

Microsoft 365 Reporting And Management AdminDroid 365 License FAQ

How AdminDroid 365 Licensing Works

AdminDroid 365 brings complete reporting, auditing, and management for Microsoft 365 into a single console. This document covers Microsoft 365 licensing in detail.

Licensing Microsoft 365 takes just two steps:

Step 1 — Choose your Capabilities

Microsoft 365 offers two capabilities:

- **Insights** (included by default)
- **Management** (optional)

Step 2 — Choose your Plan

Pick the plan that matches how far you want your capabilities to go, from free essentials to complete, end-to-end administration.

AdminDroid 365 offers a Free plan and three premium plans: Standard, Pro, and Pro Plus.

For a deeper look at how licensing works across all AdminDroid 365 products, including capabilities, plans, add-ons, and tokens, see the [AdminDroid 365 Overall License FAQ](#).

Capabilities, Plans and Pricing

What are the capabilities available for Microsoft 365?

AdminDroid offers the following capabilities for managing your Microsoft 365 environment:

- **Insights** provides complete, read-only visibility into your tenant through reports, analytics, and dashboards, along with powerful data-handling features like filtering, customization, delegation, exporting, and scheduling. Insights is included with every plan.
- **Management** lets you perform actions such as create, modify, and delete across tenant objects, using advanced tools like workflows, approvals, alerts, reminders, and follow-ups. Management can be added when you need to act on your environment, not just report on it.

What are the plans?

A plan sets how far your chosen capabilities go, from free essentials to complete, end-to-end administration. AdminDroid 365 offers a Free plan and three premium plans:

- **Free** - A foundational level of Microsoft 365 visibility and control, at no cost.
- **Standard** - All the essential features for everyday administration.
- **Pro** - Operational features for day-to-day administration, with more advanced capabilities
- **Pro Plus** - Every feature, for complete, end-to-end administration.

How do I choose the right plan for my organization?

Both **Insights** and **Management** come with every plan. Higher tier plans simply go further - more detailed reports, more granular filtering, more advanced actions. Decide how deep you need each to go, then pick the plan that reaches that far. The comparison below shows exactly what each plan includes.

Detailed Comparison		Microsoft 365					
Overview		Reports & Dashboards		Management & Automation			
		Feature is partially included		Feature is included			
		Free	Standard	Pro	Pro+		
Microsoft 365 Reports & Dashboards		✓	✓	✓	✓		
M365 Reports		Entra reports only	Insights + Audit reports of all major Microsoft modules	Everything in Standard + Analytic reports	Everything in Pro + Advanced reports		
M365 Dashboards		Entra dashboards only	All module dashboards	All module dashboards	Advanced dashboards		
Analytic Reports		✗	✗	✓	✓		
Sign-in Analytics with Geo map		✗	✗	✓	✓		
Conditional Access Analytics		✗	✗	✓	✓		
M365 Apps Usage Analytics		✗	✗	✓	✓		
Report Suites		✗	✗	✓	✓		
Pre-built report collections that offer cherry-picked reports to address specific M365 reporting requirements.							
M365 Usage Analytics (127 reports)		✗	✗	✓	✓		
M365 Apps Usage Analytics (40 reports)		✗	✗	✓	✓		
External Users Management (34 reports)		✗	✗	✓	✓		
Admin Management (85 reports)		✗	✗	✓	✓		
Inactive Users Management (43 reports)		✗	✗	✓	✓		
Compliance Packages (ISO, SOX, PCI-DSS, GLBA, GDPR, HIPAA, FISMA, CJIS)		✗	✗	✓	✓		
120+ Advanced Reports		✗	✗	✗	✓		
Reports on Entra Devices		✗	✗	✗	✓		
Entra Applications Analytics		✗	✗	✗	✓		
Teams Call and Meeting Analytics		✗	✗	✗	✓		
Mailbox Permission Usage Analytics		✗	✗	✗	✓		
Custom Reports using AI		✗	✓ Up to 50 Queries	✓ Up to 75 Queries	✓ Up to 100 Queries		
AI-powered Charts		✓ Only in 'All Users' report	✓ Only in 'All Users' report	✓	✓		
Graphical Analysis with AI-Powered Charts		Only in 'All Users' report	Only in 'All Users' report	✓	✓		
Exports reports with charts		✗	✗	✗	✓		

