



All clients

PREPARED BY
Harbour IT

DATE
14 Oct 2026

DATA COLLECTED
14 Oct 2026, 04:00 UTC

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	13 Jun 2026	122	Microsoft 365 Business Basic	–	14 Sep 2026	No
● Medium	Fabrikam Dental Group	noah.wood@fabrikam.example	6 to 12 months	9 Feb 2026	247	Microsoft 365 Business Basic	–	13 Mar 2026	No
● Medium	Fabrikam Dental Group	aisha.brown@fabrikam.example	6 to 12 months	9 Mar 2026	219	Microsoft 365 Business Premium	–	8 Aug 2026	No
● Medium	Fabrikam Dental Group	aaron.smith@fabrikam.example	90 days to 6 months	24 Apr 2026	172	Microsoft 365 Business Premium	–	26 May 2026	No
● Medium	Fabrikam Dental Group	jack.lee@fabrikam.example	90 days to 6 months	5 Jun 2026	130	Microsoft 365 Business Premium	–	2 Jul 2026	No
● Medium	Fabrikam Dental Group	rhys.walker@fabrikam.example	90 days to 6 months	7 Jun 2026	129	Microsoft 365 Business Premium	–	19 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	10 Jul 2026	95	Microsoft 365 Business Basic	–	14 Sep 2026	No
● Medium	Northwind Traders	sophie.smith@northwindtraders.example	6 to 12 months	24 Jan 2026	263	Microsoft 365 Business Premium	–	2 Jul 2026	No
● Medium	Northwind Traders	hannah.robinson@northwindtraders.example	6 to 12 months	9 Apr 2026	187	Microsoft 365 Business Premium	–	8 Aug 2026	No
● Medium	Northwind Traders	thomas.clarke@northwindtraders.example	90 days to 6 months	4 Jun 2026	131	Microsoft 365 Business Basic	–	14 Sep 2026	No

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