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Office 365 Distribution list and Office 365 Groups Management Tool

This is a simple reporting and management tool Office 365 Distribution list and Office 365 Groups.

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office365_group_mgmt.zip

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Category

Office 365

Sub-category

Exchange Online

Tags

Exchange Online, Office 365, Distribution Group, Office 365 PowerShell

Report abuse to Microsoft

Description

Q and A (2)

This is a simple reporting and management tool for

- Distribution list
- Office365 Groups

Office 365 Groups

Following reports are available:

- All Office 365 Groups
- Office 365 Groups members
- Get members of an Office 365 Groups
- Inactive Office 365 Groups
- Office 365 Groups with Owner alone as member [Empty Office365 Groups]

Following actions are supported:

- Add member to Office 365 Groups
- Remove member from Office 365 Groups

Distribution list

Following reports are available:

- All Distribution lists
- Distribution lists members
- Get members of a distribution list
- Inactive distribution list
- Empty distribution list

Following actions are supported:

- Add member to distribution list
- Remove member from distribution list

Other important features:

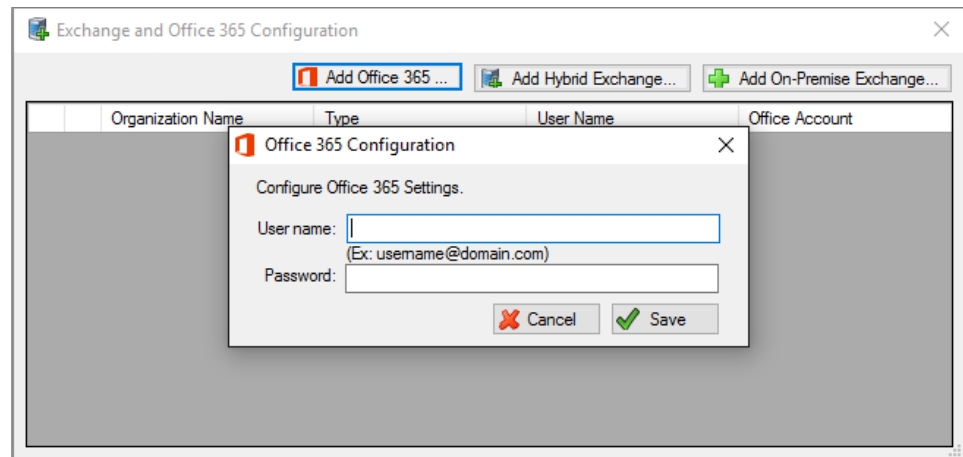
- Manage distribution list and Office 365 Groups for multiple tenants from one place
- Export the user license reports to HTML/CSV/PDF/Excel

Pre-requisites:

- Microsoft .Net 4.5 framework
- Azure ActiveDirectory Module for Windows Powershell

Steps to run the utility

- Download and unzip the attached file.
- Run the PowerShell script file "group_mgmt.ps1" in the unzipped folder. This will start the group management utility.
- Once the utility is opened, you will be prompted to enter the admin credentials for your Office365 tenant.

**Sample Office 365 Groups report:**

Organization Name: Generate Last Sync Time: 1/29/2016 2:17:12 PM

Group Name	Managed By	Primary Email Address
<input checked="" type="checkbox"/> 6 orders of Product SKU JJ202 (sample)	admin	6order...
<input type="checkbox"/> A. Datum Corporation (sample)	admin	adatum...
<input type="checkbox"/> Big Wigs	admin,AnneW	bigwig...
<input type="checkbox"/> Competitor Analysis	admin,AnneW	comp...
<input type="checkbox"/> Contoso News	admin,GarretV	contos...
<input type="checkbox"/> Core Team	admin,DorenaP	corete...
<input type="checkbox"/> CSAT Taskforce	admin,GarretV	csattas...
<input type="checkbox"/> Engineering	admin	engine...
<input type="checkbox"/> Executive Comer	admin,AnneW	execut...
<input type="checkbox"/> Finance and Accounting	admin,TonyK	financ...
<input type="checkbox"/> HR Compensation Taskforce	admin,GarretV	hrcomp...
<input type="checkbox"/> Human Resources	admin,GarretV	human...
<input type="checkbox"/> Industry Trends	admin,BonnieK	industr...
<input type="checkbox"/> IT - Professional Development	admin,DorenaP	itprofes...
<input type="checkbox"/> IT Support	admin,DorenaP	itsuppo...
<input type="checkbox"/> Marketing - Professional Development	admin,ZrinkaM	market...
<input type="checkbox"/> Marketing Campaigns	admin,ZrinkaM	market...
<input type="checkbox"/> Marketing Team	admin,ZrinkaM	market...

