6 Ways to Get Insights on your Microsoft 365 usage

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Agenda



Graph ty



Reporting and Analytics



DLP and governance

Measure communication effectiveness

Adoption

Licence management

Troubleshooting











Reporting vs Analytics



Ref: <u>https://whitepages.unlimitedviz.com/2017/02/difference-reporting-analytics-42/</u>



#1 Microsoft 365 Administration Portal

Workloads





Email



Details							± Export
Username	Last activity date (UTC)	Send actions	≡	Receive actions	≡	Read actions	=
	Tuesday, March 3, 2020		2		4		5 🧥
and the state of the	Tuesday, March 3, 2020		153		722		675
	Tuesday, March 3, 2020		3		51		2
	Tuesday, March 3, 2020		1		290		72
	Tuesday, March 3, 2020		6		284		10
confections and the	Saturday, August 31, 2019		0		5		0
	Tuesday, March 3, 2020		91		407		377
and a state of the local division of the loc	Tuesday, March 3, 2020		171		136		45
	Tuesday, February 4, 2020		0		2		0
Contraction descentions	Thursday, May 26, 2016		0		0		0
	Tuesday, March 3, 2020		83		384		479
a manufacture de constante est	Monday, August 26, 2019		0		0		0
	Monday, March 2, 2020		0		34		10
trees advantage of the state of the			0		0		0
	Tuesday, March 3, 2020		48		955		668
	Saturday, November 23, 2019		0		276		0
	Tuesday, March 3, 2020		52		233		278
	Monday, February 10, 2020		0		8		0
	Tuesday, March 3, 2020		41		145		130
			0		0		0
							22 records

Exchange	\sim
Email activity	
Email app usage	
Mailbox usage	
Microsoft Teams	\sim
Office 365	\sim
OneDrive	\sim
SharePoint	\sim
Skype for Business	\checkmark
Yammer	\checkmark





SharePoint



Jsername	Last activity date (U	Files viewed or edited	Files synced 📃	Files shared internally	Files shared externally	Pages visited	\equiv
	Thursday, January 10, 2019	0	0	0	0		0
	Wednesday, March 4, 2020	175	37	3	0		42
	Wednesday, March 4, 2020	237	55	1	0		58
	Wednesday, March 4, 2020	25	0	0	0		1
	Friday, February 14, 2020	33	0	0	0		0
	Monday, May 7, 2018	0	0	0	0		0
	Wednesday, March 4, 2020	60	1	2	0		22
	Wednesday, February 5, 2020	7	0	0	0		4
	Wednesday, March 4, 2020	21	0	1	0		1
	Tuesday, January 10, 2017	0	0	0	0		0
	Friday, February 22, 2019	0	0	0	0		0
	Wednesday, December 5, 2018	0	0	0	0		0
	Wednesday, March 4, 2020	309	473	7	0		40
	Tuesday, February 11, 2020	4	0	0	0		0
	14/- J J 14 L 4 2020	2.405	260	10	7		24





OneDrive



Details							<u> </u>	Export
Username 📃	Last activity date (UTC) \blacksquare	Files viewed or edited	\equiv	Files synced	≡	Files shared internally \blacksquare	Files shared externally	\equiv
	Thursday, January 10, 2019		0		0	0		0 🔺
and the designation of the	Tuesday, March 3, 2020		115		23	15		0
	Monday, February 10, 2020		8		0	3		0
take different states and	Wednesday, March 4, 2020		4		5	0		0
	Friday, August 23, 2019		0		0	0		0
And the design of the second second			0		0	0		0
	Wednesday, March 4, 2020		316		2,082	1		0
	Tuesday, June 19, 2018		0		0	0		0
	Wednesday, March 4, 2020		6		0	2		0
and the second se			0		0	0		0
	Wednesday, February 27, 2019		0		0	0		0
and a strength of the strength of the	Tuesday, June 19, 2018		0		0	0		0
	Wednesday, March 4, 2020		266		8,197	8		0
			0		0	0		0
	Wednesday, March 4, 2020		126		117	1		0
and the second second second	Wednesday, February 5, 2020		2		0	1		0
	Wednesday, March 4, 2020		631		2,307	11		0
	Sunday, February 23, 2020		3		0	2		0

