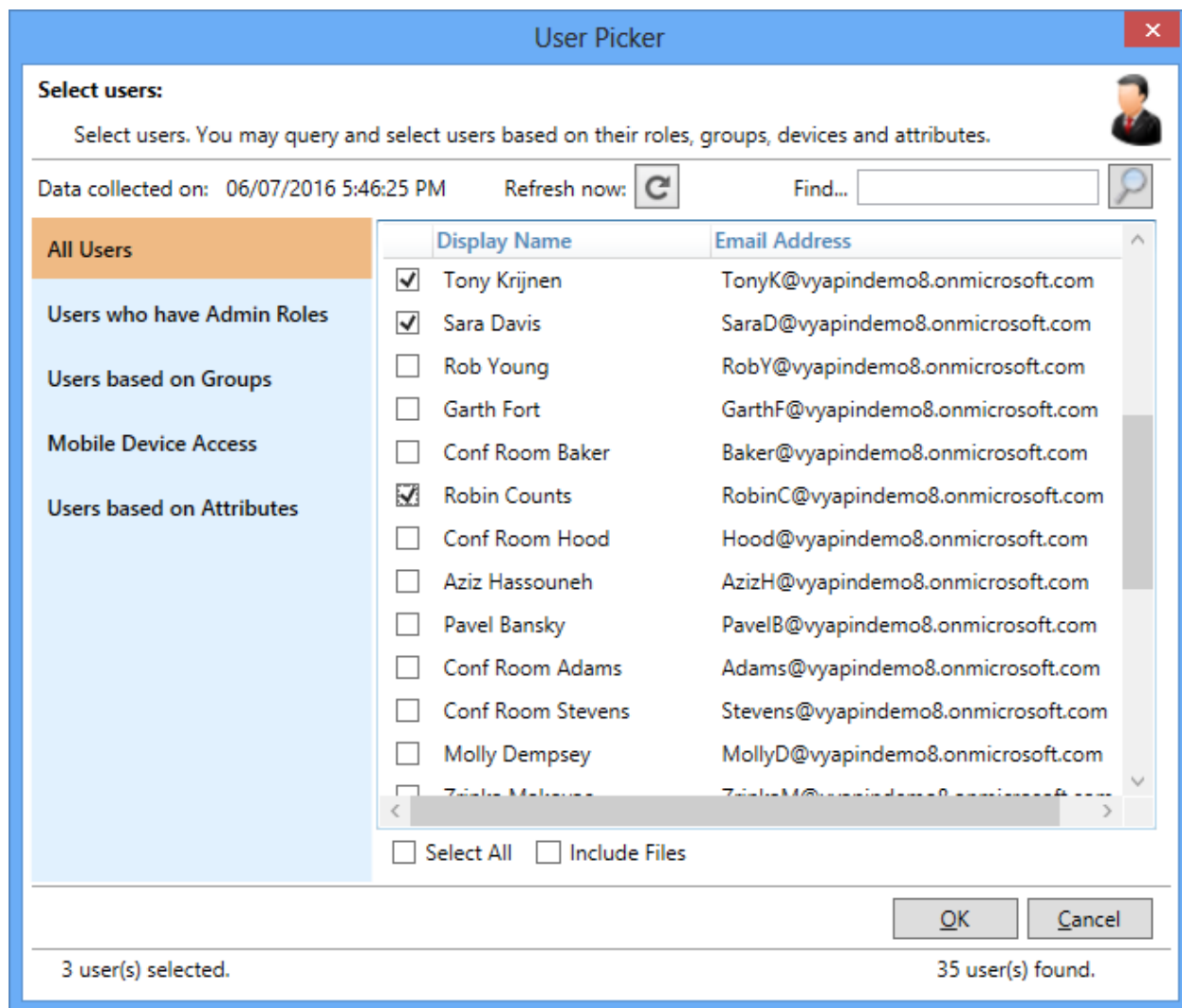
OK

Cancel

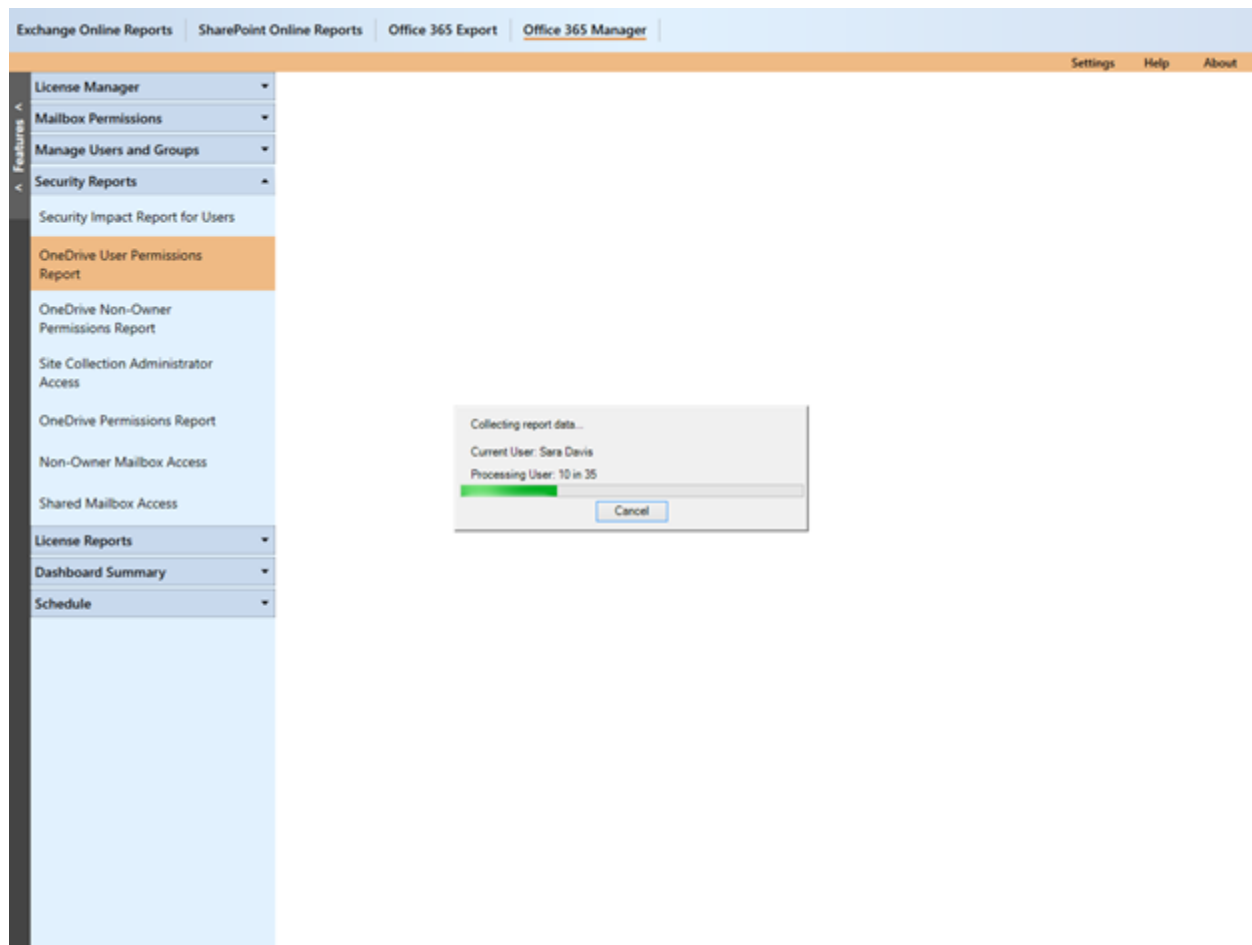
0 user(s) selected.

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:

Exchange Online Reports
SharePoint Online Reports
Office 365 Export
Office 365 Manager

Settings
Help
About

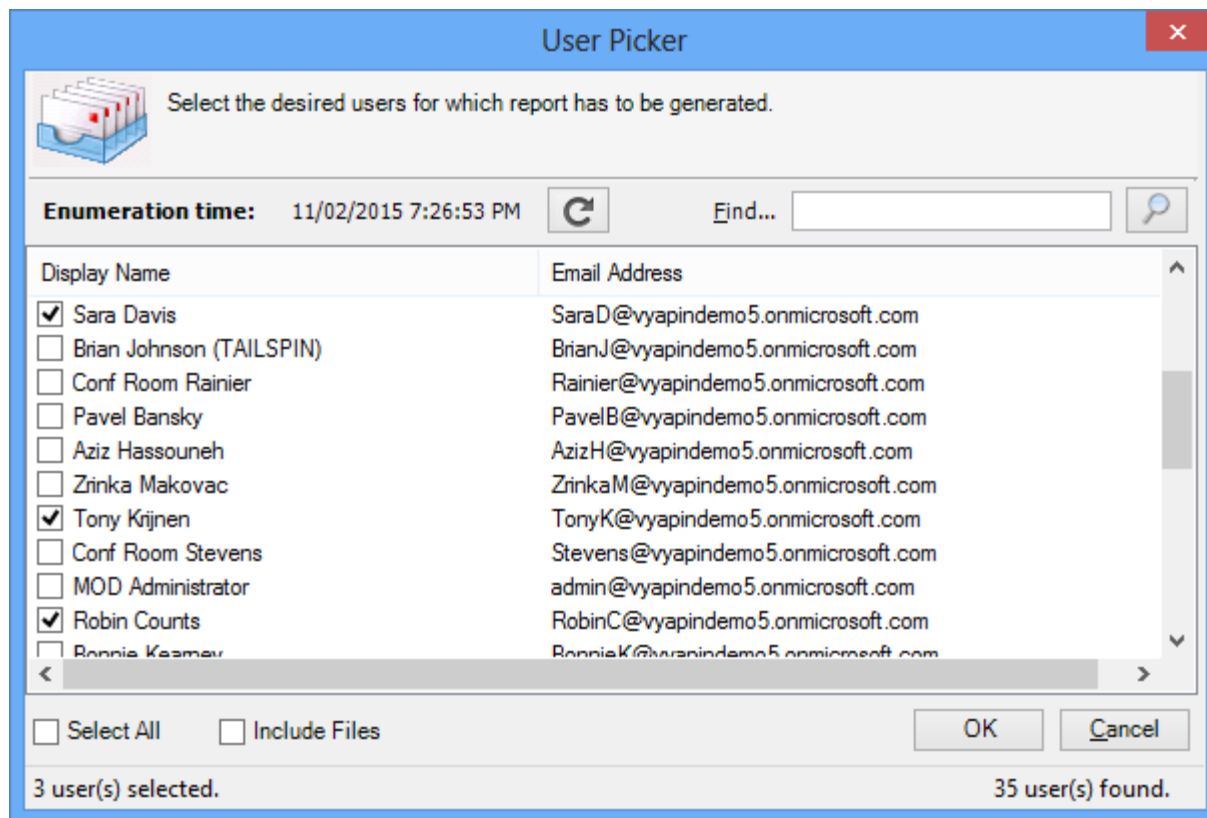
License Manager
Mailbox Permissions
Manage Users and Groups
Security Reports
Security Impact Report for Users
OneDrive User Permissions Report
OneDrive Non-Owner Permissions Report
Site Collection Administrator Access
OneDrive Permissions Report
Non-Owner Mailbox Access
Shared Mailbox Access
License Reports
Dashboard Summary
Schedule

OneDrive User Permissions Report
Export
E-mail
Refresh
Data Collection Time: 24-06-2016 17:52:34