Sample Inactive Office 365 Groups report:

Organization Name: Inactive in last: 10 days Generate Last Sync Time: 1/29/2016 2:19:44 PM

Group Name	Managed By	Primary Email Address
<input checked="" type="checkbox"/> 6 orders of Product SKU JJ202 (sample)	admin	6order...
<input type="checkbox"/> A. Datum Corporation (sample)	admin	adatum...
<input type="checkbox"/> Big Wigs	admin,AnneW	bigwig...
<input type="checkbox"/> Competitor Analysis	admin,AnneW	comp...
<input type="checkbox"/> Contoso News	admin,GarretV	contos...
<input type="checkbox"/> Core Team	admin,DorenaP	corete...
<input type="checkbox"/> CSAT Taskforce	admin,GarretV	csattas...
<input type="checkbox"/> Engineering	admin	engine...
<input type="checkbox"/> Executive Comer	admin,AnneW	execut...
<input type="checkbox"/> Finance and Accounting	admin,TonyK	financ...
<input type="checkbox"/> HR Compensation Taskforce	admin,GarretV	hrcomp...
<input type="checkbox"/> Human Resources	admin,GarretV	human...
<input type="checkbox"/> Industry Trends	admin,BonnieK	industr...
<input type="checkbox"/> IT - Professional Development	admin,DorenaP	itprofes...
<input type="checkbox"/> IT Support	admin,DorenaP	itsuppo...
<input type="checkbox"/> Marketing - Professional Development	admin,ZrinkaM	market...
<input type="checkbox"/> Marketing Campaigns	admin,ZrinkaM	market...
<input type="checkbox"/> Marketing Team	admin,ZrinkaM	market...

<input type="checkbox"/>	GroupName	Group Type	EmailAddress
<input checked="" type="checkbox"/>	Big Wigs	Universal	bigwig
<input type="checkbox"/>	Competitor Analysis	Universal	comp
<input type="checkbox"/>	Contoso News	Universal	cont
<input type="checkbox"/>	Core Team	Universal	corete
<input type="checkbox"/>	CSAT Taskforce	Universal	csatta
<input type="checkbox"/>	Engineering	Universal	engin
<input type="checkbox"/>	Executive Comer	Universal	execu
<input type="checkbox"/>	Finance and Accounting	Universal	financ
<input type="checkbox"/>	HR Compensation Taskforce	Universal	hrcom
<input type="checkbox"/>	Human Resources	Universal	human
<input type="checkbox"/>	Industry Trends	Universal	indust
<input type="checkbox"/>	IT - Professional Development	Universal	itprofe
<input type="checkbox"/>	IT Support	Universal	itsupp
<input type="checkbox"/>	Marketing - Professional Development	Universal	marke
<input type="checkbox"/>	Marketing Campaigns	Universal	marke
<input type="checkbox"/>	Marketing Team	Universal	marke

Sample Empty Office 365 Groups report:

Organization Name

Generate

Last Sync Time: 1/29/2016 2:26:30 PM

<input type="checkbox"/>	GroupName
<input checked="" type="checkbox"/>	6 orders of Product SKU JJ202 (sample)
<input type="checkbox"/>	A. Datum Corporation (sample)
<input type="checkbox"/>	Test Lead1

Verified on the following platforms

Windows 10	Yes
Windows Server 2012	Yes
Windows Server 2012 R2	No
Windows Server 2008 R2	Yes
Windows Server 2008	No
Windows Server 2003	No
Windows 8	Yes
Windows 7	Yes
Windows Vista	No
Windows XP	No
Windows 2000	No

This script is tested on these platforms by the author. It is likely to work on other platforms as well. If you try it and find that it works on another platform, please add a note to the script discussion to let others know.