Exchange	\sim
Microsoft Teams	\sim
Office 365	\sim
OneDrive	\sim
Activity	
Usage	
SharePoint	\sim
Skype for Business	\sim
Yammer	\sim



raph

Teams



Details											
Username	\equiv	Last activity date (UTC)	\equiv	Channel messages	\equiv	Chat messages	≡	Calls	≡	Meetings	\equiv
					0		0		0		0 🔺
		Wednesday, March 4, 2020			265		599		38		57
	8	Wednesday, March 4, 2020			66		240		2		18
		Wednesday, March 4, 2020			129		116		1		17
					0		0		0		0
					0		0		0		0
	į.	Wednesday, March 4, 2020			82		221		17		40
		Tuesday, October 1, 2019			0		0		0		0
					0		0		0		0
					0		0		0		0
		Wednesday, March 4, 2020			162		208		3		2
					0		0		0		0
	3	Wednesday, September 27,	2017		0		0		0		0
					0		0		0		0
	-	Wednesday, March 4, 2020			54		257		5		20
					0		0		0		0

Exchange	\sim
Microsoft Teams	\sim
Device usage	
User activity	
Office 365	\sim
OneDrive	\sim
SharePoint	\sim
Skype for Business	\sim
Yammer	\sim





Others

Office 365

Activations Active users Groups activity Multi-geo distribution

Yammer Activity Device usage Groups activity

Skype for Business

Activity Conference organizer activity Conference participant activity Device usage Peer-to-peer activity PSTN usage Users blocked



						🚽 Exp
	Last Activity Date					
Username	Exchange	OneDrive	SharePoint	Skype for Business	Yammer	Microsoft Teams 🗧
and the second se	Tuesday, March 3, 2020	Thursday, January 10, 2019	Thursday, January 10, 2019			
	Tuesday, March 3, 2020	Tuesday, March 3, 2020	Tuesday, March 3, 2020	Friday, December 20, 2019	Wednesday, February 12, 2020	Tuesday, March 3, 2020
	Tuesday, March 3, 2020	Monday, February 10, 2020	Tuesday, March 3, 2020	Wednesday, April 10, 2019	Friday, February 14, 2020	Tuesday, March 3, 2020
and a state of the	Tuesday, March 3, 2020	Monday, March 2, 2020	Tuesday, March 3, 2020	Friday, April 5, 2019	Friday, November 1, 2019	Tuesday, March 3, 2020
	Tuesday, March 3, 2020	Friday, August 23, 2019	Friday, February 14, 2020			
and the design of the	. Saturday, August 31, 2019		Monday, May 7, 2018			
and the second sec					Tuesday, April 17, 2018	
	Tuesday, March 3, 2020	Tuesday, March 3, 2020	Tuesday, March 3, 2020	Wednesday, February 5, 2020	Tuesday, February 18, 2020	Tuesday, March 3, 2020
	Tuesday, March 3, 2020	Tuesday, June 19, 2018	Wednesday, February 5,		Wednesday, May 30, 2018	Tuesday, October 1, 2019



Details									± Expo
Username	=	Last activity date (UTC)	\equiv	Posted	=	Read	=	Liked	=
					0)	0
		Friday, February 14, 2020			0				0
		Tuesday, February 18, 2020			3		1		3
					0)	0
		Tuesday, February 25, 2020			3)	0
		Tuesday, April 17, 2018			0)	0
		Tuesday, May 14, 2019			0)	0
					0)	0
		Wednesday, December 5, 2018			0)	0
		Wednesday, February 12, 2020			2				1
and the state of t		Wednesday, May 30, 2018			0)	0
		Friday, February 21, 2020			0		3)	0



								5	
Details									\pm Export
Username	=	Last activity date (UTC)	\equiv	Peer-to-peer	=	Organized conferences	\equiv	Participated-in conferences	\equiv
					0		0		0 -
and the state of t		Friday, December 20, 2019			6		0		4.1
		Wednesday, April 10, 2019			0		0		0
and the second second second		Friday, April 5, 2019			0		0		0
					0		0		0
provide statements and a	-				0		0		0
the state of the s		Wednesday, February 5, 2020			0		0		3



