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MICROSOFT CLOUD ASSESSMENT

OneDrive Usage Report

Scan Date: 2025/01/03

Your Customer / Prospect

Your Company Name

2025/03/03

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1 - Overview

OneDrive is the cloud-based storage solution that is part of the Microsoft Cloud offering. This report is designed to provide a high-level overview of the current file and storage requirements for OneDrive. While OneDrive has virtually limitless storage, some backup solutions perform backups of OneDrive; this increases the importance of understanding and managing the growth of OneDrive usage. Three primary categories of usage are tracked including Total Files, Active Files, and Storage Use.

1.1 - Current Usage

11328	7	21.4 GB
Total Files	Active Files	Storage Use
As of 2021-04-11	*As of 2021-04-11*	*As of 2021-04-11*

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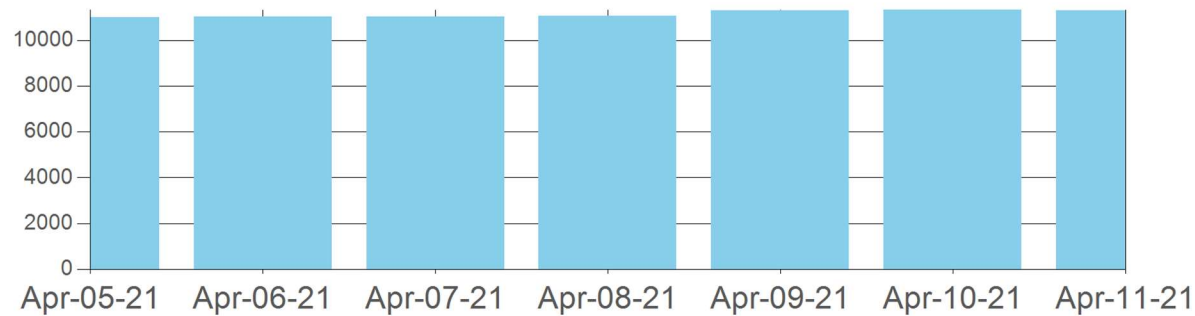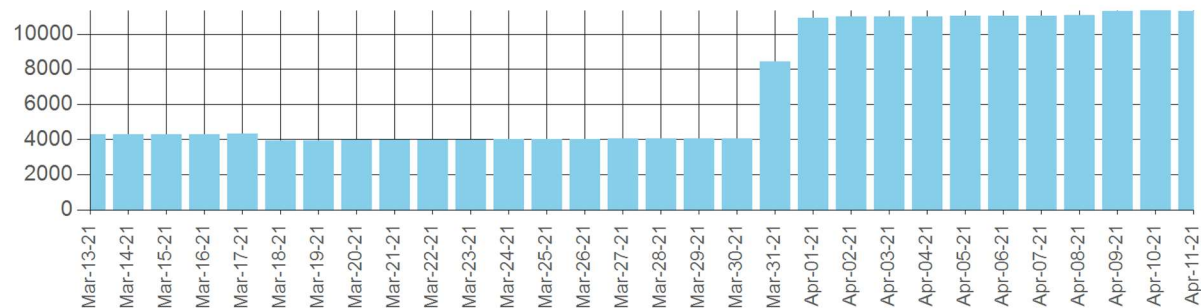
2 - Total Files

