

ABOUT US



+18
YEARS ON
THE MARKET



+40
CERTIFIED
ENGINEERS
CONSULTANTS



+600
SATISFIED
CUSTOMERS



+1 000
PROJECTS
WORLDWIDE



LICENSES OPTIMIZATION



WE ARE IT EXPERTS WITH STRONG BUSINESS COMPETENCE. OUR MISSION IS TO DELIVER SCALABILITY AND SECURITY FOR YOUR BUSINESS USING THE BEST IT SOLUTIONS.

AVON



budimex



ING 



ANTENNA
GROUP



Sidel

SECO/WARWICK



INCLUDED IN REPORT

A LIST OF CURRENT M365 LICENSES
AND THEIR USAGE BY COMPANY
EMPLOYEES

ANALYSIS OF BUSINESS NEEDS AND
EMPLOYEE REQUIREMENTS TO
DETERMINE THE OPTIMAL NUMBER
AND TYPE OF M365 LICENSES

ASSESSMENT OF THE USE OF
INDIVIDUAL M365 FUNCTIONALITIES
TO DETERMINE WHICH ARE MOST
COMMONLY USED BY EMPLOYEES AND
WHICH ARE RARELY OR NOT USED AT
ALL.

COMPARISON OF THE COSTS OF
CURRENT M365 LICENSES WITH THE
COSTS OF OPTIMAL LICENSES
PROPOSED

ANALYSIS OF CHANGES IN THE
ORGANIZATION THAT MAY AFFECT
LICENSING NEEDS IN THE FUTURE

RECOMMENDATIONS FOR OPTIMIZING
M365 LICENSES

YOU CAN GAIN BETTER
INSIGHT INTO YOUR OFFICE
365 LICENSES

LICENSES OPTIMIZATION



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WHO MAY BE INTERESTED

CHIEF FINANCIAL AND PERSONNEL
OFFICERS
RESPONSIBLE FOR MANAGING THE
COMPANY'S BUDGET AND HUMAN
RESOURCES

IT ADMINISTRATORS
RESPONSIBLE FOR MANAGING THE
COMPANY'S IT INFRASTRUCTURE

PURCHASING DEPARTMENT
RESPONSIBLE FOR SELECTING AND
PURCHASING M365 LICENSES

TECHNICAL SUPPORT DEPARTMENT
EMPLOYEES
WHO MONITOR AND CONTROL THE
USE OF M365 LICENSES IN THE
COMPANY

PROJECT MANAGEMENT DEPARTMENT
WHICH WANT TO INCREASE THE
EFFICIENCY OF PROJECT TEAMS BY
USING APPROPRIATE M365
FUNCTIONALITIES

BUSINESS UNIT MANAGERS
WHO WANT TO OPTIMIZE THE
BUSINESS BENEFITS OF USING TOOLS
AND APPLICATIONS WITHIN THE M365
SUITE

Microsoft 365 Usage Executive Summary

- Microsoft
- License Manager...
- License Utilization
- Mailbox Utilization
- User Activity
- IT Administrator...
- Overview
- Activation/Licensing
- Product Usage

Adoption

January 2023 Active User %

67,5%

January 2023 Active and Enabled Users

9,744 of 14,443

Communication

January 2023 Active Users

9 tys.	3 tys.	0 tys.	0 tys.
Exchange	Teams	Skype	Yammer

Usage

January 2023 Active User %

69,1%	67,5%	49,8%	42,6%	41,3%	0,0%	0,0%
Excha...	Office3...	Teams	ShareP...	OneDri...	Skype	Yammer

Collaboration

January 2023 Total Files in OneDrive

6,2 mln

January 2023 Total Files in SharePoint

961,3 tys.

Mobility

Apps	UserCount
Web	6741
OutlookMobile	3585
Outlook	2338
Mobile	878

Storage

January 2023 Storage Used

17,1 tys.	5,2 tys.	32,3 tys.
OneDrive	SharePoint	Exchange

Exchange

January 2023 Active User %

69,1%

January 2023 Mailbox Count

13,9 tys.

