



GSX 365 USAGE & GSX 365 SECURITY AUDIT

Reports Catalog

GSX 365 USAGE REPORTS



Report Group	Report Name	Description
Activity Reports	Active Users Per Day	The Active users per day report shows you a breakdown of how many users have been active on Exchange and Skype for Business each day over a chosen period. An “active” Exchange user is someone who has logged into their mailbox on that day. This can be via Outlook, Outlook Web Access (OWA), Mobile Device (ActiveSync), POP, IMAP or any other way one can access a mailbox. An “active” Skype user is someone who has performed an activity via Skype for Business on that day, through either the desktop application or a mobile app.
Activity Reports	Inactive Users by Service	This report shows an overview of how active your users have been on Exchange, OneDrive and Skype. Activity is defined as follows: Exchange – The last time a user has logged on to their mailbox, OneDrive – The last time a user has added, modified or deleted an item in their OneDrive, Skype – The last time the user has made a Skype activity.
Custom Report	Connection by Client Type	Connection by Client Type report shows how your users have connected to their mailboxes over a particular period, be it via Outlook (MAPI), Outlook Web App (OWA), ActiveSync (EAS), Exchange Web Services (EWS), IMAP or POP3.

Exchange	Archive Mailbox Sizes	Archive mailboxes (called an In-Place Archive in Exchange Online) help people in your Office 365 organization take control of messaging data by providing additional email storage outside of their default mailbox. The Archive Mailbox Sizes report shows you how much mail is stored in each users In-Place Archive Mailbox.
Exchange	Contacts	The Contacts report displays a full list of all created Mail Contacts and their related attributes. The default view is below but other columns can be added as required.
Exchange	Email Addresses	This report is a list of all your users. By default, it will show their Display Name and Primary Email Address.
Exchange	Exchange Logins Per Day	The Exchange Logins Per Day report shows you exactly how many users logged in to their Office 365 Mailboxes on any given day. This report also shows the total number of mailboxes that existed on your Office 365 platform, so you can easily compare the number of mailboxes you are paying for with the number of mailboxes being used. Many customers use this report to track migration progress.
Exchange	Inactive Exchange Users	The Inactive Exchange Users report shows you how many people have connected to their Office 365 Mailboxes within a given period. The “Last Logon Time” value is updated no matter how they connect to their mailbox, including Outlook, Outlook Web Access (OWA), Mobile Device (ActiveSync), POP or IMAP.
Exchange	Inactive Mailboxes	The Inactive Mailboxes report shows you a list of the mailboxes that are on In-Place hold that have no user account or licence associated with them. The table lists the mailbox, the date it was created, and the date the user was deleted.
Exchange	Mailbox Sizes	The Mailbox Sizes report shows you the current size of each user’s mailbox in your Office 365 Environment.
Exchange	Mailbox Sizes over Time	The Mailbox Sizes Over Time report shows you how the top 20 users’ mailboxes have grown in size over a specified period.
Exchange	Mailboxes	The Mailboxes report is a great place to start to get a handle on the mailboxes within your organization and some of their base information, including location (In Cloud or On-Premises).
Exchange	Mailboxes Over Quota	The Mailbox Over Quota report shows you all mailboxes that are currently over their send or receive quota in your Office 365 Environment.
Exchange	Recipient Count over Time	The Recipient Count Over Time report shows you how many recipients exist in your Microsoft Office 365 environment for each recipient type. These include UserMailbox, RoomMailbox and so on. You can choose which mailbox types to display by selecting their series items in the legend.
Exchange	Recipients by Type	The Recipients by Type report shows you the number of recipients for each recipient type (for example, the number of shared mailboxes).
Exchange	Shared Mailbox Sizes	The Shared Mailbox Sizes report shows you the current size of unlicensed shared and room mailboxes in your Office 365 Environment.
Exchange	Total Mail Storage over Time	The Total Mail Storage Over Time report shows you the total MB and items stored per day in your Office 365 Environment.
Exchange	Users with Archive Mailbox	The Users with Archive Mailbox report shows you a list of the users that have an archive mailbox in your Office 365 Environment.
Exchange	Users with Forward Set	The Users with Forward Set report shows you a list of the users that have an email forwarder set in your Office 365 Environment. The table lists the user and the email address that their emails are going to.

