



# TAO 道學習 LEARNING

Igniting Curiosity Worldwide

Student Engagement: March 2019

[www.taolearning.org](http://www.taolearning.org)



Analyze usage patterns to help take you from data and insights to actions that make the most of your investment in Office 365. We've built several reports into this content pack to help give you a clear picture of Office 365 adoption in your organization. You can also customize and create your own reports and dashboards. Here's what's inside:

## Microsoft FastTrack

Explore [Microsoft FastTrack guidance](#) on how to increase adoption of Office 365 in your organization.

Find ideas and [free downloadable resources](#) to drive more value for your Office 365 investments.

Inspire your users by sharing relevant use cases with training links through the [Fast Track Productivity Library](#).

## Adoption

Review the number of licenses assigned and how many are in use to help give you a picture of Office 365 adoption in your organization. At a glance, you'll see how many product licenses are assigned, and the number of users that are actively using the product, returning month over month, using the product for the first-time, and who have used their license at least once.

## Communication

Look at Exchange, Yammer, and Skype for Business data to see how users are communicating. You can easily see whether your organization prefers email, Yammer posts, or Skype calls to stay in the loop and get work done.

## Collaboration

Great teams work together, and by analyzing OneDrive and SharePoint site usage patterns, you'll see how users in your organization collaborate.

## Access from anywhere

No more wondering which clients and devices are used to connect to email, Skype for Business, or Yammer when users are on the go – you can see that information right here.

## Storage use

Track cloud storage consumption for mailboxes, OneDrive, and SharePoint sites to help users stay under limits and to help quantify how much data your organization is storing.

## Office activation

When you assign a license for Office, users can install the apps on up to five devices. In this report, you can now easily see the device types on which users have installed Office apps.

Understanding adoption

After you assign a license to a user, they're enabled to access the Office 365 products. This report lets you see month over month, how many users actively use the products you've assigned them and how many return the next month to use the products . Reviewing adoption trends can help you identify where users need help getting started.

Select a product to see overview

- ☐ Exchange
- ☒ Office365
- ☐ OneDrive
- ☐ SharePoint
- ☐ Skype
- ☐ Teams
- ☐ Yammer

Metrics valid for

February 2019

Microsoft FastTrack

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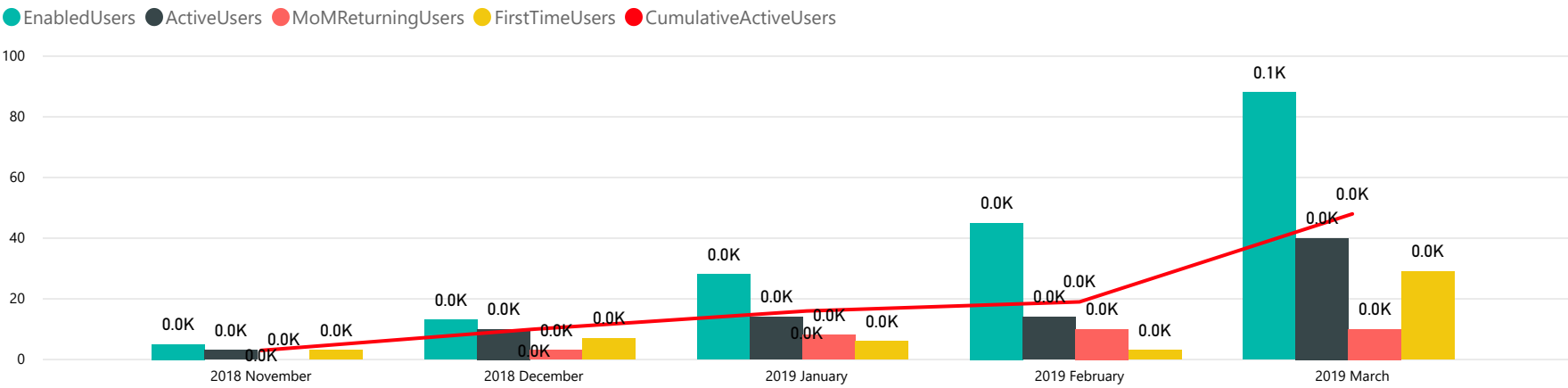
% of active users

31.11%

% of returning users

71.43%

Adoption overview



Adoption overview

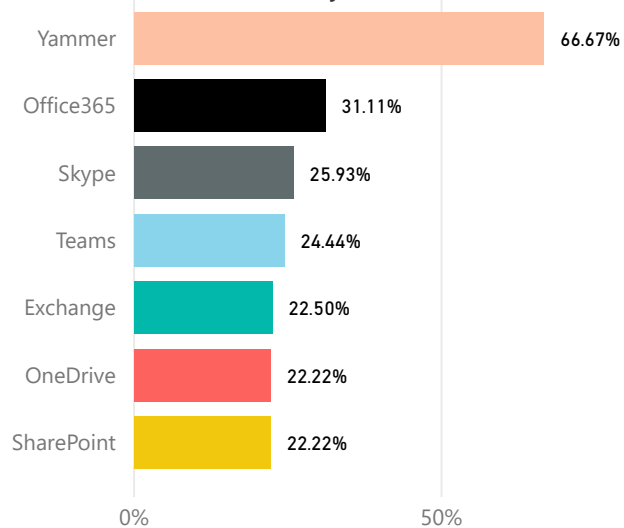
Product	Year	MonthName	EnabledUsers	ActiveUsers	MoMReturningUsers	FirstTimeUsers	CumulativeActiveUsers	ActiveUsers(%)	MoMReturningUsers(%)
Office365	2018	November	5	3	0	3	3	60.0%	0.00%
Office365	2018	December	13	10	3	7	10	76.9%	100.00%
Office365	2019	January	28	14	8	6	16	50.0%	80.00%
Office365	2019	February	45	14	10	3	19	31.1%	71.43%
Office365	2019	March	88	40	10	29	48	45.5%	71.43%
Total			179	81	31	48	96	45.3%	0.00%

### About this report

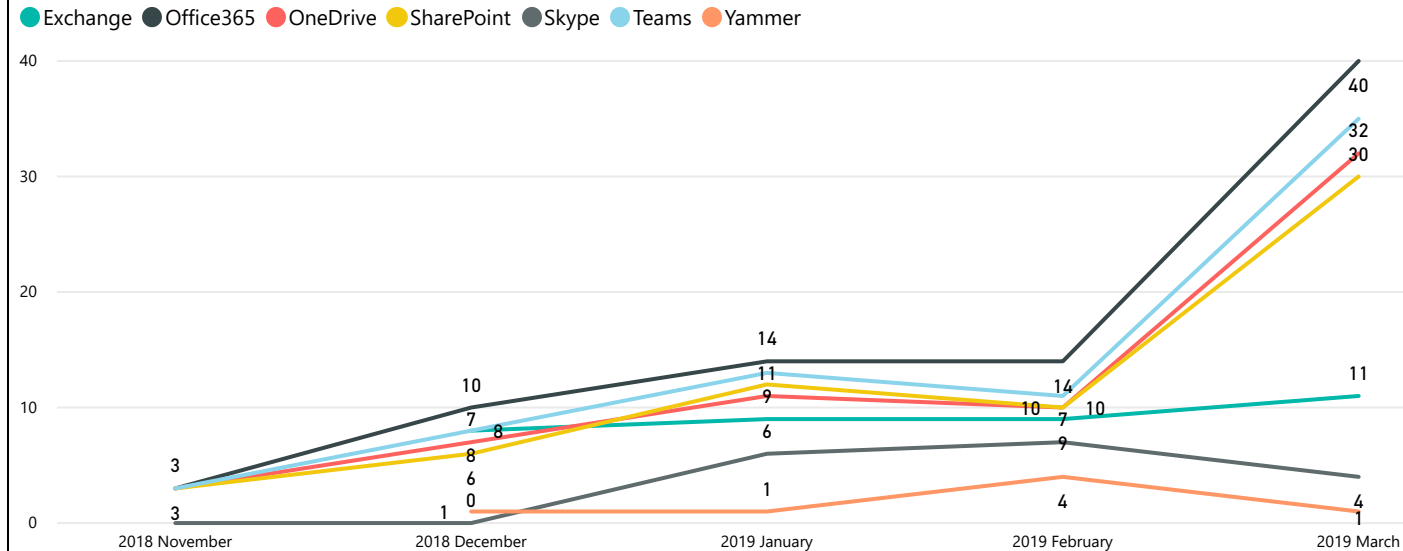
In this report, you can see which products are being used in your organization and how they're being used. For activity reports, select a product to analyze, or click to expand the product name and select a specific action. Looking at activity trends can show which Office 365 products people prefer for communication and collaboration.

### % of users active in a product

February 2019



### Active user count by product

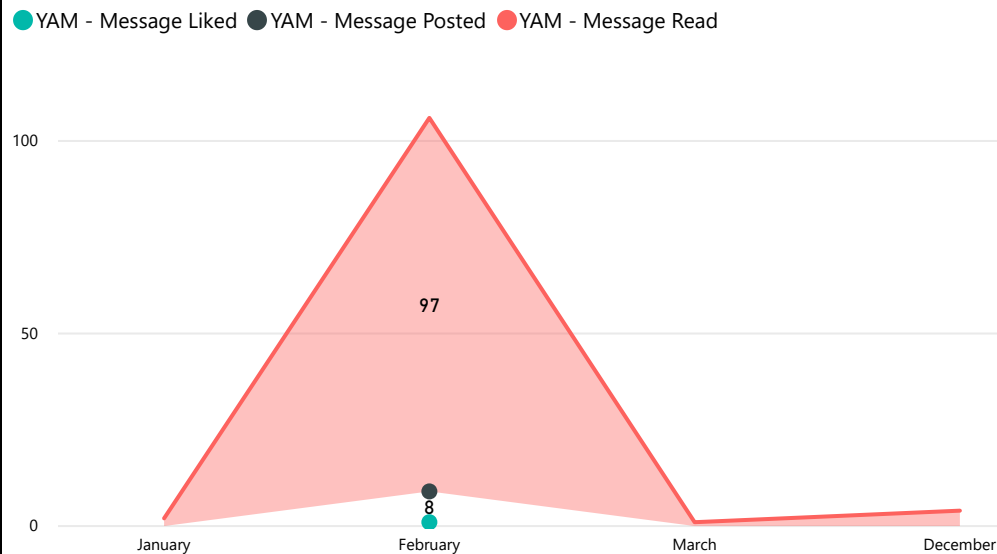


### Microsoft FastTrack

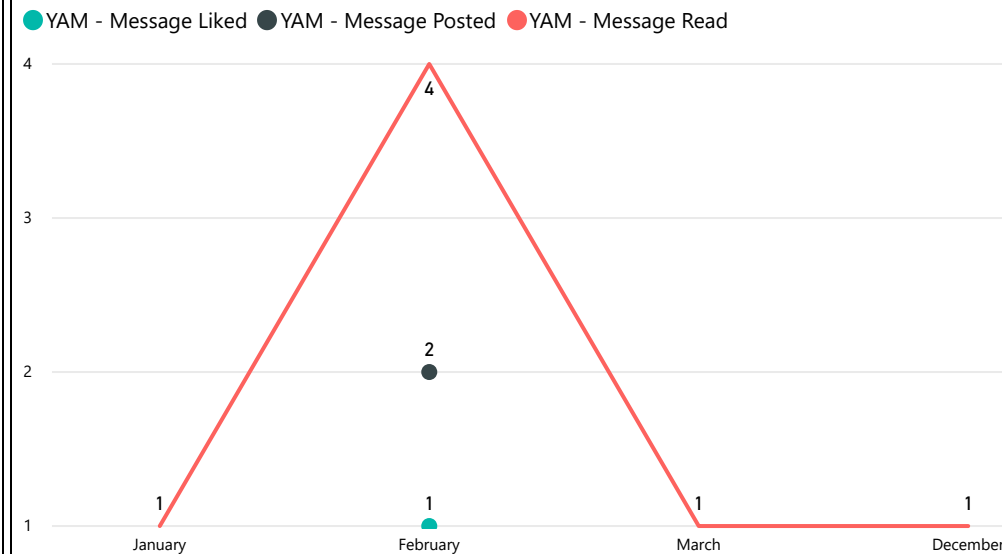
Explore use cases for each product in the [FastTrack Productivity Library](#).