Teams

January 2023 Active Users

3 309

January 2023 Active User %

49,8%

OneDrive

January 2023 Active Sites

2 400

January 2023 Active Users

2745

Yammer

January 2023 Active Users

0

January 2023 Active User %

0,0%

SharePoint

January 2023 Active Sites

1 952

January 2023 Active Users

2 830

Skype for Business

January 2023 Active Users

0

January 2023 Active User %

0,0%



LICENSES UTILIZATION



← **License utilization details** | 2/28/2023 3:19:38 PM | License Volume Data Last Import | Location: Wszystkie | Product name: Wszystkie | License usage status: Wszystkie

User Status: License Usage Type based on activity

Account in Use = someone has been active in just one workload in the last 14 days

Heavy usage = AVG active days < 8 days

Moderate usage = AVG active days > 8 and < 50 days

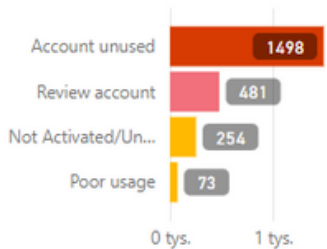
Poor usage = AVG active days > 50 and < 120 days

Review account = AVG active days > 120 and < 300 days

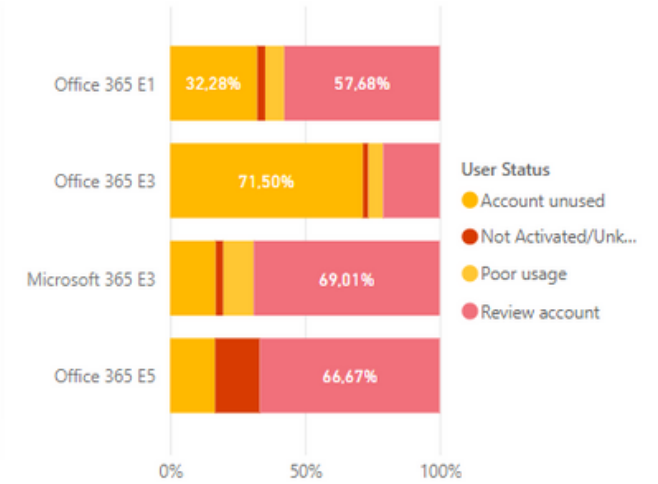
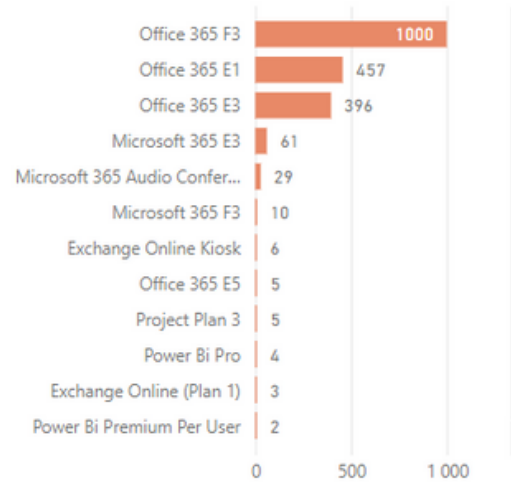
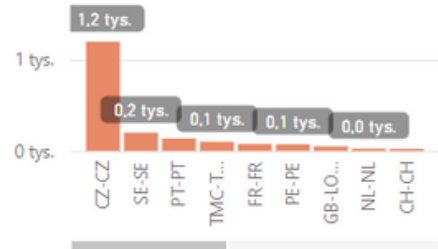
Account unused = AVG active days > 300

ALERTS - # of Assigned Licenses per Usage t... Office Apps Activation by license type and product n...

of Assigned Licenses per Usag...



ALERTS - # of Assigned Licenses pe...



License Name	# of Purchased Licenses	# of Assigned Licenses	# of Licensed Users	Accounts In use	Buffer
Exchange Onlin...	5664	74	74	8	5590
Office 365 E1	3887	508	508	494	3379
Office 365 E3	2120	428	428	422	1692
Office 365 F3	1189	1002	1002	1002	187
Microsoft 365 E3	949	71	71	70	878
Exchange Onlin	740	3	3	3	746
Suma	15823	2306	2257	2011	13517

Location	Product name	# of purchased Licenses	# of Assigned Licenses	# of Licensed Users	Licensed accounts is use	o365 Apps (on PC)	o365 Apps (Mobile)	o365 Apps (Web)	Buffer
CZ-CZ	Office 365 F3	1151	987	987	987				3
	Office 365 E3	286	211	211	211				1
	Azure Active Direc...	9	7	7	1				2
	Exchange Online (...)	1	1	1	1				0
			0						0
	Dynamics 365 For ...	0							0

Licenses Assignments & Utilization

No of users	UPN	Display Name	Location	DN	Company	Department	Assigned Licenses	Account Usage Status	o365 Last Sign In	OneDrive Last Active
1	100017@unilabs.com	Dana Seidlová	CZ-CZ	Users,OU=CZ,OU=CZ,OU=...			OFFICE 365 F3	Account unused		
1	100039@unilabs.com	Daniela Indrová	CZ-CZ	Users,OU=CZ,OU=CZ,OU=...			OFFICE 365 F3	Account unused		
1	100226@unilabs.com	Šárka Kremlová	CZ-CZ	Users,OU=CZ,OU=CZ,OU=...			OFFICE 365 F3	Account unused		



