



**Microsoft 365**

*Inventory Microsoft 365*

|                |                            |
|----------------|----------------------------|
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## 1. Introduction

Microsoft 365 Inventory combines the following cloud-services into one inventory wizard:

- Azure Active Directory
- Exchange Online
- OneDrive
- Office 365 / Microsoft 365 (licensing and use)
- SharePoint Online
- Teams

Examples of applications for the inventoried data include the following:

- Get an overview of all users with the Microsoft 365 licenses used
- Get a listing of critical roles (e.g. Global Administrators) in Azure Active Directory
- Check teams that are no longer active or users' memberships to teams
  - thus "grown team structures" can be prevented
- Detect OneDrive drives that are reaching their capacity limits
- Analyze the use of SharePoint Online websites

## 2. Microsoft 365 Inventory

### 2.1 Prerequisites

The Microsoft 365 inventory requires an Entra ID App. This forms the interface between Docusnap and Microsoft 365. The necessary Entra ID App can be created from Docusnap. Manual creation in the Azure Portal is also possible.

You can also use the app created for Microsoft 365 for Azure Service and Exchange Online inventory.

The requirements for creation are:

- The user used must be a Global Administrator
  - Only necessary for the creation of the app
  - The app to be created will not have this permission!
  - The app will then only receive read permissions to the necessary information.
- If problems occur during the creation process, you should clear the browser cache!
  - At least default browser and Internet Explorer

### 2.2 Azure Active Directory License Dependent Functionality Restrictions

Depending on the Azure Active Directory license used, there may be restrictions on Docusnap functionality.

For a listing of all licenses with available functionality in Docusnap, please refer to our User Guide.

### 2.3 Anonymous data

By default, the following information is presented anonymously in Microsoft 365 reports:

Email activity, Mailbox activity, OneDrive files, SharePoint activity, SharePoint site usage, Microsoft Teams activity, Yammer activity, Active users in Microsoft 365 services and apps, Group activity

When anonymization is activated, no statistics can be displayed for specific teams and Exchange Online mailboxes.

The corresponding objects are not present in the tree structure:

- Tenant Domain - Services - Teams - All Teams - Sample Team - Statistics.
- Tenant Domain - Services - Exchange Online - All Mailboxes - Sample Mailbox - Statistics

Furthermore, it is not possible to display statistics on the use of SharePoint Online web pages for individual users.

The corresponding object in the tree structure is not available:

- Tenant Domain - Services - SharePoint Online - Statistics

For Microsoft 365 to be fully inventoried with its services, uncheck the option:

- Display concealed user, group, and site names in all reports

in the Microsoft 365 Admin Center.

See the following article from Microsoft for more information and a description of how to disable the option.

## 2.4 Register Entra ID App

You can open the dialogue for creating the necessary Entra ID App in two ways:

- From the Microsoft 365 Inventory Wizard via the Register Entra ID App button.
  - Here, a tenant domain name is first required in step two of the wizard.
  - The name must not be the same as the OnPremise domain.
- In the Docusnap Administration
  - Administration - Inventory - Entra ID App Registrations

### Register Entra ID App

Store the necessary data for:

Display Name (must not exist yet)

Primary Domain / Tenant ID

Company selection

App Description - Optional

Select Create Code

Copy the device code and select **Perform Registration**

Your default browser will open

Paste the device code you copied earlier

Log in with your Global Administrator

Confirm the prompt for the CLI

Now the required app for the Microsoft 365 inventory is created and you can perform / schedule the Microsoft 365 inventory.

## 2.5 Performing a Microsoft 365 Inventory

You start the Microsoft 365 inventory via the corresponding wizard:

- Discovery - All Wizards - Microsoft 365
- Inventory - All Wizards - Microsoft 365
- All Orders - All Wizards - Microsoft 365

In step 1, select your company or your customer's company.

In step 2, select the Discovery Service through which you want to perform the inventory.

Please note that you must have internet access to perform the inventory.

The executing user of the service or the system needs an internet connection.

For a scheduled inventory, select the Docusnap Server Discovery or a discovery service configured by you.

Furthermore, select or enter the Tenant domain.

In step 3, you can now select an existing Azure App or register a new one.

Then select the products you want to inventory.

Select Check Connection - this will check the technical requirements for the Azure App. Note the information bar at the bottom of the window for possible errors or warnings.



### 3. Evaluation options

The inventoried data of the Microsoft 365 environment can be found in the cloud infrastructure area (Your company - Cloud infrastructure - Tenant domain).

#### Management services

- Microsoft 365 with licensing and license usage down to the users.
  - The linked data of the users to the other services (Teams, OneDrive, etc.) are also listed

#### Services

- Teams
  - Teams with their members, underlying channels and activities.
  - Users, deleted teams and list of all apps in the organization
- Exchange Online
  - User mailboxes and activity overviews
  - For public folders and permissions, continue to run standalone Exchange Online inventory
- OneDrive
  - Users who use OneDrive with their last accesses and used capacities
- SharePoint Online
  - User activities, web pages and global settings

#### Identity providers

- Azure Active Directory
  - Information about users, groups, contacts, devices, and enterprise apps
  - Directory roles and conditional policies

With Docusnap Connect, you can create your own queries, according to your requirements, and use them for documentation and analysis.

## LIST OF FIGURES

ES KONNTEN KEINE EINTRÄGE FÜR EIN ABBILDUNGSVERZEICHNIS GEFUNDEN WERDEN.

## VERSION HISTORY

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| Date       | Description   |
|------------|---|
| 12/15/2022 | HowTo created   |
| 07/01/2023 | Adjustments to the Azure App  |
| 07/31/2023 | Adjustments Anonymous data - which data are not available when anonymization is active. |
| 08/22/2023 | Added Chapter Azure Active Directory License Dependent Functionality Restrictions       |
| 10/6/2023  | Name change Azure Active Directory to Entra-ID  |

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