### Amount of activity within a product



### Number of users performing the activity within a product



About this report

The reports on this page show you how your organization is using Office 365 to communicate. For activity reports, select a product to analyze or click to expand the product name and select a specific action. You can track the adoption of specific communication products in your organization and analyze the impact of internal promotional campaigns.



Sum of all available data

Total emails read

816

Total emails sent

380

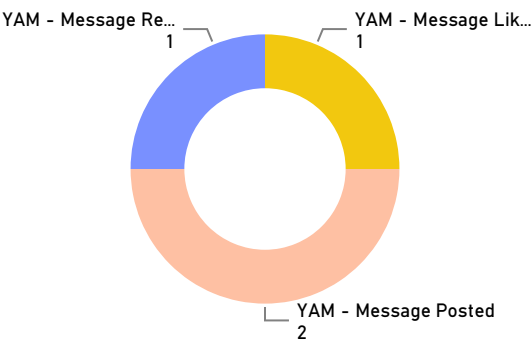
Total messages posted

64K

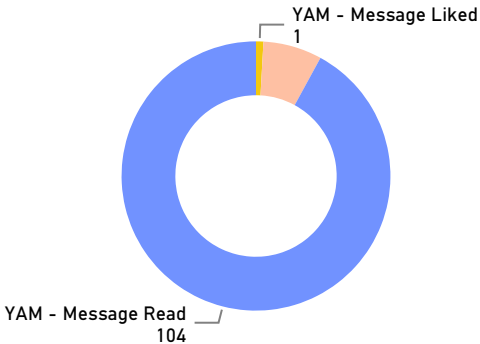
Skype for Business: Total hours in ...

0

Latest month: Active user count by product and a...

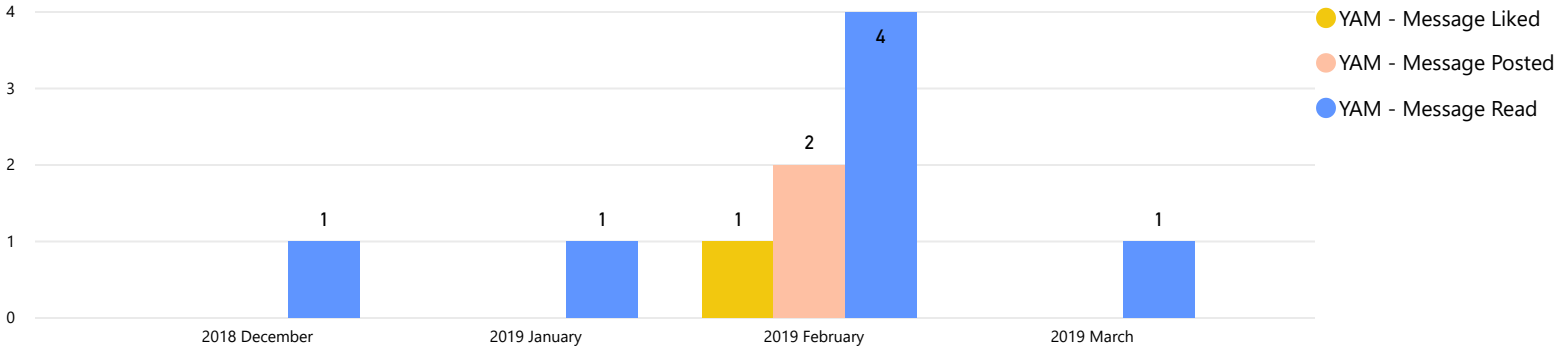


Total communication activities by product and ac...

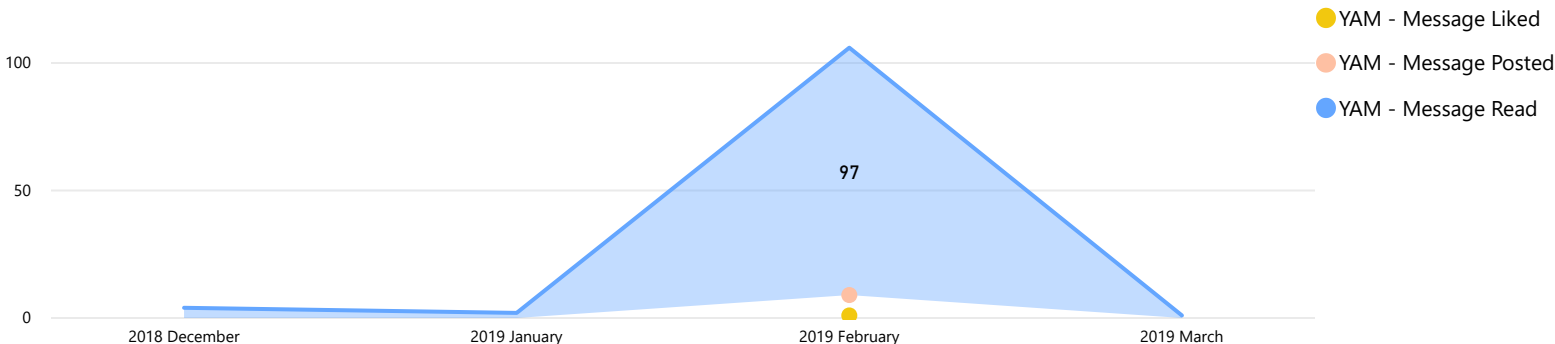


Skype for Business: Total hours in audio/video se...

Active user count by product and activity



Communication activities by product and activity



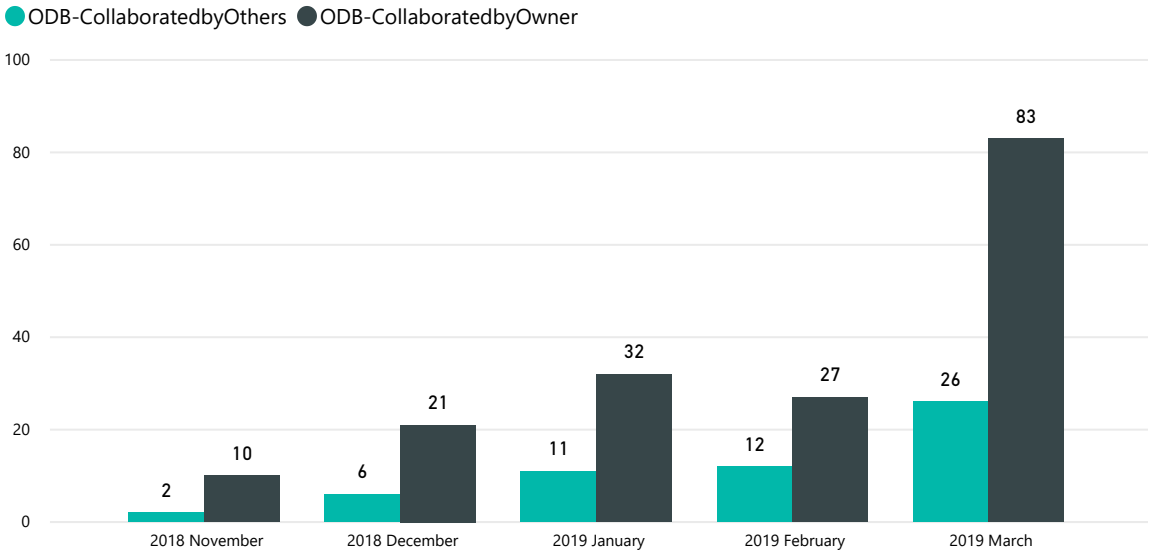
Skype for Business: Hours in audio/video sessions per activity

TotalDurationinHours

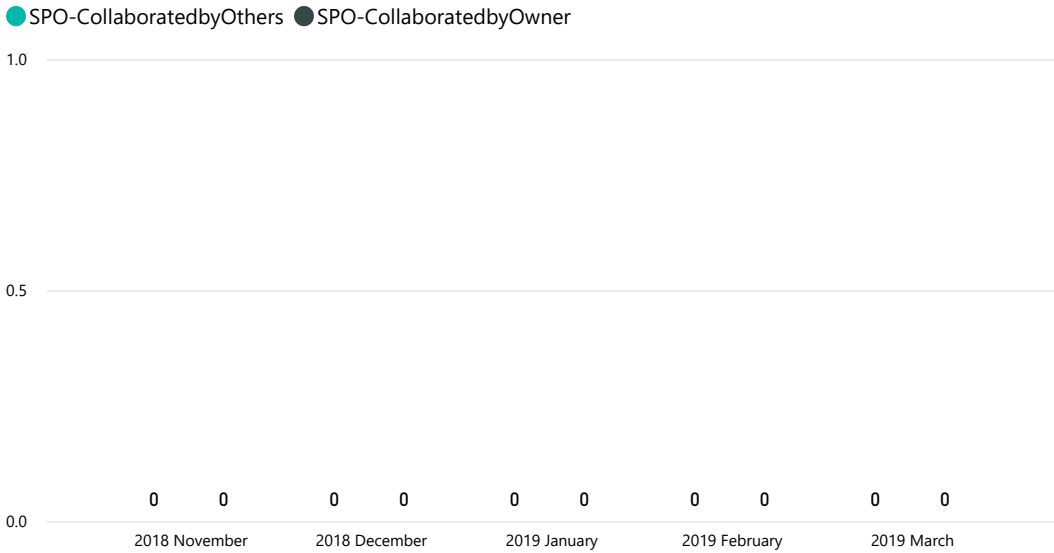
## About this report

Use this report to analyze the collaboration habits of your users and where they contribute to the work of others. Reviewing the number of files viewed, modified, synced or shared can show you the type of collaboration that is happening. SharePoint data shows activity for group, other and team sites.

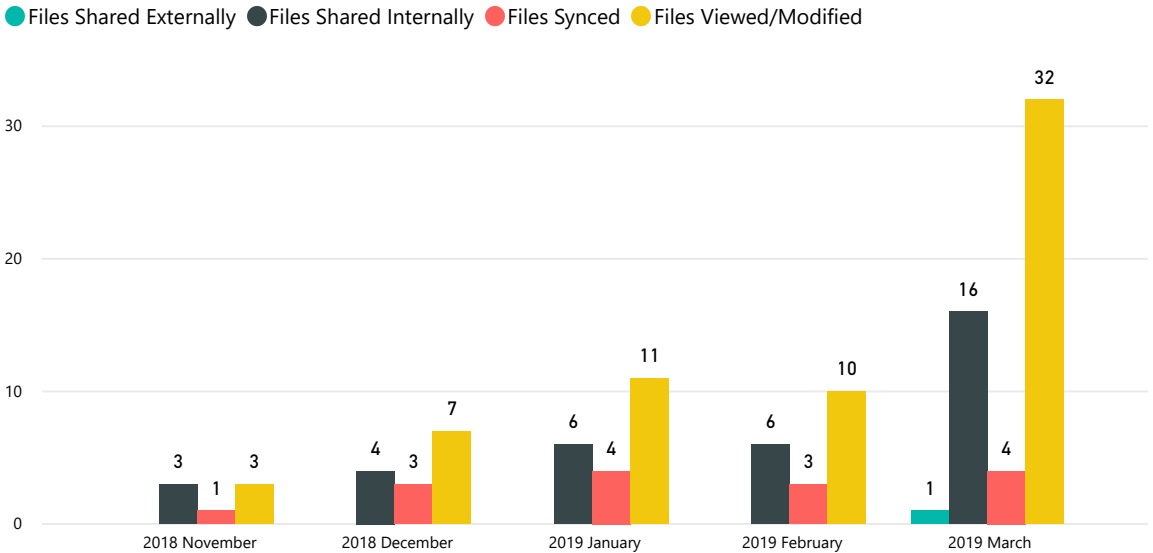
## OneDrive for Business: Sites used by owner vs contributed by others



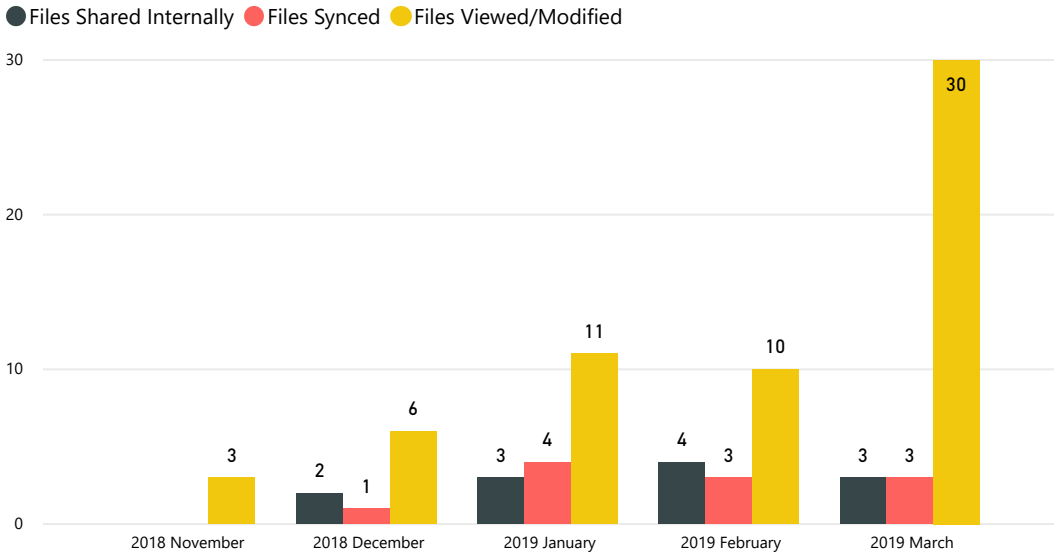
## SharePoint: Sites used by owner vs contributed by others



## OneDrive for Business: Active users by activity type



## SharePoint: Active users by activity type



Metrics valid for

February 2019

Total files in OneDrive for...