The following graphs display trends in the total number of files stored on OneDrive across all users. Trending is shown at 7, 30, 90, and 180-day windows.
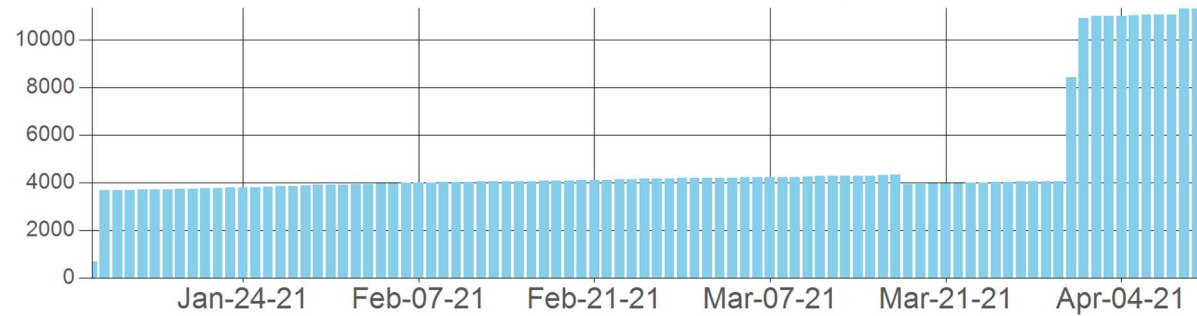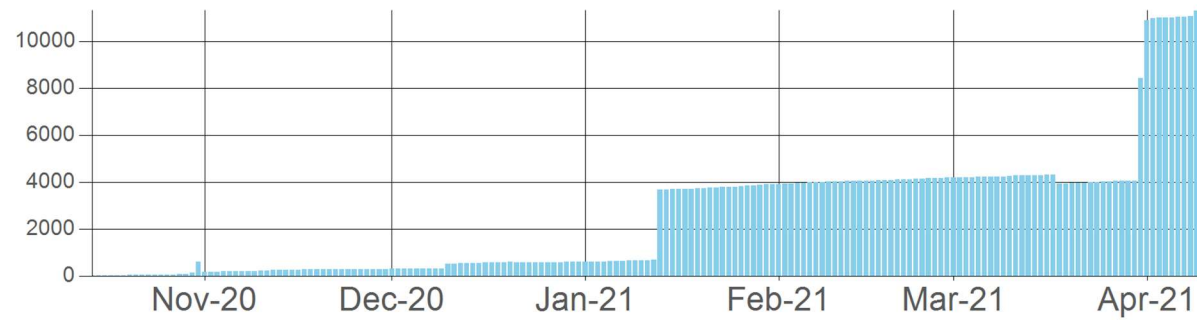
Total Files by Day (7 Day)

Total Files by Day (30 Day)

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Total Files by Day (90 Day)

Total Files by Day (180 Day)

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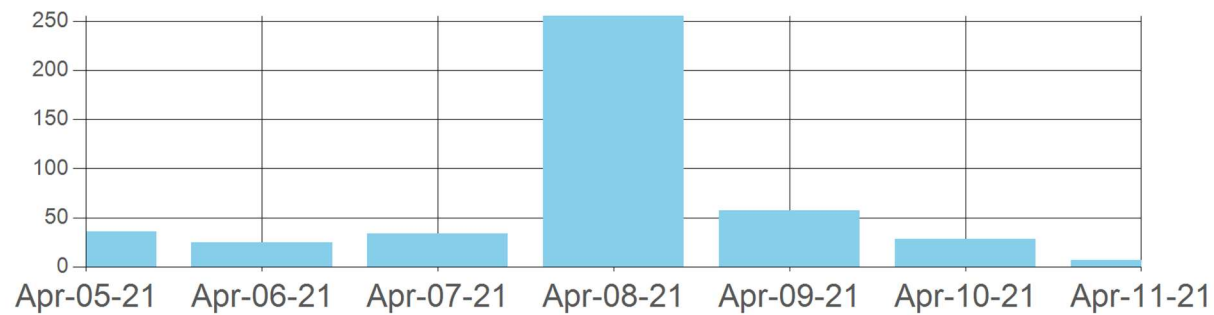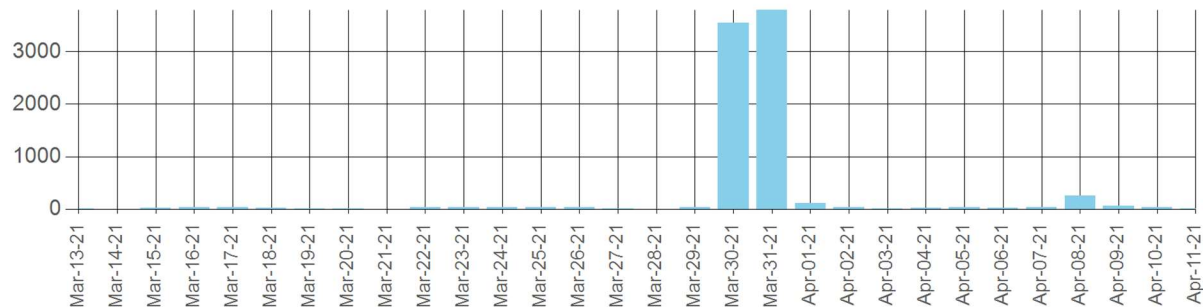
3 - Active Files

