Automated PowerShell Reports Delivered to Your Inbox

Create a directory called C:\Scripts

Save the following PowerShell script as adusers.ps1 in the above path:

import-module activedirectory

Get-Aduser -Server "yourdomain.com" -searchbase "OU=USERS,DC=yourdomain,DC=com" -Properties \* -filter \* | select name,SamAccountName,displayName,mail,enabled,lastlogondate | export-csv C:\Scripts\ADUsers.csv

send-mailmessage -to you@yourdomain.com -from admin@yourdomain.com -subject "Weekly AD user report" -smtpserver smtp.yourdomain.com -body "Weekly Active Directory user report with last login time." -Attachments C:\Scripts\ADUsers.csv

Create a new scheduled task.

Define the triggers - at 09:00 once a week on Monday

Define the Actions - Start a program (browse to the PowerShell executable)

Add arguments, specifically:

-executionpolicy remotesigned -command C:\Scripts\adusers.ps1

Configure it to run the command as System

Run it immediately by right-clicking and choosing Run

Confirm successful mail delivery