M365 License Usage Notification

Reference:

* [Use Power Automate or Logic Apps to keep an eye on your licenses - JanBakker.tech](https://janbakker.tech/use-power-automate-or-logic-apps-to-keep-an-eye-on-your-licenses/)
* [Reference guide to using functions in expressions for Azure Logic Apps and Power Automate](https://docs.microsoft.com/en-us/azure/logic-apps/workflow-definition-language-functions-reference)
* [Power Automate documentation](https://docs.microsoft.com/en-us/power-automate/)
* [Microsoft Graph REST API v1.0 reference](https://docs.microsoft.com/en-us/graph/api/overview?view=graph-rest-1.0)

Summary:

I had a request from a customer to get notifications on when they were running out of licenses. They wanted to know when they were at 90% usage so they could acquire additional licenses or clean up some. I was able to reach for a Power Automate report that does this from Jan Bakker from the Netherlands. I was able to get it setup in my lab in a couple of hours and wanted to create an export for it for easier redistribution and some modifications to what was added to his.

Prerequisites:

1. Power Automate Premium subscription.
2. Download of License Usage Report

Steps to install:

1. Login to [Portal.Azure.com](https://portal.azure.com/#blade/Microsoft_AAD_IAM/ActiveDirectoryMenuBlade/Overview)
2. Navigate to App Registration

Graphical user interface, application

Description automatically generated

1. Click On New registration

Graphical user interface, website

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1. Give your application a name, I am naming mine License Reporting. You can change who can use the API to whatever option you like and change it later if you desire. Leaving it at default is how I set mine up in my lab. Click Register to complete the application registration process.

Text

Description automatically generated

1. Click your application, it should look something like this:

Graphical user interface, text

Description automatically generated

1. We must create a secret for the application (think of it as a token)

A screenshot of a computer

Description automatically generated

1. Click new client secret.

Graphical user interface, text

Description automatically generated

1. Add a description and change the expiration date as needed, I put in LicenseReport for the description and left the expiration default.

A picture containing graphical user interface

Description automatically generated

1. Copy the secret value, save it into a notepad or WordPad something where you can retrieve it later. (red square with an arrow pointing to it.)

Graphical user interface, text

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1. Navigate to API Permissions on the left.

Graphical user interface, application

Description automatically generated

1. Click Microsoft Graph

Text

Description automatically generated

1. Filter on “organization”. Expand Organization at the bottom and check Organization.Read.All

Graphical user interface, text, application

Description automatically generated

1. Grant admin consent for your environment

Text

Description automatically generated

1. Click on Overview. Copy Client ID and Tenant ID to notepad or WordPad as well.

Text

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1. Navigate to <https://us.flow.microsoft.com/> to import the Power Automate workflow.
2. Click My flows on the left side.

A screenshot of a phone

Description automatically generated with medium confidence

1. Click Import at the top.

Text

Description automatically generated

1. Click Upload

A screenshot of a computer

Description automatically generated

1. Navigate to where you have downloaded Licenseusagereport.zip. Graphical user interface, text, website

   Description automatically generated
2. Click the configure wrench (red square) under the Flow resource type.

A picture containing text, monitor, screenshot, black

Description automatically generated

1. Change the Setup from “update” to “Create as new”. Click save to complete the update to import setup.

Graphical user interface, text

Description automatically generated

1. Click the configure wrench (red square) under the Mail Connection resource type.

A screenshot of a computer

Description automatically generated with medium confidence

1. Click Create New.

Graphical user interface, text

Description automatically generated

1. Click create a connection.

Graphical user interface, application

Description automatically generated

1. Type “mail” in the top right corner search box. Then click the + to add the Mail connector.

A screenshot of a computer

Description automatically generated with medium confidence

1. Click Accept and create button.

Graphical user interface, text

Description automatically generated

1. Close the tab once the Mail connector is created. You should see the Mail Resource on the Import Setup screen now. Click Save to continue.

Graphical user interface, text

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1. Click import to complete the import process.

A screenshot of a computer

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1. Click Open Flow once the import has successfully imported.

Text

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1. You can change the recurrence from 1 day to whatever you desire. This is done by selecting the Recurrence action on the top of the flow.

Graphical user interface, text

Description automatically generated

1. Get your notepad or WordPad ready, this is where we need those IDs. Open the HTTP action, click on “Show advance Options”. Replace the word TenantID with your TenantID number, ClientID with your client number, and SecretPassword with your Secret password.

A screenshot of a computer

Description automatically generated with medium confidence

1. Change the condition to meet your company’s requirements. Right now, its setup for 10% so I could trigger it in my lab. If you want daily emails, then 10% would be fine. If you want to know when you are 75% then just change it to 75. Scroll down to Apply to each > Condition then change the 10 to your desire configuration.

A screenshot of a computer

Description automatically generated

1. The last thing we need to change is the email address this is going to. Right now, its setup to go to [Testing@reply.com](mailto:Testing@reply.com). You will need to change it to a distribution list or person(s) you want to get this notification.

A screenshot of a computer

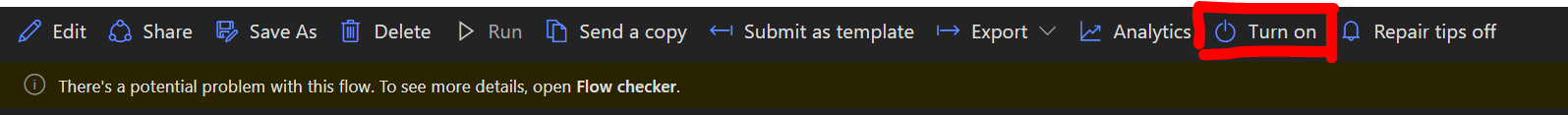
Description automatically generated

1. Please remember to Save it. Top right corner.

Graphical user interface, text

Description automatically generated

1. Click “Turn on” in the action bar.



NOTE: Due to replication between the AAD and Power Automate permissions for the API could take several hours to complete. You might see errors that say you have insufficient privileges.

Graphical user interface, text

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1. Once complete you should start getting emails like this:

Text

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