420

Total files in SharePoint si...

1,389

### About this report

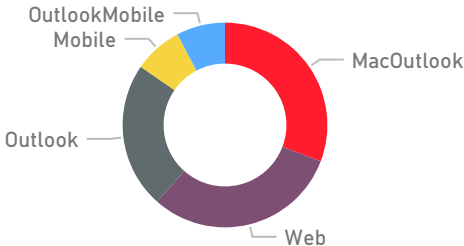
Your users can work seamlessly anywhere, on any device or browser. These reports can help you identify trends and patterns of device and client usage by product.

The bubble charts show max count of users that use a certain client to access the product over the date range of data in the month over month chart to the right

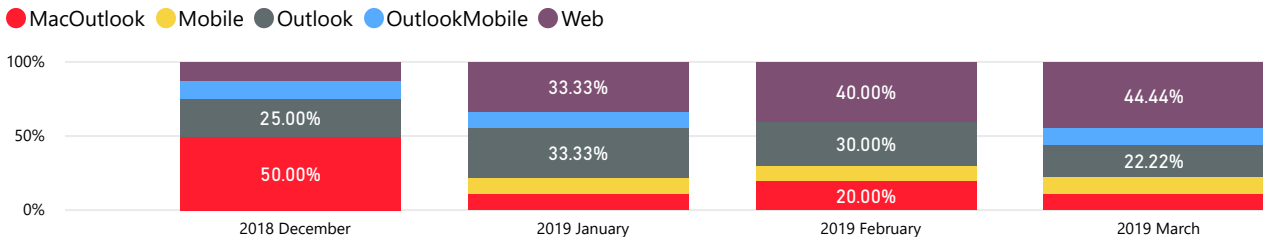
### Microsoft FastTrack

Help your mobile workforce with relevant use cases in the [FastTrack Productivity Library](#).

### Exchange: Max count of users that used various clients to access

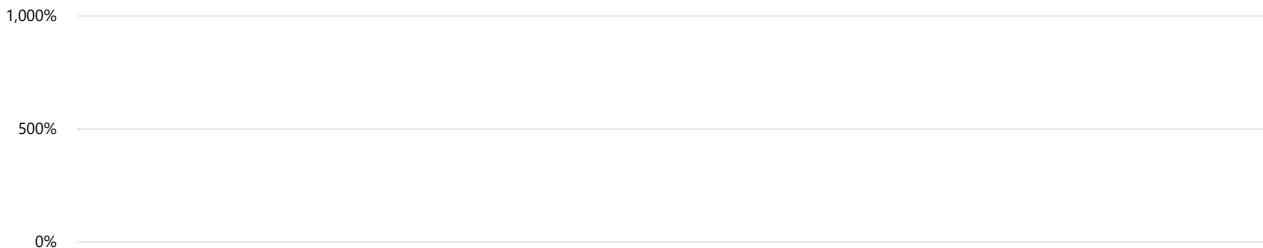


### Exchange: Count of users that used various clients to access

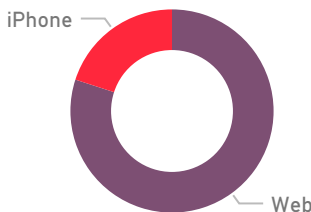


### Skype for Business: Max count of users that used various devices to access

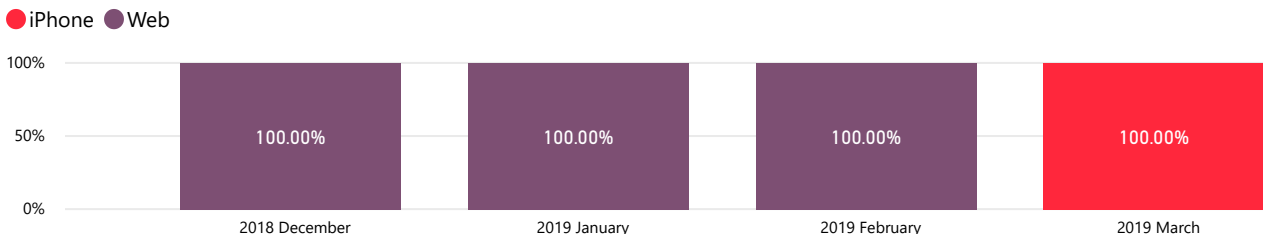
### Skype for Business: Count of users that used various devices to access



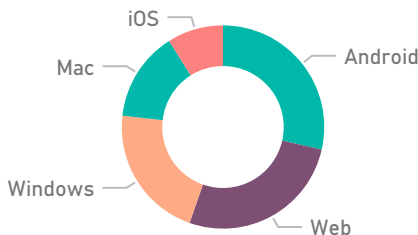
### Yammer: Max count of users that used various clients to access



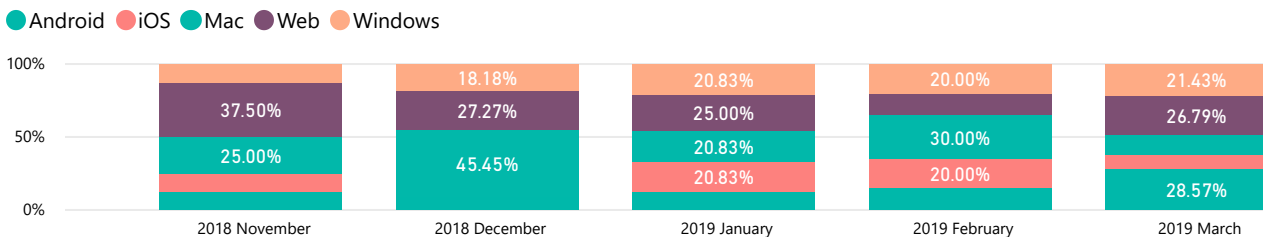
### Yammer: Count of users that used various clients to access



### Teams: Max count of users that used various clients to access



### Teams: Count of users that used various clients to access



## About this report

Your organization, and each user, is allocated cloud storage space for files and email. See how much cloud storage is used by user mailboxes, OneDrive Accounts or SharePoint Group/Other/Team sites. Select a site type to compare SharePoint storage used by Groups, Other and Team sites.

Reviewing and tracking storage use can help you make sure users stay under limits.



March 2019

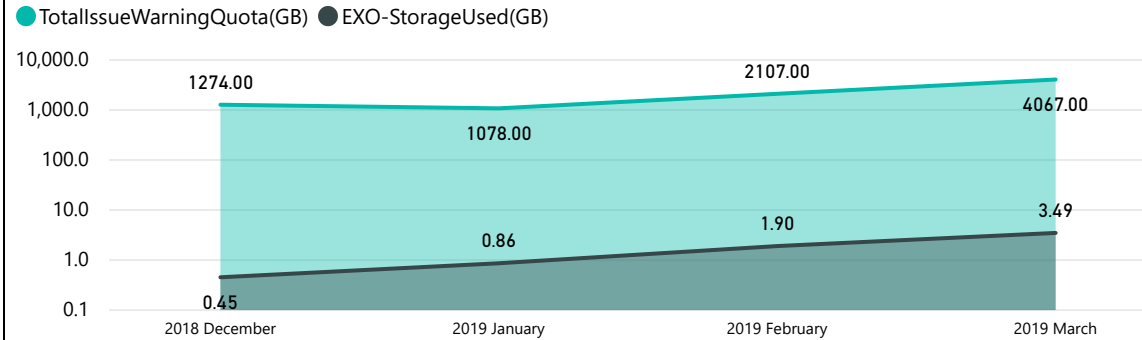


March 2019

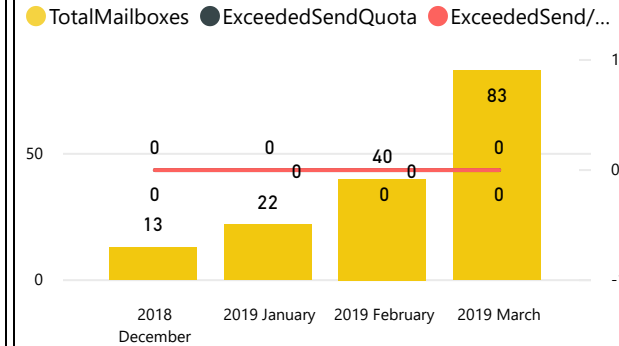


March 2019

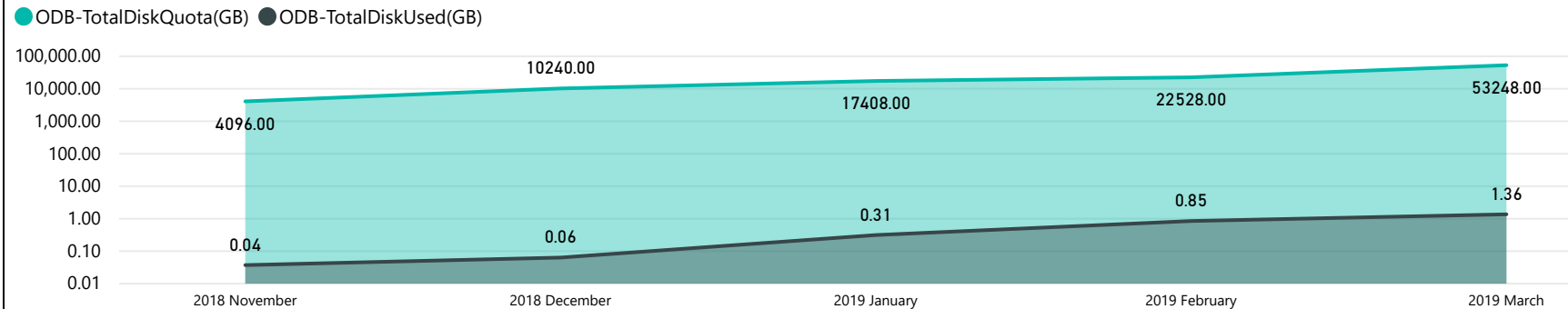
## Exchange Online: Storage used over time



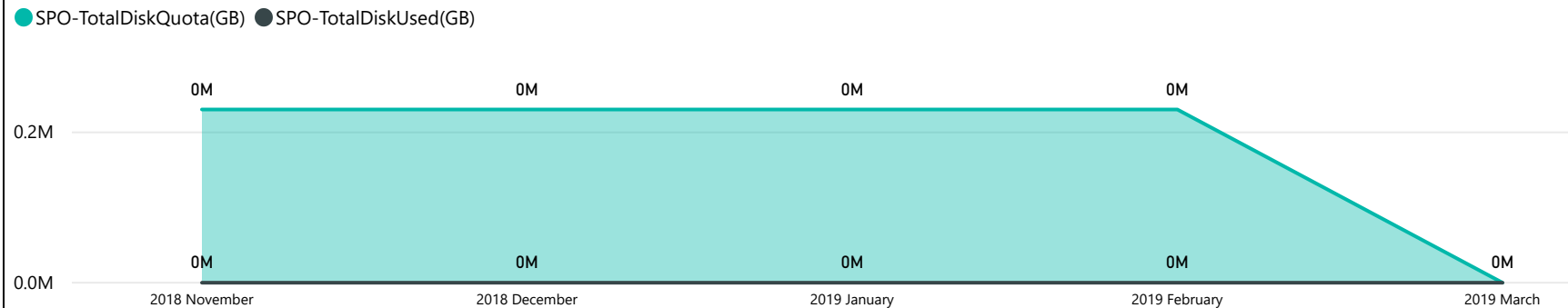
## Exchange Online: Mailbox count and quota warnings



## OneDrive for Business: Storage used over time



## SharePoint Online: Storage used over time







# Office activation : Office 365 ProPlus

2/28/2019

Latest ContentDate

## About this report

Users have to activate their Office Subscriptions before using it. See how many users have activated it and on what devices. Select the Office product you want to focus on to get a breakdown of subscription activation across devices.