Time intelligence





Export

		AutoSave ● Off) □ > ~ ~ SharePointActivityUserCounts3_6_2020 9_04_37
		File Home Insert Page Layout Formulas Data Review View Add-ins Help Power Pivot
		$\begin{array}{c c} & & & \\ \hline & & \\ \hline & & \\ Paste \end{array} Copy Paste \end{array} \begin{array}{c c} Calibri & & 11 & A^{^{\circ}} A^{^{\circ}} \end{array} \Xi \equiv \Xi Paste \end{array} Paste \begin{array}{c c} Calibri & & 11 & A^{^{\circ}} A^{^{\circ}} \end{array} \Xi \equiv \Xi Paste \begin{array}{c c} Paste \\ \hline Paste \\$
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CSV	is what you	A B C D E F G H I
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		2 3/4/2020 5 7 2 3/4/2020 90 3 3/4/2020 3 7 2 1 3/3/2020 90
	ant	
	get	
		5 3/4/2020 3 2 3/1/2020 90 6 3/4/2020 2 2 2 2/29/2020 90
		6 3/4/2020 2 2 2 2 2 3/4/2020 90 7 3/4/2020 1 8 2 2/28/2020 90
		8 3/4/2020 3 8 2 2/27/2020 90
		9 3/4/2020 1 7 2 2/26/2020 90
		10 3/4/2020 7 2 2/25/2020 90
	Report	11 3/4/2020 1 5 1 2/24/2020 90
No user data		12 3/4/2020 1 6 1 2/23/2020 90 13 3/4/2020 5 1 2/22/2020 90
NU USEI Uala	• •	13 3/4/2020 5 1 2/22/2020 90
	nerinds	14 3/4/2020 2 6 3 2/21/2020 90
avenauted	periods	15 3/4/2020 1 5 4 2/20/2020 90
exported		16 3/4/2020 4 8 4 2/19/2020 90
	limited	17 3/4/2020 3 8 4 1 2/18/2020 90
		18 3/4/2020 4 3 2/17/2020 90 19 3/4/2020 3 2 2/16/2020 90
		21 3/4/2020 6 8 5 4 2/14/2020 90 22 3/4/2020 2 8 2 2 2/13/2020 90
		22 3/4/2020 Z 8 Z Z 2/13/2020 90



#2 - Microsoft 365 Usage Analytics App



Power BI Template App

Requires Pro license or Premium Dataset owner must have "Reporting" role Access can be granted to nonadmin users

Source data updated daily More reporting than analytics





Microsoft 365 Usage Analytics App



#3 - Reporting APIs

Workloads



https://docs.microsoft.com/en-us/graph/api/resources/report?view=graph-rest-1.0



Output

Report Refresh D	Jser Princ Last Activi Is Deleted	Deleted D Assigned I	Team Cha	Private Ch	Call Count	Meeting C	Has Other	Report Period
4/22/2020	FALSE	OFFICE 36	0	0	0	0	No	7
4/22/2020	FALSE	OFFICE 36	79	61	4	21	Yes	7
4/22/2020	FALSE	OFFICE 36	38	100	3	9	Yes	7
4/22/2020	FALSE	INTUNE+P	126	80	0	4	Yes	7
4/22/2020	FALSE	OFFICE 36	0	0	0	0	No	7
4/22/2020	FALSE	OFFICE 36	0	0	0	0	No	7
4/22/2020	FALSE	MICROSO	106	51	2	11	Yes	7
4/22/2020	FALSE	POWER BI	0	0	0	0	No	7
4/22/2020	FALSE	OFFICE 36	0	0	0	0	No	7
4/22/2020	FALSE	OFFICE 36	0	0	0	0	No	7
4/22/2020	FALSE	MICROSO	133	37	2	9	Yes	7
4/22/2020	FALSE	OFFICE 36	0	0	0	0	No	7
4/22/2020	FALSE	MICROSO	0	0	0	0	No	7
4/22/2020	FALSE	OFFICE 36	0	0	0	0	No	7
4/22/2020	FALSE	PROJECT F	56	28	3	13	Yes	7
4/22/2020	FALSE	MICROSO	I 0	0	0	0	No	7
4/22/2020	FALSE	PROJECT (193	144	3	20	Yes	7
4/22/2020	FALSE	OFFICE 36	109	106	0	10	Yes	7
4/22/2020	FALSE	OFFICE 36	0	0	0	0	No	7
4/22/2020	FALSE	POWER BI	0	0	0	0	No	7
4/22/2020	FALSE	OFFICE 36	0	0	0	0	No	7

