



MICROSOFT CLOUD ASSESSMENT

Outlook Mail Activity Report



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Scan Date: 2025/01/03

Your Customer / Prospect

Your Company Name

2025/03/03

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1 - Overview

This report is designed to aid in the understanding of overall trends in mail usage as well as identifying active users. The reports can also be used to detect unusual spikes in usage that may warrant further investigation.

The trends are grouped in 7, 30, 90, and 180-day windows allowing comparison of trends over time.

	PAST 7-DAYS	PAST 30-DAYS	PAST 90-DAYS	PAST 180-DAYS
Total Emails Sent	1,386	5,053	12,848	17,236
Emails Sent by Top 10 Users (% of Sent)	1,031 (74%)	3,691 (73%)	9,698 (75%)	13,501 (78%)
Total Emails Received	4,564	17,557	45,047	61,431
Total Emails Read (% of Received)	7,681	29,488	74,543	98,778

2 - Outlook Activity Summary (7 Day)

1,386

Total Emails Sent

As of 2021-04-11

1,031

(74%)

Emails Sent by Top 10

As of 2021-04-11

4,564

Total Emails Received

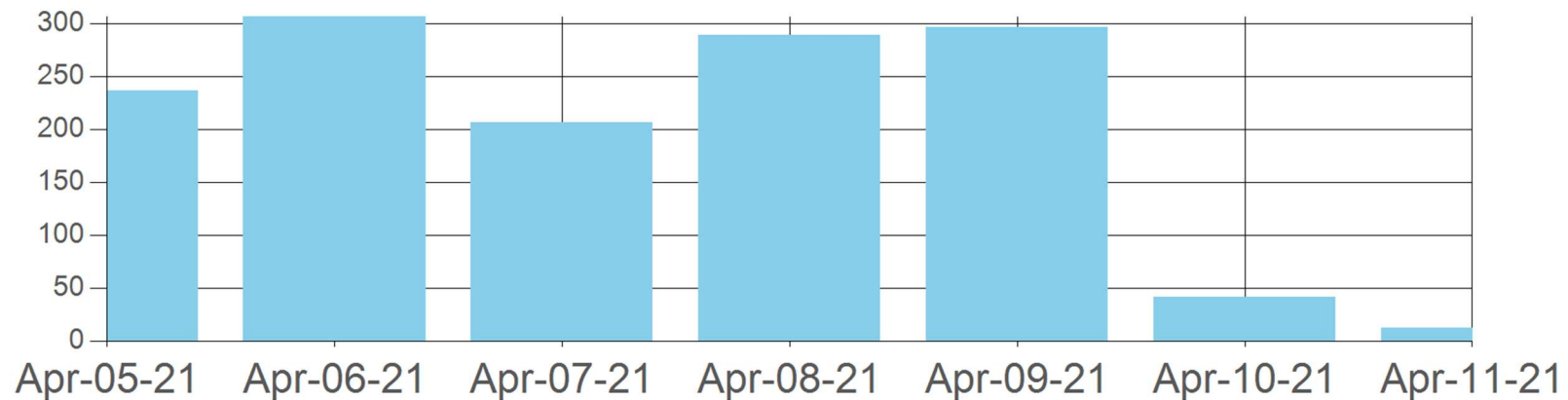
As of 2021-04-11

7,681

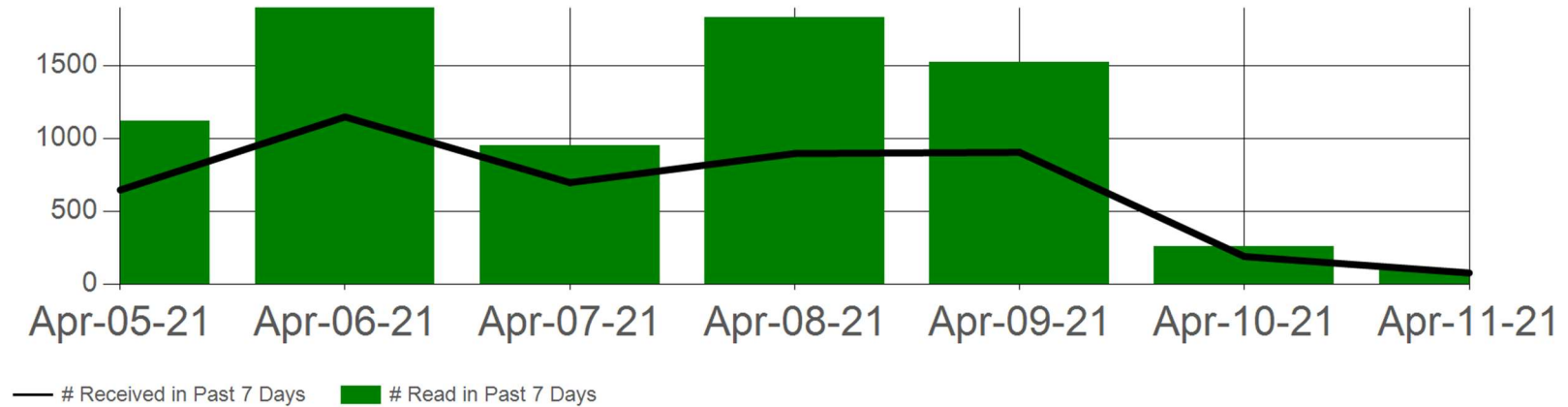
Total Emails Read

As of 2021-04-11

Emails Sent in Past 7 Days

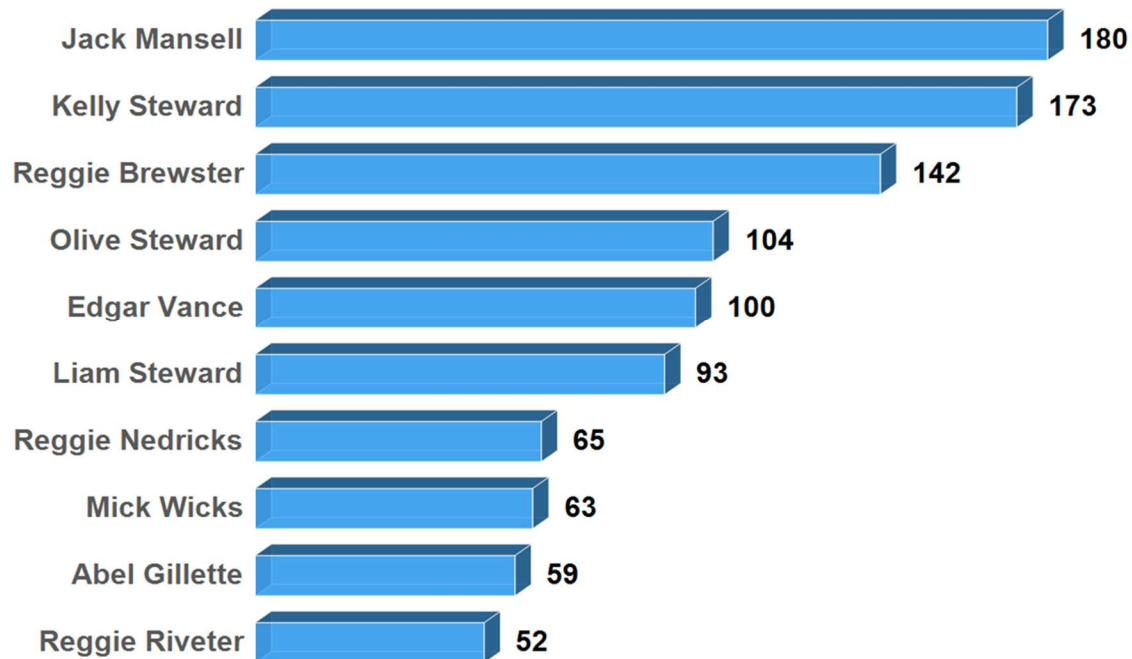


Emails Received in Past 7 Days

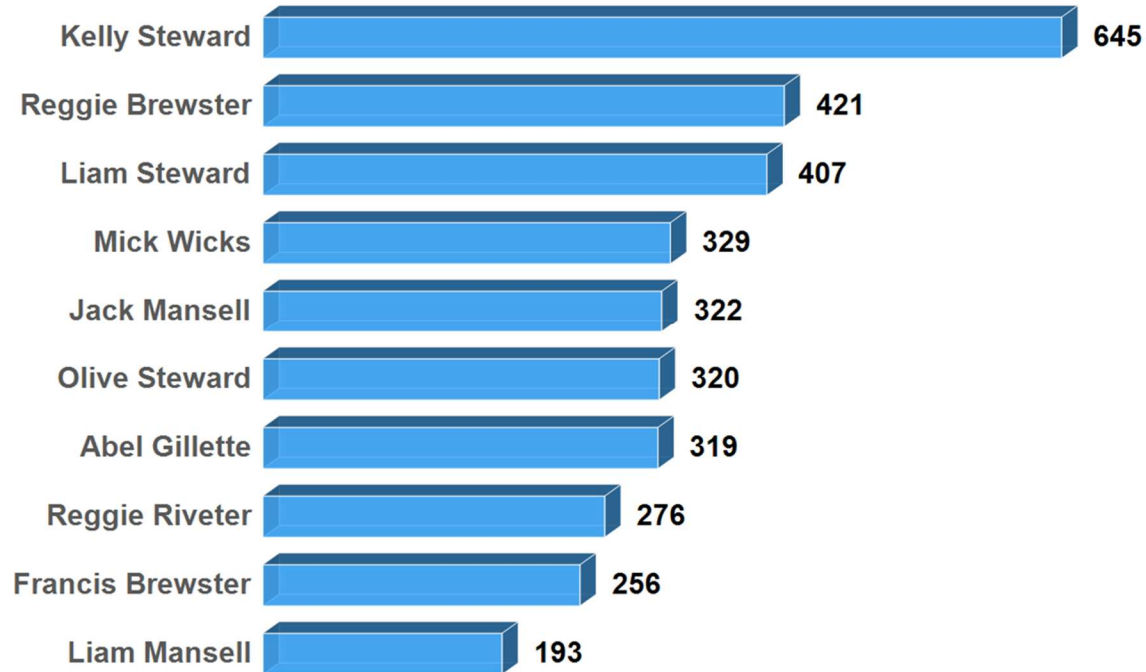


3 - Most Active Users (7 Day)

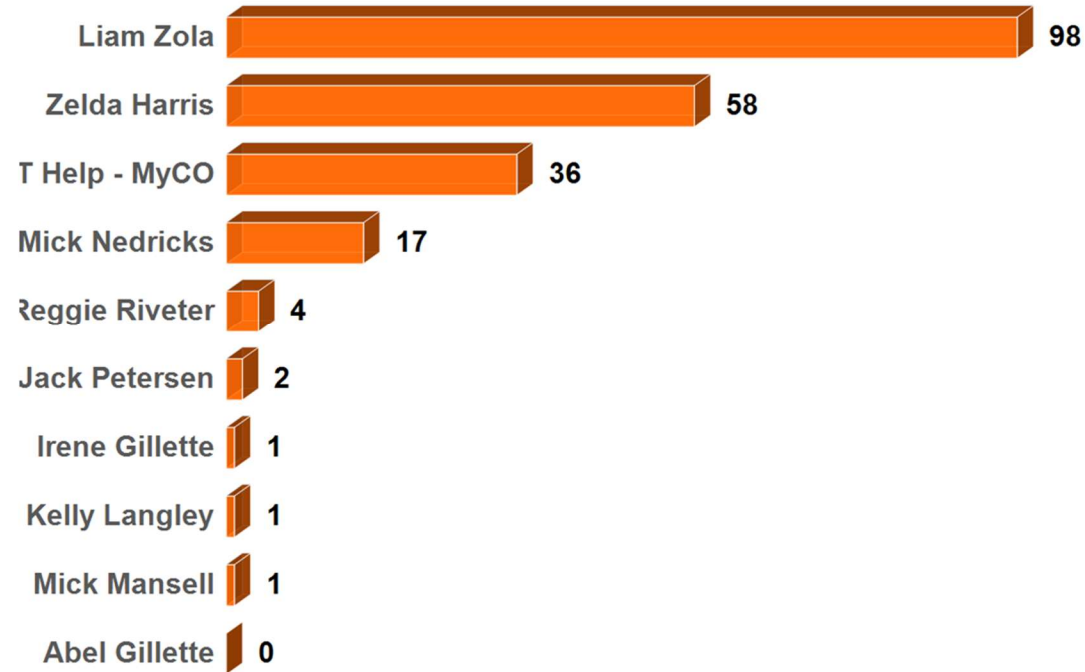
Top 10 Most Active Senders in Past 7 Days