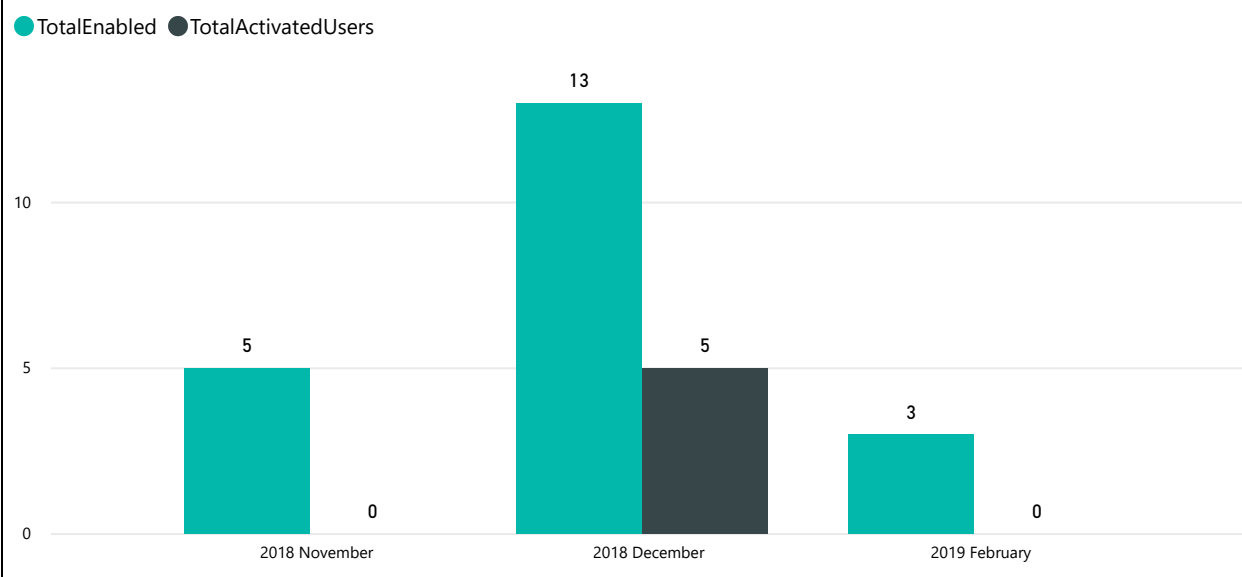


## Select an Office product

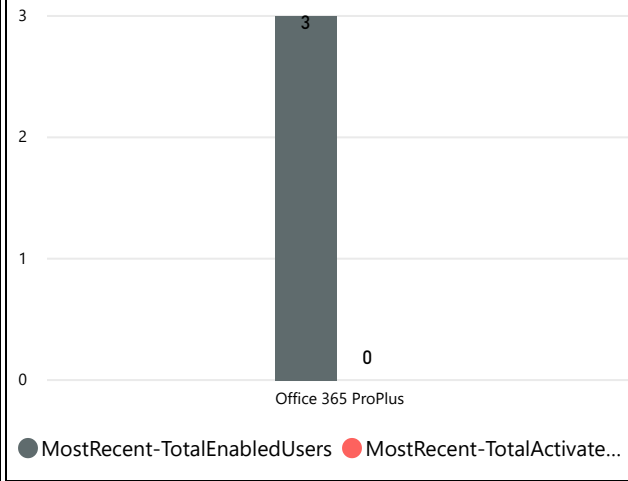
- (Blank)
- Office 365 ProPlus

## Latest : Activations by device

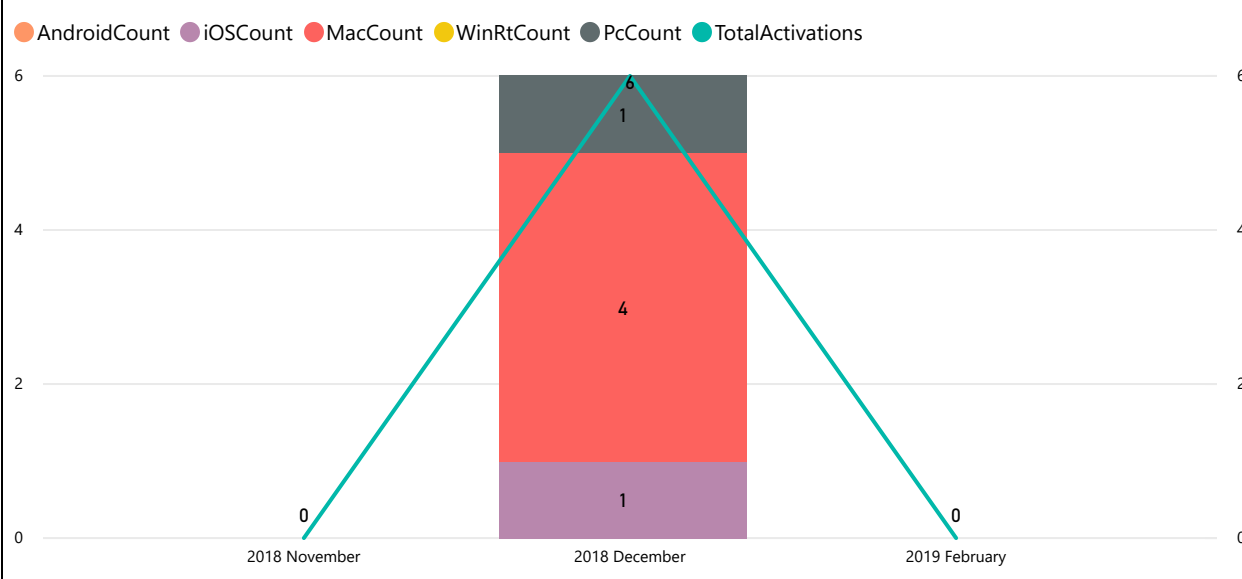
## Enabled vs Activated users



## Latest : Enabled vs Activated users per Office product



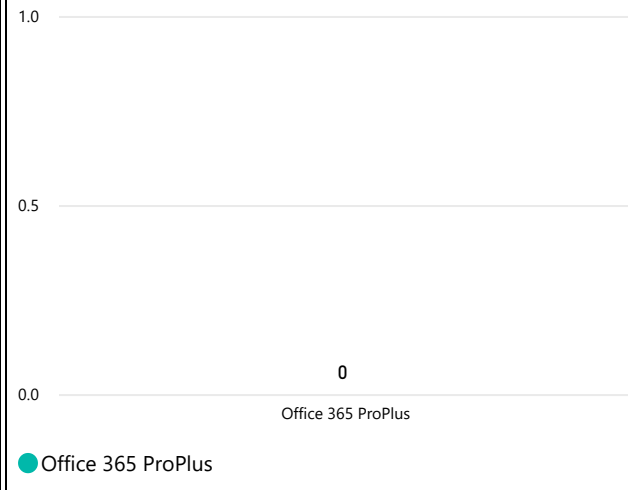
## Activations by devices over time



## Latest : Total Office activations

(Blank)

## Latest : Total activations per Office product





# Exchange Online usage

3/25/2019

Latest ContentDate

Metrics valid for

February 2019

Avg Email received MoM chan...

-28.57%

Avg Email read MoM change

-14.40%

Avg Email sent MoM change

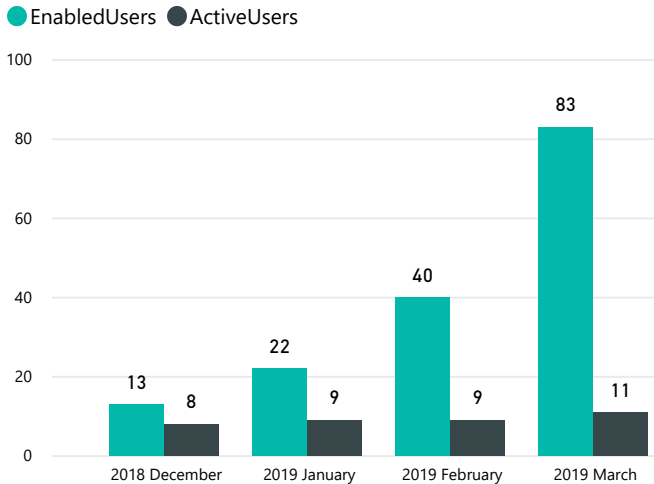
130.16%

## About this report

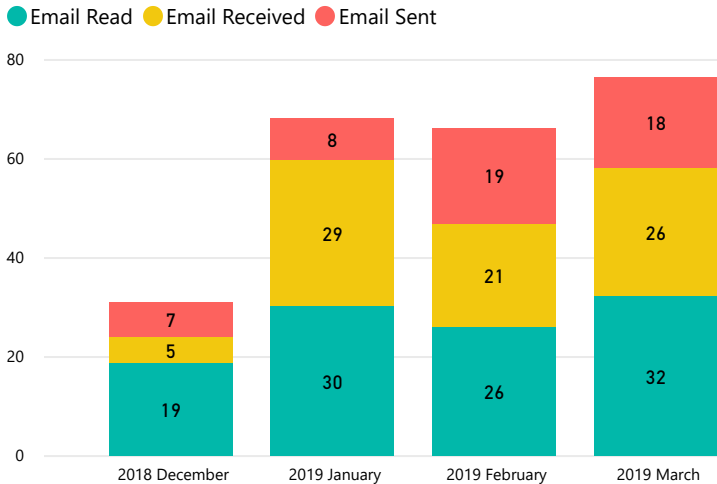
In this report, you can see overall email usage patterns, including month-over-month averages and change rates. This data can help you identify actions to take to keep mailboxes manageable.



