



All clients

PREPARED BY
Harbour IT

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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.

Filtered view. Inactive members: 3 of 10 rows, Created: in the last 30 days. The headline figures cover every row.

Inactive members 3 3 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

90 days to 6 months

3

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	zara.edwards@fabrikam.example	90 days to 6 months	8 Jul 2026	95	Microsoft 365 Business Basic	–	12 Sep 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