Top 10 Most Active Receivers in Past 7 Days



Top 10 Least Read in Past 7 Days



4 - Outlook Activity Summary (30 Day)

5,053

Total Emails Sent

As of 2021-04-11

3,691

(73%)

Emails Sent by Top 10

As of 2021-04-11

17,557

Total Emails Received

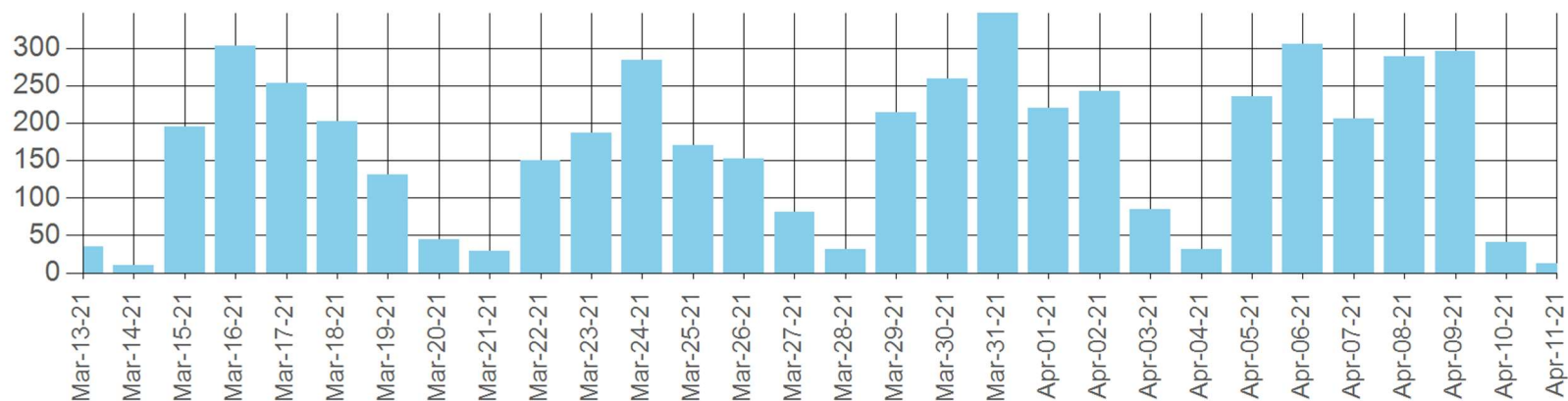