WORKLOAD UTILIZATION



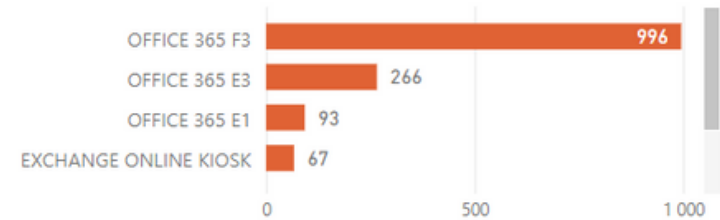
Mailbox utilization details

2023-02-25 00:00:00

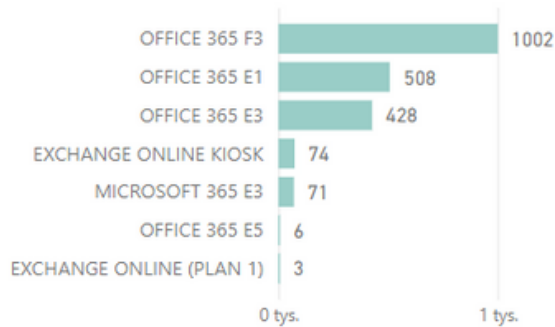
Exchange Data Check Date

Location: Product name: License Usage Status:

ALERTS - Exchange Online assigned but never used

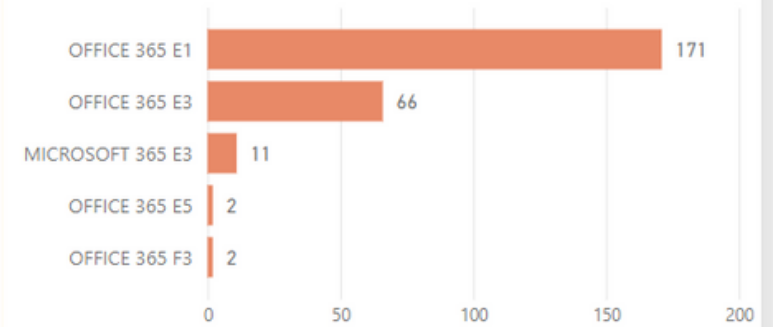


Exchange online in use by License product



Mailboxes with issue warning quota exceeded

ALERTS - Enterprise Users that used only Exchange Online service



Licenses Assignments & Utilization

nb	UPN	User Display Name	Location	Assigned license	Account usage status	EXO Last Active	EXO Days Since Active	EXO Quota Used	User mailbox storage limit	Archive mailbox limits	EXO Items	EXO Read Count	EXO...
1	100017@unilabs.com	Dana Seidlová	CZ-CZ	OFFICE 365 F3	Account unused		365	2.02 MB	2 GB	Not available4	21	0	
1	100039@unilabs.com	Daniela Indrová	CZ-CZ	OFFICE 365 F3	Account unused		365	1.7 MB	2 GB	Not available4	16	0	
1	100226@unilabs.com	Šárka Kremlová	CZ-CZ	OFFICE 365 F3	Account unused		365	14.13 KB	2 GB	Not available4	3	0	
1	100424@unilabs.com	Dominik Moravec	CZ-CZ	OFFICE 365 F3	Account unused		365	1.96 MB	2 GB	Not available4	19	0	
1	100649@unilabs.com	Wenceslav Wraith	CZ-CZ	OFFICE 365 F3	Account unused		365	1019.65 KB	2 GB	Not available4	18	0	
1	100923@unilabs.com	Linda Turner	TMC-TMC	OFFICE 365 E1	Account unused		365	1.6 GB	50 GB	50 GB	8205	0	
1	101201@unilabs.com	Maria Bidlek	TMC-TMC	OFFICE 365 E1	Account unused		365	293.24 MB	50 GB	50 GB	1448	0	
1	101207@unilabs.com	Jana Zavázalová	CZ-CZ	OFFICE 365 E3	Account unused		365	12.83 KB	100 GB	1.5 TB1	3	0	
1	101931@unilabs.com	Sandra Havelková	CZ-CZ	OFFICE 365 F3	Account unused		365	21.17 KB	2 GB	Not available4	6	0	
1	102858@unilabs.com	Milada Oškvarková	CZ-CZ	OFFICE 365 F3	Account unused		365	14.25 KB	2 GB	Not available4	3	0	