CONFIGURE AUDIT SETTINGS:

2. Enter your University of Akron email address and press either the ENTER or TAB key.
3. You will be prompted to enter your password and click Sign In.
4. The Office 365 page displays. Select the OneDrive app.
   NOTE: If you are taken directly to the Outlook web access page, click the Office 365 navigation pane in the upper left and select OneDrive.
5. A list of your OneDrive files and folders displays.
6. Click the gear icon in the upper right corner and select Site Settings from the menu.
7. Click Site collection audit settings under the “Site Collection Administration” heading.
8. Check all the boxes under the “Documents and Items” and “Lists, Libraries and Sites” headings. Click OK.

Auditing is now enabled for all actions on all documents, items, lists, libraries and sites in your Office 365 account.
ACTIVATE REPORTING:

Follow the steps below to activate reporting in OneDrive so all actions taken with your files are logged.

2. Enter your University of Akron email address and press either the ENTER or TAB key.
3. You will be prompted to enter your password and click Sign In.
4. The Office 365 page displays. Select the OneDrive app.
   
   **NOTE:** If you are taken directly to the Outlook web access page, click the Office 365 navigation pane in the upper left and select OneDrive.
5. A list of your OneDrive files and folders displays.
6. Click the gear icon in the upper right corner and select Site Settings from the menu.

7. Click Site collection features under the “Site Collection Administration” heading.
8. Locate “**Reporting**” and click the **Activate** button.

9. Scroll down to Reporting and verify the status is now “**Active**”.

**Reporting**
Creates reports about information in Microsoft SharePoint Foundation.

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**Reporting**
Creates reports about information in Microsoft SharePoint Foundation.

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Reporting is now enabled for all files and folders in your Office 365 account. Refer to the next section for instructions on accessing the reports.
VIEW REPORTS:

You must first configure your Audit Settings and Activate Reporting in order to access your site’s reports.

2. Enter your University of Akron email address and press either the ENTER or TAB key.
3. You will be prompted to enter your password and click Sign In.

4. The Office 365 page displays. Select the OneDrive app.
   
   **NOTE:** If you are taken directly to the Outlook web access page, click the Office 365 navigation pane in the upper left and select OneDrive.

5. A list of your OneDrive files and folders displays.

6. Click the gear icon in the upper right corner and select Site Settings from the menu.

7. Click Audit log reports under the “Site Collection Administration” heading.
8. A list of available reports displays. Select one of the reports to access its data.

9. You will be prompted for a location to save the report to. Click the **Browse** button then select a location in your OneDrive account where you wish to save the report. **Click OK.** **NOTE:** All OneDrive reports are in Excel spreadsheet format.

10. **Click OK** to create and save the report.

11. You will receive a “Success” message. To access the report, click the link titled “Click here to view this report”. If you wish to return to your Site Settings, click **OK**.

If the “Success” message does not display, it is likely there were no actions logged for the type of account selected.