## Enabled vs Active Users



## Average activity per user and % of change



Metrics valid for

February 2019

## Mailbox count

40

## Mailbox storage used

884 MB

## Email sent - avg count

19

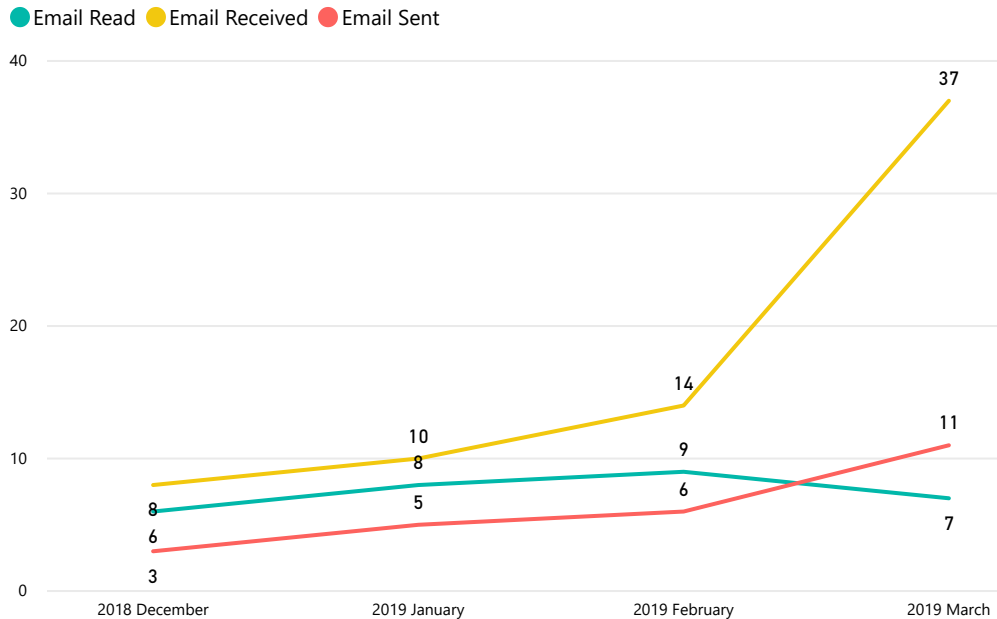
## Email read - avg count

26

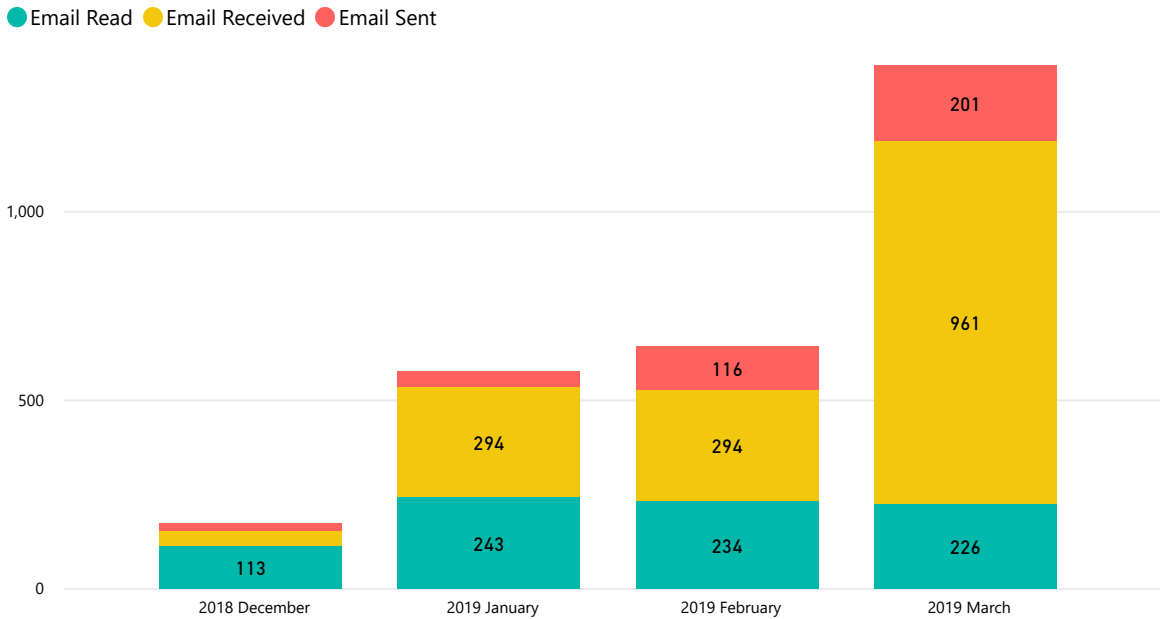
## Email received - avg count

21

## Active users by activity type



## Activity count by activity type





# Skype for Business usage : Peer-to-Peer and Su...

3/25/2019

Latest ContentDate

Metrics valid for

February 2019

Avg Conf org: MoM change

Avg Conf part: MoM change

Avg Peer to peer: MoM change

37.19%✓

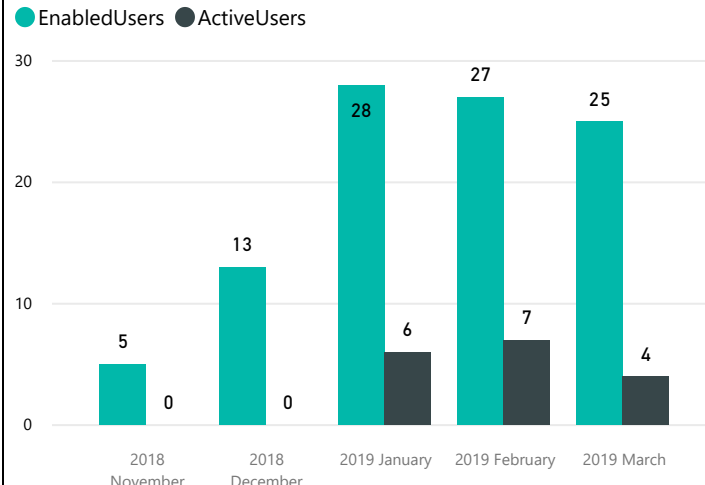
## About this report

Analyzing usage activity in Skype for Business can help you see how people in your organization communicate to share ideas and get work done. Select a collaboration activity to scope these reports.

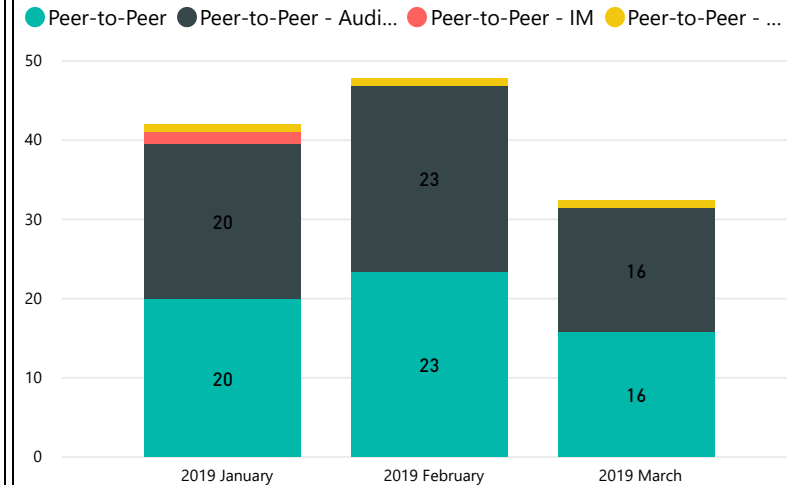
Download awareness and training [resources](#) to help optimize adoption of Skype For Business.



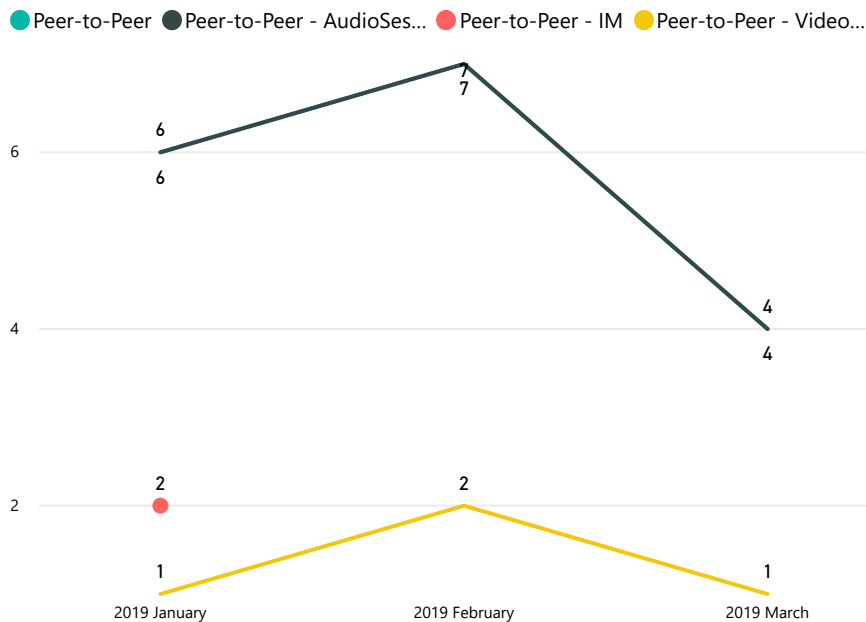
## Enabled vs Active users



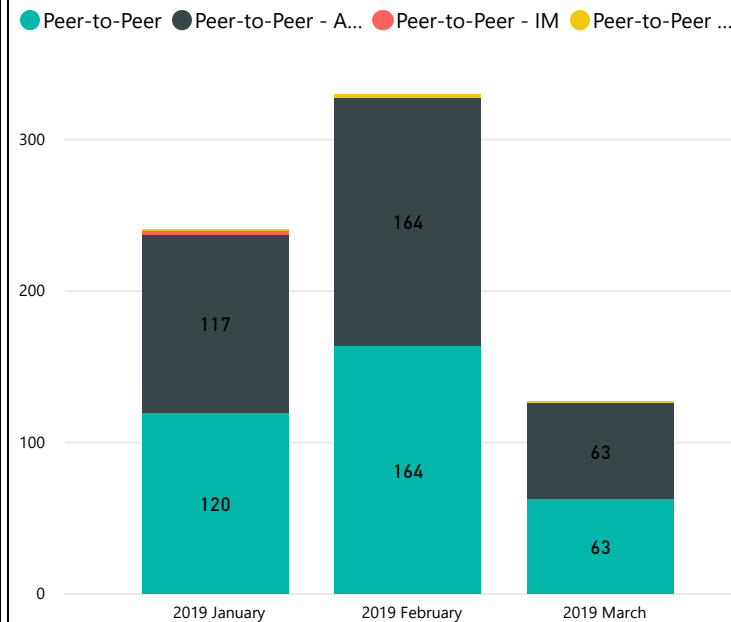
## Average activity per user and % of change



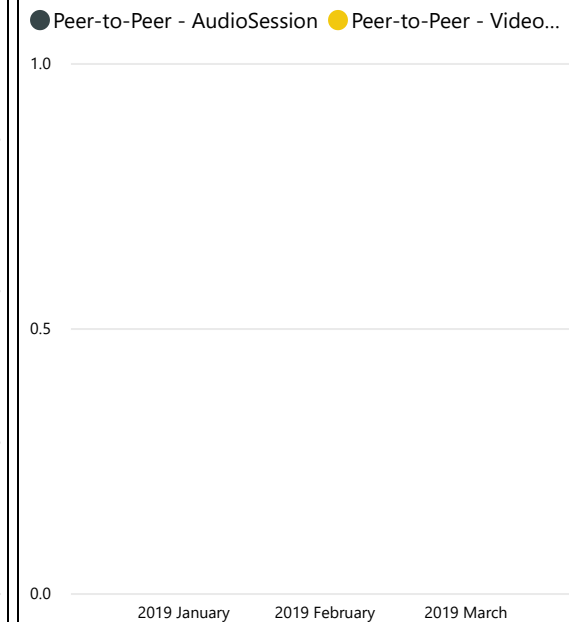
## Active users by activity type



## Activity count by activity type



## Average duration(min) per audio/video sessions



### About this report

This report helps you analyze your user's file activity in OneDrive for Business. It also helps you analyze how many OneDrives accounts are being used and how many files are being viewed or modified in OneDrive for Business accounts, or synched to a device for anywhere access, or if users share files internally or externally to collaborate with others.

