

How to identify resources shared with external users

Step 1: Searching for sharing events and export the results to a CSV file

1. In the **Security & Compliance Center**, click **Search & investigation > Audit log search**.
2. Under **Activities**, click **Sharing** and access request activities to search only for sharing events.

Audit log search

Need to find out if a user deleted a document or if an admin reset someone's password? Search the Office 365 audit log to find out what the users and admins in your organization have been doing. You'll be able to find permissions, directory services, and much more. [Learn more about searching the audit log](#)

Search Clear Results

Activities: Accepted access request, ... (16) Clear all to show results for all activities

Search

Folder activities

- Copied folder
- Deleted folder from recycle bin
- Moved folder
- Created folder
- Deleted folder from second-stage recycle bin
- Renamed folder
- Deleted folder
- Modified folder
- Restored folder

Sharing and access request activities

Accepted access request ✓	Accepted sharing invitation ✓	Created access request ✓
Blocked sharing invitation ✓	Created a company shareable link ✓	Created an anonymous link ✓
Created sharing invitation ✓	Denied access request ✓	Removed a company shareable link ✓
Removed an anonymous link ✓	Shared file, folder, or site ✓	Unshared file, folder, or site ✓
Updated an anonymous link ✓	Used a company shareable link ✓	Used an anonymous link ✓
Withdrew sharing invitation ✓		

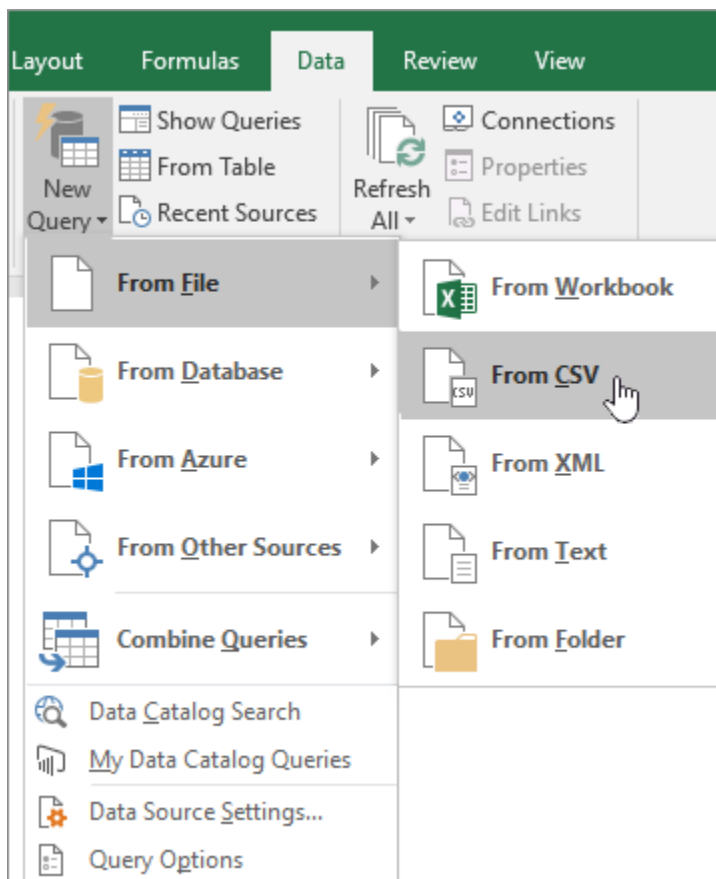
3. Select a date and time range to find the sharing events that occurred within that period.
4. Click **Search** to run the search.
5. When the search is finished running and the results are displayed, click **Export results > Download all results**.
6. After you select the export option, a message is displayed at the bottom of the window that prompts you to open or save the CSV file.

7. Click **Save > Save as** and save the CSV file to a folder on your local computer.

Step 2: Filter the CSV file for resources shared with external users

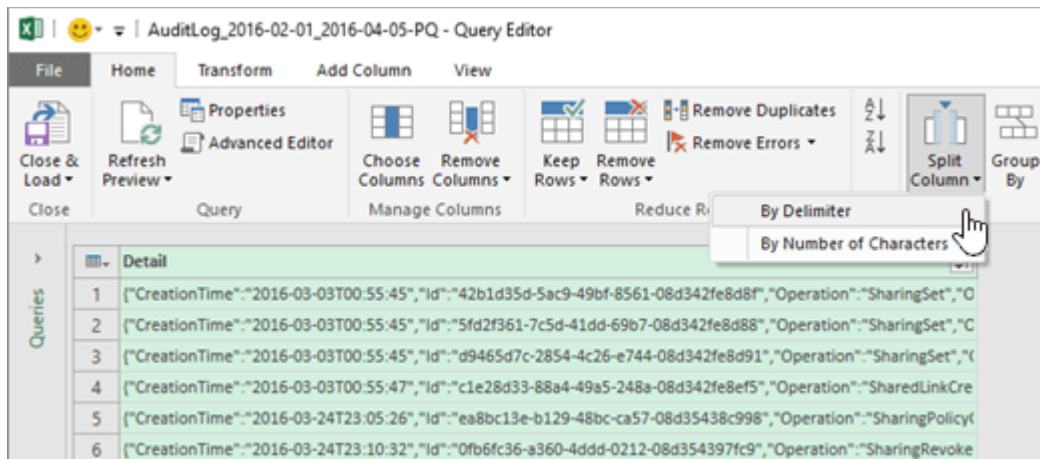
The next step is to use the Power Query feature in Excel 2016 to filter the CSV for the **SharingSet** and **SharingInvitationCreated** events, and to display those events where the **TargetUserOrGroup** property is **Guest**.