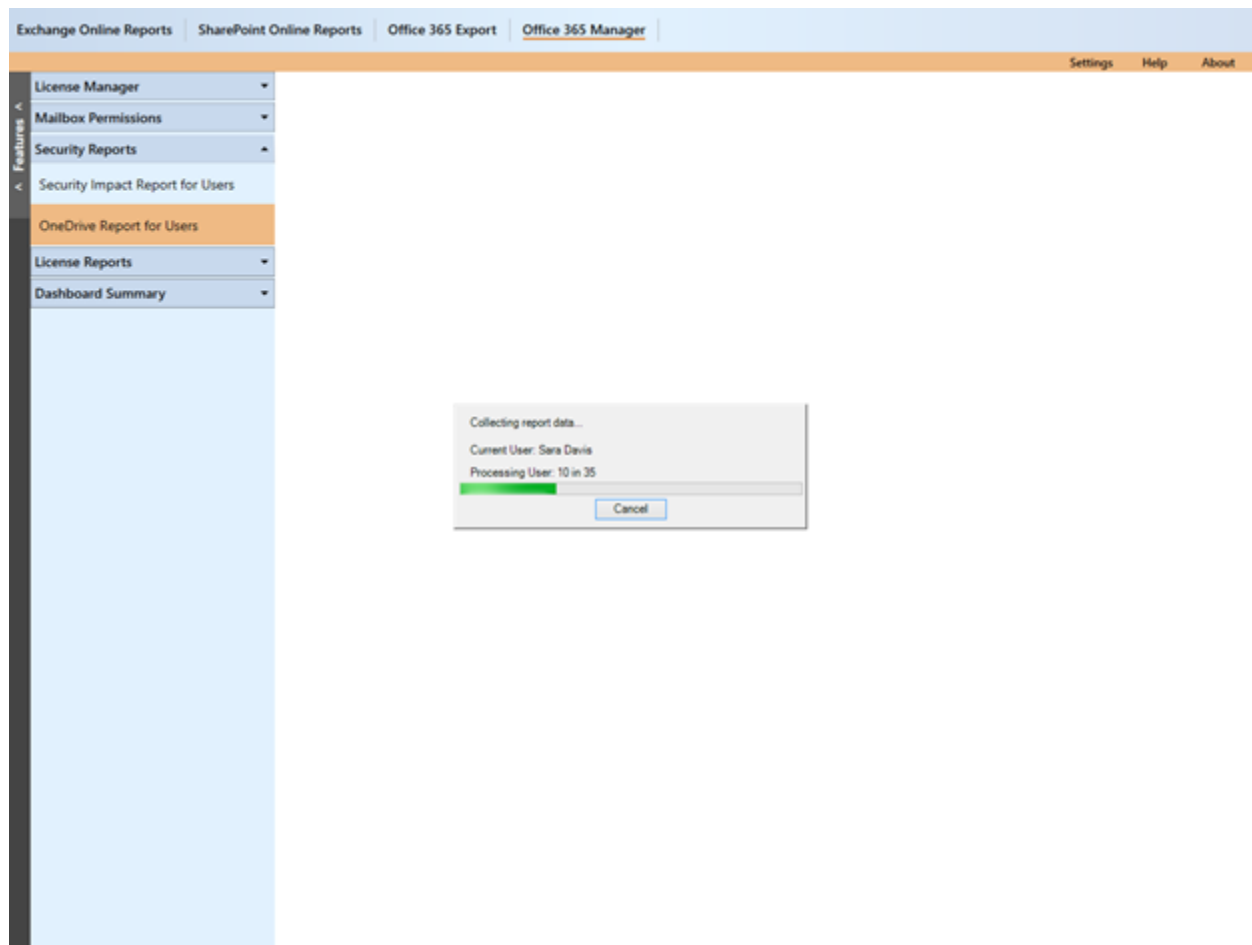
Sara Davis
Tony Krijnen

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/robby_mod625253_onmicrosoft_com/Documents/Personal	Inherited
Robin Counts	10MB	Folder	/personal/robby_mod625253_onmicrosoft_com/Documents/10MB	Inherited
Robin Counts	Contents	Folder	/personal/robby_mod625253_onmicrosoft_com/Documents/Contents	Inherited
Robin Counts	delete me	Folder	/personal/robby_mod625253_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



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



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

Exchange Online Reports
SharePoint Online Reports
Office 365 Export
Office 365 Manager
Settings
Help
About

License Manager
Mailbox Permissions
Security Reports
Security Impact Report for Users
OneDrive Report for Users
License Reports
Dashboard Summary

OneDrive Report for Users
Export
E-mail
Refresh
Data Collection Time: 11/03/2015 5:55:49 PM

Sara Davis

User Name	Folder or File Name	Folder or File URL	Permission Type
Sara Davis	My Stuff	/personal/sarad_vyapindemo5_onmicrosoft_com/Documents/My Stuff	Inherited
Sara Davis	Shared With Everyone	/personal/sarad_vyapindemo5_onmicrosoft_com/Documents/Shared With Everyone	Inherited
Sara Davis	Conference Information Details-2015	/personal/sarad_vyapindemo5_onmicrosoft_com/Documents/Conference Information Details-2015	Inherited
Sara Davis	1	/personal/sarad_vyapindemo5_onmicrosoft_com/Documents/1	Inherited
Sara Davis	My Personal Info	/personal/mollyd_vyapindemo5_onmicrosoft_com/Documents/My Personal Info	Inherited
Sara Davis	Shared With Everyone	/personal/mollyd_vyapindemo5_onmicrosoft_com/Documents/Shared With Everyone	Inherited

Tony Krijnen

User Name	Folder or File Name	Folder or File URL	Permission Type
Tony Krijnen	Personal	/personal/allieb_vyapindemo5_onmicrosoft_com/Documents/Personal	Inherited
Tony Krijnen	Shared With Everyone	/personal/allieb_vyapindemo5_onmicrosoft_com/Documents/Shared With Everyone	Inherited
Tony Krijnen	My Stuff	/personal/sarad_vyapindemo5_onmicrosoft_com/Documents/My Stuff	Inherited
Tony Krijnen	Shared With Everyone	/personal/sarad_vyapindemo5_onmicrosoft_com/Documents/Shared With Everyone	Inherited
Tony Krijnen	Conference Information Details-2015	/personal/sarad_vyapindemo5_onmicrosoft_com/Documents/Conference Information Details-2015	Inherited
Tony Krijnen	1	/personal/sarad_vyapindemo5_onmicrosoft_com/Documents/1	Inherited
Tony Krijnen	Community Service Projects	/personal/pavelb_vyapindemo5_onmicrosoft_com/Documents/Community Service Projects	Inherited
Tony Krijnen	Shared With Everyone	/personal/pavelb_vyapindemo5_onmicrosoft_com/Documents/Shared With Everyone	Inherited
Tony Krijnen	Community Projects	/personal/azizh_vyapindemo5_onmicrosoft_com/Documents/Community Projects	Inherited
Tony Krijnen	Shared With Everyone	/personal/azizh_vyapindemo5_onmicrosoft_com/Documents/Shared With Everyone	Inherited
Tony Krijnen	Private	/personal/zrinkam_vyapindemo5_onmicrosoft_com/Documents/Private	Inherited
Tony Krijnen	Shared with Everyone	/personal/zrinkam_vyapindemo5_onmicrosoft_com/Documents/Shared with Everyone	Inherited
Tony Krijnen	Community Service	/personal/garthf_vyapindemo5_onmicrosoft_com/Documents/Community Service	Inherited
Tony Krijnen	Shared With Everyone	/personal/garthf_vyapindemo5_onmicrosoft_com/Documents/Shared With Everyone	Inherited
Tony Krijnen	Personal	/personal/bonniek_vyapindemo5_onmicrosoft_com/Documents/Personal	Inherited
Tony Krijnen	Shared With Everyone	/personal/bonniek_vyapindemo5_onmicrosoft_com/Documents/Shared With Everyone	Inherited
Tony Krijnen	Personal Info	/personal/karif_vyapindemo5_onmicrosoft_com/Documents/Personal Info	Inherited
Tony Krijnen	Shared With Everyone	/personal/karif_vyapindemo5_onmicrosoft_com/Documents/Shared With Everyone	Inherited
Tony Krijnen	Personal	/personal/annew_vyapindemo5_onmicrosoft_com/Documents/Personal	Inherited
Tony Krijnen	Shared With Everyone	/personal/annew_vyapindemo5_onmicrosoft_com/Documents/Shared With Everyone	Inherited
Tony Krijnen	Personal	/personal/alexnd_vyapindemo5_onmicrosoft_com/Documents/Personal	Inherited
Tony Krijnen	Shared With Everyone	/personal/alexnd_vyapindemo5_onmicrosoft_com/Documents/Shared With Everyone	Inherited

Robin Counts

User Name	Folder or File Name	Folder or File URL	Permission Type
Robin Coun	My Stuff	/personal/sarad_vyapindemo5_onmicrosoft_com/Documents/My Stuff	Inherited
Robin Coun	Shared With Everyone	/personal/sarad_vyapindemo5_onmicrosoft_com/Documents/Shared With Everyone	Inherited
Robin Coun	Conference Information Details-2015	/personal/sarad_vyapindemo5_onmicrosoft_com/Documents/Conference Information Details-2015	Inherited

How to generate OneDrive Non-Owner Permissions Report?

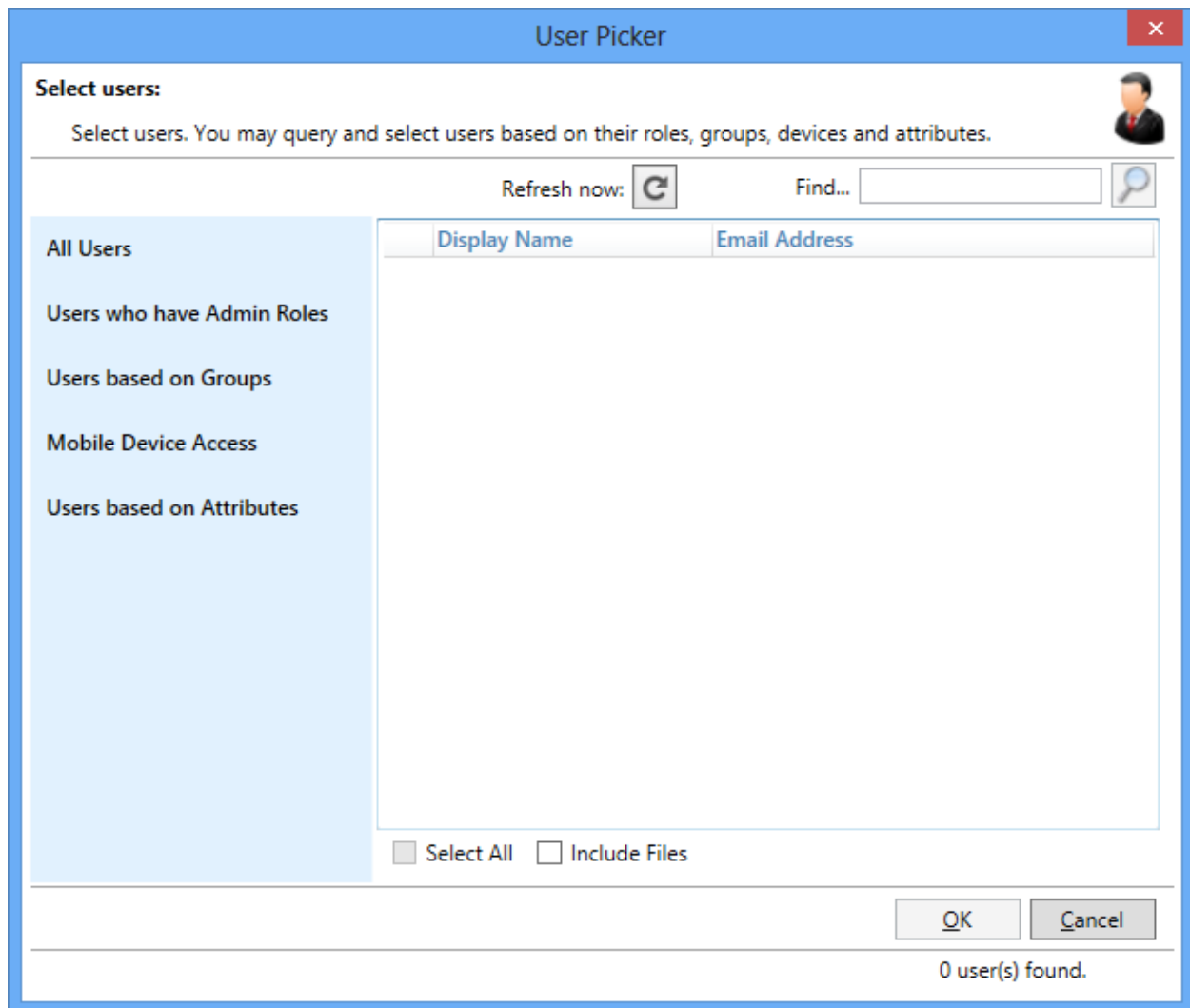
Before generating an OneDrive report, a valid admin site should be connected with proper credentials in the Configuration Settings. Perform the following steps to generate a OneDrive report:

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 Office 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.