As of 2021-04-11

29,488

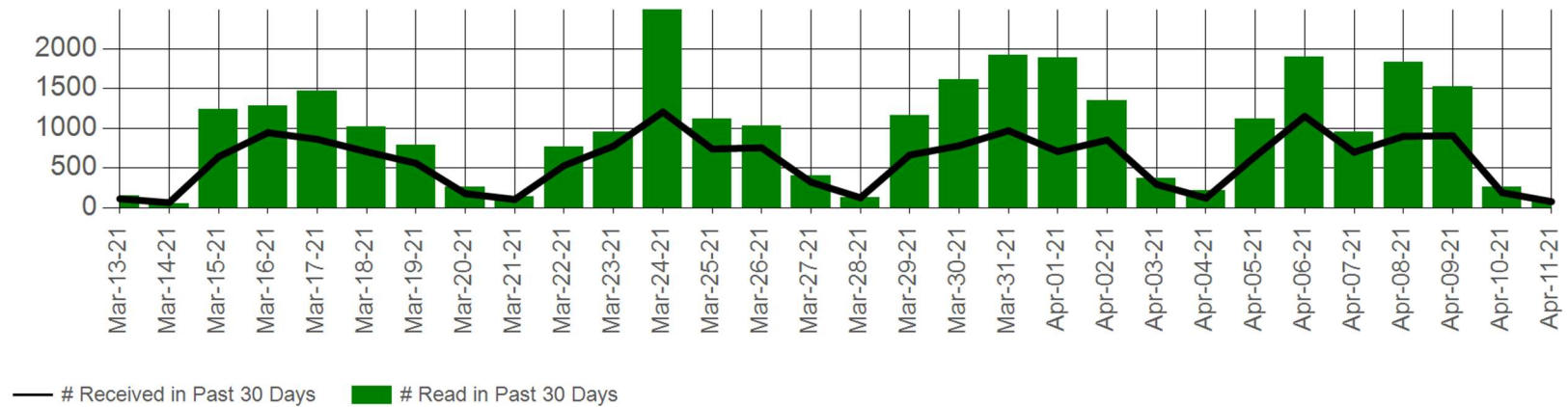
Total Emails Read

As of 2021-04-11

Emails Sent in Past 30 Days

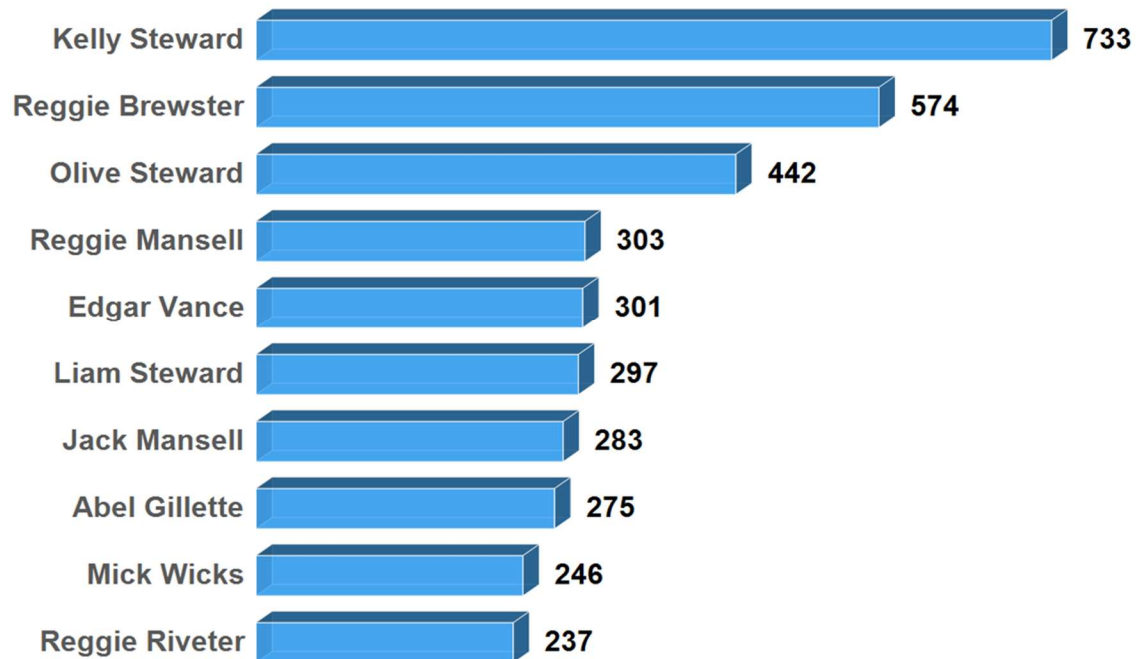


Emails Received in Past 30 Days

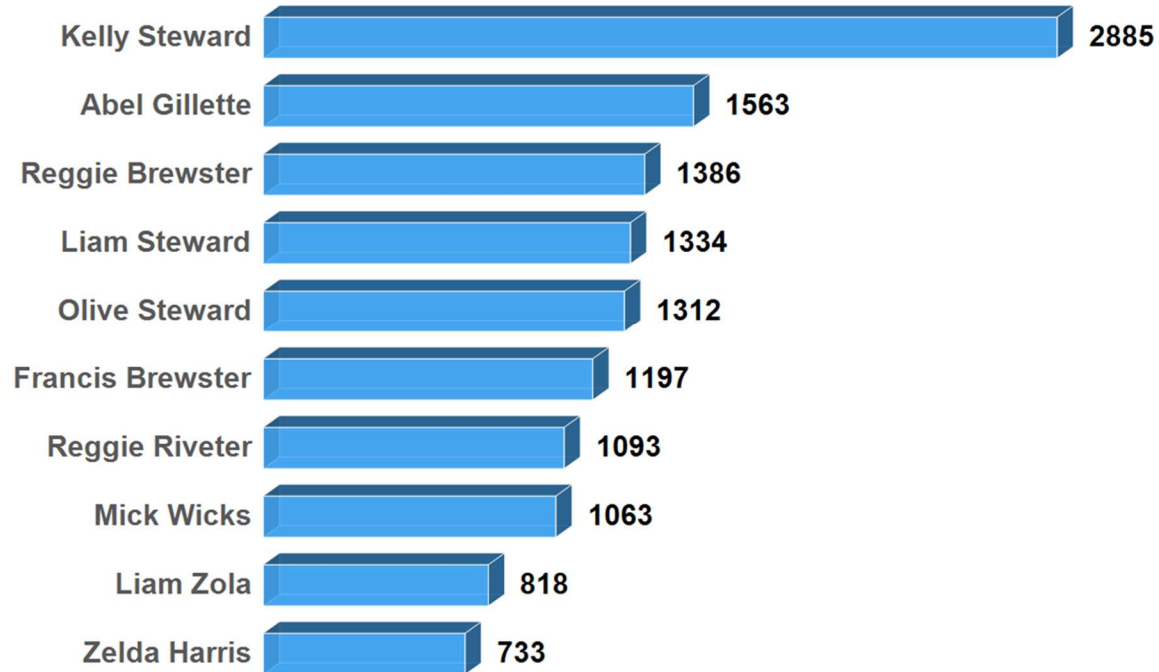


5 - Most Active Users (30 Day)