360° Visibility Explorers Get a single-pane view of all access and activity for a specific user, team, or site in Microsoft 365	Insights ^	✓	✓	✓	✓
User 360°		Explore Self Account Only	Explore Self Account Only	Explore Self Account Only	✓
Exchange Permission 360°		✗	✗	✗	✓
Teams Calls 360°		✗	✗	✗	✓
User Availability 360°		✗	✗	✗	Deep Insight Add-on
Teams 360°		✗	✗	✗	Deep Insight Add-on
SharePoint Permission 360°		✗	✗	✗	Deep Insight Add-on
OneDrive Permission 360°		✗	✗	✗	Deep Insight Add-on
Advanced Report Customization Insights ^		✓	✓	✓	✓
Advanced Report View Creations	①	✗	✗	✓	✓
Use Custom Views in Schedules, Alerts, etc.		✗	✗	✓	✓
Report Filter		Basic	Simple filters	Advanced filters	Advanced with nested filters
Merge Multiple Report Columns		✗	✗	Non-aggregated reports only	✓
Schedule Reports Insights ^		✓ Basic	✓ Basic	✓ Intermediate	✓ Advanced
Schedulable Reports		Free reports	Standard reports	Pro reports	Pro+ reports
Auto Time-Based Filtration		✗	✗	✓	✓
Schedule Customized Reports	①	✗	✗	✓	✓
Subscribe Existing Schedules	①	✗	✗	✓	✓
Upload Reports to SharePoint		✗	✗	✗	✓
Receive Schedule reports via Teams		✗	✗	✗	✓
Send Schedules reports via Shared Mailbox	①	✗	✗	✗	✓
Advanced Schedule Types and Cron Scheduling		✗	✗	✗	✓
Report Export Insights ^		✓	✓	✓	✓
Export to HTML, PDF, XLSX, XLS, CSV, Raw		✓	✓	✓	✓
Export reports with charts		✗	✗	✗	✓
Virtual Tenant Virtual Tenants can be created to contain specific resources (users, groups, etc.), resources that are automatically selected based on Microsoft 365 properties (such as department, country, etc.), or resources from multiple Microsoft 365 tenants.	Insights ^	✗	✓	✓	✓
Delegate Virtual Tenant Access		✗	Allowed for 1 Delegated Admin Only	✓	✓
Inspect Virtual Tenants	①	✗	✗	✗	✓
Granular Portal Access Delegation Insights ^		✗	✓	✓	✓
Tenant Delegation	①	✗	Basic	Granular	Granular
Create and Delegate Roles	①	✗	Allowed for 1 Delegated Admin Only	✓	✓
Inspect Roles	①	✗	✗	✓	✓

DB Backup Insights ^				
Backup limit		1	3	Unlimited
Allowed Backup Frequency		Weekly	Daily / Weekly / Monthly	Daily / Weekly / Monthly
Health Checkups		1	3	3
Warning Notifications	Email only	Email only	Email only	Email & Teams
Backup Encryption				
Instant Database Backup				
SharePoint Multi-Geo Support Insights				
Partner Capabilities Insights ^				
GDAP Support for Partner Accounts i				
Portal Rebranding for Partners i				
Management Actions Management ^ Execute tasks directly from AdminDroid				
Manageable Services	Entra only (60 actions, 1 at a time)	All services (490+ actions)	All services (490+ actions)	All services (490+ actions)
Bulk Execution i				
Action Audit Log i				
Pause and Resume Actions i				
Revert Performed Actions i				
Agents with Approvals Management ^ Automate Repetitive M365 Tasks with Smart, Customizable Agents				
Maximum Allowed Executions i	15	30	Unlimited	Unlimited
Multiple Approvers For Each Approval i	Single Approver	Single Approver	Single Approver	Unlimited
Multi-stage Approval for Each Flow	Single stage	Single stage	Single stage	Unlimited
Pause/Resume Flow Executions				
Revert Flow Executions				
Drag & Drop Email Customization				
Granular Permissions for Users i				
AI Assistant for Agents Management		 Up to 50 Queries	 Up to 75 Queries	 Up to 100 Queries
M365 Alerts Management ^ Be alerted to critical M365 events with real-time alerts				
Policy Deploy Limit	1 policy	1 policy	Unlimited	Unlimited
Alert Preview Console				
Alerts on New Events / Thresholds				
Alerts on Property Value Changes				
Store Alerts in SPO cloud storage				
Get Alerts via Microsoft Teams				
Edit Alert email Templates				

