

How to Run a OneDrive Sharing Report

Purpose

The OneDrive Sharing Report provides a list of files and folders that have been shared from your OneDrive, along with the users who have access to those resources.

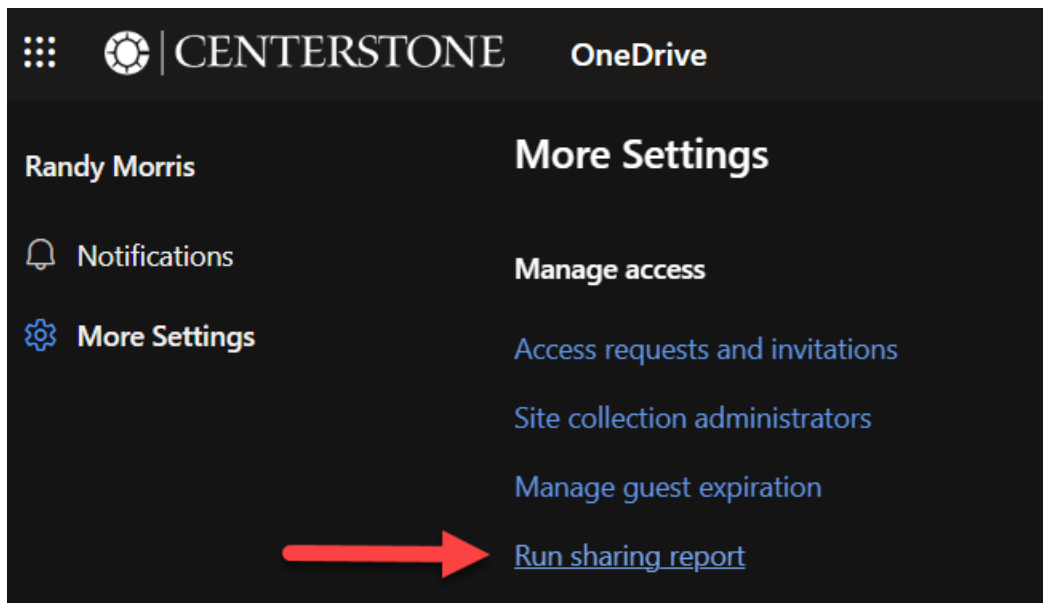
Instructions

Step 1: Open the Sharing Report Tool

1. Click the following link: <https://centerstoneorg-my.sharepoint.com/?p=22&setting=1>

Step 2: Run the Sharing Report

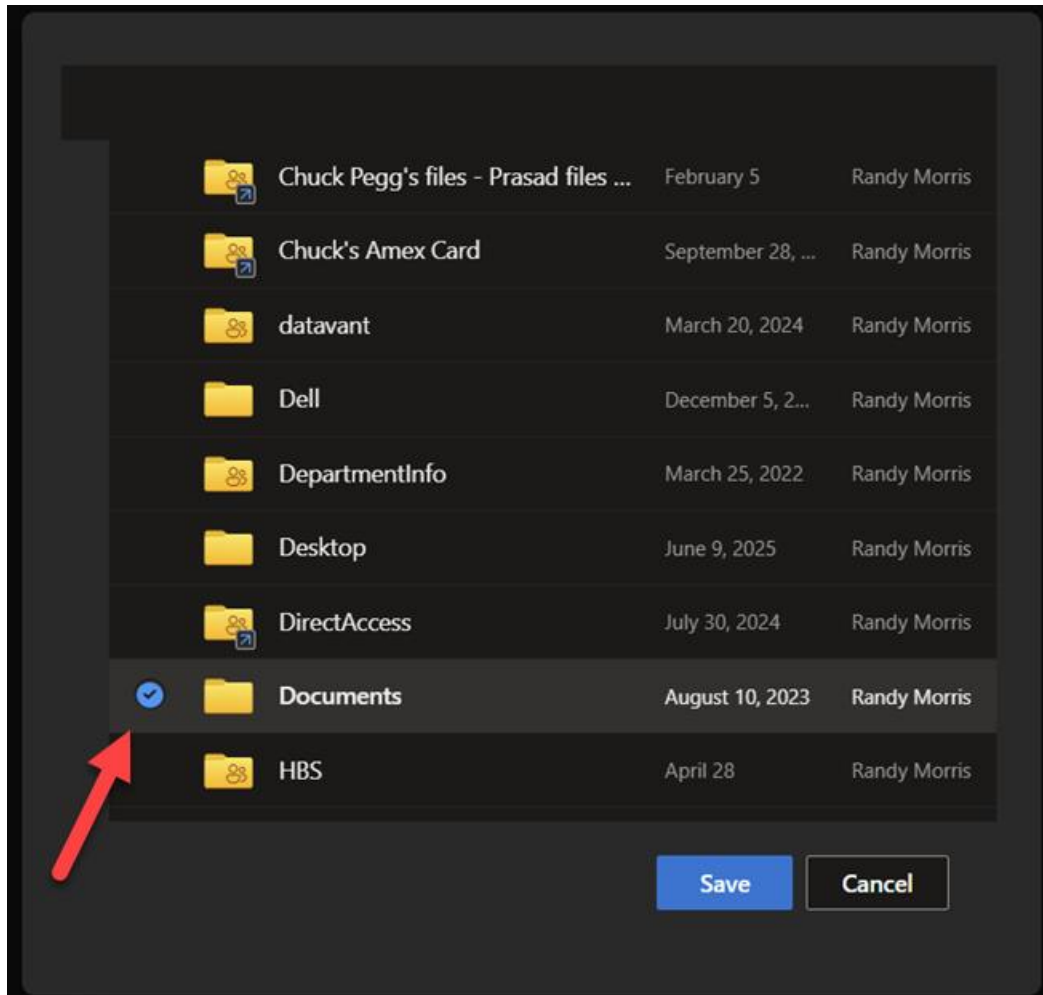
1. On the page that opens, click **Run Sharing Report**.