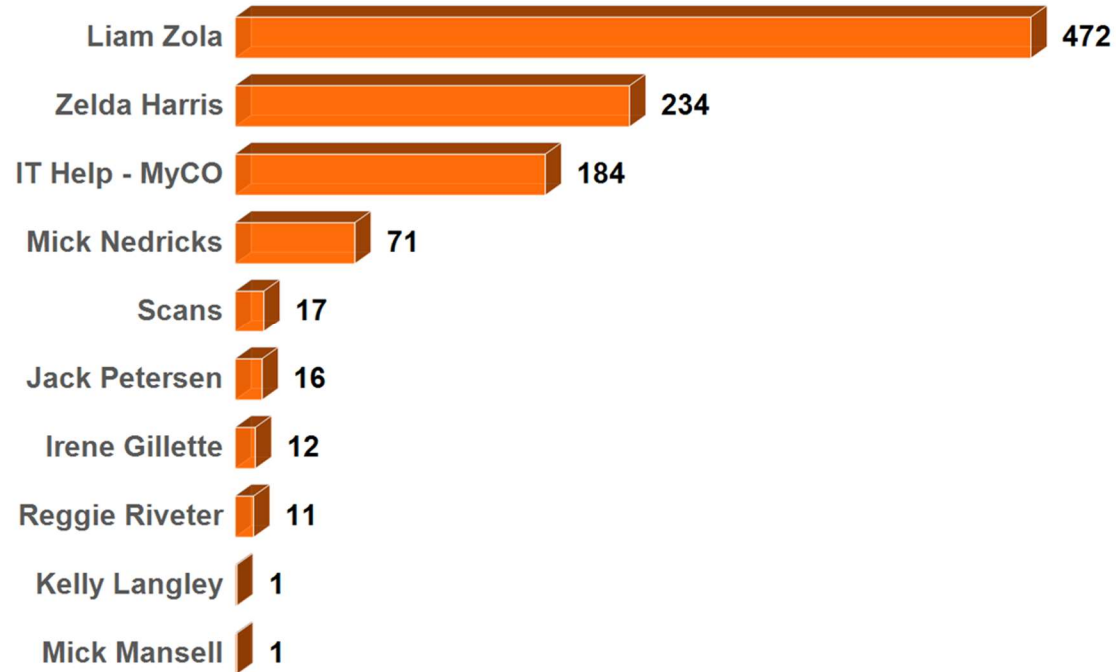
Top 10 Most Active Senders in Past 30 Days



Top 10 Most Active Receivers in Past 30 Days



Top 10 Least Read in Past 30 Days



6 - Outlook Activity Summary (90 Day)

12,848

Total Emails Sent

As of 2021-04-11

9,698

(75%)