Metrics valid for  
February 2019

OneDrive total sites

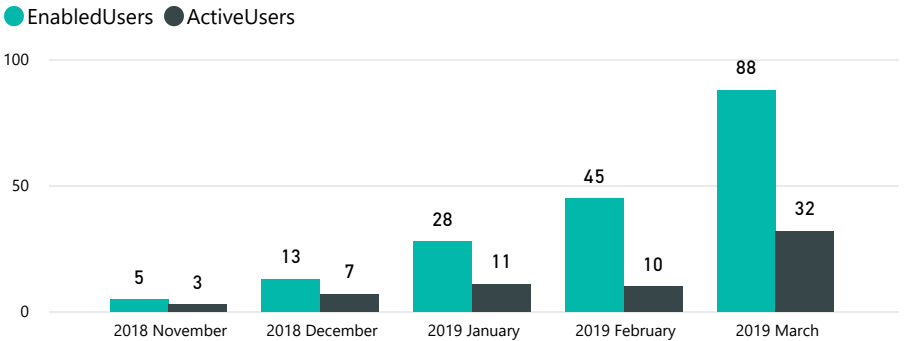
22

OneDrive total files

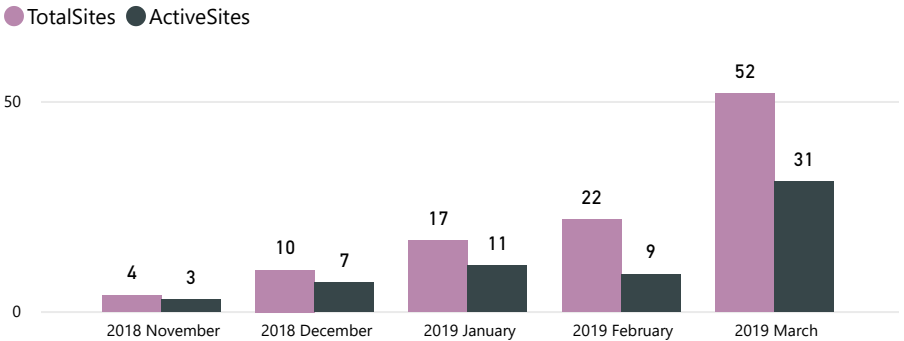
420



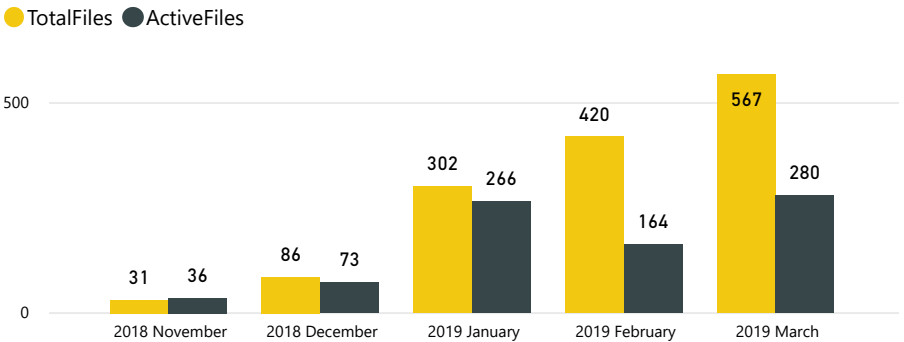
### Enabled vs Active users



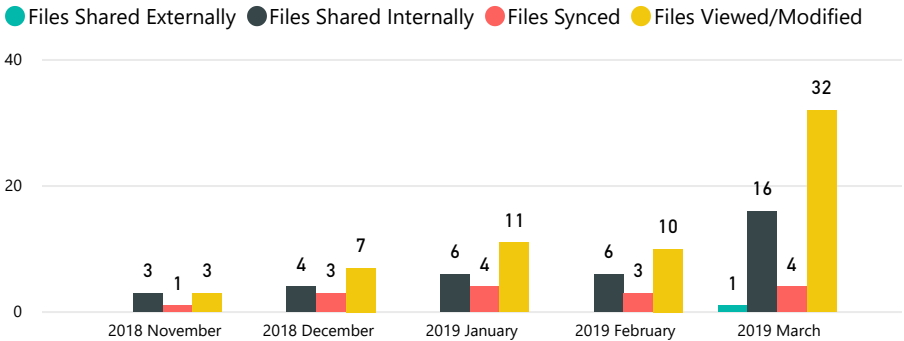
### Total vs Active sites



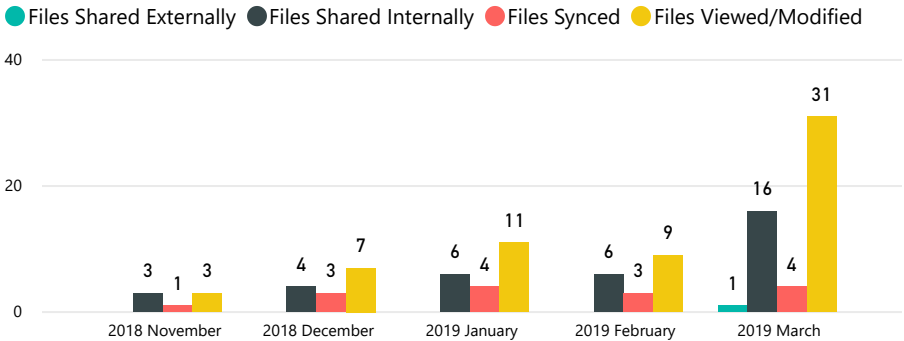
### Total vs Active files



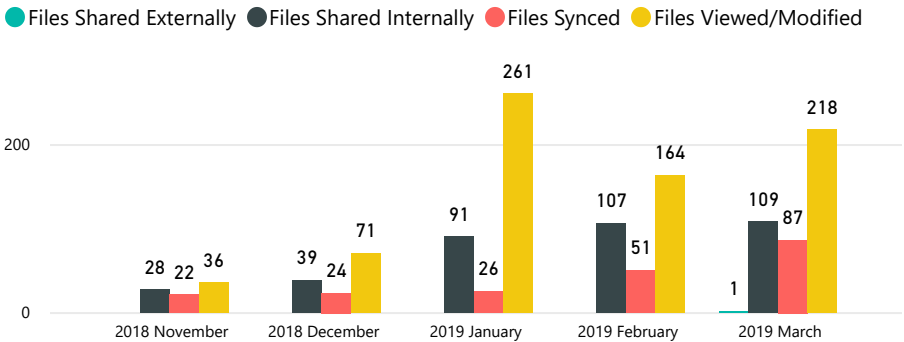
### Active users by activity type



### Active sites by activity type



### Active files by activity type





# SharePoint usage : Any

3/25/2019

Latest ContentDate

## About this report

This report helps you analyze your user's file activity in Sharepoint. Select a site type to focus your view. You can also analyze how many sites are active or how many files are active in SharePoint sites. You can see how many users create or view files in their SharePoint sites, if user's initiate files syncing for anywhere access, or if users share files internally or externally to collaborate with others



Metrics valid for

February 2019

SharePoint total sites

53

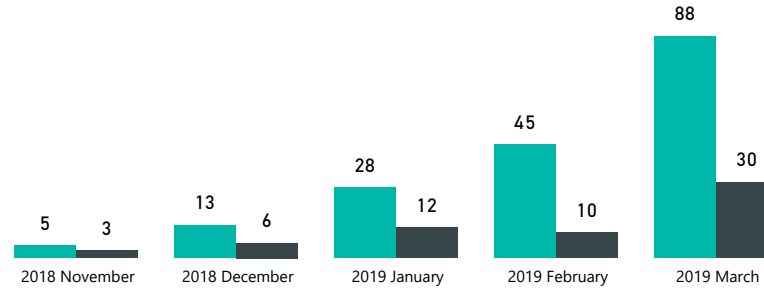
SharePoint total files

1,389



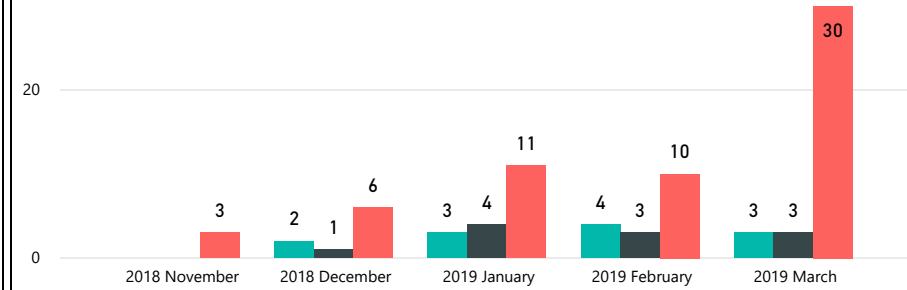
## Enabled vs Active users

EnabledUsers ActiveUsers



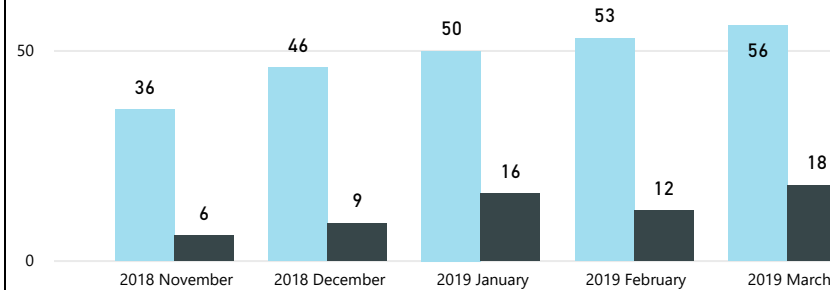
## Active users who perform file activity of these types

Any - Files Shared Internally Any - Files Synced Any - Files Viewed/Modified



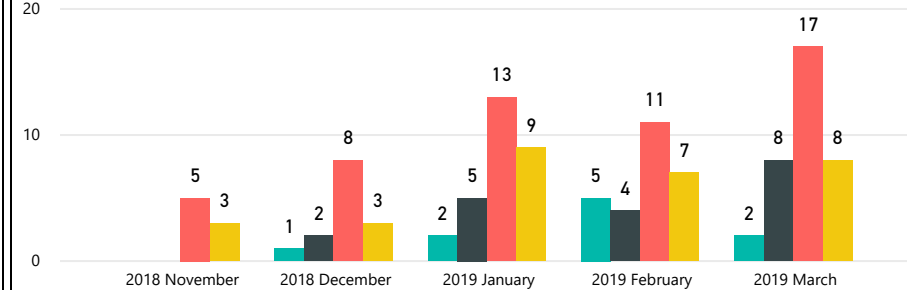
## Total vs Active sites

TotalSites ActiveSites



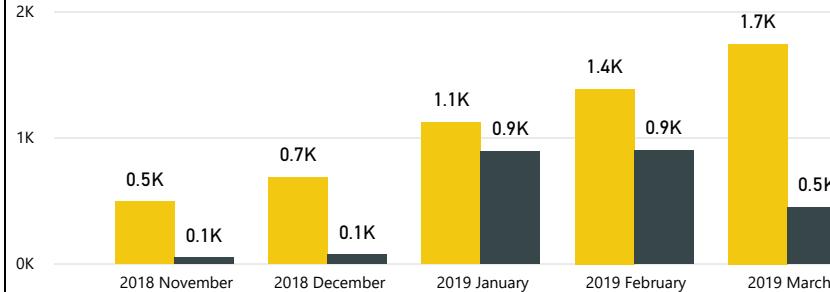
## Active sites where users perform file activity of these types

Any - Files Shared Inter... Any - Files Synced Any - Files Viewe... Any - Pages Vie...



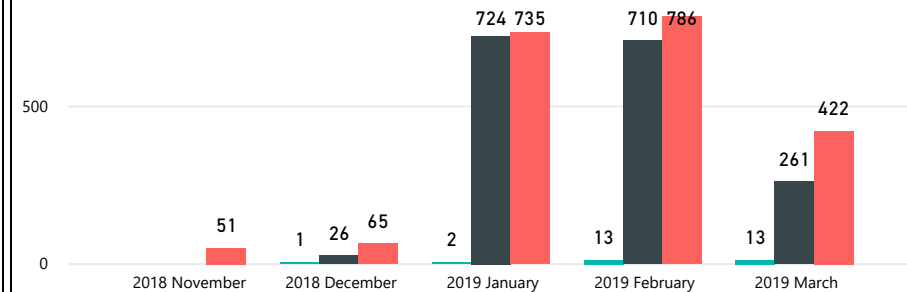
## Total vs Active files

TotalFiles ActiveFiles



## Number of files acted on by users per file activity type

Any - Files Shared Internally Any - Files Synced Any - Files Viewed/Modified





# Teams usage

3/25/2019

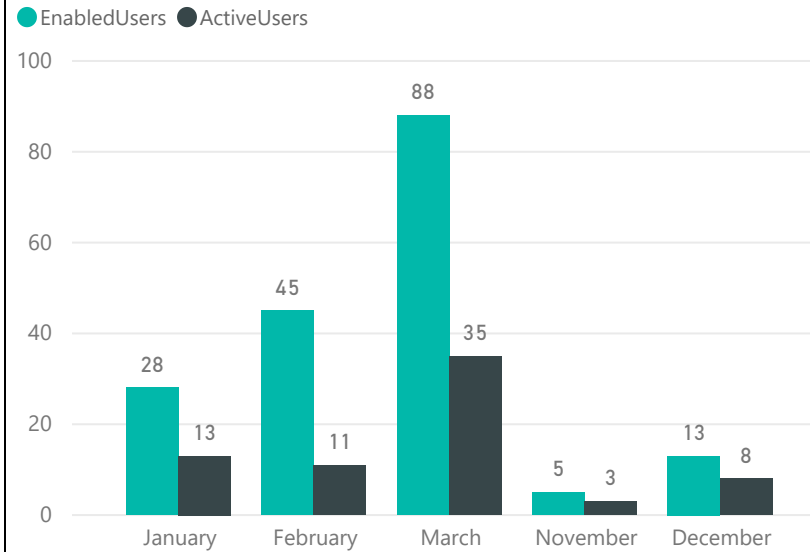
Latest ContentDate

## About this report

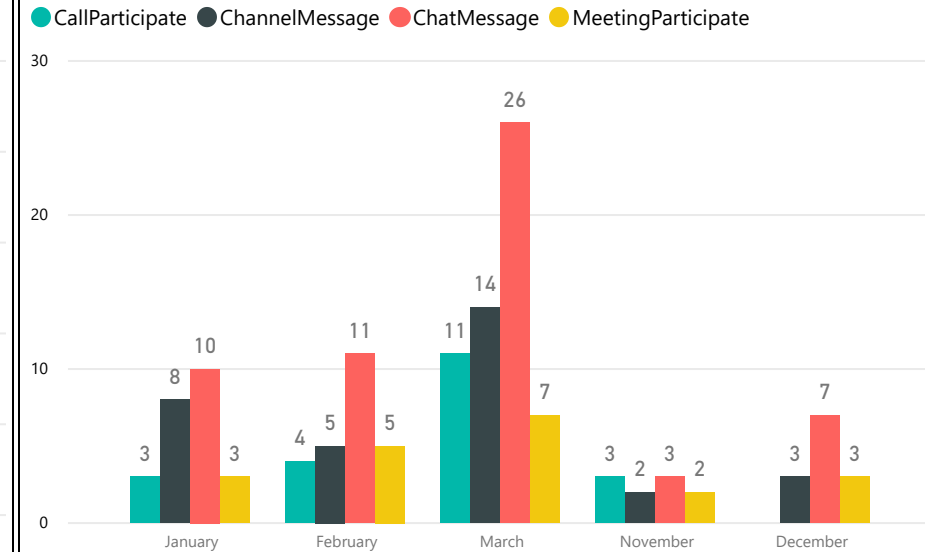
This report helps you analyze your user's activity across Microsoft Teams.



