

Microsoft Teams PSTN Usage Report

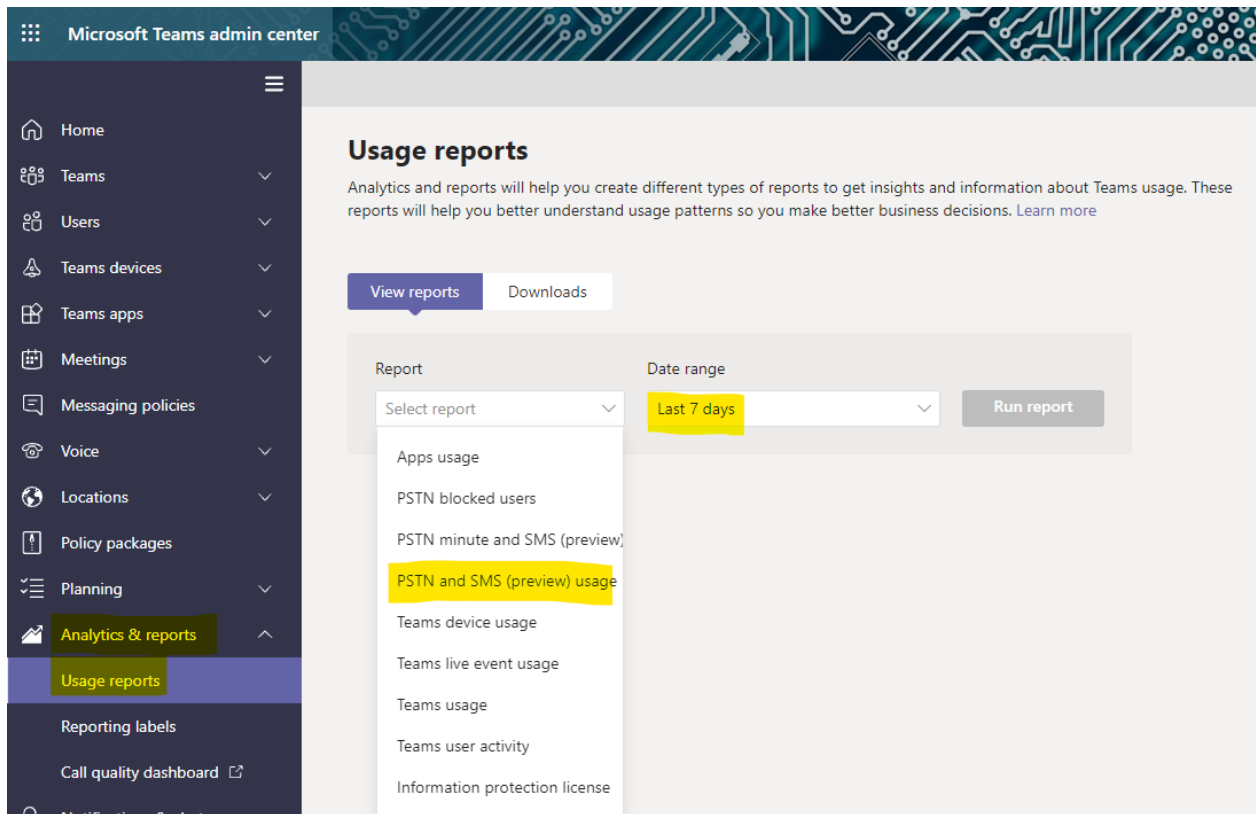
Step 1. Open Teams admin center (<https://admin.teams.microsoft.com>)

Step 2. Go to Analytics & Reports > Usage Reports

Step 3. Under the 'View Reports' tab, select PSTN and SMS (preview) Usage

Select date range

Step 4. Click Run Report



Usage reports

Analytics and reports will help you create different types of reports to get insights and information about Teams usage. These reports will help you better understand usage patterns so you make better business decisions. [Learn more](#)

View reports

Downloads

Report

PSTN and SMS (preview) usage

Date range

Last 7 days

Run report

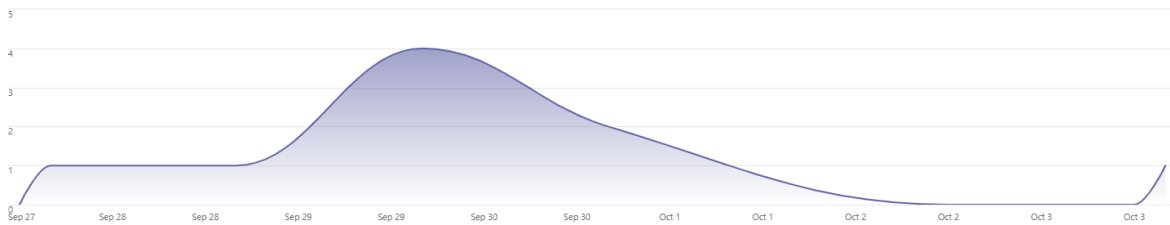


PSTN & SMS (preview) usage

Oct 04, 2021 6:23:49 PM UTC | Date range: Sep 27, 2021 - Oct 4, 2021

Calling plans/SMS (preview)

Direct Routing



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Export Report

Click Export to Excel in the top-right corner, then on the Downloads tab, click Download to download the report when it's ready (for larger reports). Export process can take from a few seconds to several minutes to complete, depending on the quantity of the data.

If you have both Calling Plans and Direct Routing, the exported file may contain data for both products. PSTN usage report file will have filename "**PSTN.calls.[UTC date].csv**" and Direct Routing "**DirectRouting.calls.[UTC date].csv**".

In addition to PSTN and Direct Routing files, the archive contains file "**parameters.json**", with the selected export time range and capabilities.

Note: You can export data up to one year from the current date unless country-specific regulations prohibit retention of the data for 12 months.