

Office 365 user reports



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While Office 365 is a powerful resource for enterprises who want to work from the cloud, native Office 365 administration tools come with some drawbacks, namely a lack of comprehensive, in-depth analysis 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 user reports in ADManager Plus.

How are Office 365 user reports helpful?

Office 365 admins need information on all the Office 365 users in their environment—including inactive users and users that have never logged on—so they can make better decisions about assigning and revoking licenses.

Most organizations require that the history of emails sent and received by a user be saved for legal purposes. Admins can use Litigation Hold Enabled Mailboxes report to get information on users that have litigation hold enabled on their Exchange Online mailboxes. In almost all organizations, there are departments, such as the help desk, HR, and sales, that provide centralized services and use shared mailboxes containing generic email addresses. Admins can use the Shared Mailbox report to get the list of all shared mailboxes and their details.

Generating Office 365 user reports with ADManager Plus

Office 365 users

To generate a list of all users present in your Office 365 environment:

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

Inactive Office 365 users

Office 365 users

To identify the Office 365 users who have not logged on to Office 365 during a specified time period:

- Click **Office 365**.
- Click **Reports** in the left pane.
- Under Reports, click **User Reports**. Under User Reports, select **Inactive Users**.
- Select the **Office 365 account** and enter the preferred period. Select **Exclude Active AD users** and choose the preferred domain(s). The Exclude Active AD users option will be displayed if directory sync is enabled for the configured Office 365 account.
- Click **Generate**. The Inactive Users Report will fetch the last logon time of all users from the configured domain controllers and, based on that information, will filter the results to generate the inactive users for both Office 365 and Active Directory.
- To assign, remove, or replace licenses of Office 365 users, select the desired users, click **More Actions**, and select the necessary action under Office 365 Management from the drop-down list.
- To manage the Exchange Online mailbox settings for Office 365 users, select the desired user accounts, click **More Actions**, and select the desired mailbox management action from the list under Mailbox Management.

Litigation hold-enabled mailboxes

To list the Exchange Online mailboxes that have litigation hold enabled:

- Click **Office 365**.
- Select **Reports** in the left pane.
- Under Reports, select **User Reports**. Under User Reports, select **Litigation Hold Enabled Mailboxes**.
- Select the desired **Office 365 account** and click **Generate**.

Office 365 users who have never logged on

To view all Office 365 users who haven't logged on to Exchange Online during a specified time period:

- Click **Office 365**.
- Select **Reports** in the left pane.
- Under Reports, select **User Reports**. Under User Reports, select **Never Logged On Users**.
- Select the desired **Office 365 account** and click **Generate**.

Office 365 users' last logon

To fetch the last logon time of Office 365 users, along with other details such as licenses assigned to them:

- Click **Office 365**.
- Select **Reports** in the left pane.
- Under Reports, select **User Reports**. Under User Reports, select **Last Logon**.
- Select the desired **Office 365 account** and click **Generate**.

Office 365 users with ActiveSync enabled

To identify which Office 365 users have enabled ActiveSync in their mailboxes:

- Click **Office 365**.
- Select **Reports** from the left pane.
- Under Reports, select **User Reports**. Under User Reports, select **ActiveSync Enabled Users**.
- Select the desired **Office 365 account** and click **Generate**.

Shared mailboxes for Exchange Online

To list all the shared mailboxes available in your Exchange Online environment:

- ➊ Click **Office 365**.
- ➋ Select **Reports** in the left pane.
- ➌ Under Reports, select **User Reports**. Under User Reports, select **Shared Mailbox**.
- ➍ 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/>

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