

## Lab Instructions: Add a Report - Viewing report information – Adding custom apps to Cloud Discovery

1. From Office 365 Security and Compliance Select **Alerts, Manage Advanced Alerts**.
2. Select 
3. Click on the **Settings** cog  at the top right of the screen and select **Settings**
4. Select **Continuous reports** under **Settings**, the select **Create a report**
5. For the report name type Report1
6. Scroll down
7. Leave data sources at **All Data sources**
8. Under Filters select **User Group**. Scroll down and select the down arrow to the right of **Select User Group**.
9. Select 
10. Scroll down and click on **Create**
11. Select **Report1**

### Viewing Report

1. Click on the Discovered App tab and notice the column headings

App	Score ▼	Traf...	Upl...	Tra...	Users	IP a...	Last...	Actions
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2. Click on the IP address tab and notice the column headings under **Top 100 IP addresses**

IP address	Traffic	Upload	Transactions	Last seen (UTC) ▼
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3. Click on the Users tab and notice the column headings under **Top 100 Users**

User	Traffic	Upload	Transactions	Last seen (UTC) ▼
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4. Click on on the three vertical dots at the top right of the screen 
5. Select **Add a new custom App**
6. **App Name: Advertising App**
7. **App Category: Advertising**
8. **IP Address: 192.168.1.1/24**
9. Scroll down and select the Hosting Platform as **Amazon Web Services**
10. **Select a score of 10**
11. **App description: This app is used fir advertising (*“for”*)**
12. For user Defined Domain type **Contoso.com**
13. For Business unit type **Advertising Department**
14. Scroll down and select **Use with conditional Access** then select **Add App**
15. Close the Cloud Discovery window in the address bar.