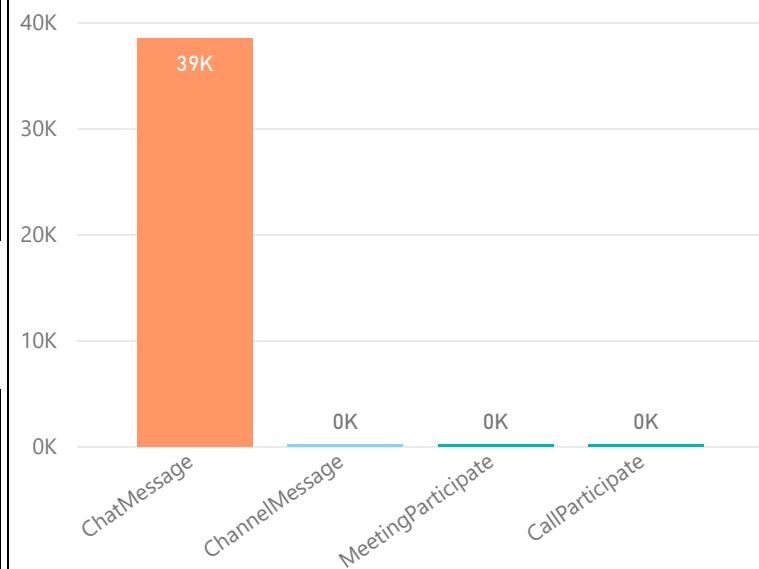
## Enabled vs Active users



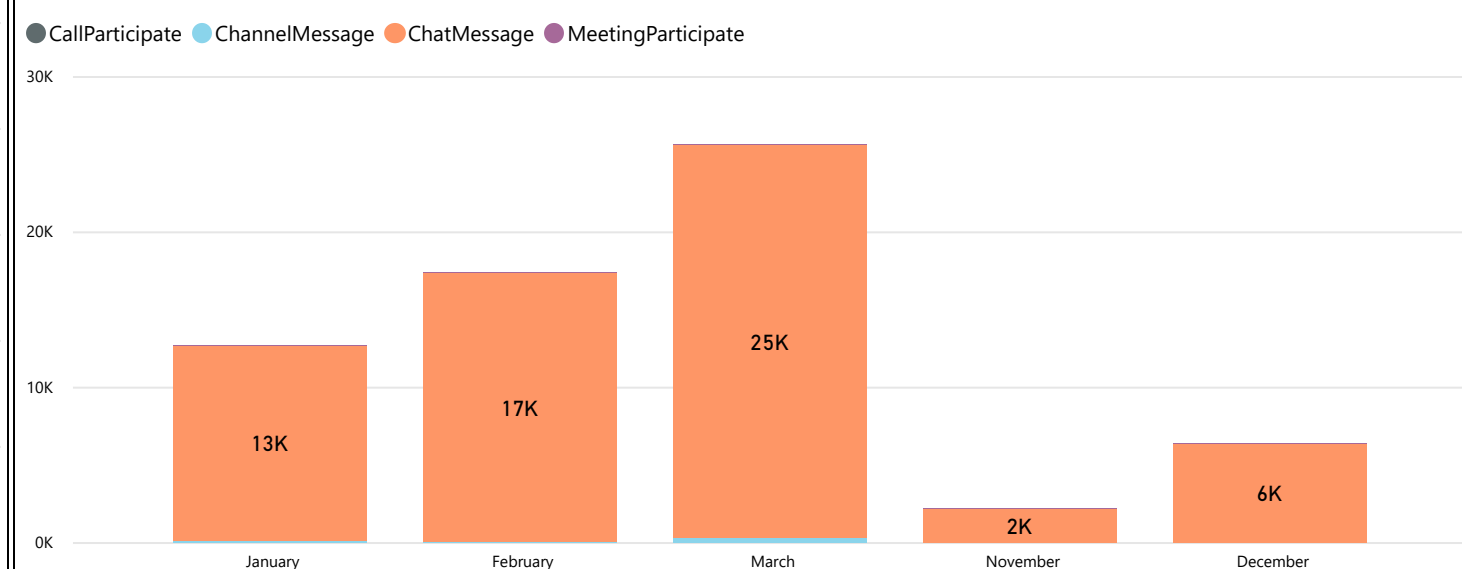
## Active users by activity type



## Overall user activity count



## User activity by activity type



Metrics valid for

February 2019

Teams message activity

17K



# Yammer usage

3/25/2019

Latest ContentDate

Metrcis valid for

February 2019

Message liked MoM change

Message posted MoM change

Message read MoM change

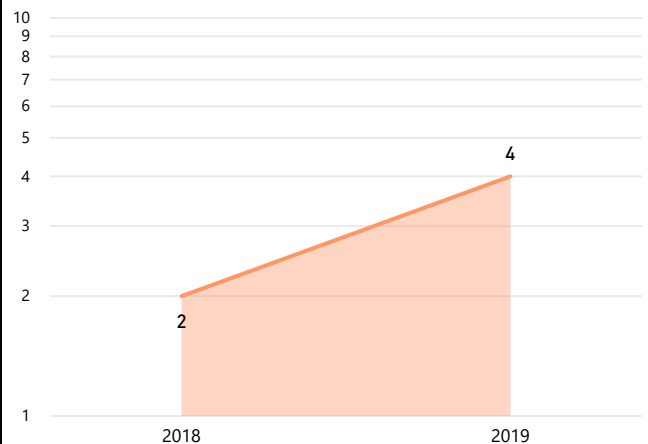
112.50%

## About this report

See how users are adopting Yammer. Internal campaigns can help your team start using Yammer to connect and collaborate.



## User activation over time



Metrics valid for

February 2019

Message liked - avg count

1

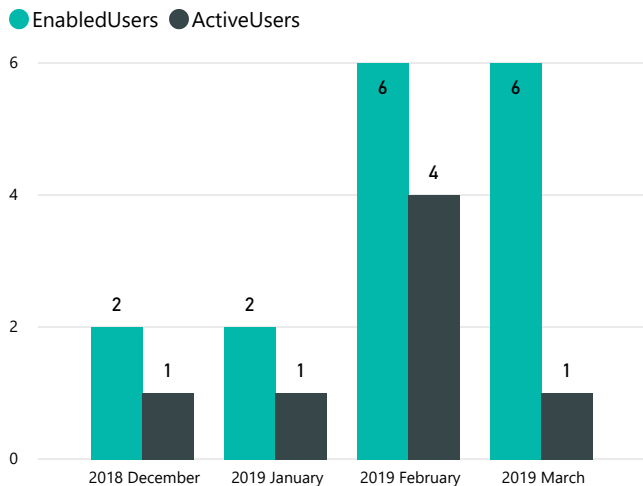
Message posted - avg co...

4

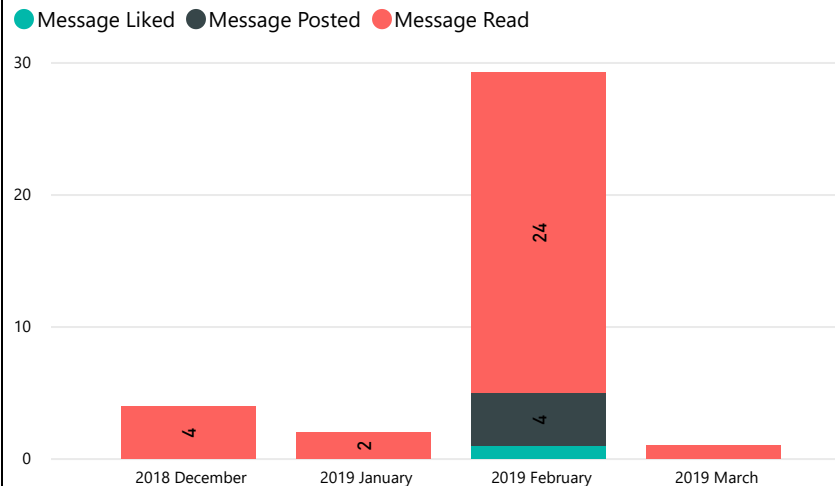
Message read - avg count

24

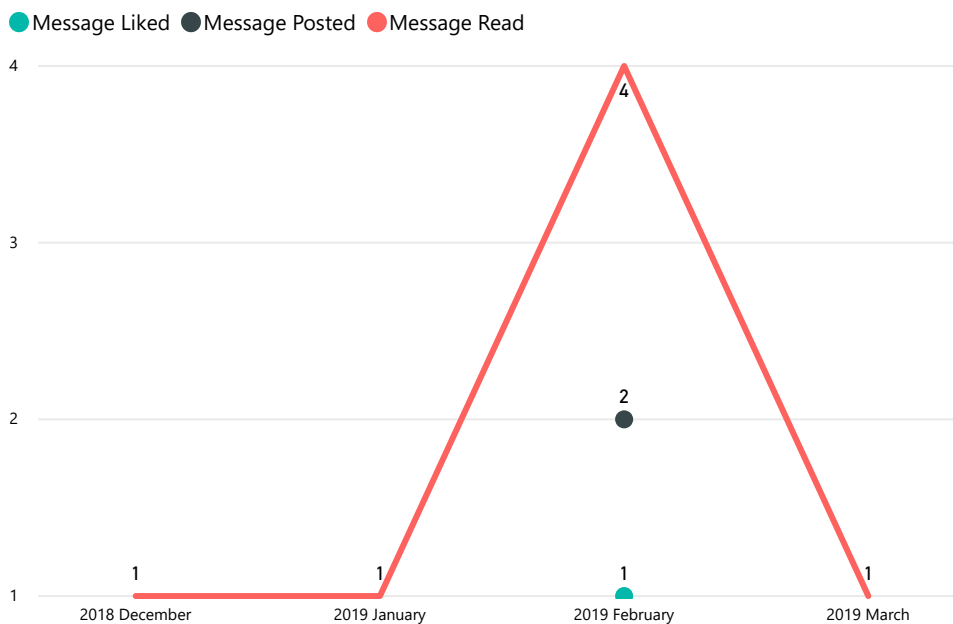
## Enabled vs Active users



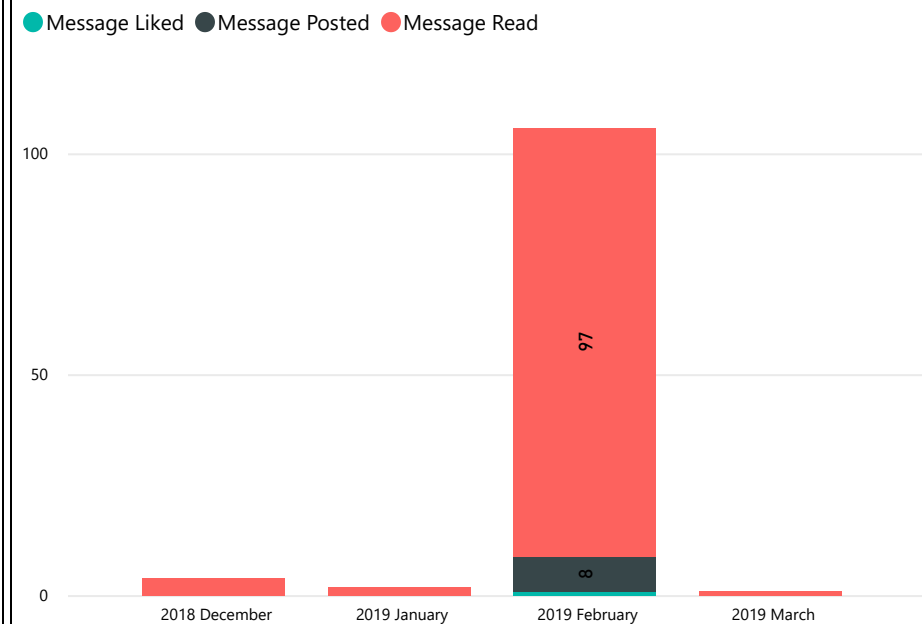
## Average activity per user and % of change



## Active users by activity type



## Activity count by activity type



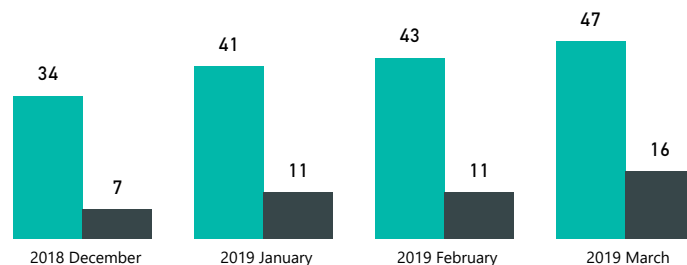
## About this report

This report helps you analyze your user's activity in Office 365 Groups. Select an Office 365 Group type to focus your view. You can also analyze how many Office 365 Groups are active and what capabilities within Office 365 Groups are more popular amongst your users e.g. Group mailbox messaging or file collaboration, or messaging in Yammer. You can understand how many files are active across Office 365 Groups. You can also see how much storage is being used across all Office 365 Groups.



