

Office 365 License Reports



Office 365 license 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 license reports in ADManager Plus.

How are Office 365's license reports helpful?

Most organizations estimate how many licenses they'll need when they first start using Office 365. Office 365 administrators have to constantly optimize the utilization of their Office 365 licenses, which involves removing licenses when employees leave the organization, assigning licenses to new employees, reclaiming inactive users' licenses, and reassigning licenses to other users. Regularly tracking license utilization is an important part of reducing costs. Native Office 365 administration tools are not comprehensive enough and PowerShell scripting is complex.

A better alternative is ADManager Plus, a web-based solution that helps provide details on all Office 365 licenses as well as licensed and unlicensed users. Admins can ensure optimum license utilization in their organization using these reports:

- 1 [Licensed Office 365 Users](#)
- 2 [Unlicensed Office 365 Users](#)
- 3 [Office 365 License Details](#)

Generating Office 365 group reports using ADManager Plus

Licensed Office 365 Users Report

This report fetches the list of all users in your Office 365 environment for whom licenses have been assigned, along with the list of services assigned through each license.

To generate this report:

- Click **Office 365**.
- Click **Reports** in the left pane.
- Under Reports, click **Licensed Users**.
- Select the desired **Office 365 account** and click **Generate**.

Unlicensed Office 365 Users Report

This report lists all the users in your Office 365 environment who do not have an Office 365 license assigned to them.

To generate this report:

- Click **Office 365**.
- Click **Reports** in the left pane.
- Under Reports, click **Unlicensed Users**.
- Select the desired **Office 365 account** and click **Generate**.

Office 365 License Details Report

This report lists all the available licenses for your Office 365 environment. For each license, you will also get a list of all active, assigned, warning, suspended, and locked out units for each license.

To generate this report,

- Click **Office 365**.
- Click **Reports** in the left pane.
- Under Reports, click **License Details**.
- Select the desired **Office 365 account** and click **Generate**.

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/>

\$ Get Quote

↓ Download

30-day trial and try this feature now.