Emails Sent by Top 10

As of 2021-04-11

45,047

Total Emails Received

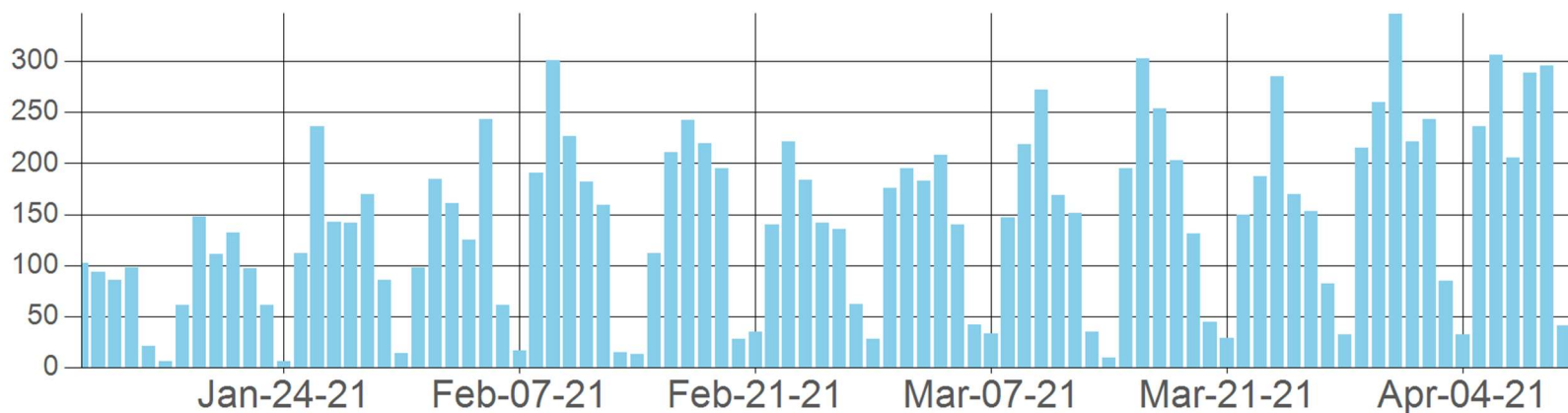
As of 2021-04-11

74,543

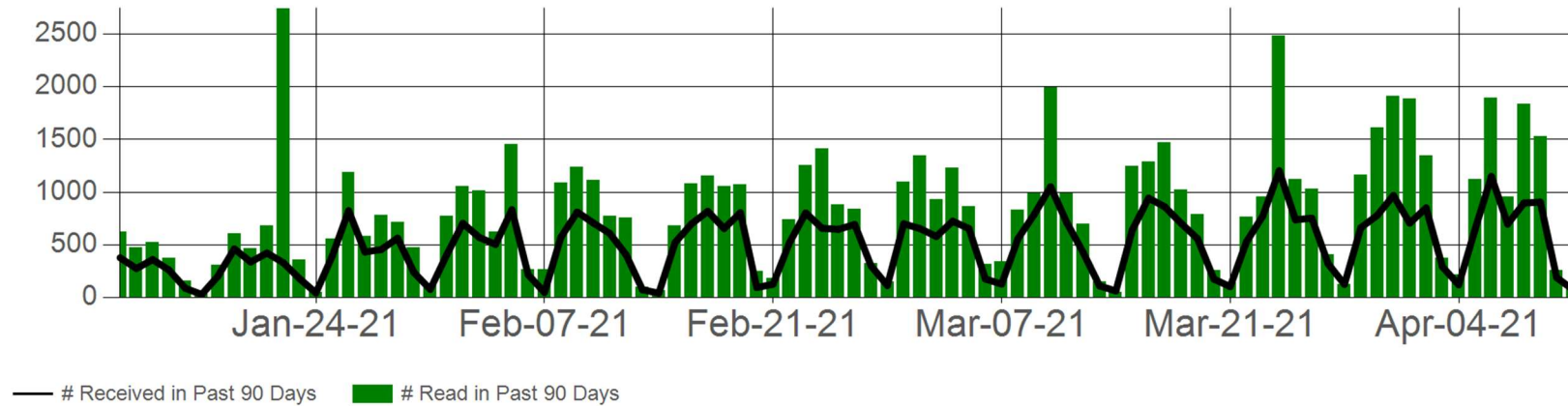
Total Emails Read

As of 2021-04-11

Emails Sent in Past 90 Days

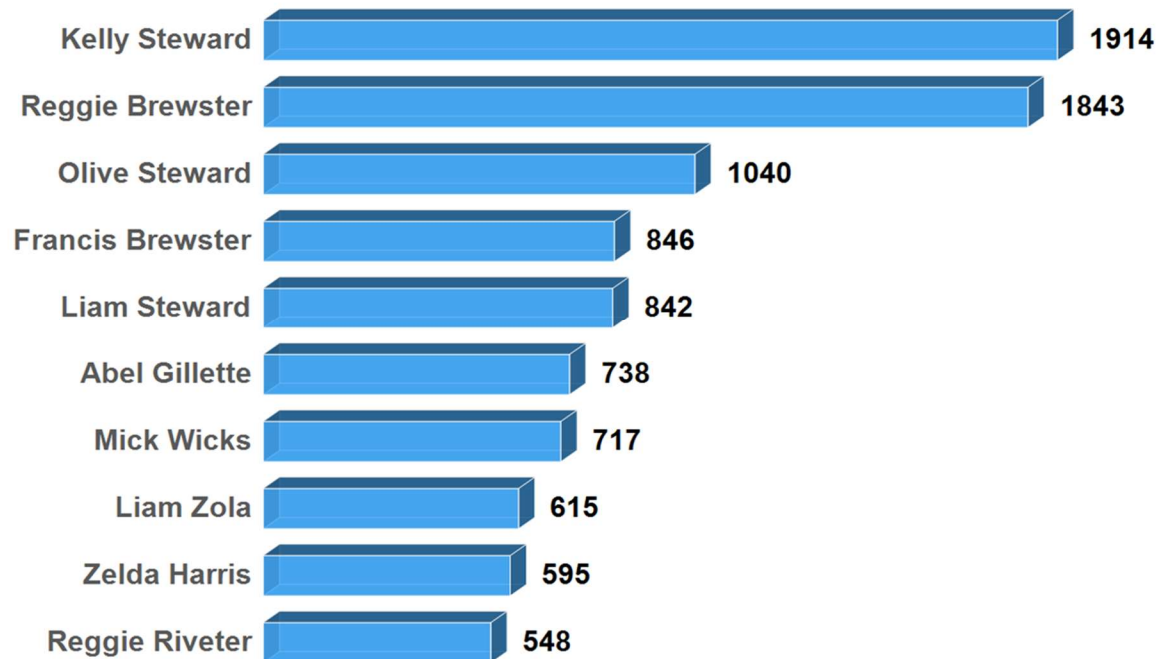


Emails Received in Past 90 Days

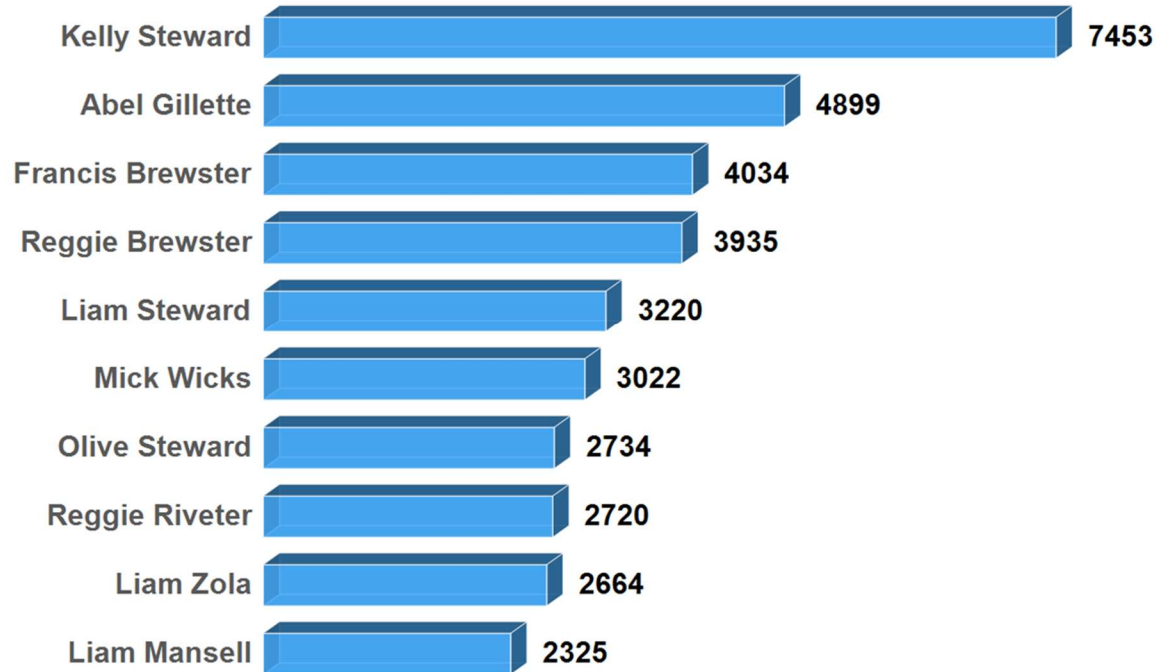


7 - Most Active Users (90 Day)