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

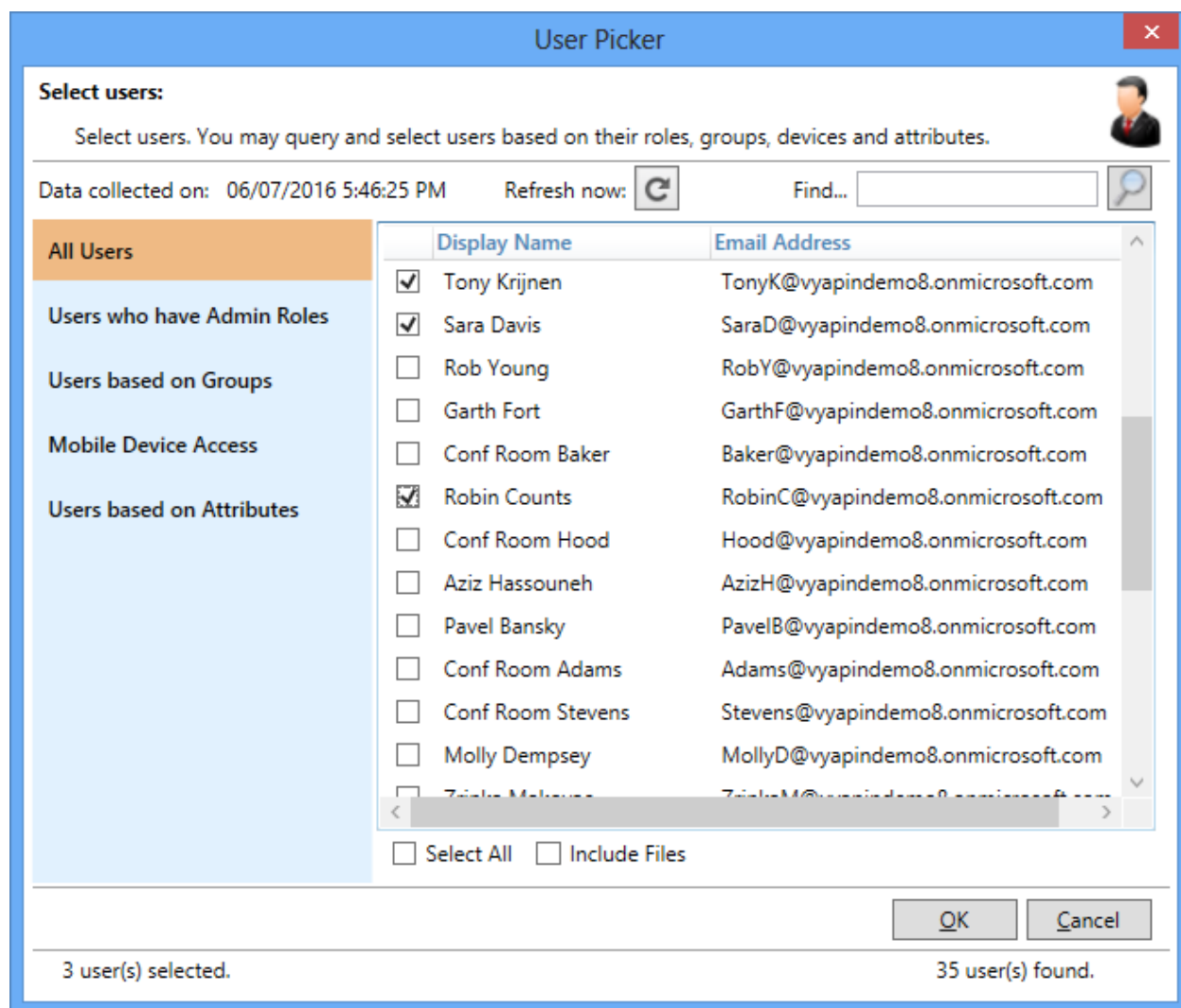
OK

Cancel

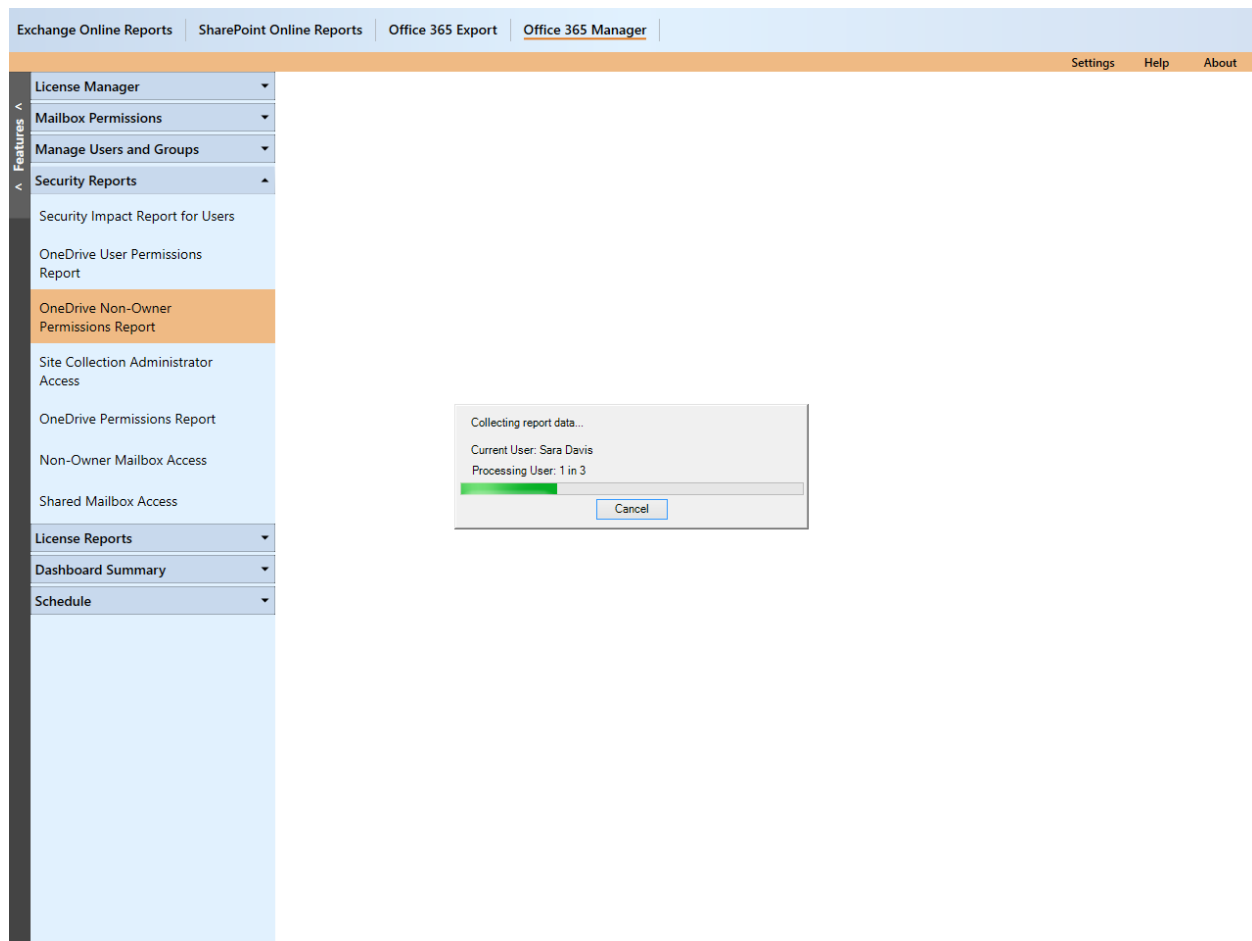
0 user(s) selected.

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:

Exchange Online Reports
SharePoint Online Reports
Office 365 Export
Office 365 Manager

Settings
Help
About

License Manager
Mailbox Permissions
Manage Users and Groups
Security Reports
Security Impact Report for Users
OneDrive User Permissions Report
OneDrive Non-Owner Permissions Report
Site Collection Administrator Access
OneDrive Permissions Report
Non-Owner Mailbox Access
Shared Mailbox Access
License Reports
Dashboard Summary
Schedule

OneDrive Non-Owner Permissions Report

Export
E-mail
Refresh

Data Collection Time: 24-06-2016 17:52:34

Tony Krijnen

Sara Davis

Robin Counts

Folder or File Name	Object Type	Folder or File URL	Account Name	Account Type	Peri
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	Kari Furse	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 Banský	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

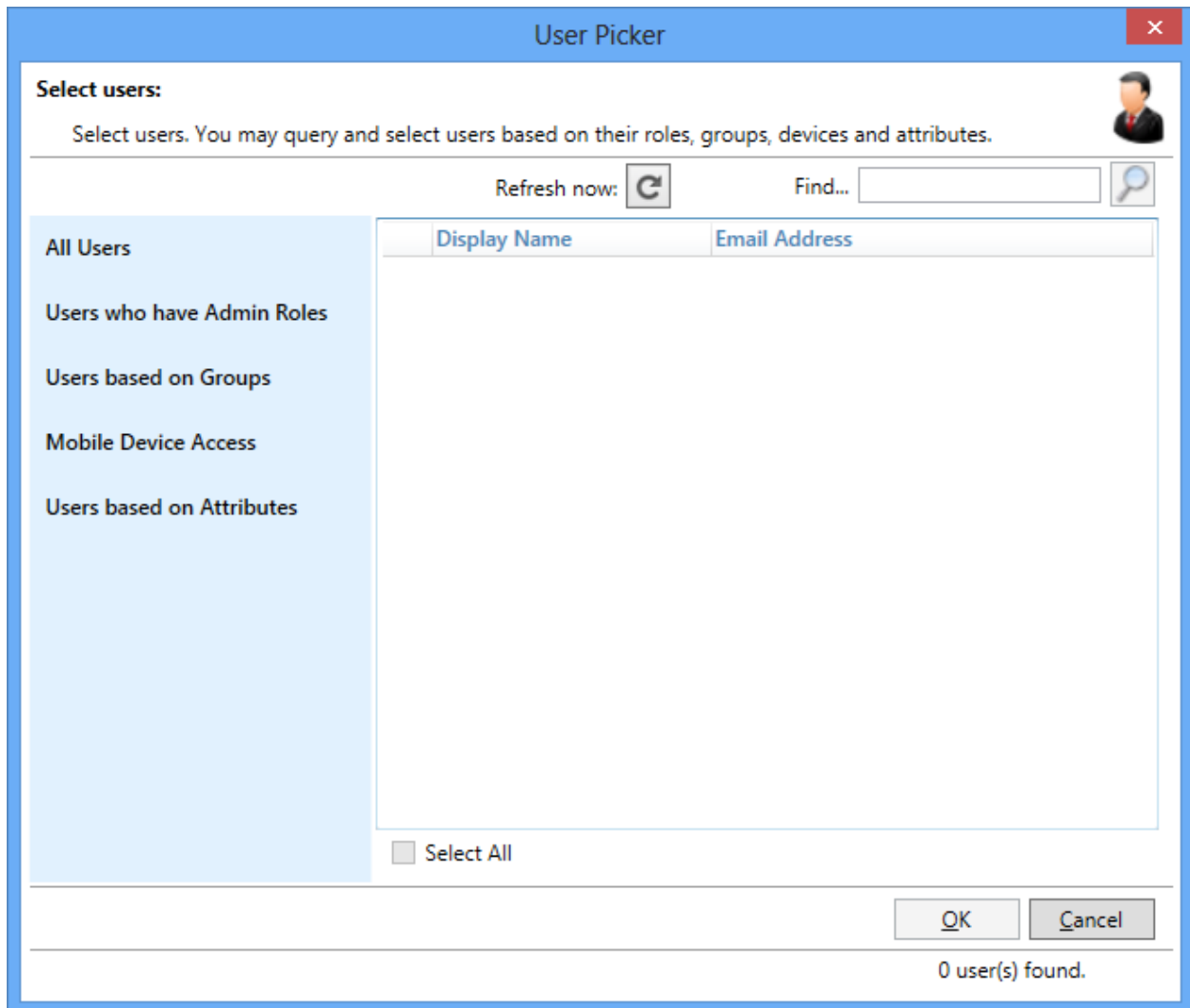
Before generating an OneDrive report, a valid admin site should be connected with proper credentials in the Configuration Settings. Perform the following steps to generate a OneDrive report:

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 Office 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:





The image shows a 'User Picker' dialog box with a blue title bar and a red close button. The main area is titled 'Select users:' and contains a list of user selection criteria on the left and a table of results on the right. The criteria list includes 'All Users', 'Users who have Admin Roles', 'Users based on Groups', 'Mobile Device Access', and 'Users based on Attributes'. The table has two columns: 'Display Name' and 'Email Address'. At the bottom, there is a 'Select All' checkbox, 'OK' and 'Cancel' buttons, and a status bar indicating '0 user(s) found.'.