Groups	Group List	The Group List report shows you all the Distribution Groups within your Microsoft Office 365 environment and their common properties. The data table lists the names of the Distribution Groups, their email addresses and the number of members.
Groups	Group Members	The Group Members report lists all the Distribution Groups within your Microsoft Office 365 environment and their members.
Groups	Group Sizes	The Group Sizes report shows you how many members are in each of the Distribution Groups within your Microsoft Office 365 environment.
Groups	Empty Groups	The Empty Groups report shows you a list of the Distribution Groups within your Microsoft Office 365 environment that contain no recipients.
Groups	Groups Accepting External Mail	The Groups Accepting External Email report shows you which Distribution Groups within your Microsoft Office 365 environment accept external mail. The pie graph displays how many of your Distribution Groups accept only internal messages – Groups that accept external email have the RequireSenderAuthenticationEnabled attribute set to false.
Groups	Groups	The Groups report lists every group within your organisation, as well as its email address and group type. You can drill down into a group to see how many members it has and if it contains any additional groups.
Groups	Office 365 Groups Activity	The Office 365 Groups Activity report is a great report to get a handle on how well your Office 365 groups are being adopted. Office 365 Groups is a collaborative approach within Office 365 that brings together many of the services within Office 365 foster a more consistent work experience for all group members. These services include email, SharePoint, and Yammer. With this report get a daily sense of activity across all your Office 365 Groups.
Groups	Office 365 Groups Daily Activity	Office 365 Groups offer up the promise of making teams work better and have shared data at their fingertips. With the Office 365 Groups Daily Activity report gives you the latest stats for the previous day to get a sense of the amount of activity being undertaken. The report has two elements. The table has the cumulative totals for all the groups or the selected groups. The chart allows for a deeper dive into the underlying data of the Office 365 Group will more detail on the scope of the activity within the group.
Licence Reports	Licence by Service	This Licence by Service report provides you with an overview of how your Office 365 Licences are distributed and utilized.
Licence Reports	Licence by User	The Licence by User report displays a list of the users in your Microsoft Office 365 environment, and the licences assigned to them.
Licence Reports	Licence Pivot	This report allows you to see the numbers and types of licenses consumed in your environment, grouped by different attributes.
Licence Reports	Licence Usage over Time	The Licence Usage Over Time report shows you how you have been using your Microsoft Office 365 licences over a specified period. The chart displays the Active Units, Warning Units and Consumed Units per day as a line graph, and you can show or hide a series by selecting its name in the legend.
Licence Reports	Product Activations by User	This report shows you how your users are activating and using downloaded products such as Office 365 ProPlus.
Licence Reports	Subscription Cost Analyser	The Subscription Cost Analyser gives you a direct overview of your total billing by analysing the monthly costs and both active and inactive licenses.
Licence Reports	Subscription Overview	The Subscription Overview report provides you with an overview of your Microsoft Office 365 Reports subscriptions. In the table below the report, you can find more information about the status of a licence by clicking the plus symbol next to the licence type.