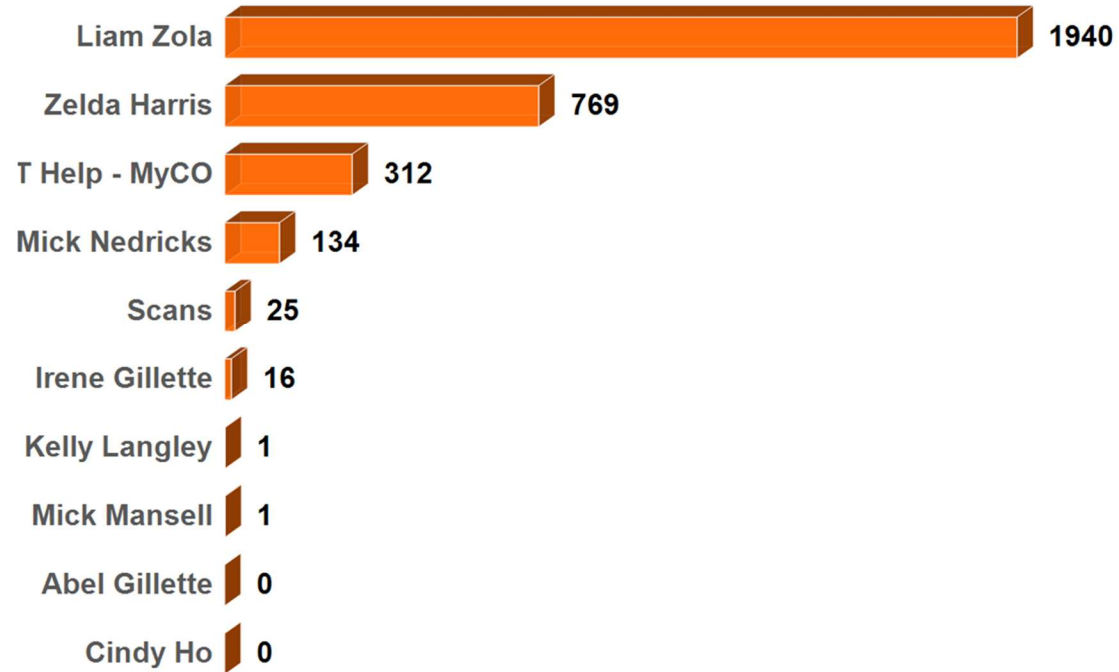
Top 10 Most Active Senders in Past 90 Days



Top 10 Most Active Receivers in Past 90 Days



Top 10 Least Read in Past 90 Days



8 - Outlook Activity Summary (180 Day)

17,236

Total Emails Sent

As of 2021-04-11

13,501

(78%)