Reminders & Follow-ups On-time reminder for 14+ crucial tasks like mailbox quota notification, subscription renewal reminders, etc. Management ^	✗	✓	✓	✓
Agent Deploy Limit	✗	1	1	Unlimited
Reminder Notification Limit	✗	30	Unlimited for 1 agent	Unlimited
Follow-up Reminders Till Completion	✗	✗	✗	✓
Send Reminders via Email and Teams	✗	Email only	Email only	Both Email and Teams
Customize Reminder Email Content	✗	✗	✗	✓
Send Missed-out Reminders ⓘ	✗	✗	✗	✓
Governance Portals Critical insights combined with immediate action - have a glance and take actions directly from the portal Management ^	✗	✗	✗	✓
Threat Analysis Portal	✗	✗	✗	✓
SharePoint Defense Portal	✗	✗	✗	✓
SharePoint Governance Portal	✗	✗	✗	✓
Teams Governance Portal	✗	✗	✗	✓
Exchange Mailbox Governance	✗	✗	✗	✓

What visibility and analytics do I get with each plan?

AdminDroid provides 3000+ reports and 100+ dashboards across your Microsoft 365 services, along with analytics, 360° explorers, and AI-driven insights. Each plan comes with its own set, ranging from essential reporting to advanced analytics. Open the **Reports & Dashboards** tab in the detailed comparison to see exactly what each plan includes, grouped by service.

Detailed Comparison		Microsoft 365							
						Free	Standard	Pro	Pro+
Overview		Reports & Dashboards				Management & Automation			
Reports									
Entra									
Entra user group reports ⓘ						✓	✓	✓	✓
MFA, Password, Guest Reports ⓘ						✗	✓	✓	✓
Adv.MFA, Inherited Licenses, Owned Resources ⓘ						✗	✗	✗	✓
Users & Groups Last Activity Reports ⓘ						✗	✓	✓	✓
Audit User Logins, Password, License Changes... ⓘ						✓	✓	✓	✓
Entra Device Analytics ⓘ						✗	✗	✗	✓
Entra Applications and Service Principal Insights ⓘ						✗	✗	✗	✓
Sign-in Analytics ⓘ						✗	✗	✓	✓
Conditional Access Policy Analytics ⓘ						✗	✗	✓	✓
Email									
Email Analytics ⓘ						✗	✗	✓	✓
Email Deep Insights (Requires Email Deep Insights Addon) ⓘ						✗	✗	✓	✓
Email Auditing ⓘ						✗	✓	✓	✓

Reports

- Entra
- Email
- Exchange**
- Teams
- SharePoint
- OneDrive
- Power BI
- Stream
- OneNote
- Viva Engage
- All Activities
- Security & Compliance

Dashboards

- Bird's Eye View
- Entra
- Security
- Audit
- Exchange
- Email
- Teams
- SharePoint
- OneDrive

Exchange

Exchange Mailbox Reports	①	×	✓	✓	✓
Mailbox Statistics (Requires Email Deep Insights Addon)	①	×	×	✓	✓
Mailbox Forwarding Reports	①	×	×	✓	✓
Mailbox Permission Usage Reports	①	×	×	✓	✓
Exchange Auditing	①	×	✓	✓	✓

Teams

Teams and Channel Reports	①	×	✓	✓	✓
Teams Chat and Channel Analytics (Requires Teams User Deep Insights Addon and Teams Channel Deep Insights Addon)	①	×	×	✓	✓
Teams Calls and Meeting Analytics (Requires Teams User Deep Insights Addon and Teams Channel Deep Insights Addon)	①	×	×	×	✓
Teams Auditing	①	×	✓	✓	✓