1. In Excel 2016, open a blank workbook.
2. Click the **Data** tab.
3. Click **New Query > From file > From CSV**.



4. Open the CSV file that you downloaded in Step 1. The CSV file is opened in the Query Editor. Note that there are four columns: Time, User, Action, and Detail. The Detail column is a multi-property field. The next step is to create a new column for each of the properties in the Detail column.

5. Select the **Detail** column, and then on the **Home** tab, click **Split Column > By Delimiter**.



6. In the **Split Column by Delimiter** window, do the following:

- Under **Select or enter delimiter**, select **Comma**.
- Under **Split**, select **At each occurrence of the delimiter**.

7. Click **OK**.

The Detail column is split into multiple columns. Each new column is named Detail.1, Detail.2, Detail.3, and so on. You'll notice the values in each cell in the Detail.n columns are prefixed with the name of the property; for example, Operation:SharingSet, Operation:SharingInvitationAccepted, and Operation:SharingInvitationCreated.

	Time	User	Action	Detail.1	Detail.2	Detail.3	...
1	3/24/2016 11:33	sarad@contoso.or	SharingSet	{CreationTime:2016	Id:0ecc2b01-8d1	Operation:SharingSet	
2	3/24/2016 11:32	sarad@contoso.or	SharingSet	{CreationTime:2016	Id:1d68d88e-c64	Operation:SharingSet	
3	3/24/2016 11:28	sarad@contoso.or	SharingSet	{CreationTime:2016	Id:2b93b058-613	Operation:SharingSet	
4	3/3/2016 12:55:4	davidl@alpinehou	SharingSet	{CreationTime:2016	Id:42b1d35d-5ac	Operation:SharingSet	
5	3/24/2016 11:31	janets_northwind	SharingInvitationAccepted	{CreationTime:2016	Id:4c7adb06-1f3	Operation:SharingInvitationAccepted	
6	3/24/2016 11:28	sarad@contoso.or	SharingInvitationCreated	{CreationTime:2016	Id:4fc0298f-50f5	Operation:SharingInvitationCreated	
7	3/3/2016 12:55:4	davidl@alpinehou	SharingSet	{CreationTime:2016	Id:5fd2f361-7c5d	Operation:SharingSet	
8	3/24/2016 11:28	sarad@contoso.or	SharingSet	{CreationTime:2016	Id:608ad5c4-2afc	Operation:SharingSet	
9	3/24/2016 11:28	sarad@contoso.or	SharingInvitationCreated	{CreationTime:2016	Id:6227c149-e59	Operation:SharingInvitationCreated	

8. On the **File** tab, click **Close & Load** to close the Query Editor and open the file in an Excel workbook.

9. Go to the **Home** tab and then select the **Action** column.

10. In the **Sort & Filter** drop-down list, clear all selections, then select **SharingSet** and **SharingInvitationCreated**, and click **OK**.
11. Excel displays the rows for the SharingSet and SharingInvitationCreated events.
12. Go to the column named **Detail.17** (or whichever column contains the TargetUserOrGroupType property) and select it.
13. In the **Sort & Filter** drop-down list, clear all selections, select **TargetUserOrGroupType:Guest**, and then click **OK**.

Now Excel displays the rows for SharingInvitationCreated and SharingSet events AND where the target user is outside of your organization, because external users are identified by the value TargetUserOrGroupType:Guest.

The following table shows all users in the organization who shared resources with a guest user within a specified date range.

<div>Acting User</div> <div>Sharing Event</div> <div>"Guest" indicates target user is outside the organization</div> <div>Target User</div>				
Time	User	Action	Detail.17	Detail.18
3/28/2016 23:43	admin@contoso.com	SharingInvitationCreated	TargetUserOrGroupType:Guest	TargetUserOrGroupType:Guest
3/24/2016 23:34	sarad@contoso.com	SharingSet	TargetUserOrGroupType:Guest	TargetUserOrGroupType:Guest
3/24/2016 23:33	sarad@contoso.com	SharingSet	TargetUserOrGroupType:Guest	TargetUserOrGroupType:Guest
3/24/2016 23:33	sarad@contoso.com	SharingSet	TargetUserOrGroupType:Guest	TargetUserOrGroupType:Guest
3/24/2016 23:33	sarad@contoso.com	SharingSet	TargetUserOrGroupType:Guest	TargetUserOrGroupType:Guest
3/24/2016 23:32	sarad@contoso.com	SharingSet	TargetUserOrGroupType:Guest	TargetUserOrGroupType:Guest
3/24/2016 23:28	sarad@contoso.com	SharingInvitationCreated	TargetUserOrGroupType:Guest	TargetUserOrGroupType:Guest
3/24/2016 23:28	sarad@contoso.com	SharingInvitationCreated	TargetUserOrGroupType:Guest	TargetUserOrGroupType:Guest

Although it's not included in the previous table, the Detail.10 column (or whichever column contains the ObjectId property) identifies the resource that was shared with the target user; for example ObjectId: [https://contoso-my.sharepoint.com/personal/sarad_contoso_com/Documents/Southwater Proposal.docx](https://contoso-my.sharepoint.com/personal/sarad_contoso_com/Documents/Southwater%20Proposal.docx).