Licence Reports	Subscription Products Analytics	The Subscription Products Analytics report allows you to dig deeper into individual product use to determine if there are savings to be made by moving product licenses around.
Licence Reports	Users with Not Activated Products	This report shows you the users licenced for a downloadable product (such as Office ProPlus) that have not installed or activated their software.
Licence Reports	Users Without Licence	The Users Without Licence report lists all the users within your Microsoft Office 365 environment that do not currently have an Office 365 Licence.
Mail Traffic	Inactive Distribution Groups	The Inactive Distribution Groups report shows you a list of all mail enabled distribution Groups which have not received any email messages over a particular period. This report is useful in identifying groups that are no longer used or required.
Mail Traffic	Inactive Mail Recipients	The Inactive Mail Recipients report shows you a list of Exchange Online recipients that that have not sent or received a message over a given date period. This includes Distribution Groups, Contacts, Users and anything else that has an email address associated with it.
Mail Traffic	Internal vs External	The Internal vs External report shows the total number and size of messages that were sent within the organisation over a given date range.
Mail Traffic	Mail Traffic by User	The Mail Traffic by User report shows you how much email your Office 365 users are sending and receiving over a given period. This report can be filtered, allowing you to generate bespoke reports about the senders or receivers in a Department, Country or any other category you choose.
Mail Traffic	Mail Traffic Overview	The Mail Traffic Overview report shows you the size and number of emails that are flowing in and out of your Office 365 Environment over a particular period, as well as what types of emails they are (Inbound, Outbound, Spam, Malware etc).
Mail Traffic	Mail Traffic Pivot	This shows mail traffic statistics by user for the past 7 days. Mail Traffic data is collected every 24 hours for the previous day.
Mail Traffic	Spam & Malware Traffic	The Spam & Malware Traffic report shows you how much Spam and Malware email is being blocked by your Office 365 Environment.
Mail Traffic	Top Distribution Groups	The Top Distribution Groups mail traffic report shows you which distribution groups are sending or receiving the most email in your Office 365 Environment over a given period. You can select whether to show by number of emails (items) or size in MB through the button to the bottom right of the chart.
Mail Traffic	Top Senders & Receivers	The Top Senders & Receivers report shows you who is sending or receiving the most email in your Office 365 Environment over a given period. This can be displayed by number of emails (items) or size in MB.
Mail Traffic	Top Spam and Malware	The Top Spam and Malware report shows you who (as in which email addresses/aliases) are sending or receiving the most Spam or Malware in your Office 365 Environment over a given period. Our customers use this report to identify potential entry points for Spam and Phishing emails as well as monitor any internal email accounts that may have become compromised and are sending out Spam emails.
Mobile Devices	Devices by Access State	The Devices by Access State report shows you how the access state of your users' various mobile devices. Selecting the Blocked button will display a list of users who have a device that is blocked.
Mobile Devices	Folders Synchronised Per Device	The Folders Synchronised per Device report shows you a bar graph of the top 20 devices with the greatest number of folders synced.

Mobile Devices	Inactive Mobile Devices	The Inactive Mobile Devices report shows you how many mobile devices synced with your Microsoft Office 365 environment during a given period.
Mobile Devices	Mobile Devices by Manufacturer	The Mobile Devices by Manufacturer report displays a breakdown of each user's device manufacturer.
Mobile Devices	Mobile Devices by OS	The Mobile Devices by OS report displays a breakdown of each Operating System on your users' devices.
Mobile Devices	Mobile Devices by Policy	The Mobile Devices by Policy report displays a breakdown of users by their ActiveSync policy.
Mobile Devices	Mobile Users	The Mobile Users report displays a list of each user who have accessed their Office 365 mailbox through a mobile device using ActiveSync.
Mobile Devices	Mobile Users by Client	The Mobile Users by Client report displays the number of devices using Mobile Outlook Web Access (MOWA), Exchange ActiveSync (EAS), Outlook and REST.
Mobile Devices	Mobile Device Pivot	This pivot table allows you to group Mobile Device Manufacturers, Operating Systems and other data.
Mobile Devices	Policy Application Status	The Policy Application Status report displays a pie chart of the number of devices that have policies correctly applied.
OneDrive	Active Users Per Day	The Active Users Per Day Report will give you historical daily usage of OneDrive. Anytime a user views, edits or shares a file that user will be considered to have used OneDrive that day and they will be counted. The report is a great tool to see if overall OneDrive usage, on a per user basis, is growing within your organization.
OneDrive	Inactive Users	The Inactive Users report shows you the number of users who have not been using their OneDrive for Business. This is calculated by looking at the last time the users have added, deleted or modified a file in their account.
OneDrive	OneDrive Storage History	The OneDrive Storage History report shows the amount of storage used per week in a line graph. You can choose to show the Allocated Storage by selecting its series item in the legend or display the information in a bar graph by selecting the icon to the bottom right of the graph.
OneDrive	User Activities	The User Activities report shows you clearly who is using OneDrive and the type of activity they are undertaking. Get an initial view of the top users then drill down into the deeper data in the table. The types of activities tracked include Files Viewed, Synced and Shared Externally and Internally.
OneDrive	Top OneDrive Users	The Top OneDrive Users report shows you the users who have the greatest number of items in their OneDrive for Business.
Public Folders	Explorer	The Public Folder Explorer allows you to view your complete Public Folder Hierarchy, and when a Public Folder is selected it will display the pertinent information for that node. This report is great to get a general sense of the details of a given public folder. Use this report to get a quick glance at Public Folder information.
Security	Administrative Roles	This report shows all the Administrative Groups you have in your organization, a description of what rights the group has and the name of the member. Typically, this report would be used to manage who has elevated rights within your Office 365 Environment and what they can perform.
Security	Last Password Change	This report shows a breakdown of when users have last changed their password. The information is split into the categories of "within 7 days", 7 days+, 14 days+, 30 days+, 90 days+, 180 days+, 360 days+ and "never changed their password".