SharePoint

SharePoint Sites, Lists, Doc Libs...	①	×	✓	✓	✓
SharePoint Permissions & Sharing Analysis (Requires SharePoint Deep Insights Addon)	①	×	×	✓	✓
SharePoint Auditing	①	×	✓	✓	✓

OneDrive

OneDrive Sites, Inactivity, Storage...	①	×	×	✓	✓
OneDrive Permission & Sharing Analysis (Requires OneDrive Deep Insights Addon)	①	×	×	✓	✓
OneDrive Auditing	①	×	✓	✓	✓

Power BI

Power BI Auditing	①	×	✓	✓	✓
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Stream

Stream Auditing	①	×	✓	✓	✓
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OneNote

OneNote Auditing	①	×	✓	✓	✓
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Viva Engage

Viva Engage Usage Reporting	①	×	✓	✓	✓
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All Activities

General- All Workload Activity Reports	①	×	✓	✓	✓
All Workload Activities with User Detail Reports	①	×	×	✓	✓

Security & Compliance

Security and Compliance Reports	①	×	✓	✓	✓
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Dashboards**Bird's Eye View**

Bird's Eye View	①	✓	✓	✓	✓
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Entra

User	①	✓	✓	✓	✓
License	①	✓	✓	✓	✓
Subscription	①	✓	✓	✓	✓
Group	①	✓	✓	✓	✓

Reports

- Entra
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Dashboards

- Bird's Eye View
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Security

MFA	①	✗	✓	✓	✓
Password	①	✗	✓	✓	✓
Admin	①	✗	✓	✓	✓
Audit					
Top Activities	①	Entra Only	✓	✓	✓
User Activities	①	Entra Only	✓	✓	✓
Usage and Adoption	①	Entra Only	✓	✓	✓
Exchange					
Overview	①	✗	✓	✓	✓
Mailbox Delegation Insights	①	✗	✗	✓	✓
Inactive Permissions Tracking	①	✗	✗	✗	✓
Forwarding Rule Analysis	①	✗	✗	✗	✓
Org Storage Overview (Requires Email Deep Insights Addon)	①	✗	✗	✗	✓
Mailbox Storage Analysis (Requires Email Deep Insights Addon)	①	✗	✗	✓	✓
Email					
Overview	①	✗	✓	✓	✓
Email Traffic Analytics (Requires Email Deep Insights Addon)	①	✗	✗	✓	✓
Email Security Monitoring (Requires Email Deep Insights Addon)	①	✗	✗	✓	✓
Domain Interaction Analysis (Requires Email Deep Insights Addon)	①	✗	✗	✓	✓
Email Productivity Metrics (Requires Email Deep Insights Addon)	①	✗	✗	✓	✓
Global Traffic Breakdown (Requires Email Deep Insights Addon)	①	✗	✗	✓	✓
Attachment Traffic Analysis (Requires Email Deep Insights Addon)	①	✗	✗	✓	✓
Email Link Analytics (Requires Email Deep Insights Addon)	①	✗	✗	✓	✓
Teams					
Teams Overview	①	✗	✓	✓	✓
Live User Availability in Teams (Requires Teams User Deep Insights Addon)	①	✗	✗	✓	✓
User Activity Insights in Teams (Requires Teams User Deep Insights Addon and Teams Channel Deep Insights Addon)	①	✗	✗	✓	✓
Analysis of User Interaction in Teams (Requires Teams User Deep Insights Addon and Teams Channel Deep Insights Addon)	①	✗	✗	✓	✓
Engagement in Teams & Channels (Requires Teams Channel Deep Insights Addon)	①	✗	✗	✓	✓
Calls and Meeting Analysis	①	✗	✗	✗	✓
Sentiment Analysis (Requires Teams User Deep Insights Addon and Teams Channel Deep Insights Addon)	①	✗	✗	✓	✓

