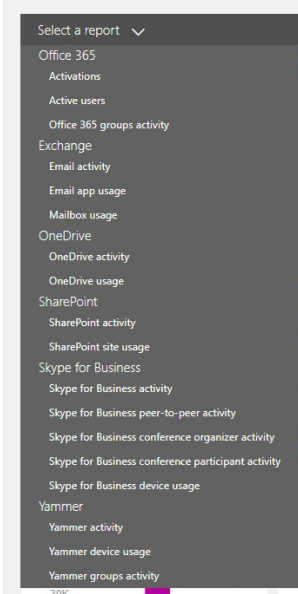


O365 Usage Reporting

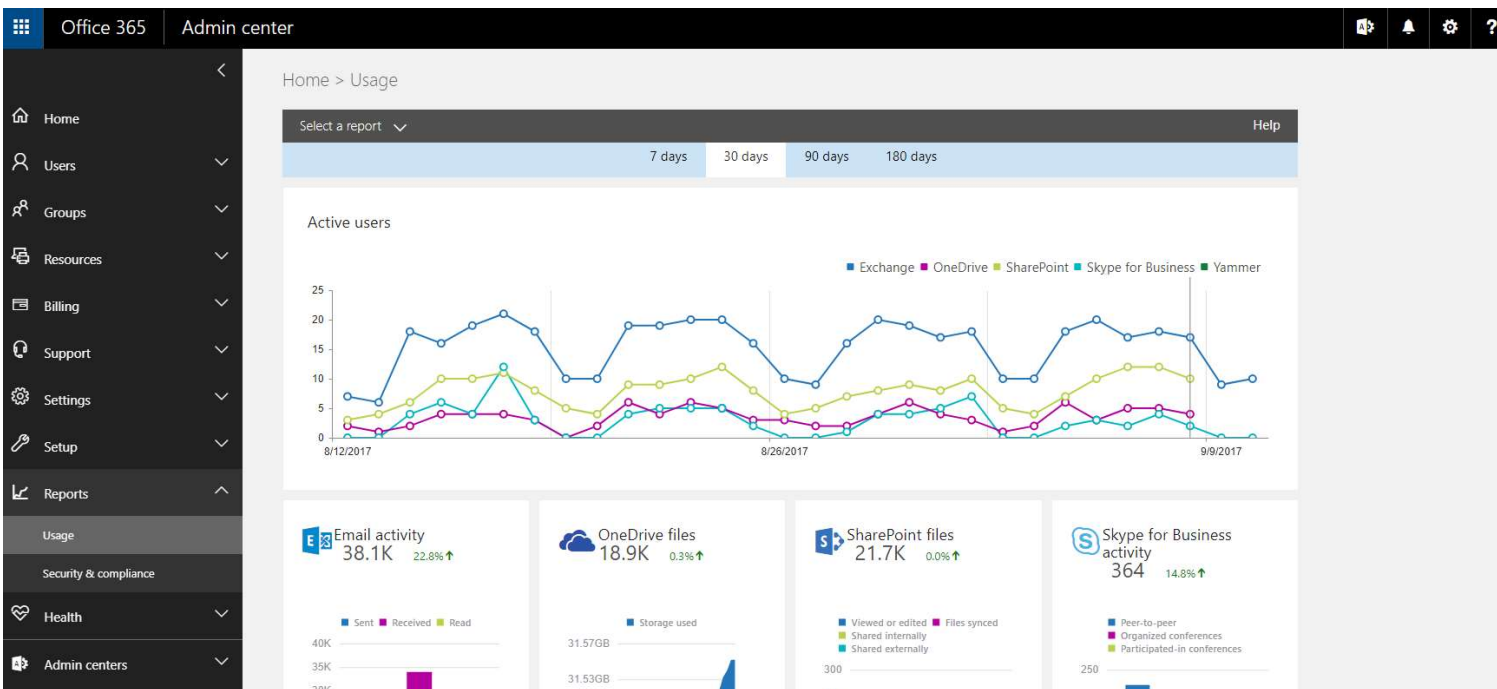
11 September 2017 12:19

Usage reports can be gathered for a number of different components see screen shot below :-



To access these reports :-

1. Log into O365 portal via browser (as Global Admin)
2. Navigate to left hand side menu > Reports > Usage
3. From middle screen top left you should now be able to see a drop down option "Select a report"



4. Select an option to report on (in this example I chose Mailbox Usage) :-
 - a. There are now 2 options for Export (to the right hand side of the middle section)
 - b. Choose the Export option for the "Details" section, this then downloads an export.csv file containing a number of different type of mailbox stats for each user

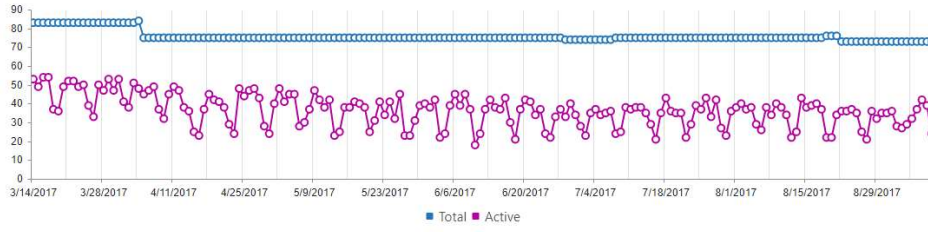
7 days 30 days 90 days 180 days

Data as of: Saturday, September 09, 2017 (UTC)

Mailbox Storage Quota

Number of total and active user mailboxes

Export



Details

Export

User	Deleted	Last activity date (UTC)	Item count	Storage used (MB)	Quota status
matt...		Tuesday, April 18, 2017	158,619	13,537	Good (under limits)
Tom...		Saturday, September 09, 2017	319,790	15,936	Good (under limits)
leon...		Saturday, September 09, 2017	35,508	6,939	Good (under limits)
nikla...		Friday, September 08, 2017	56,128	6,910	Good (under limits)
adam...		Saturday, September 09, 2017	115,113	12,974	Good (under limits)
Jame...	true	Tuesday, January 31, 2017	80,177	5,862	Good (under limits)
paul...			65,870	4,547	Good (under limits)
jason...	true	Thursday, April 13, 2017	50,005	3,867	Good (under limits)