**Teknowledge Shared Services Pvt. Ltd**

Review department SP/OD usage

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| **SUBJECT** | How to Review department SP/OD usage |
| **DEPARTMENT** | IT Support |
| **RECORDER (Name & Designation)** | Tharindu Chinthaka |
| **APPROVEDBY (Name & Designation)** |  |
| **CREATED DATE** | 26 - July – 2019 |
| **LAST UPDATED** | 26 - July – 2019 |
| **PATH ON NETWORK FOLDER** | [Click Here](https://cisintlcom.sharepoint.com/:w:/g/itsupport/EV9LM9WrF3FEs0s_A9H-b8UBGKI7Q10uCdviTDempYOayw?e=L7ZlPO) |
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1. Log in office 365 portal as administrator
2. Go to reports
3. Click Usage report and export the report
4. Review the report
   1. SharePoint usage report
   2. SharePoint activity report
   3. Mail usage report
   4. OneDrive usage report