

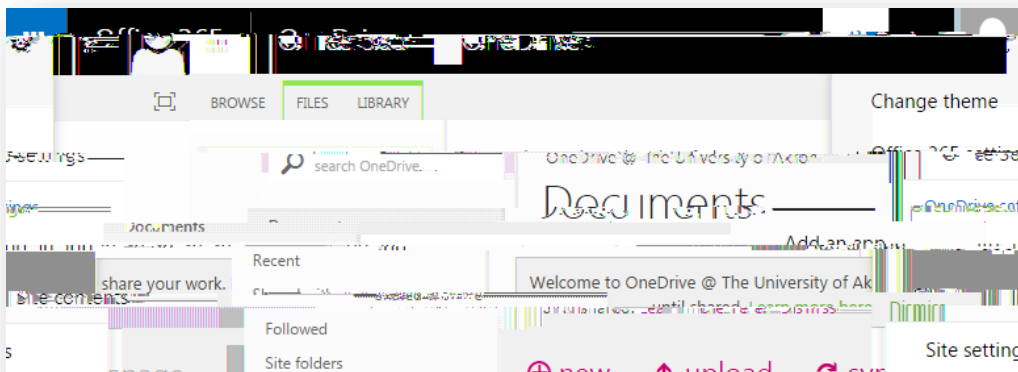
SITE SETTINGS IN ONEDRIVE

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

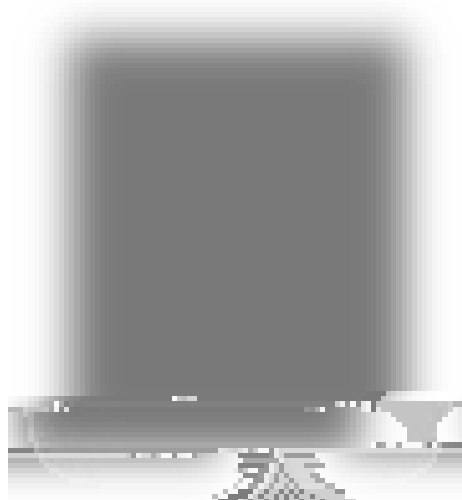
SITE SETTINGS IN ONEDRIVE

VIEW REPORTS:

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



7. Click **Audit log reports** under the “**Site Collection Administration**” heading.



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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