

User reports: Apps usage

View your users' apps usage activity

As an administrator, you can use Apps usage reports to get an in-depth understanding of how your users use Google Workspace apps. Under **User Reports**, the Apps usage report provides details related to your users' activity, such as:

- Emails sent over a specific period.
- How many files users create and share.
- Which users are near their Drive storage limits.
- The number of search queries from different types of devices.
- How many chat messages your users send and what types of messages they're sending.

Note: IMAP logins using App Passwords are not logged.

Step 1: Open the apps usage report

1. In the Google Admin console, go to Menu



Reporting



User Reports



Apps usage.

Go to Apps usage (https://admin.google.com/ac/reporting/report/user/apps_usage)

Requires having the Reports (/admin/users/administrator-privilege-definitions#reports) administrator privilege.

Step 2: Review the data

The Apps usage report is based on the following user data.

Note: Depending on your Google Workspace edition, you may not have access to some of the activity reports.

> General

Note: Permanently deleted data (including Vault retained data) does not count toward storage quotas.

Report column	Description
Gmail storage used (MB)	Megabytes of storage the user has consumed with Gmail data
Drive storage used (MB)	Megabytes of storage the user has consumed with Drive data
Photos storage used (MB)	Megabytes of storage the user has consumed with photos
Total storage used (MB)	Megabytes of storage the user has consumed
Storage used (%)	Percentage of available storage space the user has consumed

> Gmail

Report column	Description
Total emails	Total number of Gmail messages the user sent and received. Includes emails sent or received from third-party SMTP clients using Gmail SMTP servers.
Emails received	Total number of Gmail messages the user received. Includes emails received from third-party SMTP clients using Gmail SMTP servers.
Emails sent	Total number of Gmail messages the user sent. Includes emails sent from third-party SMTP clients using Gmail SMTP servers.
Gmail (IMAP) - last used time	Last time the user used Internet Message Access Protocol (IMAP) to access Gmail
Gmail (POP) - last used time	Last time the user used Post Office Protocol (POP) to access Gmail

Gmail (Web) - last used time Last time the user used Web-based Gmail. Note that this timestamp is not synced with the Last Login (/admin/reports/view-your-users-last-sign-in) timestamp.

> Drive

Note: User reports for Drive don't include changes made in shared drives (<https://support.google.com/a/users/answer/7212025>). They also don't include data for users with Cloud Identity Free or Cloud Identity Premium licenses.

Report column	Description
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Drive - last active time	Number of active users, shown cumulatively throughout the month. In the user list, the Drive - last active time column shows the last time a user accessed Drive
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Files added	Number of Drive files the user has added, which can include creating or uploading a file, transferring ownership, or restoring a file from the trash Note: Multiple actions on the same file do not increment the count
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Files edited	Number of Drive files the user has edited
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Files viewed	Number of Drive files the user has viewed
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Google Forms added	Number of forms added in Drive
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Google Slides added	Number of presentations added in Drive
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Google Sheets added	Number of spreadsheets added in Drive
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Google Drawings added	Number of Google Drawing files added
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Google Docs added	Number of text documents added in Drive
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Other types added	Number of non-Google files the user has added
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> Classroom

Report column	Description
Classroom - last used time	Last time the user used Classroom
Classes created	Number of classes created
Posts created	Total number of posts created by teachers and students

> Cloud Search

Note: Cloud Search columns in the Apps usage reports show the number of search queries in your domain.

Report column	Description
Search queries	Total number of search queries in Cloud Search
Search queries from web	Total number of search queries from web browsers, including computer and mobile devices
Search queries from Android	Total number of search queries from the Android app
Search queries from iOS	Total number of search queries from the mobile app for iPhone or iPad

> Google Chat

Report column	Description
Chat messages or reactions, 28-day	Total number of messages sent or reacted to in the last 28 days
Chat uploaded attachments, 28-day	Total number of attachments uploaded in Chat conversations in the last 28 days
Chat spaces created, 28-day	Total number of spaces created in the last 28 days
Chat conversations read, 28-day	Total number of conversations with messages read by the user in the last 28 days

Step 3: Customize the data in the report

1. Open your report as described above.
2. Click Settings

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3. (Optional) To add columns to the chart, next to **Add new column**, click the Down arrow
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and select options from the list.
4. (Optional) To remove an item from the chart, next to that item, click Remove
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.
5. (Optional) To rearrange columns, drag and drop an item to a new position.
6. Click **Save**.

Step 4: Filter data and export the report

> Filter by user or activity

You can narrow your report to show users or specific events. For example, you can create a filter to find all users who are using 2-Step Verification. Or you can create a filter to list people who share many external links.

1. Open the report as described in [Step 1](#) (#open) above.
2. At the top of the report, click **Add a filter**.
3. Select and enter the criteria for your filter and if needed, click **Apply**.

For example, select **Event name** and then an event to see log entries for each time the event occurred

> Filter by organizational unit

To compare statistics between organizational units in a domain, you can filter by organizational unit.

1. Open your report as described in [Step 1](#) (#open) above.
2. At the top of the report, click **Organizational unit**
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select a unit from the list.
3. Click **Apply**.

You can only filter the current organization hierarchy, even when searching for older data. Data before December 20, 2018 does not appear in the filtered results.

> Filter by group

You can also filter the data in your report by group. Before a group will appear in this filter, you need to add the group to your filtering groups allowlist.

For details about using group filters, see [Filtering results by Google Group](#) (/admin/security/data-sources-for-the-security-investigation-tool#groups).

Step 1: Add a group to your filtering groups allowlist:

1. Open your report as described above.
2. At the top of the report, click **Group filter**
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3. Click **Filtering groups**.
The Filtering groups page displays.
4. Click **Add Groups**.
5. Search for a group by entering the first few characters of its name or email address. When you see the group you want, select it.
6. (Optional) To add another group, search for and select the group.
7. When you finish selecting groups, click **Add**.
8. (Optional) To remove a group, click **Remove group**
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.

9. Click **Save**.

Changes can take up to 24 hours but typically happen more quickly. [Learn more](/admin/support/troubleshooting/how-changes-propagate-to-google-services)
(/admin/support/troubleshooting/how-changes-propagate-to-google-services)

Step 2: Filter audit log by group

1. Open your report as described above.
2. At the top of the report, click **Group filter**

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3. Select one or more groups and click **Apply**.

> Show data for a particular date

Click **View by date** and use the date selector to show data for a particular date, or select to show the latest available data for each application. Many metrics are available for the past 6 months, although some are available for a shorter time.

> Export your report data

You can export your report data to a Google Sheet, or download it as a CSV file.

1. Open your report as described in [Step 1](#) (#open) above.
2. (Optional) Change the data to be included in your export as described in [Step 3](#) (#charts) above.
3. On the report, click Download

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4. Select which columns to include and the format of the report.
5. Click **Download**.

You can export up to 100,000 rows.

> How old is the data I'm seeing?

You won't see complete data up to the present day. Instead, under the graph heading you'll see the latest date for the column data. The table under the graph shows 1-day data for the latest date.

Occasionally, you'll see an asterisk "*" next to a column name. The asterisk indicates that the data in this particular column might be stale compared to the data in other columns.

For details on when data becomes available and how long it's retained, go to [Data retention and lag times](/admin/reports/data-retention-and-lag-times) (/admin/reports/data-retention-and-lag-times).

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