Emails Sent by Top 10

As of 2021-04-11

61,431

Total Emails Received

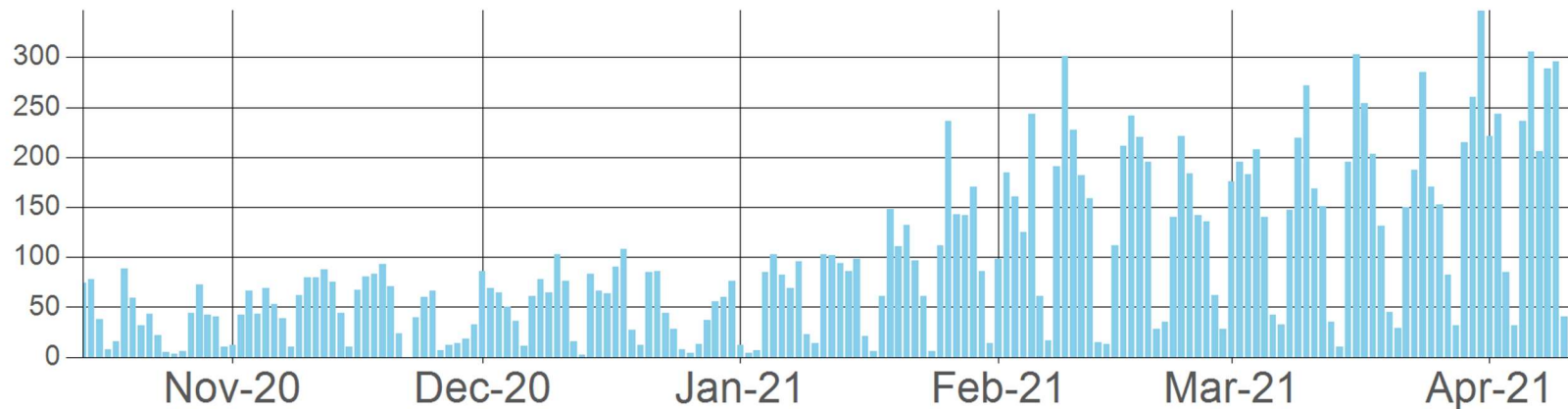
As of 2021-04-11

98,778

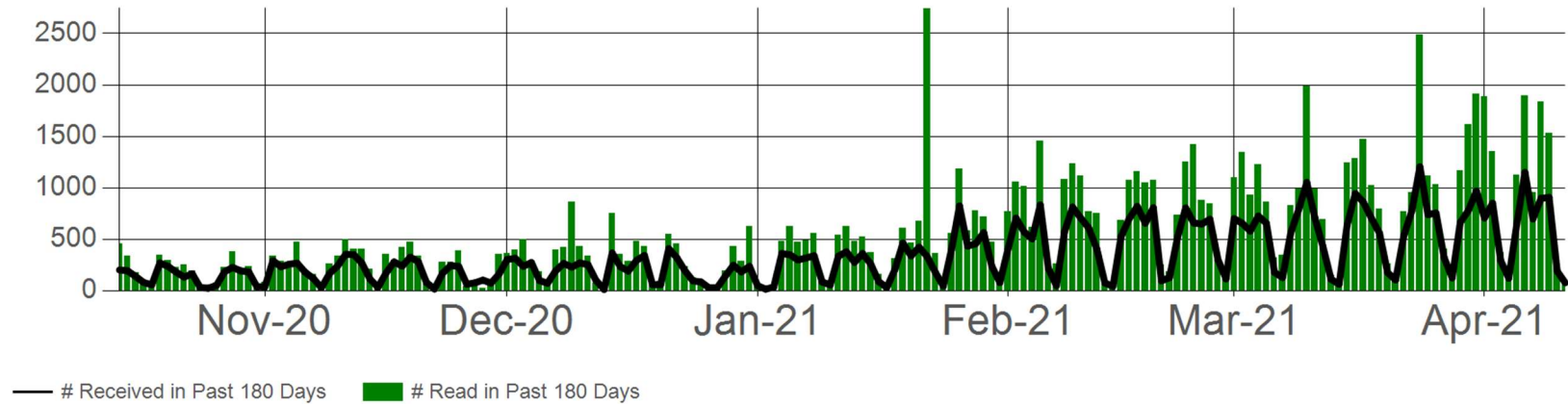
Total Emails Read

As of 2021-04-11

Emails Sent in Past 180 Days

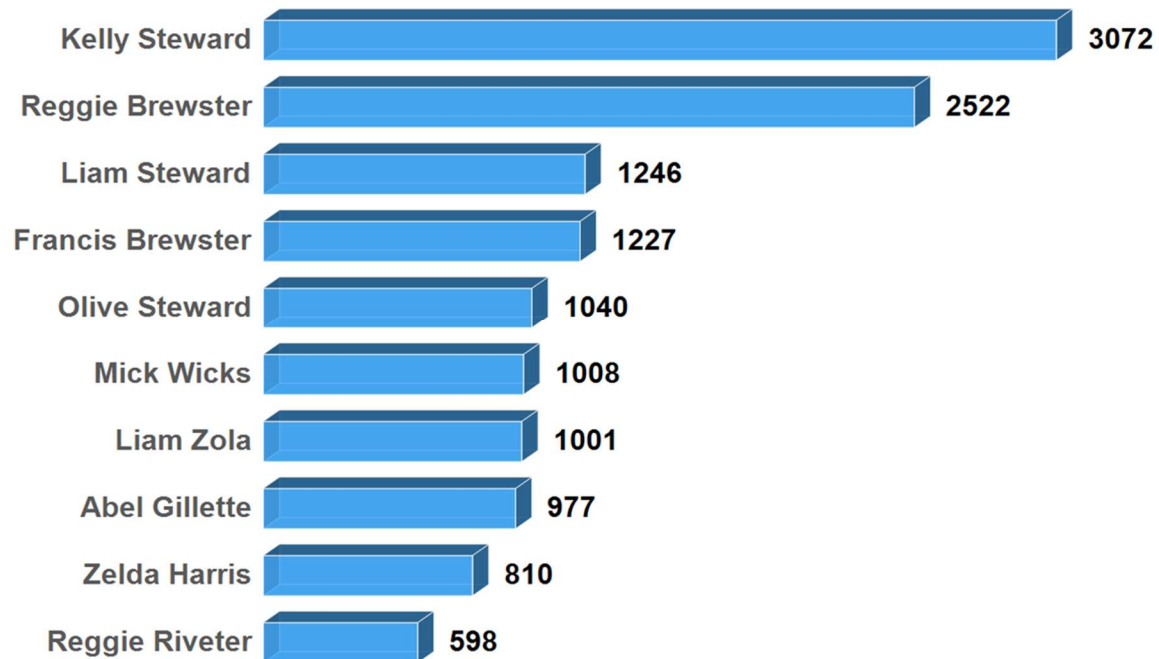


Emails Received in Past 180 Days

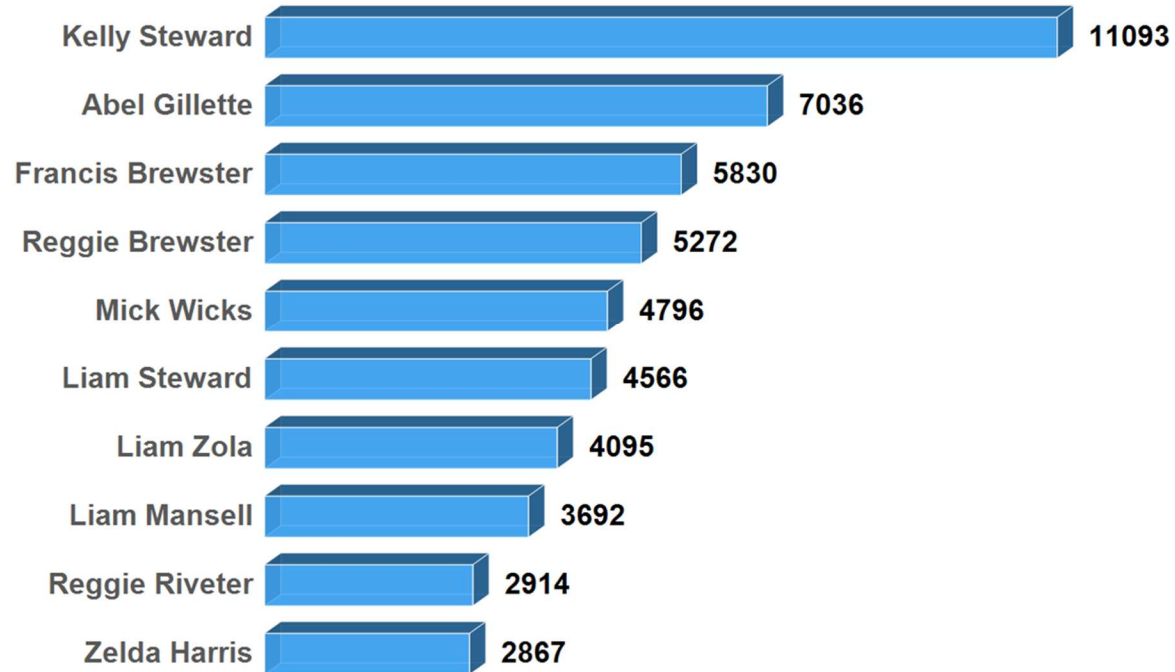


9 - Most Active Users (180 Day)

Top 10 Most Active Senders in Past 180 Days



Top 10 Most Active Receivers in Past 180 Days



Top 10 Least Read in Past 180 Days

