

All clients

|             |             |                        |                      |
|-------------|-------------|------------------------|----------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT |
| Harbour IT  | 16 Oct 2026 | 16 Oct 2026, 04:00 UTC | 3 clients            |

Members and guests who haven't signed in for a long time, and old invitations.

Disabled accounts still holding licences or roles 3 3 to review

Disabled accounts can't sign in, but their licences still cost money and their roles come back if someone re-enables them.

| Flag     | Client                | Account                                | Licences                       | Admin roles                                             | Last sign-in |
|----------|-----------------------|----------------------------------------|--------------------------------|---------------------------------------------------------|--------------|
| ● Medium | Contoso Legal LLP     | bobby.marsh@contoso.example            | Microsoft 365 Business Premium | Directory Readers, Groups Administrator (limited scope) | Never        |
| ● Medium | Fabrikam Dental Group | ben.okafor@fabrikam.example            | Microsoft 365 Business Premium | Directory Readers, Groups Administrator (limited scope) | Never        |
| ● Medium | Northwind Traders     | robert.hughes@northwindtraders.example | Microsoft 365 Business Premium | Directory Readers, Groups Administrator (limited scope) | Never        |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 16 Oct 2026, 04:00 UTC.