Microsoft 365 Monitoring Toolkit - User Guide

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# INTRODUCTION

The Microsoft 365 Monitoring Toolkit is a PowerShell-based solution designed to help IT administrators audit license usage, detect inactive users, and summarize mailbox activity using Microsoft Graph API. This toolkit enables automated reporting and reduces manual monitoring effort across the Microsoft 365 environment.

# PREREQUISITES

- Windows PowerShell 5.1 or later

- Administrator privileges

- Microsoft.Graph PowerShell SDK (Install using: Install-Module Microsoft.Graph -Scope CurrentUser)

- Microsoft Graph permissions: User.Read.All, Reports.Read.All

# SETUP & AUTHENTICATION

1. Open PowerShell as Administrator.

2. Connect to Microsoft Graph:  
 Connect-MgGraph -Scopes "User.Read.All", "Reports.Read.All"

3. Confirm you are authenticated successfully.

# SCRIPT USAGE

1. Place the file 'Check-M365-Usage.ps1' in your working directory.

2. Run the script using:  
 ./Check-M365-Usage.ps1

3. Script actions:

- Fetches active licensed users  
- Summarizes license SKU usage  
- Flags users inactive for 30+ days  
- Outputs results in terminal and optionally in HTML or email

# OUTPUT SAMPLE

Microsoft 365 License Summary:  
SPE\_E5: 58 users  
SPE\_E3: 91 users

Inactive users (30+ days):  
UserPrincipalName LastSignInDateTime  
---------------------------- ------------------------  
ade.smith@domain.com 2024-12-01T10:33:12Z

# TROUBLESHOOTING

Issue: Authentication fails or command not found  
Solution: Ensure the Microsoft.Graph module is installed and imported

Issue: Access Denied when calling Graph API  
Solution: Ensure your account has delegated permissions

# SUPPORT

For questions or contributions, visit:  
https://github.com/aderosoye/dark-systems