

All clients



PREPARED BY
Harbour IT

DATE
12 Oct 2026

DATA COLLECTED
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MICROSOFT 365 TENANT
3 clients

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

Inactive members 10 10 to review

Enabled accounts with no sign-in for 90 days, or that have never signed in and were created more than 30 days ago. Admins and licensed accounts first.

By time since last sign-in



Flag	Client	Account	Inactive for	Last sign-in	Days	Licences	Admin roles	Created	Synced from on-premises
● Medium	Contoso Legal LLP	joseph.morris@contoso.example	90 days to 6 months	11 Jun 2026	122	Microsoft 365 Business Basic	–	12 Sep 2026	No
● Medium	Fabrikam Dental Group	noah.wood@fabrikam.example	6 to 12 months	7 Feb 2026	247	Microsoft 365 Business Basic	–	11 Mar 2026	No
● Medium	Fabrikam Dental Group	aisha.brown@fabrikam.example	6 to 12 months	7 Mar 2026	219	Microsoft 365 Business Premium	–	6 Aug 2026	No
● Medium	Fabrikam Dental Group	aaron.smith@fabrikam.example	90 days to 6 months	22 Apr 2026	172	Microsoft 365 Business Premium	–	24 May 2026	No
● Medium	Fabrikam Dental Group	jack.lee@fabrikam.example	90 days to 6 months	3 Jun 2026	130	Microsoft 365 Business Premium	–	30 Jun 2026	No
● Medium	Fabrikam Dental Group	rhys.walker@fabrikam.example	90 days to 6 months	5 Jun 2026	129	Microsoft 365 Business Premium	–	17 Apr 2026	No

Flag	Client	Account	Inactive for	Last sign-in	Days	Licences	Admin roles	Created	Synced from on-premises
● Medium	Fabrikam Dental Group	zara.edwards@fabrikam.example	90 days to 6 months	8 Jul 2026	95	Microsoft 365 Business Basic	–	12 Sep 2026	No
● Medium	Northwind Traders	sophie.smith@northwindtraders.example	6 to 12 months	22 Jan 2026	263	Microsoft 365 Business Premium	–	30 Jun 2026	No
● Medium	Northwind Traders	hannah.robinson@northwindtraders.example	6 to 12 months	7 Apr 2026	187	Microsoft 365 Business Premium	–	6 Aug 2026	No
● Medium	Northwind Traders	thomas.clarke@northwindtraders.example	90 days to 6 months	2 Jun 2026	131	Microsoft 365 Business Basic	–	12 Sep 2026	No

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