Dashboards	SharePoint					
Bird's Eye View	Overview	①	×	✓	✓	✓
Entra	Advanced Insights (Requires SharePoint Deep Insights Addon)	①	×	×	✓	✓
Security	Internet Exposure Monitoring (Requires SharePoint Deep Insights Addon)	①	×	×	✓	✓
Audit	Sharing Monitoring (Requires SharePoint Deep Insights Addon)	①	×	×	✓	✓
Exchange	External Collaboration Overview (Requires SharePoint Deep Insights Addon)	①	×	×	×	✓
Email	External Sharing Invitations & Access Requests (Requires SharePoint Deep Insights Addon)	①	×	×	✓	✓
Teams	Site Traffic Analysis (Requires SharePoint Deep Insights Addon)	①	×	×	✓	✓
SharePoint	Site-wise Active Users (Requires SharePoint Deep Insights Addon)	①	×	×	✓	✓
OneDrive	OneDrive					
	Overview	①	×	×	✓	✓
	Storage Monitoring (Requires OneDrive Deep Insights Addon)	①	×	×	✓	✓
	Per-User Activity Overview (Requires OneDrive Deep Insights Addon)	①	×	×	✓	✓
	Usage and Activity Insights (Requires OneDrive Deep Insights Addon)	①	×	×	✓	✓

What actions and automation do I get with each plan?

With the Management capability, you can perform and automate day-to-day administration across your Microsoft 365 environment, from managing users, licenses, mailboxes, and sites to running workflows, approvals, alerts, and reminders. Each plan includes its own set, ranging from essential actions to advanced automation and governance. Open the **Management & Automation** tab in the detailed comparison to see exactly what each plan includes, grouped by module.

Note: Management and automation require the Management capability in your license.

Detailed Comparison		Microsoft 365				
Overview		Reports & Dashboards				Management & Automation
						*Requires the Management capability in your license
						✓ Feature is included ✓ Feature is partially included ✗ Feature is not included
						Free Standard Pro Pro+
Management						
User						
User Lifecycle Management						✓
User Profile Management						✓
Manager and Directory Role Management						✓
License Management						✓
MFA Configuration						✓
Access and Session Control						✓
Group Membership and Ownership						✓
Teams Membership and Ownership						✗
SPO Group Membership and Ownership						✗
SPO Site Permission & Admin Management						✗
Automation						
Flow Agent						
Custom Agents						
Pre-Built Agents						

Management	Groups				
	Group Lifecycle Management	✓	✓	✓	✓
User	Group Membership and Ownership	✓	✓	✓	✓
Groups	Group Properties and Licensing	✓	✓	✓	✓
Teams	Group Directory Role Management	✓	✓	✓	✓
Mailbox	Group Expiration Policy	✓	✓	✓	✓
Exchange					
SharePoint					
SharePoint Site					
OneDrive					
Automation	Teams				
	Team Lifecycle Management	✗	✓	✓	✓
Flow Agent	Teams Compliance Management	✗	✓	✓	✓
Custom Agents	Team Membership and Ownership	✗	✓	✓	✓
Pre-Built Agents	Channel Lifecycle Management	✗	✓	✓	✓
	Channel Membership and Ownership	✗	✓	✓	✓
	Team and Channel Permissions	✗	✓	✓	✓
	User and Guest Privilege Control	✗	✓	✓	✓
	Media and Expression Control	✗	✓	✓	✓
	Mailbox				
	Mailbox Lifecycle Management	✗	✓	✓	✓
	Mailbox Delegation Management	✗	✓	✓	✓
	Mailbox Delegates Management	✗	✓	✓	✓
	Message Copy & Tracking Settings	✗	✓	✓	✓
	Mailbox Conversion	✗	✓	✓	✓
	Mailbox Forwarding Settings	✗	✓	✓	✓
	Mailbox Compliance Settings	✗	✓	✓	✓
	Security and Auditing Controls	✗	✓	✓	✓
	Automatic Reply and Meeting Controls	✗	✓	✓	✓
	Email Address and Messaging Policy	✗	✓	✓	✓
	Advanced Mailbox Settings	✗	✓	✓	✓
	Email Application and Access Protocols	✗	✓	✓	✓
	Distribution List Membership	✗	✓	✓	✓
	Dynamic Distribution List Membership	✗	✓	✓	✓
	Exchange				
	Distribution List Lifecycle Management	✗	✓	✓	✓
	DL Message Permissions & Moderation	✗	✓	✓	✓
	DL Sender Restrictions	✗	✓	✓	✓
	Dynamic Distribution List Lifecycle Management	✗	✓	✓	✓
	DDL Message Permissions & Moderation	✗	✓	✓	✓
	DDL Sender Restrictions	✗	✓	✓	✓
	Manage Mail Contact	✗	✓	✓	✓
	Mail Enabled Security Group Lifecycle Management	✗	✓	✓	✓
	MESG Message Permissions & Moderation	✗	✓	✓	✓
	MESG Sender Restrictions	✗	✓	✓	✓