User Picker

Select users:

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

Refresh now:  Find... 

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

☐ Select All

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"/>	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

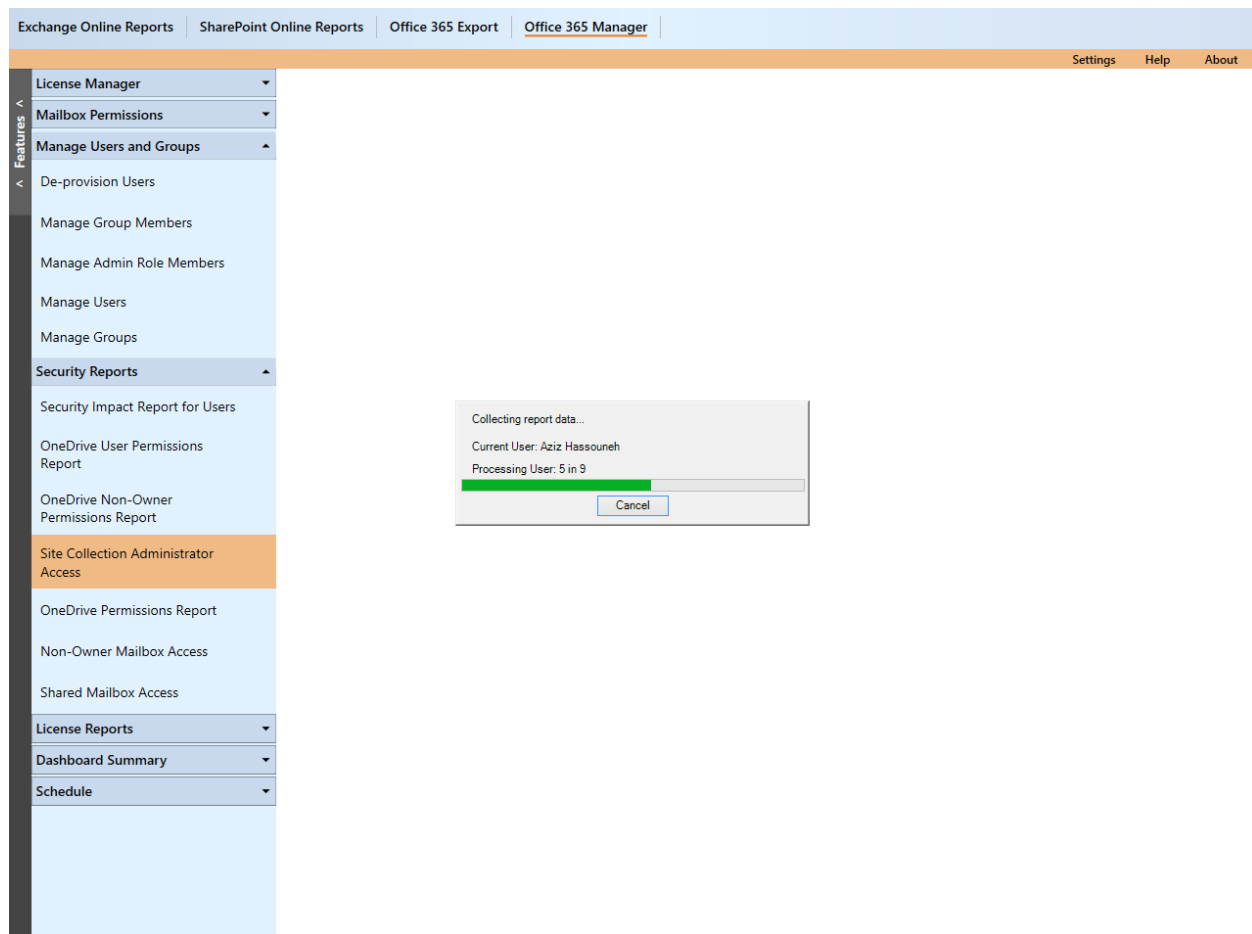
OK

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:

Exchange Online Reports | SharePoint Online Reports | Office 365 Export | Office 365 Manager

Settings | Help | About

Features

License Manager

Mailbox Permissions

Manage Users and Groups

De-provision Users

Manage Group Members

Manage Admin Role Members

Manage Users

Manage Groups

Security Reports

Security Impact Report for Users

OneDrive User Permissions Report

OneDrive Non-Owner Permissions Report

Site Collection Administrator Access

OneDrive Permissions Report

Non-Owner Mailbox Access

Shared Mailbox Access

License Reports

Dashboard Summary

Schedule

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/alex_d_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/annew_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

Number of records: 6

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 Office 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.

All Users

Users who have Admin Roles

Users based on Groups

Mobile Device Access

Users based on Attributes

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

☐ Select All

Refresh now:

Find...

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

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: 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"/> Tony Krijnen	TonyK@vyapindemo8.onmicrosoft.com
<input checked="" type="checkbox"/> Sara Davis	SaraD@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Rob Young	RobY@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Garth Fort	GarthF@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Baker	Baker@vyapindemo8.onmicrosoft.com
<input checked="" type="checkbox"/> Robin Counts	RobinC@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Hood	Hood@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Aziz Hassouneh	AzizH@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Pavel Banský	PavelB@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Adams	Adams@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Conf Room Stevens	Stevens@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Molly Dempsey	MollyD@vyapindemo8.onmicrosoft.com
<input type="checkbox"/> Zrinka Melkova	ZrinkaM@vyapindemo8.onmicrosoft.com

☐ Select All
☐ Include Files

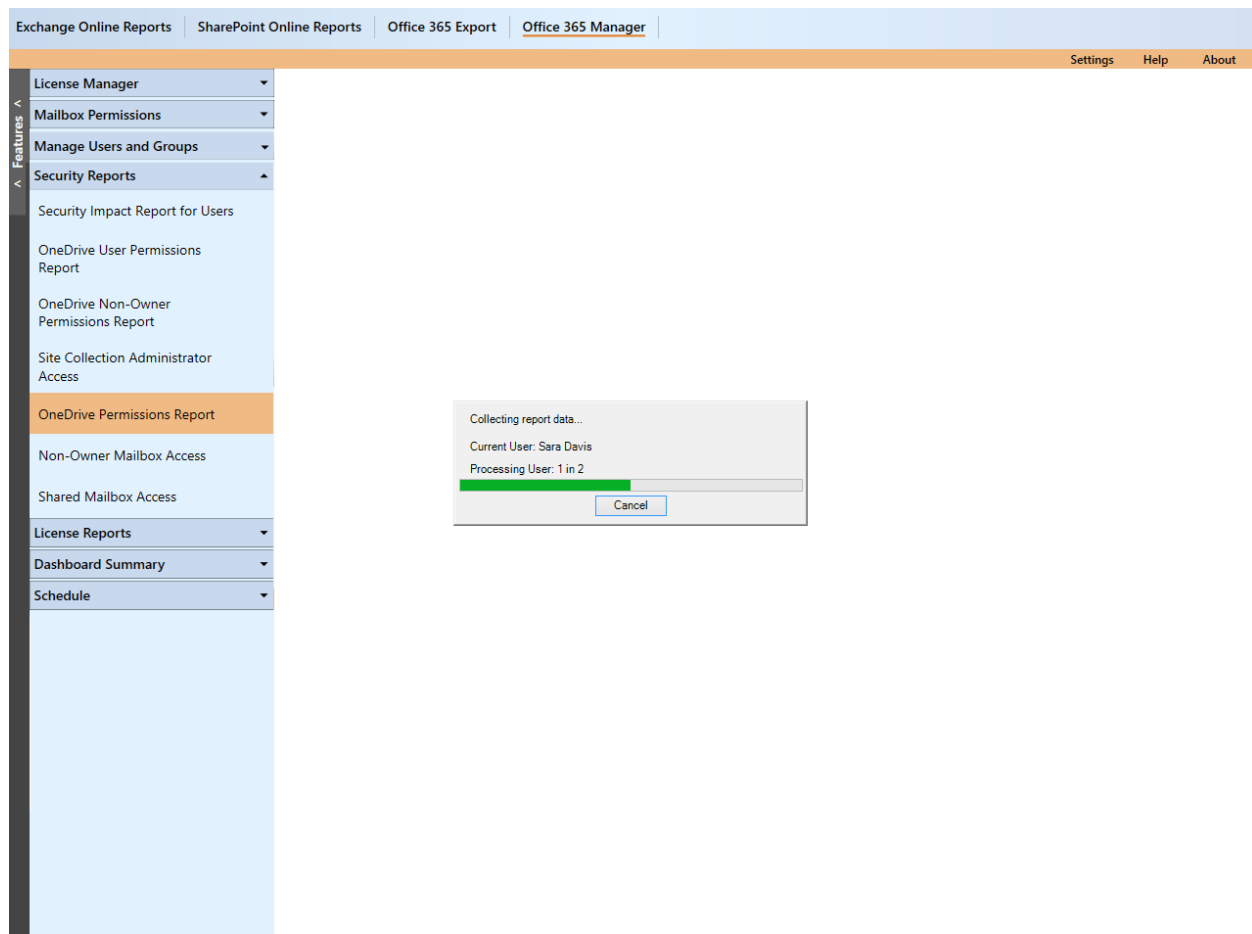
OK

Cancel

3 user(s) selected.