The following graphs display trends in Active Files by day. Files are considered active if they are created or modified.
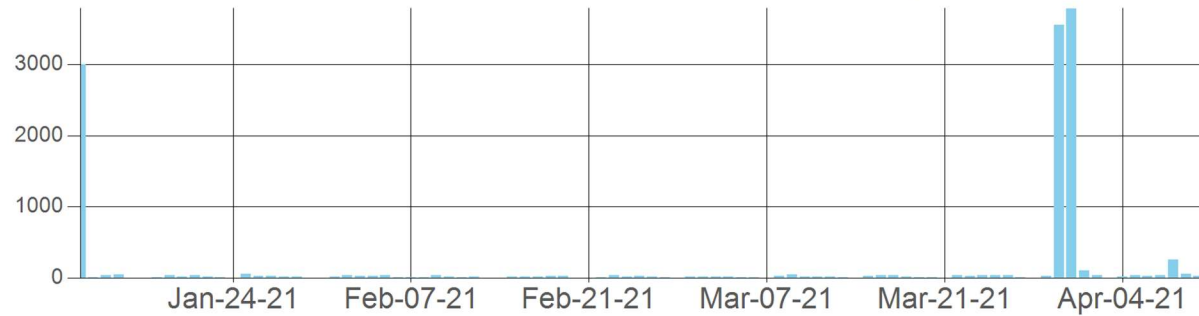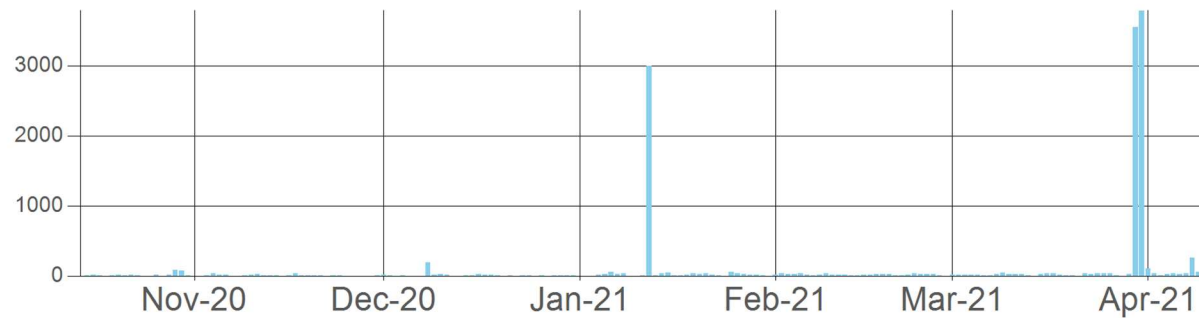
Total Active Files by Day (7 Day)

Total Active Files by Day (30 Day)

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Total Active Files by Day (90 Day)

Total Active Files by Day (180 Day)