Security	Mailbox Auditing	The Mailbox Auditing report allows you to quickly identify which mailboxes have auditing enabled and easily determine if the auditing settings have been appropriately configured.
Security	Mailboxes on Hold	The Mailboxes on Hold report lists all the mailboxes within your company that are either on Litigation Hold or In-Place Hold. When a mailbox is placed on In-Place Hold it will hold certain mailbox data for a specified period based on policies created by your Compliance Officers. Litigation Hold only allows you to place all items on hold.
Security	Shared Mailbox Security	The Shared Mailbox Security report lists all the shared and room mailboxes in your Office 365 environment, along with their current access permissions.
Security	User Mailbox Security	The User Mailbox Security report displays a list of user mailboxes in your company that have non-standard permissions set.
Security	User Password Settings	This report shows the state of a user's password that exists in Windows Azure Active Directory, including password strength and password expiration settings.
Security	Users by Retention Policy	This report shows all users within your organisation and the breakdown by the Retention Policy applied to their mailbox. A Retention Policy is a set of rules that govern how long messages must remain in a user's mailbox before being removed.
SharePoint	Auditing Settings	The Auditing Settings report lists each Site Collection and the auditing settings that are configured for each one.
SharePoint	Explorer	This SharePoint Explorer allows you to explore your own Site Collections using a tree format. The top level will be the Site Collection and each subsequent level could be made up of Sites, Sub-Sites, Document Library, List or Folders.
SharePoint	External Users	This report shows you a list of all External Users that have access to your SharePoint Online environment. An external user is someone outside of your organization who can access your SharePoint Online sites and documents and is usually not employees, contractors, or onsite agents for you or your affiliates. This report is especially useful to determine who outside of your organisation has access to your SharePoint data.
SharePoint	Group Membership	The Group Membership report has a dashboard at the top of the page that displays the total number of Site Collections, Groups and Users, and a table below it that lists each group and its members.
SharePoint	Groups	The Groups report lists all the groups that are referenced within your SharePoint Site Collections.
SharePoint	Inactive Objects	The Inactive Objects report shows you the number of objects that have been modified within a given period. The time period selector above the graph allows you to specify what constitutes an "Inactive Object". For example, if you click the 30 Days button the report will display all objects that have not been modified for 30 days or more.
SharePoint	Permissions	The Permissions chart shows the permissions and inheritance for each level of the Site Collection. Each level could be either a Site, Library or List or Folder. It shows the split between inherited and unique rights against each Folder, Library or Site. The search box allows you to quickly view a folder or library or identify what specific permissions a user may have within your site.
SharePoint	Sharing Settings	The Sharing Settings report shows each site collection's sharing settings. It displays a breakdown of the number of site collections that allow sharing outside your organisation, and the number that do not.
SharePoint	Site Collection Admins	The Site Collection Admins report lists each Site Collection and their administrator. Clicking a Site Collection will display more in-depth information