35 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:

Exchange Online Reports SharePoint Online Reports Office 365 Export Office 365 Manager						
Settings Help About						
Features ^	License Manager	OneDrive Permissions Report				
	Mailbox Permissions	Export Filter E-mail Refresh				
	Manage Users and Groups	Data Collection Time: 24-06-2016 19:23:04				
	Security Reports	Personal Site Of (User)	Personal Site URL	User or Group Name	Type	Permission Levels
	Security Impact Report for Users	Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	Alex Darrow	USER	Limited Access
	OneDrive User Permissions Report	Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	Allie Bellew	USER	Limited Access
	OneDrive Non-Owner Permissions Report	Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	Anne Wallace	USER	Limited Access
	Site Collection Administrator Access	Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	Aziz Hassouneh	USER	Limited Access
	OneDrive Permissions Report	Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	Belinda Newman	USER	Limited Access
	Non-Owner Mailbox Access	Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	Bonnie Kearney	USER	Limited Access
	Shared Mailbox Access	Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	David Longmuir	USER	Limited Access
	License Reports	Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	Denis Dehenne	USER	Limited Access
	Dashboard Summary	Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/	Dorena Paschke	USER	Limited Access
	Schedule	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
		Sara Davis	https://mod625253-my.sharepoint.com/personal/sarad_mod625253_onmicrosoft_com/			
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 **Office 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:

Exchange Online Reports | SharePoint Online Reports | Office 365 Export | **Office 365 Manager** | Settings | Help | About

Features

- License Manager
- Mailbox Permissions
- Admin Tasks
- Security Reports
 - Security Impact Report for Users
 - OneDrive Report for Users
 - Non-Owner Mailbox Access**
 - Shared Mailbox Access
- License Reports
- Dashboard Summary
- Schedule

Collecting report data...
 Current mailbox: Brian Johnson (TAILSPIN)
 Processing mailbox: 7 in 33

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

Exchange Online Reports | SharePoint Online Reports | Office 365 Export | **Office 365 Manager** | Settings | Help | About

Non-Owner Mailbox Access

Export | Filter | E-mail | Refresh | Data Collection Time: 01/29/2016 4:07:44 PM

Mailbox Name	Mailbox E-mail Address	Identity	User Name	User E-mail Address	AccessRight
Belinda Newman	BelindaN@vyapindemo8.onmicrosoft.com	BelindaN	Sara Davis	SaraD@vyapindemo8.onmicrosoft.com	FullAccess
Bonnie Kearney	BonnieK@vyapindemo8.onmicrosoft.com	BonnieK	Sara Davis	SaraD@vyapindemo8.onmicrosoft.com	FullAccess
Bonnie Kearney	BonnieK@vyapindemo8.onmicrosoft.com	BonnieK	Sara Davis	SaraD@vyapindemo8.onmicrosoft.com	SendAs
Brian Johnson (TAILSPIN)	BrianJ@vyapindemo8.onmicrosoft.com	Brian Johnson (TAILSPIN)	MOD Administrator	admin@vyapindemo8.onmicrosoft.com	FullAccess
Brian Johnson (TAILSPIN)	BrianJ@vyapindemo8.onmicrosoft.com	Brian Johnson (TAILSPIN)	MOD Administrator	admin@vyapindemo8.onmicrosoft.com	SendAs
Brian Johnson (TAILSPIN)	BrianJ@vyapindemo8.onmicrosoft.com	Brian Johnson (TAILSPIN)	Sara Davis	SaraD@vyapindemo8.onmicrosoft.com	FullAccess
Conf Room Adams	Adams@vyapindemo8.onmicrosoft.com	Conf Room Adams	MOD Administrator	admin@vyapindemo8.onmicrosoft.com	FullAccess
Conf Room Adams	Adams@vyapindemo8.onmicrosoft.com	Conf Room Adams	Sara Davis	SaraD@vyapindemo8.onmicrosoft.com	FullAccess
Conf Room Adams	Adams@vyapindemo8.onmicrosoft.com	Conf Room Adams	MOD Administrator	admin@vyapindemo8.onmicrosoft.com	SendAs
Conf Room Baker	Baker@vyapindemo8.onmicrosoft.com	Conf Room Baker	MOD Administrator	admin@vyapindemo8.onmicrosoft.com	FullAccess
Conf Room Baker	Baker@vyapindemo8.onmicrosoft.com	Conf Room Baker	MOD Administrator	admin@vyapindemo8.onmicrosoft.com	SendAs
Conf Room Baker	Baker@vyapindemo8.onmicrosoft.com	Conf Room Baker	Sara Davis	SaraD@vyapindemo8.onmicrosoft.com	FullAccess
Conf Room Crystal	Crystal@vyapindemo8.onmicrosoft.com	Conf Room Crystal	MOD Administrator	admin@vyapindemo8.onmicrosoft.com	FullAccess
Conf Room Crystal	Crystal@vyapindemo8.onmicrosoft.com	Conf Room Crystal	MOD Administrator	admin@vyapindemo8.onmicrosoft.com	SendAs

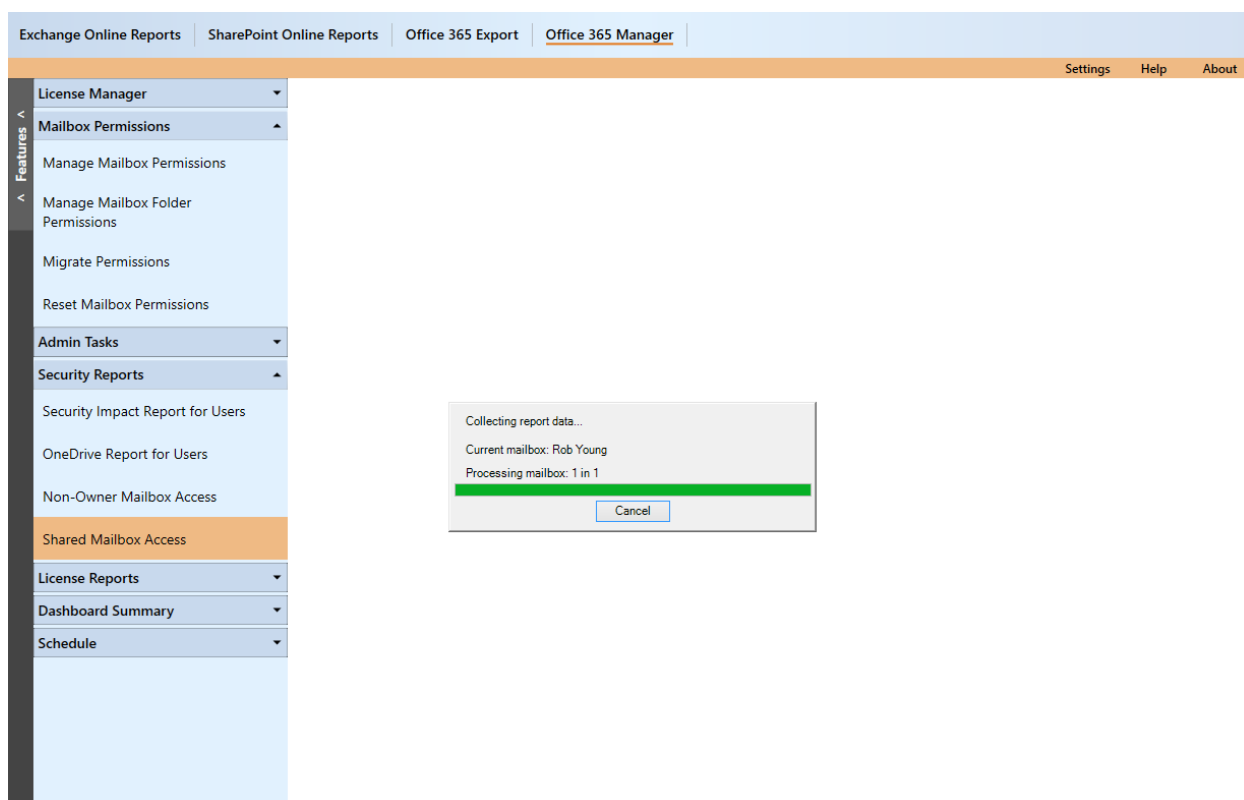
Number of records: 34

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 **Office 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:

Exchange Online Reports
SharePoint Online Reports
Office 365 Export
Office 365 Manager

SettingsHelpAbout

License Manager
Mailbox Permissions
Manage Mailbox Permissions
Manage Mailbox Folder Permissions
Migrate Permissions
Reset Mailbox Permissions
Admin Tasks
Security Reports
Security Impact Report for Users
OneDrive Report for Users
Non-Owner Mailbox Access
Shared Mailbox Access
License Reports
Dashboard Summary
Schedule

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

Number of records: 1

How to generate Exchange Admin Roles?

Exchange Admin Roles shows the list of users with their subsequent roles. The users with admin roles report can be viewed based on role group, user and role.

Perform the following steps to generate Exchange Admin Roles:

Select Office 365 Manager from the available vertical tabs. Then from left pane of the application, select Security Reports and then click on Exchange Admin Roles.

Once the data collection process is complete, the resultant data will be displayed as shown below:

Exchange Online Reports | SharePoint Online Reports | Audit and Compliance Reports | Office 365 Export | **Office 365 Manager** | Settings | Help | About

Search

Exchange Admin Roles

Show by: ☒ Role Group ☐ Role ☐ User

Data Collection Time: 31-Jan-2017 12:30:06

Role Group	Assigned Roles:
Compliance Management	Legal Hold
Discovery Management	Mailbox Search
Help Desk	
Hygiene Management	
Impersonation	
Organization Management	
Recipient Management	
Records Management	
RIM-MailboxAdminsfe3d0319b9e94b7c9b96b08557	
Security Administrator	
Security Reader	
UM Management	
View-Only Organization Management	

Members:

Members	Mail Address
MOD Administrator	admin@MOD799074.onmicrosoft.com
Joni Sherman	JoniS@MOD799074.onmicrosoft.com
Isaiah Langer	IsaiahL@MOD799074.onmicrosoft.com
Megan Bowen	MeganB@MOD799074.onmicrosoft.com
Ben Walters	BenW@MOD799074.onmicrosoft.com
Henrietta Mueller	HenriettaM@MOD799074.onmicrosoft.com
Lidia Holloway	LidiaH@MOD799074.onmicrosoft.com

The above image is shown by selecting the rolegroup option in the report. Likewise, the subsequent images shows the selection of other available options.

Exchange Online Reports | SharePoint Online Reports | Audit and Compliance Reports | Office 365 Export | **Office 365 Manager** | Settings | Help | About

Search Exchange Admin Roles ☒ Role ☐ User Data Collection Time: 31-Jan-2017 12:30:06

Features

- License Manager
- Mailbox Permissions
- Manage Users and Groups
- Security Reports
 - Security Impact Report for Users
 - OneDrive User Permissions
 - OneDrive Non-Owner Permissions
 - Site Collection Administrator Access
 - OneDrive Permissions
 - OneDrive Provisioned Users
 - OneDrive Non-provisioned Users
 - Non-Owner Mailbox Access
 - Shared Mailbox Access
- Exchange Admin Roles**
- License Reports
- Dashboard Summary
- Schedule

Role

- Address Lists
- ApplicationImpersonation
- ArchiveApplication
- Audit Logs
- Compliance Admin
- Data Loss Prevention
- Distribution Groups**
- E-Mail Address Policies
- Federated Sharing
- Information Rights Management
- Journaling
- Legal Hold
- LegalHoldApplication
- Mail Enabled Public Folders
- Mail Recipient Creation
- Mail Recipients
- Mail Tips
- Mailbox Import Export
- Mailbox Search
- MailboxSearchApplication
- MeetingGraphApplication
- Message Tracking
- Migration
- Move Mailboxes
- O365SupportViewConfig
- OfficeExtensionApplication
- Org Custom Apps
- Org Marketplace Apps
- Organization Client Access
- Organization Configuration
- Organization Transport Settings
- Public Folders
- Recipient Policies
- Remote and Accepted Domains
- Reset Password
- Retention Management

Role Group:

- Organization Management
- Recipient Management
- TenantAdmins_-1563236688
- ExchangeServiceAdmins_-1399136348

Members:

Members	Mail Address	Role Group
Isaiah Langer	IsaiahL@MOD799074.onmicrosoft.com	Organization Management
Megan Bowen	MeganB@MOD799074.onmicrosoft.com	Organization Management
Ben Walters	BenW@MOD799074.onmicrosoft.com	Organization Management
Lidia Holloway	LidiaH@MOD799074.onmicrosoft.com	Organization Management
tony stark	tonys@MOD799074.onmicrosoft.com	Organization Management
Isaiah Langer	IsaiahL@MOD799074.onmicrosoft.com	Recipient Management
Megan Bowen	MeganB@MOD799074.onmicrosoft.com	Recipient Management
tony stark	tonys@MOD799074.onmicrosoft.com	Recipient Management
MOD Administrator	admin@MOD799074.onmicrosoft.com	TenantAdmins_-1563236688
Alex Wilber	AlexW@MOD799074.onmicrosoft.com	TenantAdmins_-1563236688
Isaiah Langer	IsaiahL@MOD799074.onmicrosoft.com	TenantAdmins_-1563236688
Irvin Sayers	IrvinS@MOD799074.onmicrosoft.com	TenantAdmins_-1563236688
Megan Bowen	MeganB@MOD799074.onmicrosoft.com	TenantAdmins_-1563236688
Ben Walters	BenW@MOD799074.onmicrosoft.com	TenantAdmins_-1563236688
Lidia Holloway	LidiaH@MOD799074.onmicrosoft.com	TenantAdmins_-1563236688
Megan Bowen	karthick_vyapin.com#EXT#@MOD799074.onmicrosoft.com	TenantAdmins_-1563236688