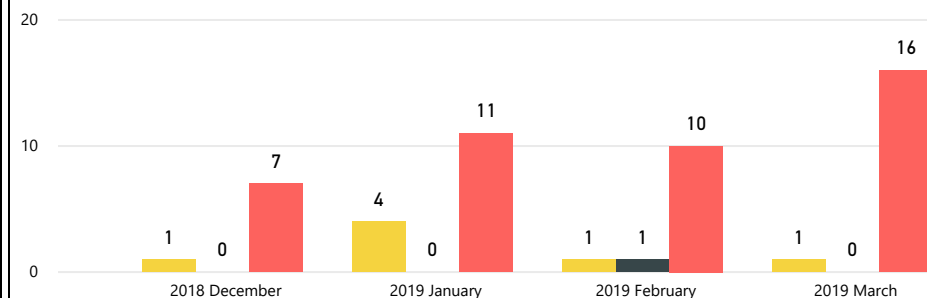
## Total vs Active groups

● TotalGroups ● ActiveGroups

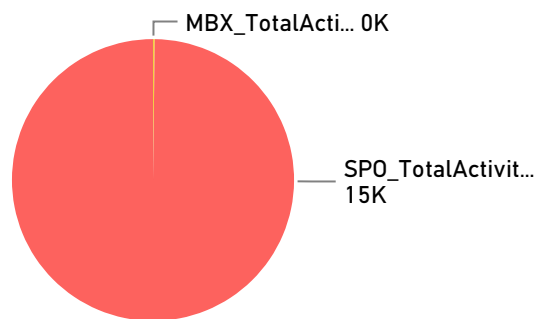


## Active groups by activity type

● MBX\_ActiveGroups ● YAM\_PostedActiveGroups ● SPO\_ActiveGroups

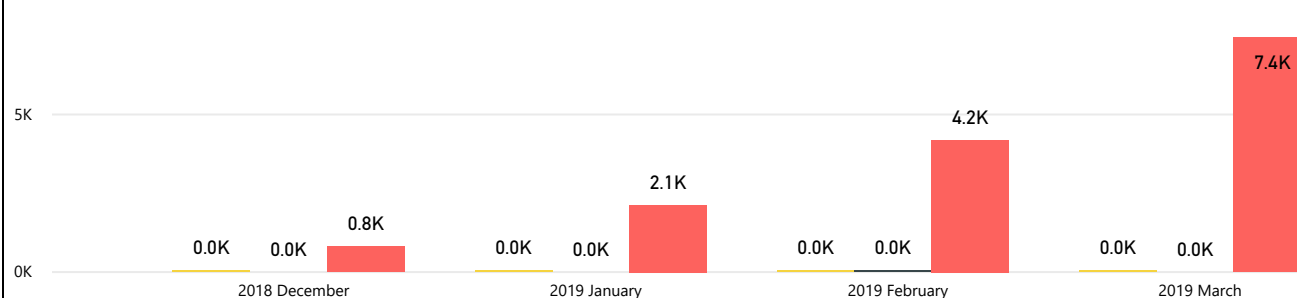


## Total activity count by activity type



## Activity count by activity type

● MBX\_TotalActivities ● YAM\_PostedActivities ● SPO\_TotalActivities



Metrics valid for

February 2019

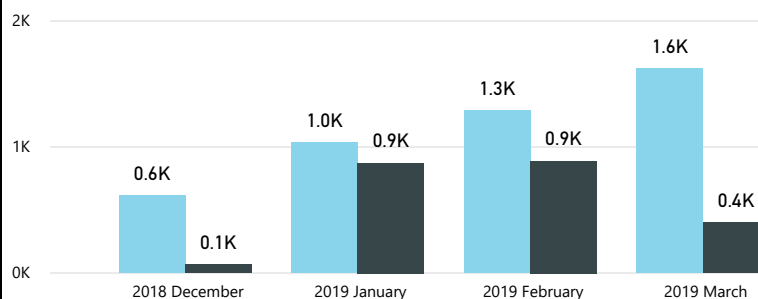
Group mailbox activity

9



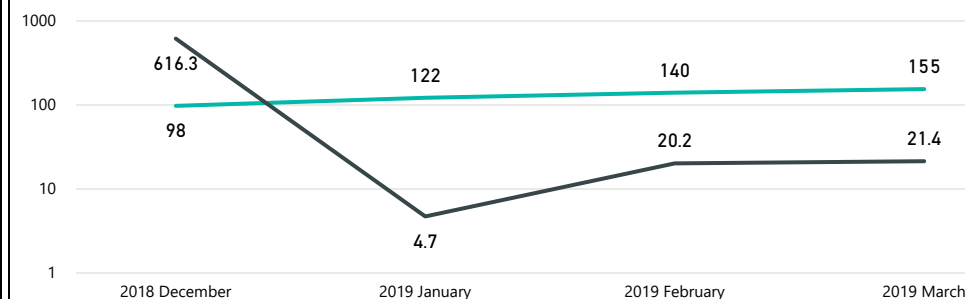
## Total vs Active file

● SPO\_TotalFiles ● SPO\_ActiveFiles



## Storage used

● MostRecent\_MBX\_StorageUsed ● MostRecent\_SPO\_StorageUsed





# Adoption by departments

About this report

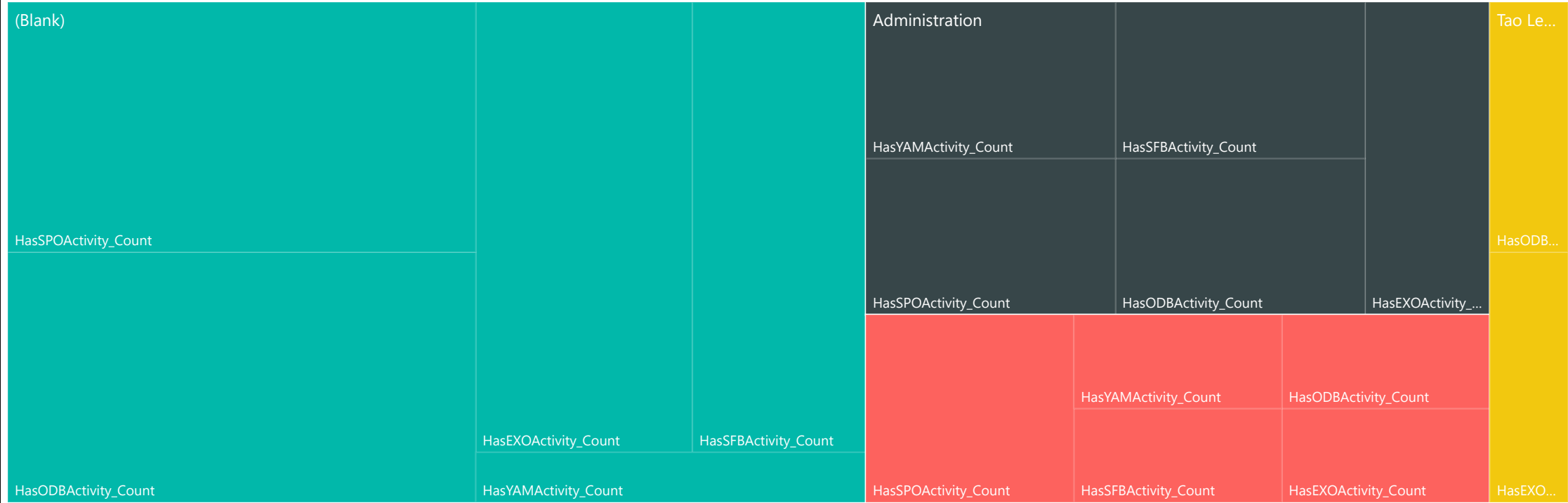
This report shows you usage by the department and products they are using. It shows the top ten most active departments of the last complete month. For information on a specific department you can choose it from the drop down.

Your insights may vary if this attributes is not consistently populated in the Azure Active Directory

Select a department

All

Top 10 most active departments, by active users per product



Product activity breakdown per department

Department	HasEXOLicense_...	HasEXOActivity...	HasODBLicense...	HasODBActivity_...	HasSPOLicense...	HasSPOActivity...	HasSFBLicense_...	HasSFBActivity...	HasTEAMSLicense_Count	HasTEAMSActivity_Count	HasY...
	7	5	7	6	7	6	7	4	7	6	
Tao Learning	4	1	4	1	4	0	0	0	4	1	
	3	1	3	1	3	2	3	1	3	2	
Administration	2	2	2	2	2	2	2	2	2	2	
Total	16	9	16	10	16	10	12	7	16	11	



# Assigned subscription: all

Month of  
March 2019

## About this report

This view provides you a way to see number of users assigned to various Microsoft subscriptions.

## Latest: Users with license ...

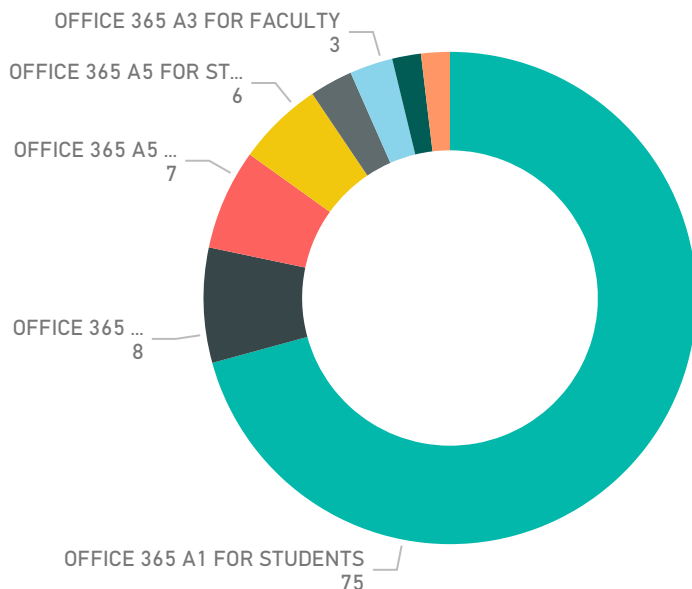
13

## Select a Microsoft Subscri...

### LicenseName

- ☐ Select all
- ☐ Microsoft Flow Free
- ☐ OFFICE 365 A1 FOR FA...
- ☐ OFFICE 365 A1 FOR ST...
- ☐ OFFICE 365 A3 FOR FA...
- ☐ OFFICE 365 A5 FOR FA...
- ☐ OFFICE 365 A5 FOR ST...
- ☐ Power BI (free)
- ☐ PROJECT ONLINE ESS...

## Latest: Number of users assigned to a Microsoft subscription



## Number of users assigned to a Microsoft subscription