		for that collection. Selecting the different tabs will display information relating to the Site Collection's General Settings, Storage & Quota and Audit Settings.
SharePoint	Site Collections	The Site Collections report lists information about all the site collections that are currently being reported on. The dashboard at the top of the page displays the total number of Site Collections, Sites, Document Libraries and Folders. The Data Table lists each Site Collection, along with the date it was last modified, the item size, the quota used, and the quota available. The quota used includes items in the recycle bin and versioning. Clicking a Site Collection will display more in-depth information for that collection. Selecting the different tabs will display information relating to the Site Collection's General Settings, Storage & Quota and Audit Settings.
SharePoint	Site Usage	The Site Usage report shows aggregate SharePoint usage by Site. It is a great report to get a sense of what sites are the most active. The report shows a list of sites and then core statistics on Page views and visits as well as storage data.
SharePoint	Storage Over Time	This report shows the storage history of your Site Collections. The size of your Site Collections is tracked daily and measured in Quota Used as Megabytes (mb) or the percentage used of the storage quota set.
SharePoint	Storage	The Storage report displays each site collection in a tree format, allowing you to drill down through the hierarchical structure and easily see which folders and sites are using the most storage.
SharePoint	User Activity	Understanding the daily ebb and flow of SharePoint usage helps you see the underlying adoption and footprint of the SharePoint ecosystem within your tenant. The User Activity report provides visibility into these areas.
SharePoint	Versioning Settings	The Versioning Settings report shows the versioning configuration of your document libraries. The pie chart on the left displays a breakdown of the number of document libraries that require Check In, and the one on the right shows the ratio of document libraries that have versioning enabled. The data table lists each document library and their check in and versioning details. You can add, remove or re-order these columns to display additional information such as the Site URL.
SharePoint	Top Sites by Size	This Top Sites by Size report shows the size of all the SharePoint sites within your Organization. The bar chart shows the top 20 sites based on size or by count.
SharePoint	Top User Activity	The Top User Activity Report shows which users have been the most active within SharePoint for a given timeframe.
Skype for Business	Client Devices Per Day	The Client Devices Per Day report shows the number of users who have used Skype on a device, during this time.
Skype for Business	Inactive Skype Users	The Inactive Skype Users report shows the number of users who have not logged in to Skype for Business over the previous 7, 14, 30 or 90 days.
Skype for Business	Skype Activities	The Skype Activities report shows how each of your users have been using Skype for Business over a given time frame. Data collected is also correlated into specific type of activity. The options for time ranges are Last 7 days, Last 30 Days, Last 90 Days and Last 180 Days.
Skype for Business	Skype Activities per Day	The Skype Activities per Day report is a great way to get a sense of the pattern of Skype usage as well as to dig deep into the types of Skype activities users have been undertaking. The chart will display, based on the data range, the trends of usage for overall conferences. The report can also be filtered to view by geography or user or any other core AD attribute which makes this the perfect way to examine in macro or micro detail how Skype is being adopted within your organization.

Skype for Business	Skype for Business User Activity Pivot	This report shows you how each of your users have used Skype for Business
Teams	Daily Activity Report	As a potentially high growth form of communication within Office 365, Teams can be a challenge to keep ahead of. As well if tracking its adoption, it may be good to review the number of users who are both enabled for Teams and who amongst that group is Active. This is the purpose of the Daily Activity Report. For every day that the tenant is scan the number of enabled users is tracked, as well as those that are active. This is then charted so it can be reviewed.
Teams	Teams Device Activity	Use of Teams can be on many devices, be it by mobile devices or computers and laptops. This report shows aggregate data for the type of devices being used by users within the tenant for a given day and displays it by chart and table. For computers, the OS being used is tracked or by mobile Android compared to iOS. The Chart is a view of the usage trends for each device type and can be reviewed for a given time frame. Use this to review which devices are most heavily leverage and which may be trending in usage as well. For example, if mobile use is the main method of Teams interaction, better security on mobile devices may be something that could be discussed.
Teams	Tenant Activity	The Tenant Activity Report is a great report to review aggregate daily totals for Teams usage within the Tenant as a whole. This is great to understand usage trends for Teams. This report focuses on four main types of communication models within Teams, chats undertaken in a group chat, private one to one chats, calls made within Teams and finally the number of meetings. Each of these are core metrics to understand how Teams is being adopted by the organization.
Teams	User Activity	Teams can be a very active workload within Office 365. The User Activity report gives you aggregate data based on statistics gathered daily. This is a powerful report to get a true sense of the scale and importance of Teams within your organization. For example, review the total number of Team Chats or Calls to get a complete picture of usage for Teams.
Tenant Reports	Accepted Domains	For most Office 365 tenants there is a list of one or more extra accepted domains for which email can be sent to the tenant for routing and acceptance. For some large tenants, this list can be quite large. The Accepted Domains report solves the problem of having to track down and get all these accepted domains together and simply puts it into one list with this report.
Tenant Reports	Inventory	It can be important to get a complete Snapshot of the main configuration and usage within your Office 365 Tenant. This report is very lengthy and combines a lot of information into a single report. This can be very helpful when doing more high-level reviews or planning. Information is based on data collection across all services and workloads. The reports put logical information into natural groupings for easy access of pertinent information.
Tenant Reports	Office 365 Service Status Report	The Office 365 Service Status Report shows you past and present service up-time information about your Office 365 environment. This information is collected from Microsoft on a regular basis and updated every 30 minutes.
Tenant Reports	Our Service Status	This report shows the current Service Status, Issues and Upcoming Maintenance affecting Reporting.
Yammer	Yammer Activities	This report shows you how your users are using Yammer.

