

Create a Report of External SharePoint Online Users



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Overview



How is this useful?

The PowerShell script to do it

Other tips and tricks



How Is This Useful?





SharePoint Online makes collaboration with external partners easy

Any user with member status can invite other users to the site

- Including external users if allowed at the site collection level

As an administrator, you need to easily be able to report on who has access to your tenant



The PowerShell Script to Do It





Get-SPOExternalUser

- Returns external users in the tenant

Get-SPOExternalUser

-PageSize

Specifies the maximum number of users to be returned in the collection.

The value must be less than or equal to 50.



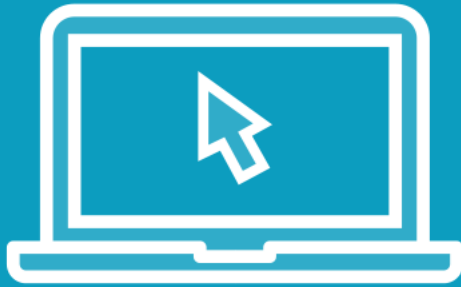
Returning More than 50 Users

```
try {  
    for ($i=0;;$i+=50) {  
        $ExternalUsers +=  
            Get-SP0ExternalUser -PageSize 50  
                                -Position $i  
                                -ea Stop  
    }  
}  
catch {  
}
```

\$ExternalUsers



Demo



Return more than 50 external users with
PowerShell



External Users Reports



External Users Per Site Collection

External Users Added in the Last 30 Days

**External Users that Logged in with a
Different E-mail Address**

External Users Per Site Collection

```
$SiteCollections = Get-SP0Site -Limit All
foreach ($site in $SiteCollections)
{
    $ExternalUsers = $null
    try {
        for ($i=0;;$i+=50) {
            $ExternalUsers += Get-SP0ExternalUser -SiteUrl $site.Url -PageSize 50 -
                Position $i -ea Stop
        }
    }
    catch {}
    if ($ExternalUsers)
    {
        Write-Host $site.Url
        $ExternalUsers | Select DisplayName,Email,AcceptedAs,WhenCreated,InvitedBy |
        Format-Table
    }
}
```



External Users Per Site Collection with CSV

```
$SiteCollections = Get-SPSite -Limit All
foreach ($site in $SiteCollections)
{
try {
    for ($i=0;;$i+=50) {
        $ExternalUsers += Get-SPExternalUser -SiteUrl $site.Url -PageSize 50
        -Position $i -ea Stop |
        Select DisplayName,Email,AcceptedAs
            ,@{Name = "Url" ; Expression = { $site.url } }
    }
}
catch {
}
}

$ExternalUsers | Export-Csv -Path "ExternalUsersPerSC.csv" -NoTypeInfoation
```



External Users Added in the Last 30 Days

```
try {  
    for ($i=0;;$i+=50) {  
        $ExternalUsers +=  
            Get-SP0ExternalUser  
            -PageSize 50  
            -Position $i  
            -ea Stop |  
            Where {$_.WhenCreated -gt  
                ((get-date).adddays(-30))}  
    }  
}  
catch {}
```

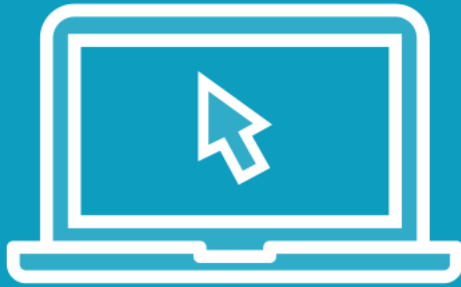


External Users That Logged in With a Different E-mail Address

```
Get-SP0ExternalUser  
-ShowOnlyUsersWithAcceptingAccountNotMatchInvitedAccount $true
```



Demo



External Users Per Site Collection

External Users Added in the Last 30 Days

External Users that Logged in with a
Different E-mail Address



Other Tips and Tricks





There is a bug in the `Get-SPOExternalUser` cmdlet at the time of recording this course

- Bug described at > <https://absolute-sharepoint.com/2018/03/bug-in-get-spoexternaluser-powershell-not-all-external-users-are-returned-anymore.html>

Set-SPOTenant

- BccExternalSharingInvitations
- BccExternalSharingInvitationsList
- RequireAcceptingAccountMatchInvitedAccount
- SharingCapability
- ShowEveryoneClaim
- NotificationsInOneDriveForBusinessEnabled
- NotificationsInSharePointEnabled
- NotifyOwnersWhenInvitationsAccepted
- NotifyOwnersWhenItemsReshared



Conclusion



SharePoint Online makes collaboration with external partners easy

Get-SPOExternalUser cmdlet

- Only returns 50 users at a time
- For loop required to return all

External Users Per Site Collection

External Users Added in the Last 30 Days

External Users that Logged in with a Different E-mail Address