21	Yes	7	., ==, ====	.,,				
		7	4/22/2020	4/22/2020	FALSE	OFFICE 365 E5 W	7	6
	Yes	/	4/22/2020	4/22/2020	FALSE	INTUNE+POWER	36	18
	Yes	7	4/22/2020	4/22/2020	FALSE	MICROSOFT STR	68	13
0	No	7	4/22/2020	4/22/2020	FALSE	MICROSOFT STR	53	6
0	No	7	4/22/2020	4/22/2020	FALSE	PROJECT PLAN 5	2	6
11	Yes	7	4/22/2020	4/22/2020	FALSE	PROJECT ONLINE	56	18
0	No	7	4/22/2020	4/22/2020	FALSE	OFFICE 365 E3+N	9	30
0	No	7						
0	No	7						
9	Yes	7						
0	No	7						
0	No	7						
0	No	7						
13	Yes	7						
0	No	7						
20	Yes	7						
10	Yes	7						
0	No	7						
	No	7						
		-						

Report Refres User Principa Last Activity Date Is Deleted Deleted Assigned Produc Team Chai Private Ch Call Count Meeting C Has Other Report Period

eporementes oser rim	cipe Last Activity Date	is Deleted	Delete	a solution and a	ream ena	i invate en	can count	inteeting e	inas other	Reportrenou
4/22/2020	4/22/2020	FALSE		OFFICE 365 E5 W	28	14	1	6	Yes	1
4/22/2020	4/22/2020	FALSE		OFFICE 365 E5 W	7	6	1	2	Yes	1
4/22/2020	4/22/2020	FALSE		INTUNE+POWER	36	18	0	0	Yes	1
4/22/2020	4/22/2020	FALSE		MICROSOFT STR	68	13	0	2	Yes	1
4/22/2020	4/22/2020	FALSE		MICROSOFT STR	53	6	0	2	Yes	1
4/22/2020	4/22/2020	FALSE		PROJECT PLAN 5	2	6	0	3	Yes	1
4/22/2020	4/22/2020	FALSE		PROJECT ONLINE	56	18	0	4	Yes	1
4/22/2020	4/22/2020	FALSE		OFFICE 365 E3+N	9	30	0	3	Yes	1
							Ι.	<u>l</u>		

https://graph.microsoft.com/v1.0/reports/getTeamsUserActivityUserDetail(period='D7')

https://graph.microsoft.com/v1.0/reports/getTeamsUserActivityUserDetail(date=2020-04-22)



Granularity and latency

Day level aggregations Past 30 days

Period aggregations 7 day

30 day 90 day 180 day

Latency 1 day 2 day 1 week Depends on the endpoint





#4 – Unified Audit Log

Compliance Center Audit log search

A Audit log search - Security & Cor × A Report Viewer - Security & Corr × +										
\leftrightarrow \rightarrow \circlearrowright \pitchfork https://protection.office.com/unifiedauditlog										
🛅 Comm/Social 🛅 UVI Ops 🎦 Azure 🎦 Blogs/Podcasts 🎦 Conferences 🛅 Demos 🎦 Partners 🚞 Websites 🎦 Azure Marketplace 🎦 Projects 🎦 Temp										
	Office 365 Security & Comp	oliance					-			
		<	Home > Audit log search							
ሴ	Home		Audit log searc							
\wedge	Alerts	\sim	Need to find out if a user delet	ed a document or if a	n admin reset some	one's password? Search the Office 365 audit log to fi	ind out what the users and admins in your organ	ization have been doing. You'll be able to fin		
<u>م</u>	Permissions		Search		Results					
^			Activities		Date 🔻	IP address	User	Ac		
E	Classification	\sim	Show results for all activities	•						
			× Clear all to show results fo	r all activities				h tc		
6	Data loss prevention	\sim	Search					×		
	Pasarda managamant									
u A	Records management	\sim	File and page activities							
А	Information governance	ne 🗸	Accessed file Checked in file			Changed compliance policy label	Deleted Record Compliance			
						Changed record status to locked	Changed record status to u	niocked		
Ø	Supervision		Checked out file			Copied file	Discarded file checkout			
			Deleted file			Deleted file from recycle bin Detected malware in file	Deleted file from second-st	age recycle bin		
÷	Threat management	gement 🗸 🗸	Detected document sensitivity mismatch Modified file		Detected maiware in file Moved file		Downloaded file	-60-		
				6.61.			Recycled all minor versions Renamed file	or file		
\geq	Mail flow	\sim	Recycled all versions o	i nie		Recycled version of file				
0	Data ari any		Restored file			Uploaded file	Viewed page			
	Data privacy	\sim	View signaled by client	L		Performed search query				
ρ	Search	~	Folder activities + New alert policy					· · · · ·		
/~										
	Content search ⊏		+ New audit retention po	olicy						
	Audit log search									