GSX 365 SECURITY AUDIT



Report Group	Report Name	Description
Audit	Administrator Activities	This timeline shows a list of administration activities performed in Exchange Online and Azure AD. At the top of the timeline, you will find advanced filtering options, including the option to search by date, user, operation, and location. The chart overview is fully customisable and includes a map view (simply click on the cog or globe icon below the chart to change the view). The timeline features administrator activities in chronological order, showing the time and date for each event.
Audit	Audit Timeline	The Audit Timeline shows you a chronological view of all activity in your Office 365 environment. It enables you to identify suspicious activity, see exactly which documents, sites, or mailboxes your users are accessing, the actions they are taking, and even where these users are located.
Audit	Exchange DLP Events	This report lists the Data loss protection (DLP) events in Exchange Online, when configured via Unified DLP Policy. It is crucial to monitor any events whereby data could be a risk or could be non-compliant with your DLP policies.
Audit	Failed Events	The Failed Events view provides a list of users who failed to authenticate against a Microsoft cloud service or were denied access to a cmdlet or feature in Office 365. This could indicate that the

		account is experiencing a brute force attack, or it might just be caused by a user that has forgotten their credentials.
Audit	File and Folder Operations	This report lists all the files and folders that have been modified in OneDrive or SharePoint Online.
Audit	Mailbox Activity Events	This report provides a list of mailbox activities performed in Exchange Online. Important: you will need to enable Mailbox Auditing on your mailboxes to see these events.
Audit	SharePoint/One Drive Sync Operations	This report shows all files and folders that have been synchronised in OneDrive or SharePoint Online.
Audit	SharePoint/One Drive DLP Events	This report lists the Data loss protection (DLP) events in SharePoint/OneDrive, when configured via Unified DLP Policy within Office 365. DLP policies are created and managed via the Security and Compliance console in Admin Center. It is crucial to monitor any events whereby data could be a risk or could be non-compliant with your DLP policies. Events will only appear once policies are configured, and the event is triggered. Use the timeline to review any events in your environment and apply advanced filters to drill down into the information and find the event or activity you need.
Audit	Sharing and Access Requests	This report details all requests to share or access items from OneDrive or SharePoint.
Audit	Teams Events	The Teams Events pre-configured filter allows the administrator to focus quickly and efficiently on audit events related to the Teams workload. Types of audit events that are captured here include new Team being added, Teams sessions started and other administrative Teams activities.
Audit	Top Operations by Service	This report shows you the most popular activities performed on each service (Azure AD, Exchange, SharePoint Online, OneDrive, Teams, PowerBI, Security & Compliance Center, Skype, Threat Intelligence, Yammer). You can filter by service or operation to find specific information, or you can review top operations across your entire environment.
Compromised Accounts	Domains History	The Domains History displays a historical graph of how many accounts have been found to be breached within each email domain and may indicate an email domain that is more prone to breaches or give you a sense of the scope of the issue.
Compromised Accounts	Domains Overview	Use the Domains Overview report to get a list of the domains that have been compromised in a specific breach. Each breach is a little bit different, and the passwords that may have been compromised may be for external services. For each breach review the associated Breach information sheet to understand the scope and potential for action.
Feature	Mobile Text (SMS) Alerting	The Audit Timeline allows you to filter down to a very granular level. Once a filter has been set it can be a setting that is important to track and monitor. The SMS alerting option is a setting that allows you to be notified in near real time if a filter has been triggered by an event.

