SITE SETTINGS IN ONEDRIVE

8. Check all the boxes under the "*Documents and Items*" and "*Lists, Libraries and Sites*" headings. Click **OK**.

VIEW REPORTS:

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

- 1. Open a web browser and navigate to <u>https://login.microsoftonline.com</u>.
- 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.

ie	[그] BROWSE FILES LIBRARY	Change them
ชีวิธวรรย ม กรร	Search OneDrive.	
52	Documents Addiana	
sha Stre-content	are your work.	ak Dirmirr
ttings	Site folders	Site set

7. Click Audit log reports under the "Site Collection Administration" heading.



SITE SETTINGS IN ONEDRIVE

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