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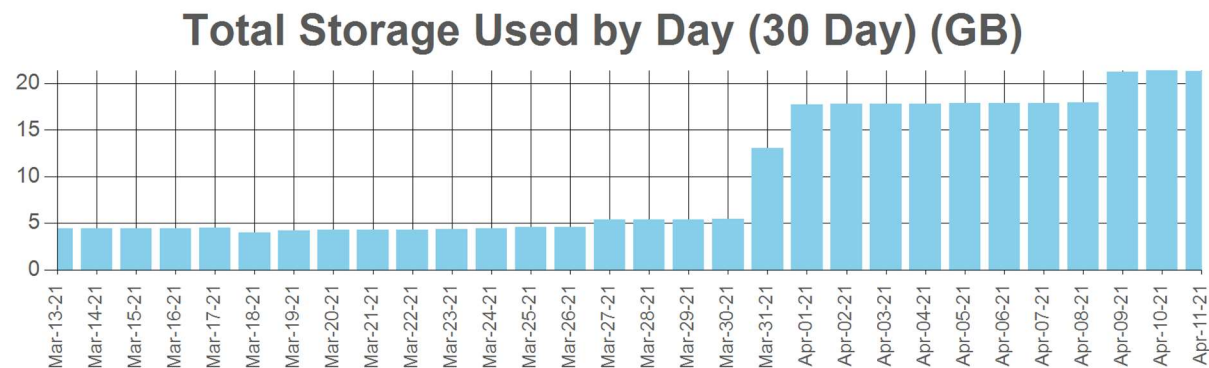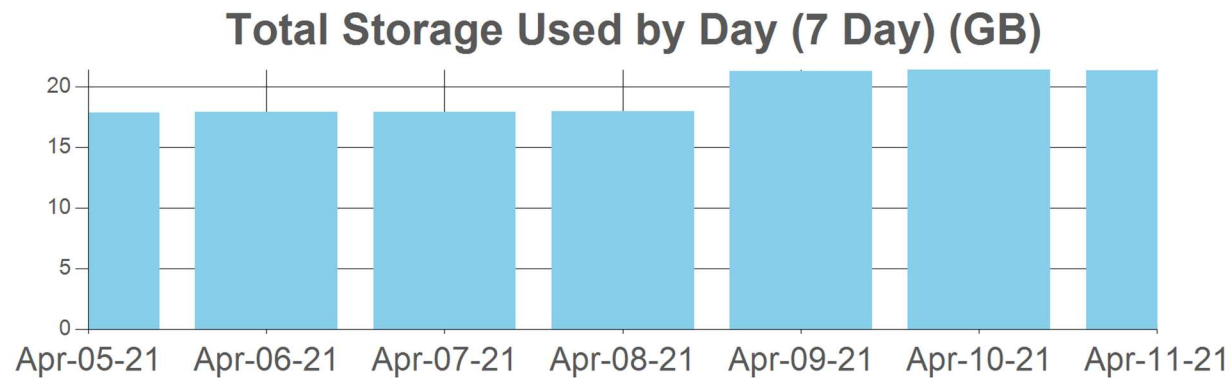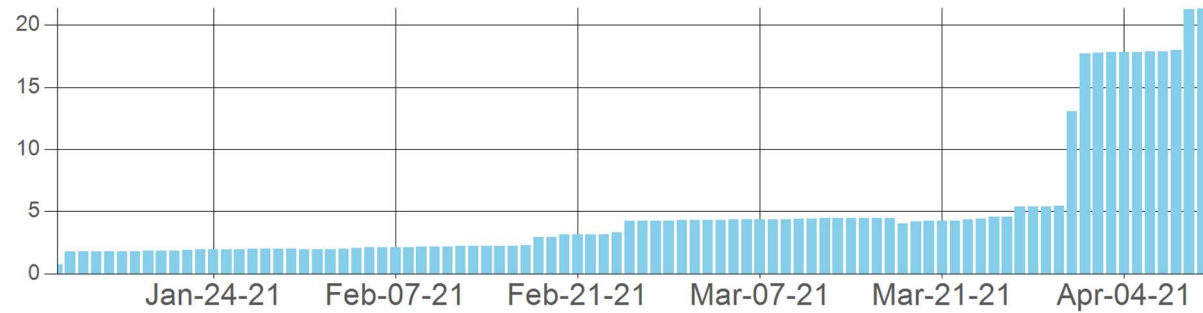
4 - Storage Use

The following graphs display trends in actual Storage Use. The values should be considered uncompressed values representing download file sizes.

Total Storage Used by Day (7 Day) (GB)

Total Storage Used by Day (30 Day) (GB)

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Total Storage Used by Day (90 Day) (GB)

Total Storage Used by Day (180 Day) (GB)