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Get-O365GroupReport.ps1 – PowerShell Script to Generate Reports for New, Changed, and Deleted Groups in Office 365

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ffice 365 Groups, also known as Unified Groups, provide users with the ability to communicate via email, share files,
d collaborate with tools such as OneNote and Planner (http://practical365.com/collaboration/planner/office-365-
icrosoft-planner-features/).

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though administrators do have some controls that can be applied to the management of Groups, out of the box it is
ssible for end users to create, modify, and delete their own Groups. For organizations where that freedom is preferred,
s still a good idea to keep an eye on the state of Groups in your tenant in case of misuse.

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et-O365GroupReport.ps1 is a PowerShell script for administrators to generate reports about the Groups in their Office
5 tenant. The script stores information about the Groups that were found in a tenant, and uses that information to
termine which groups are new, modified, or deleted since the last report was generated.

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install the script:

1. Download the latest release from the TechNet Script Gallery or from GitHub.

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2. Unzip the files to a folder on the workstation or server where you want to run the script.

3. Rename *Get-O365GroupReport.xml.sample* to *Get-O365GroupReport.xml*

4. Edit *Get-O365GroupReport.xml* with appropriate email settings for your environment. If you exclude the SMTP

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server, the script will send the report email to the first MX record for the domain of the *To* address.

5. Run the script using the usage examples below.

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is script can make use of the following functions:

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› Get-StoredCredential
› Connect-EXOnline

adding those functions to your PowerShell profile you can streamline the running of Get-O365GroupReport.ps1.
ithout those functions, you'll need to run the script from an existing PowerShell session that is connected to Exchange
Online, or you'll be prompted for credentials to connect to Exchange Online.

Run the script in a PowerShell console.

```
.\Get-O365GroupReport.ps1
```

Run the script, using a stored credential to connect to Exchange Online.

```
.\Get-O365GroupReport.ps1 -UseCredential admin@tenantname.onmicrosoft.com
```

Run the script with verbose output.

```
.\Get-O365GroupReport.ps1 -Verbose
```

Questions and feedback are welcome in the comments below. If you encounter a bug please let use know in the comments, or by raising an issue on GitHub.

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October 21, 2016 at 1:31 pm

Vinod says:

As Usual one of the best script for O365 Group Inventory.
Thanks a lot Paul.

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Written by Tony Redmond,
with Paul Cunningham &
Michael Van Horenbeeck

Technical Editors:
Jeff Guillet
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Third Edition

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