Management		SharePoint				
User		External Sharing & Access Controls	✗	✓	✓	✓
Groups		Tenant Level Configuration	✗	✓	✓	✓
Teams		SharePoint Site				
Mailbox		Site Lifecycle Management	✗	✓	✓	✓
Exchange		Site Configuration & Sharing Settings	✗	✓	✓	✓
SharePoint		Site User Permissions & Access	✗	✓	✓	✓
SharePoint Site		Site Group Memberships & Permissions	✗	✓	✓	✓
OneDrive		Sharing and Access Control	✗	✓	✓	✓
		Site Content Management	✗	✓	✓	✓
		List Management & Settings	✗	✓	✓	✓
		Document Library Management	✗	✓	✓	✓
		OneDrive				
		OneDrive Access Management	✗	✓	✓	✓
		Tenant Level OneDrive Settings	✗	✓	✓	✓
		OneDrive Sharing Permission	✗	✓	✓	✓
		OneDrive Item Management	✗	✓	✓	✓
		Automation				
		Flow Agent				
		Maximum Allowed Executions ⓘ	15	30	Unlimited	Unlimited
		Custom Agents				
		Create your own customized Flow Agent ⓘ	✓	✓	✓	✓
		Run the pre-built agent or clone it and update the agent as per your needs	✓	✓	✓	✓
		Pre-Built Agents				
		Onboard Microsoft 365 User	✓	✓	✓	✓
		Offboard Microsoft 365 User ⓘ	✓	✓	✓	✓
		Store Distribution List Emails in Shared Mailbox	✗	✓	✓	✓
		Create a Dynamic Distribution List with Moderation	✗	✓	✓	✓
		Request to Create a New Group	✗	✗	✓	✓
		Request to Create a New Distribution List	✗	✗	✓	✓
		Request to Create a New Team	✗	✗	✓	✓
		Request to Create a New SharePoint Site	✗	✗	✓	✓
		Create a Client Collaboration SharePoint Online Site	✗	✗	✗	✓
		Create a Re-sharing Restricted SharePoint Online Site	✗	✗	✗	✓
		Create a Confidential SharePoint Online Site	✗	✗	✗	✓

How is my AdminDroid license for Microsoft 365 priced?

Pricing is based on the total number of licensed users in your Microsoft 365 tenant.

A licensed user refers to any user (or shared mailbox) that has at least one Microsoft 365 service license assigned, whether it is a paid, free, or trial plan. This includes suite licenses (such as Microsoft 365, Office 365, or other enterprise and business bundles) as well as standalone service plans (like Exchange Online, Teams, Entra ID P1/P2, EMS, and similar services).



Add-Ons

What add-ons are available in AdminDroid 365 for your M365 environment?

For Microsoft 365, AdminDroid offers the Tenant add-on, which extends your license to cover additional Microsoft 365 tenants within the same AdminDroid portal.

How do I purchase M365 Add-ons?

Select the add-ons you need in the Add-ons section of your cart when you purchase your AdminDroid 365 subscription — or add them later by upgrading your license. Either way, your payment is credited as a token balance which stays flexible: spend it on any eligible add-on in the AdminDroid portal once your license is active.

For the licensing mode! shared across all products, see the [AdminDroid Overall License document](#).



Our mission is to solve everyday challenges of IT admins and save their time. We strive to provide admin-friendly software with a user-friendly interface, at a budget-friendly pricing. Try AdminDroid, and you'll love how it simplifies your Microsoft 365 and Active Directory management!

For a live demonstration of our flagship tool, AdminDroid 365, visit below.

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