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Step 3: Select a Save Location

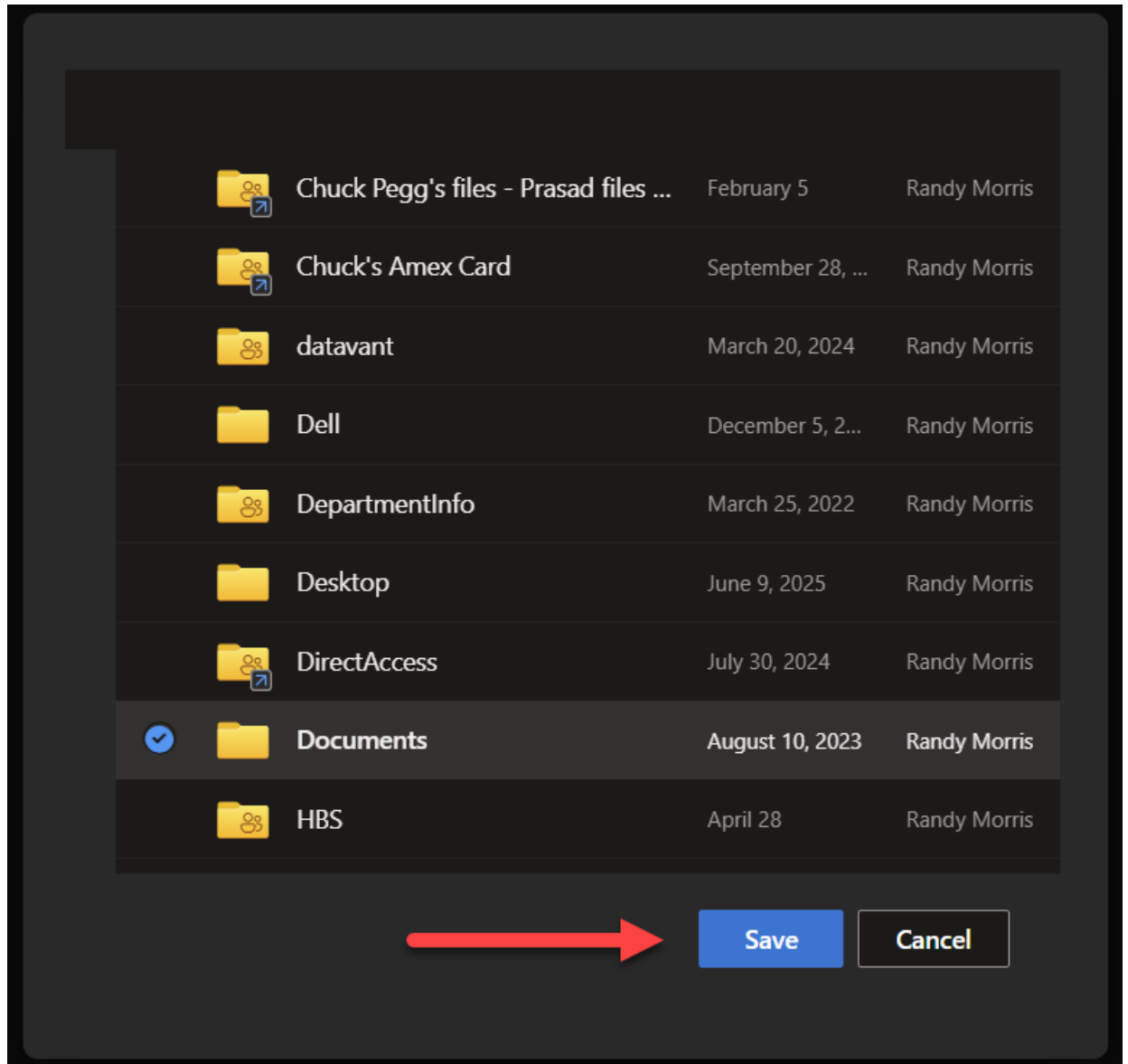
1. A pop-up window will appear prompting you to select a folder.
2. Browse to a folder within your **OneDrive** where you would like the report to be saved.
3. Select the desired folder.