Exchange Online Reports | SharePoint Online Reports | Audit and Compliance Reports | Office 365 Export | **Office 365 Manager** | Settings | Help | About

Search Exchange Admin Roles ☒ Role Group ☐ Role ☒ User Data Collection Time: 31-Jan-2017 12:30:06

Features

- License Manager
- Mailbox Permissions
- Manage Users and Groups
- Security Reports
 - Security Impact Report for Users
 - OneDrive User Permissions
 - OneDrive Non-Owner Permissions
 - Site Collection Administrator Access
 - OneDrive Permissions
 - OneDrive Provisioned Users
 - OneDrive Non-provisioned Users
 - Non-Owner Mailbox Access
 - Shared Mailbox Access
- Exchange Admin Roles**
- License Reports
- Dashboard Summary
- Schedule

User

Emily Braun
Enrico Cattaneo
Ganesan Sethuraman
Grady Archie
Henrietta Mueller
Ivin Sayers
Isaiah Langer
Jim Gordon
Johanna Lorenz
John Hastings
Jon Jones
Joni Sherman
Lee Gu
Lidia Holloway
Louis
Lucy Stark
Lynne Robbins
Megan Bowen
Megan Bowen
Melissa MacBeth
Miriam Graham
MOD Administrator
Nate Diaz
Nestor Wilke
Patti Fernandez
Pradeep Gupta
Sam Robert K
Smith Ben
Starc
Stephen Flemming
Steven Smith
SurfaceHub
t1
Test Shared
test44
testuser2

Admin Roles:

Helpdesk Administrator
Service Support Administrator
Billing Administrator
Exchange Service Administrator
Lync Service Administrator
SharePoint Service Administrator

Exchange Roles:

Role	Role Group
View-Only Configuration	HelpdeskAdmins_1517262140
Distribution Groups	ExchangeServiceAdmins_-1399136348
Message Tracking	ExchangeServiceAdmins_-1399136348
Data Loss Prevention	ExchangeServiceAdmins_-1399136348
Move Mailboxes	ExchangeServiceAdmins_-1399136348
Legal Hold	ExchangeServiceAdmins_-1399136348
Mail Recipient Creation	ExchangeServiceAdmins_-1399136348
Audit Logs	ExchangeServiceAdmins_-1399136348
Journaling	ExchangeServiceAdmins_-1399136348
E-Mail Address Policies	ExchangeServiceAdmins_-1399136348
Mail Recipients	ExchangeServiceAdmins_-1399136348
Mail Enabled Public Folders	ExchangeServiceAdmins_-1399136348
Federated Sharing	ExchangeServiceAdmins_-1399136348
Mail Tips	ExchangeServiceAdmins_-1399136348
Information Rights Management	ExchangeServiceAdmins_-1399136348
Migration	ExchangeServiceAdmins_-1399136348
Compliance Admin	ExchangeServiceAdmins_-1399136348

How to schedule a Manager Report task?

[Report Selection](#)

[OneDrive Details](#)

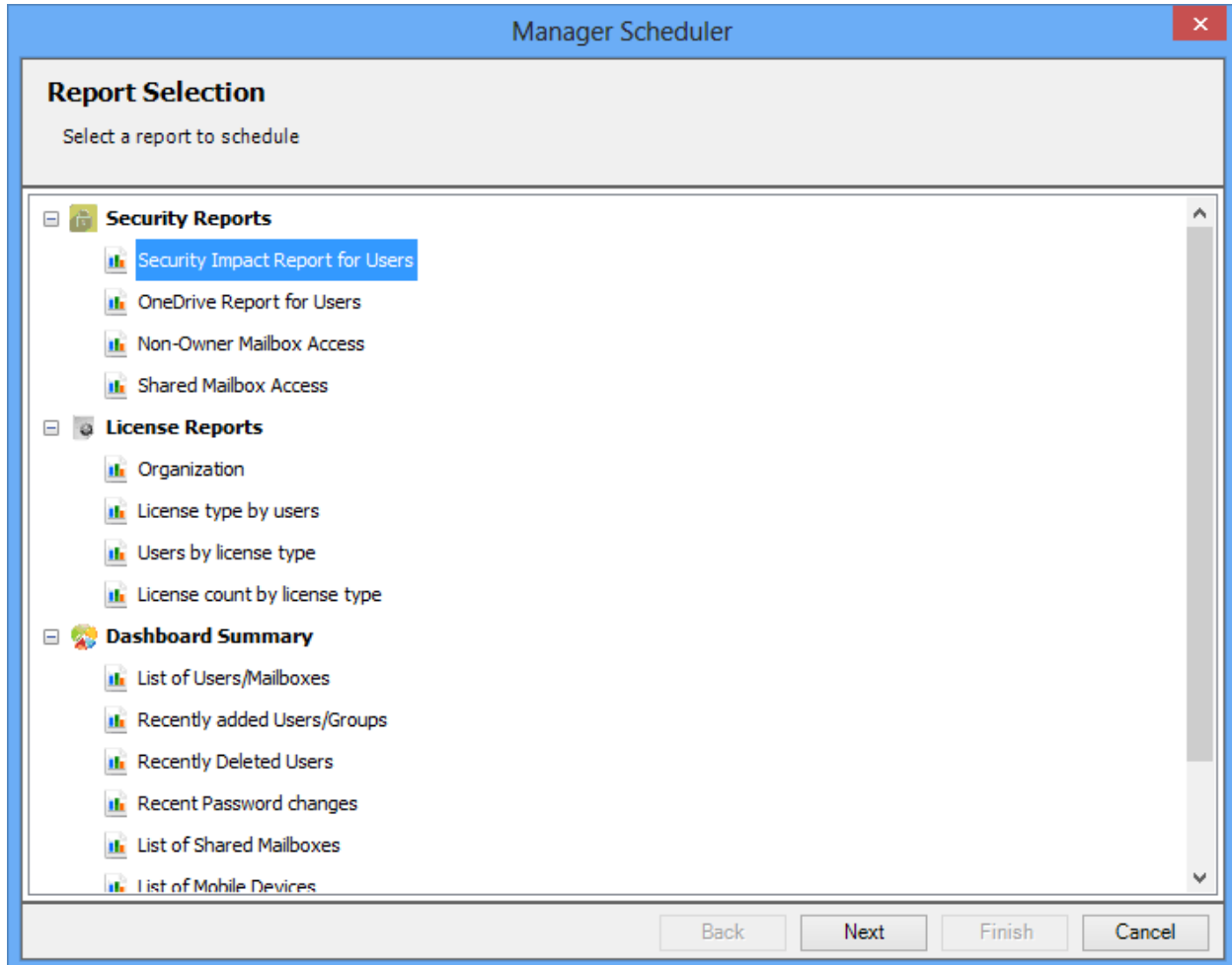
[User Selection](#)

[Delivery Options](#)

[Task Settings](#)

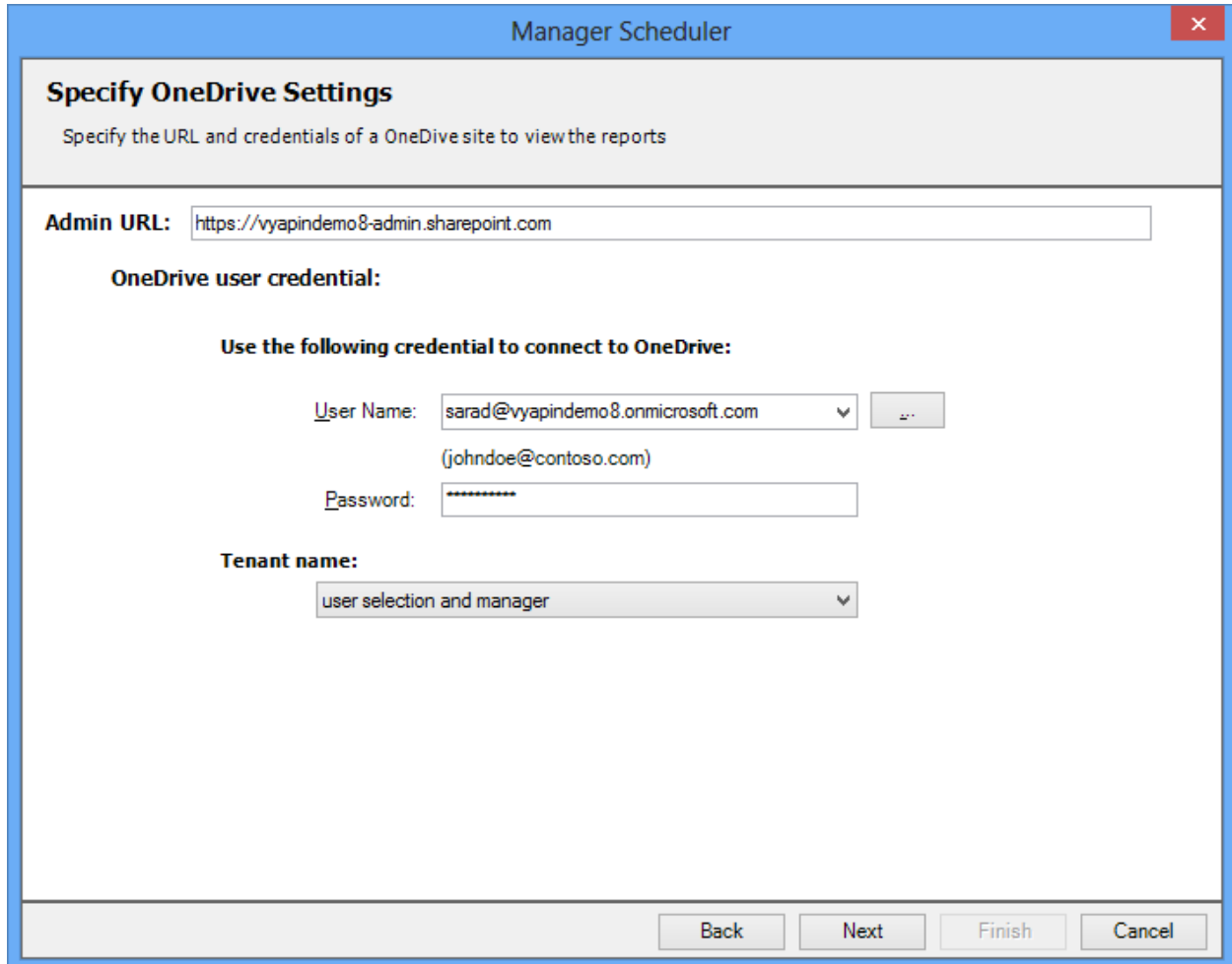
Report Selection

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 button with a key icon.
- Password:** A text box containing "(johndoe@contoso.com)".
- 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,

