

# Office 365 group reports



## Office 365 group reports

Office 365 is a powerful resource for enterprises who want to work from the cloud. However, the native Office 365 administration tool comes with some drawbacks. The reporting features available there are not comprehensive to give an in-depth of Office 365 components. We've compiled some guides to arm you with the tools you need to improve your Office 365 reporting. This guide covers Office 365 group reports in ADManager Plus.

### How are the Office 365 group reports helpful?

ADManager Plus' Office 365 group reports provide the following information:

**All Groups report:** This report provides information about all the groups available in your Office 365 environment. Admins can remove unwanted groups from their environment or create new groups based on this report.

**Security Group report:** With this report, admins can identify unauthorized security groups and perform appropriate action to prevent unauthorized access to critical resources.

**Distribution Group report:** Insight on distribution groups help admins make better decisions about whether they need to create new distribution groups or remove existing ones.

**Group Members report:** This report shows the members of a selected group in your Office 365 setup. This helps ensure that no unauthorized members have access to any of the groups in your setup.

**Dynamic Distribution Group report:** Admins can view details about all the dynamic distribution groups in the corresponding Office 365 account, such as recipient filters, email addresses, group IDs, and more.

**Dynamic Distribution Group Members:** This report provides information about members of distribution groups, such as member name, email address, group name, and more.

# Generating Office 365 group reports using ADManager Plus

## All Office 365 Groups report

To get a list of all groups available in your Office 365 environment:

- Click **Office 365**.
- Click **Reports** in the left pane.
- Under Reports, click **Group Reports**. Under Group Reports, click **All Groups**.
- Select the desired **Office 365 account** and click **Generate**.

## Office 365 Security Groups report

To get a list of the security groups in your Office 365 setup:

- Click **Office 365**.
- Click **Reports** in the left pane.
- Under Reports, click **Group Reports**. Under Group Reports, click **Security Groups**.
- Select the desired **Office 365 account**, and click **Generate**.

## Office 365 Distribution Groups report

To generate the list of all distribution groups in your Office 365 environment:

- Click **Office 365**.
- Click **Reports** in the left pane.
- Under Reports, click **Group Reports**. Under Group Reports, click **Distribution Groups**.
- Select the desired **Office 365 account** and click **Generate**.

## Office 365 Group Members report

To get a list of all users who are members of a selected group in your Office 365 environment:

- Click **Office 365**.
- Click **Reports** in the left pane.
- Under Reports, click **Group Reports**. Under Group Reports, click **Group Members**.
- Select the desired **Office 365 account**.
- Select the required groups corresponding to the chosen Office 365 account from the list and click **Generate**.

## Office 365 Dynamic Distribution Groups report

To list particulars of all the dynamic distribution groups:

- Click **Office 365**.
- Click **Reports** in the left pane.
- Under Reports, click **Group Reports**. Under Group Reports, click **Dynamic Distribution Groups**.
- Select the desired **Office 365 account**.
- Click **Generate Now**.

## Office 365 Dynamic Distribution Group Members report

To get the details of users who are members of dynamic distribution groups:

- Click **Office 365**.
- Click **Reports** in the left pane.
- Under Reports, click **Group Reports**. Under Group Reports, click **Dynamic Distribution Group Members**.
- Select the desired **Office 365 account**.
- Click **Generate Now**.

### ManageEngine ADManager Plus

ManageEngine ADManager Plus is a web-based Windows AD management and reporting solution that helps AD administrators and help desk technicians accomplish their day-to-day activities. With an intuitive, easy-to-use interface, ADManager Plus handles a variety of complex tasks and generates an exhaustive list of AD reports, some of which are essential requirements to satisfy compliance audits. It also helps administrators manage and report on their Exchange Server, Office 365, and Google Apps environments, in addition to AD, all from a single console.

For more information about ADManager Plus, visit <https://www.manageengine.com/ad-manager/>

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