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This is part of the Couch to 365 series, developed by Waterstons. If you haven't already, sign up now for free at [Couchto365.com](#).

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[Christopher Grosberg](#)

M365 Practice Lead

Email

christopher.grosberg@waterstons.com

Linkedin

<https://www.linkedin.com/in/chris-grosberg-1219b694/>

When embarking on our Couch to 365 journey, a good place to start is reviewing and understanding how your 365 environment is being used.

If you are not currently trying to review your entire 365 environment, you can skip to the next section (under the photograph).

Reports

As you would expect, M365 does provide a few reports that you can reference to understand usage. There are also a number of third-party add-ons that can also do a bit more digging for you, but the built-in reports are sufficient for our purposes today.

Usage report

The first reports to check are the Usage Reports, which are found in the admin centre under: Reports > Usage. If you don't see it, check it's not hidden under ... [To read more sign up today.](#)

<http://www.waterstones.com/print/pdf/node/8706>