Manager Scheduler

User Selection
Select the desired users to generate the reports

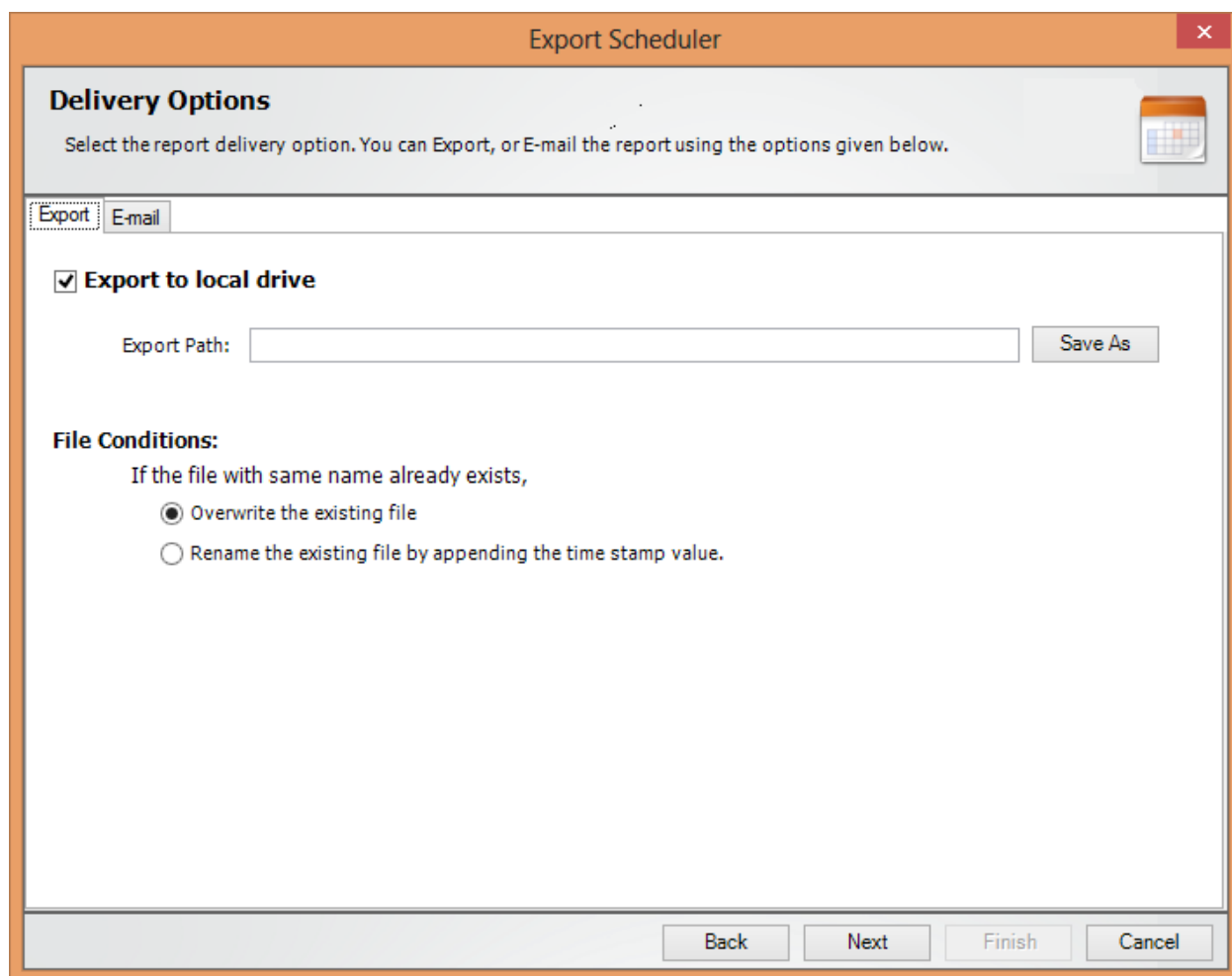
Enumeration time: 01/29/2016 5:18:03 PM Users / Groups: All Users

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 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, 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

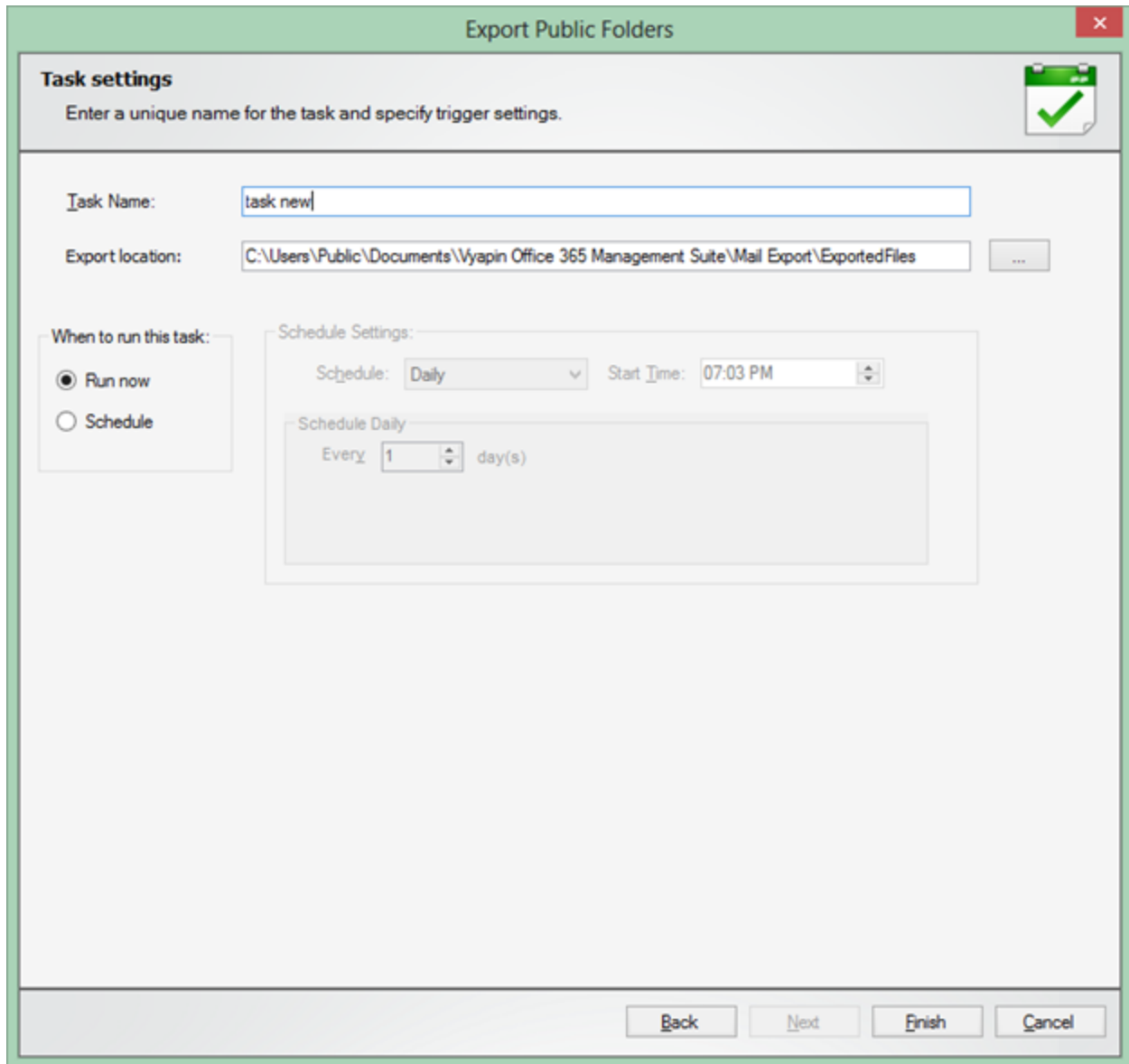
Finish

Cancel

Task Settings

To specify the task name and task settings for the Office 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". 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 section is a green checkmark icon. Below the instruction, there are two main input areas. The first is "Task Name:" with a text box containing "task new". The second is "Export location:" with a text box showing a file path: "C:\Users\Public\Documents\Wyapin Office 365 Management Suite\Mail Export\ExportedFiles", followed by a browse button "...". Below these, there's a "When to run this task:" section 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", a "Start Time:" field set to "07:03 PM", and a "Schedule Daily" sub-section with an "Every" field set to "1" and the unit "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.

References

[Frequently Asked Questions](#)

[Technical Support](#)

[Troubleshooting](#)

[How to uninstall Vyapin Office 365 Management Suite](#)

Frequently Asked Questions

For any questions about the product, please refer to the **Frequently Asked Questions** section of our website.

Technical Support

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 Office 365 Management Suite is installed.

Error Log File

e.g., <**Application Data Folder**>\Vyapin Office 365 Management Suite\Log\Vyapin Office 365 Management SuiteErrorLog.txt

Note:

<**Application Data Folder**> is the common area where Vyapin Office 365 Management Suite settings will be stored in the computer running Vyapin Office 365 Management Suite. The **path** will be as follows:

Windows 8.1, Windows 8, Windows 7, Windows 2008, Windows 2012 - C:\Users\Public\Documents

Troubleshooting

[Permissions Required](#)

[How to Assign Application Impersonation role?](#)

[Enabling Audit Logs in Office 365 Security and Compliance center](#)

[Alert messages](#)

Permissions required

Here are the permissions required to use all the modules in Vyapin Office 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.

Office 365 Export

The entered user credential should have **ApplicationImpersonation** role to access and read data from other mailboxes.

Office 365 Manager

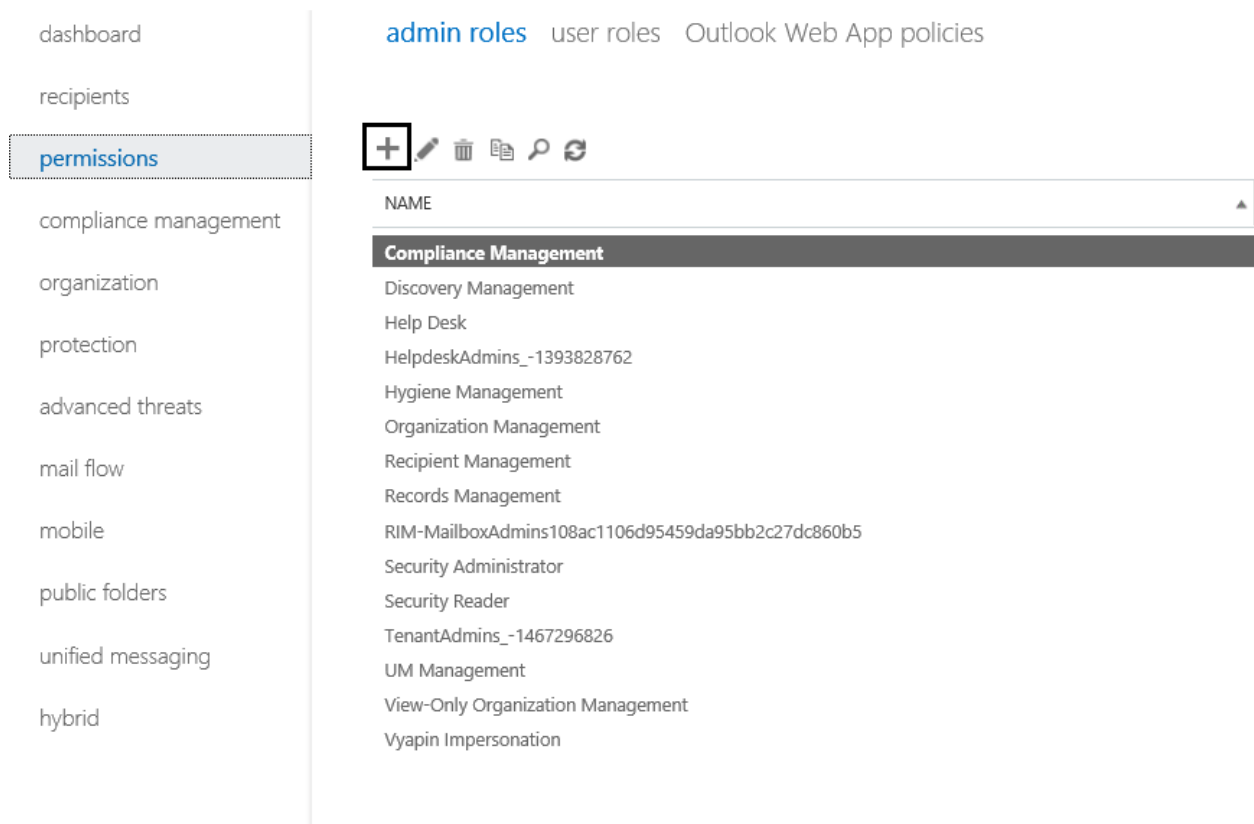
The entered user credential should be a **Global Administrator** to **add, remove, or modify** license assignments.