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Step 4: Save the Report

1. Click **Save**.
2. After clicking **Save**, the pop-up window will close.
3. No confirmation message will appear indicating that the report has started processing. This is expected behavior.



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Step 5: Wait for the Notification Email

1. Once the report has been generated, you will receive an email with the subject: **"Your sharing report for 'User Name' is ready"**

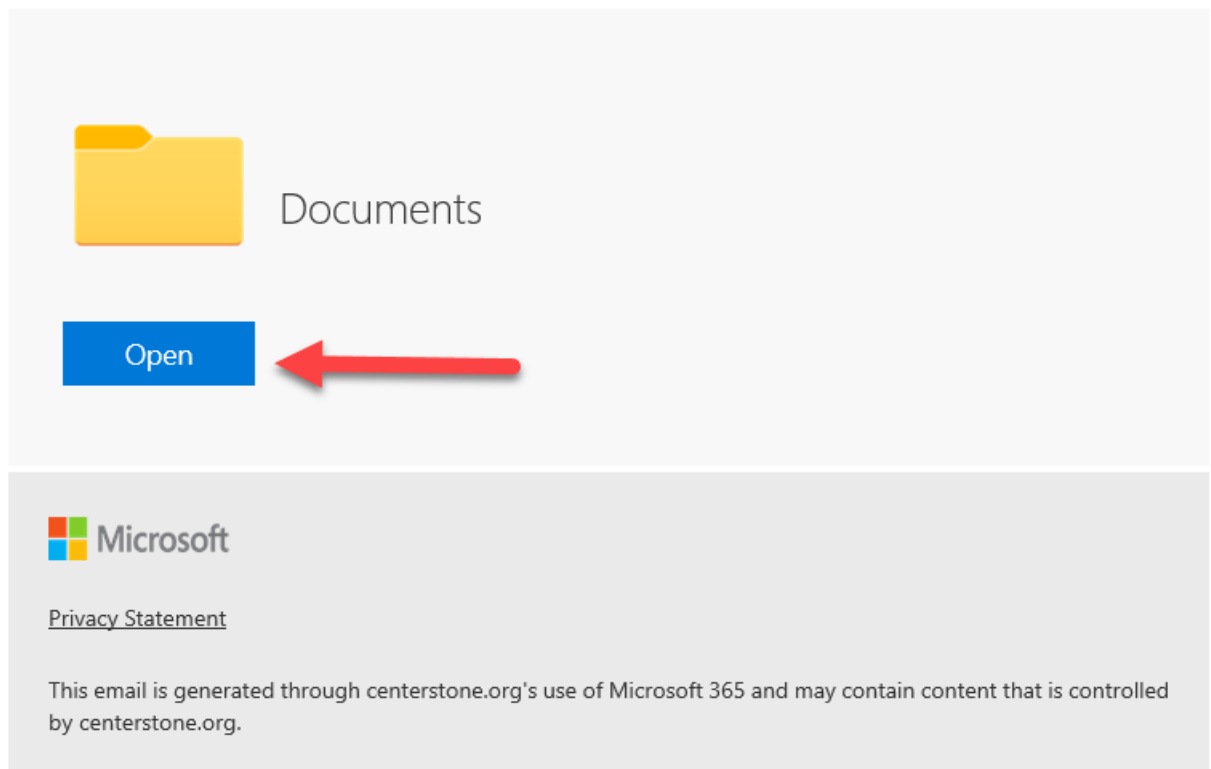


Step 6: Open the Report

1. In the email notification, click **Open**.
2. This will open the OneDrive folder you selected when saving the report.

Do not click on any links or open attachments until you verify the sender and know the contents are safe.

View this report for more info about shared items on the site.



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Step 7: Locate the Report File

1. Look for a CSV file named in the following format:
[UserName]_Date.csv
Example: JohnSmith_2026-06-24.csv

Step 8: Open the Report

1. Click the CSV file.
2. The file will open in **Excel Online**.

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Step 9: Review Sharing Information

The report contains details about files and folders shared from your OneDrive.

Key columns to review:

Column	Column Name	Description
A	Resource Path	Displays the OneDrive file or folder that has been shared.
E	User Email	Displays the email address of the user with whom the file or folder has been shared.

Use these columns to identify:

- Which files and folders have been shared.
- The individuals who have access to those files and folders.
- Any sharing permissions that may need to be reviewed or removed.

Additional Notes

- The report may take several minutes to generate depending on the amount of data in your OneDrive.
- Ensure that the selected save location is within your OneDrive.
- If you do not receive the notification email, check your Junk/Spam folder and allow additional processing time before rerunning the report.