https://protection.office.com/unifiedauditlog



Compliance Center Audit log search

<	Home > Audit log search								
பி Home	Audit log search								
<u>∧</u> Alerts ∨	Need to find out if a user deleted a document or	if an admin reset someone's password? Search the Off	ice 365 audit log to find out what the users and admir	ns in your organization have been doing. You'll be ab	le to find activity related to email, groups, documents	s, permissions, directory services, and much mo			
q^{R} Permissions	Search ⁹ Clear	Results 150 results found (More items available, scroll down to see more.)							
	Activities	Date 💌	IP address	User	Activity	Item			
E Classification V	Show results for all activities 👻	2020-04-24 09:34:39	[65.93.28.129]:25377		Moved messages to another folder				
	Start date	2020-04-24 09:33:48	[173.238.128.146]:41107		Created mailbox item				
🕒 Data loss prevention 🗸 🗸	2020-04-17 🗰 00:00 🗸				created manbox item				
🔓 Records management 🗸 🗸	End date	2020-04-24 09:32:57	[65.93.28.129]:6929		Moved messages to another folder				
	2020-04-25 🗰 00:00 🗸	2020-04-24 09:32:26	[2607:fea8:6c40:152f:ed92:57b5:7b84:414f]:45805		Moved messages to Deleted Items folder				
☐ Information governance ∨	Users	2020-04-24 09:32:24	[2607:fea8:6c40:152f:ed92:57b5:7b84:414f]:8962		Moved messages to Deleted Items folder				
	Show results for all users	2020-04-24 09:31:38	[2607:fea8:6c40:152f:9d0c:14e8:93c4:c6f3]:9116		Updated message				
$_{igodoldymbol{\&}}$ Threat management \sim	File, folder, or site ① Add all or part of a file name, folder name, or URL.	2020-04-24 09:31:37	[2607:fea8:6c40:152f:9d0c:14e8:93c4:c6f3]:49956		Moved messages to another folder				
🞽 Mail flow 🗸 🗸	of one.	2020-04-24 09:31:25	[70.50.179.236]:40571	Aug. (1) - (1) - (1) - (1)	Moved messages to Deleted Items folder				
🔒 Data privacy 🗸 🗸	Q Search	2020-04-24 09:30:26			User signed in to Teams	Unknown (Unknown)			
O Search	+ New alert policy	2020-04-24 09:30:26			User signed in to Teams	Unknown (Unknown)			
Content search ⊏	\pm New audit retention policy	2020-04-24 09:29:35	[65.93.28.129]:47655	Rectification and a second	Moved messages to another folder				
Audit log search		2020-04-24 09:29:29	[65.93.28.129]:39095		Moved messages to Deleted Items folder				

https://protection.office.com/unifiedauditlog



Granularity and Retention

Must be enabled (for now)

Transactional level

90 day retention by default

7day retention for API access

Org Policy can increase to 1 year SharePoint Exchange Azure Active Directory

https://docs.microsoft.com/en-us/microsoft-365/compliance/audit-log-retention-policies



Latency

Microsoft 365 service	30 minutes	24 hours
Advanced Threat Protection and Threat Intelligence	Х	
Azure Active Directory (user login events)		Х
Azure Active Directory (admin events)		Х
Data Loss Prevention	Х	
Dynamics 365 CRM		Х
eDiscovery	Х	
Exchange Online	Х	
Microsoft Power Automate		Х
Microsoft Project	Х	
Microsoft Stream	Х	
Microsoft Teams	Х	
Power Apps		Х
Power BI	Х	
Security & Compliance Center	Х	
SharePoint Online and OneDrive for Business	Х	
Sway		Х
Workplace Analytics	Х	
Yammer		Х
Microsoft Forms	Х	





Access Mechanisms

Audit log search

PowerShell

Management APIs





Compliance Center – Audit Log Search

#5 - Microsoft Graph and Graph Data Connect

Graph Explorer





Microsoft Graph Data Connect





Complete Solution – tyGraph for Exchange







Graph Explorer

#6 - Third Party Products

Third Party Tools







Wrapping up

and the second

In Closing

Understand the need

Understand the audience

Complexity vs flexibility tradeoff

Understand retention







Answer \$1.00
ANSWERS WHICH
Require Thought\$2.00
Correct Answers\$4.00
Dumb Looks FREE

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