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



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 Office 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

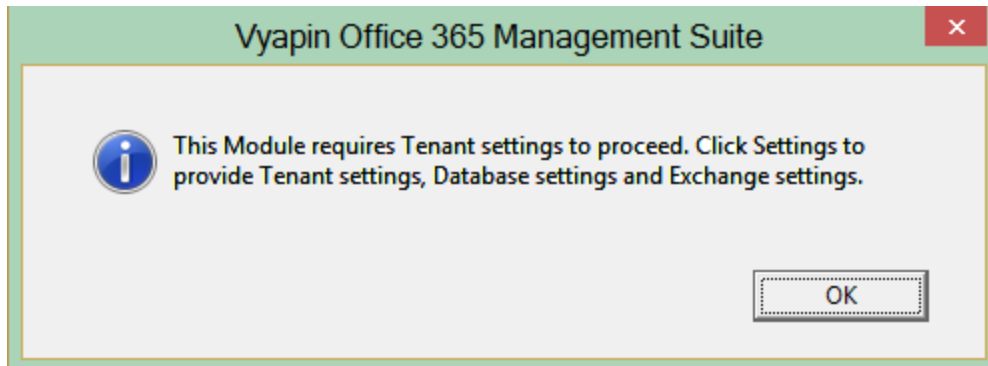
Search

+ Add an alert

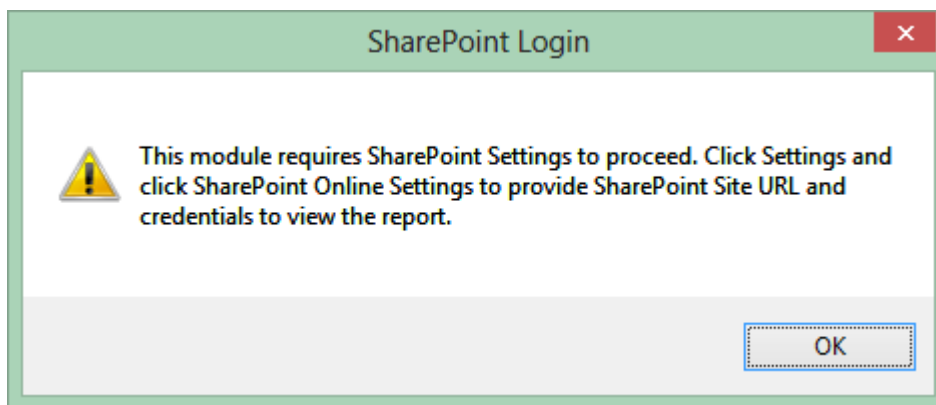
2. If the link is not available it means that auditing is already enabled in your tenant. After enabling, a message will be shown that the audit log is being prepared and that you can run a search in a couple of hours after the preparation is complete. A message is displayed that says the audit log is 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.

Alert messages



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.

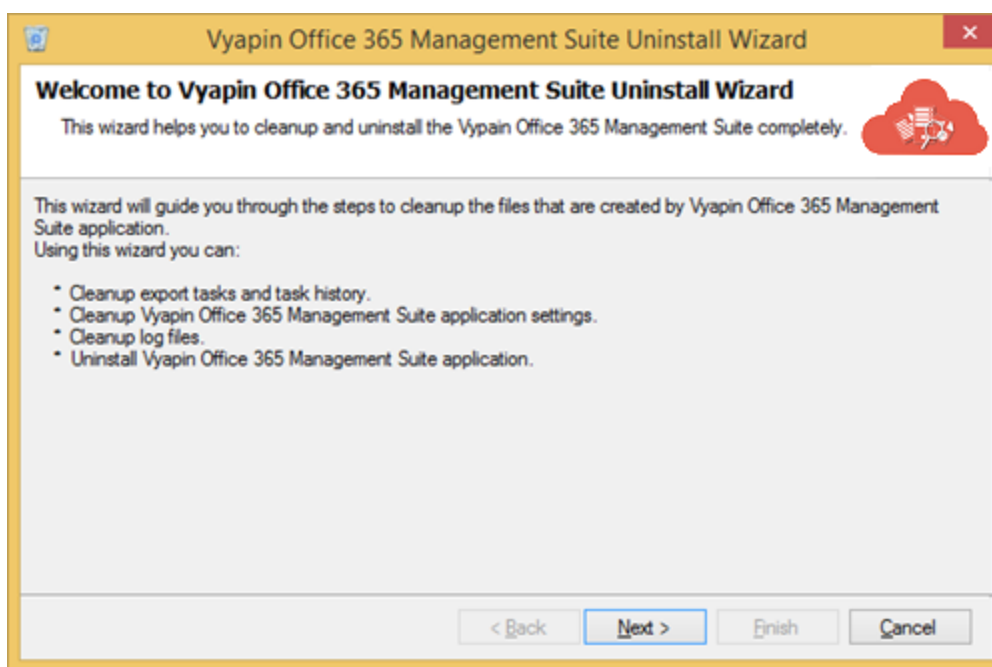
How to uninstall Vyapin Office 365 Management Suite

When you uninstall Vyapin Office 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 Office 365 Management Suite remain in the computer. In order to remove Vyapin Office 365 Management Suite worker files completely, the uninstall wizard provides a set of cleanup options, which are performed based on your selection.

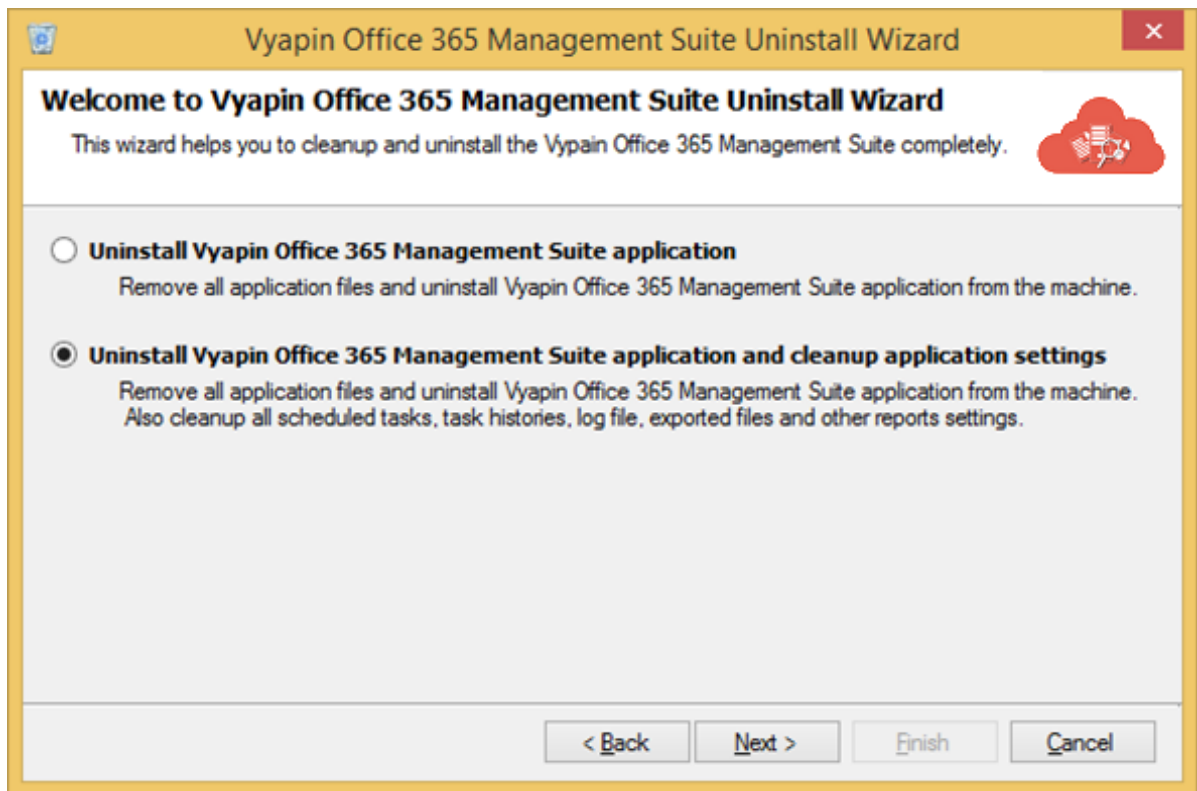
Use this wizard to clean-up the files that are created by Vyapin Office 365 Management Suite application selectively and uninstall Vyapin Office 365 Management Suite completely from the computer.

1. Launch the **Uninstall** wizard by clicking **Start** ➡ **Programs** ➡ **Vyapin Office 365 Management Suite** ➡ **Uninstall Vyapin Office 365 Management Suite**.

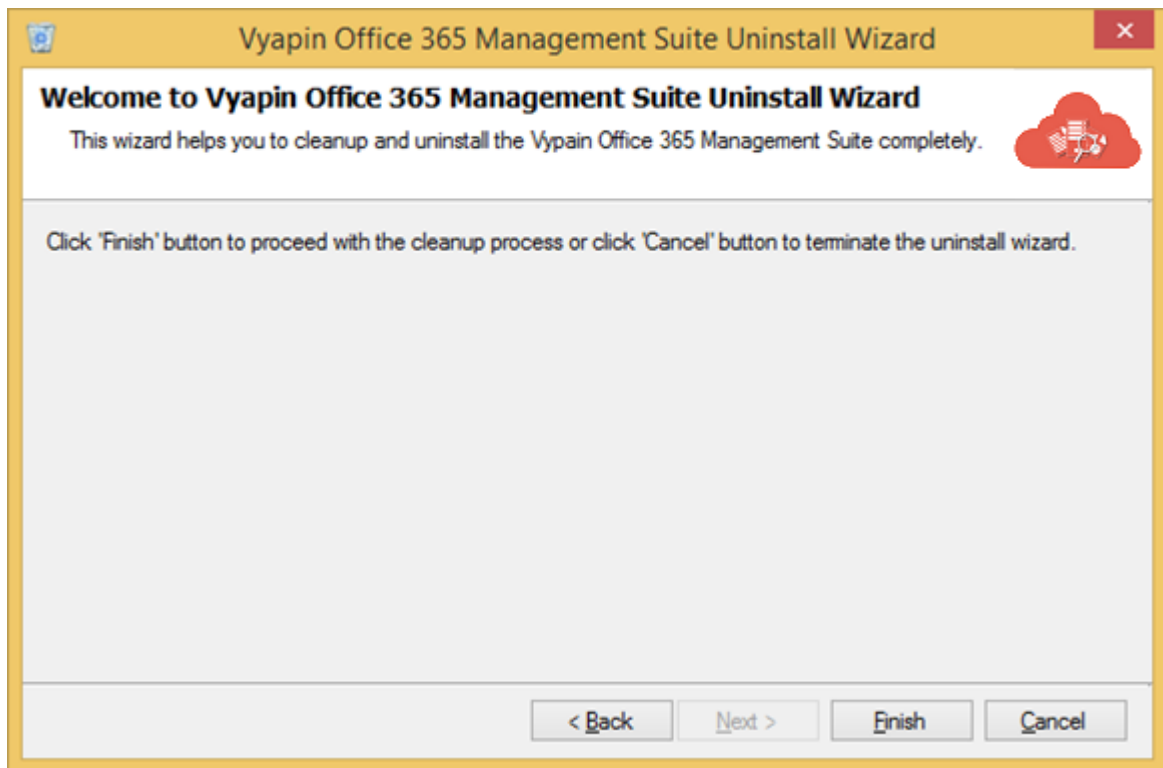
The Vyapin Office 365 Management Suite **Uninstall** dialog will be shown as below:



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 Office 365 Management Suite application from the computer.