

All clients

PREPARED BY
Harbour IT

DATE
15 Oct 2026

DATA COLLECTED
15 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT
3 clients

People who could move to a cheaper licence, and services people are licensed for but don't use.

Could move to a cheaper licence 22 19 to review

People whose use of Microsoft 365 fits a cheaper licence. Accounts that are disabled or haven't signed in for 90 days are in Licence waste instead, so they aren't counted twice.

Flag	Client	Person	Has	Used in the last 30 days	Could move to	Saving / month	Why
● Medium	Contoso Legal LLP	megan.smith@contoso.example	Microsoft 365 Business Premium	Email	Exchange Online (Plan 1)	£14.80	Only used email in the last 30 days. It also includes Intune, Entra ID P1 and Defender, which an Exchange Online plan doesn't. Check the account doesn't rely on them.
● Medium	Contoso Legal LLP	annabel.fraser@contoso.example	Microsoft 365 Business Premium	Email	Exchange Online (Plan 2)	£11.50	Only used email in the last 30 days. It also includes Intune, Entra ID P1 and Defender, which an Exchange Online plan doesn't. Check the account doesn't rely on them.
● Medium	Contoso Legal LLP	dan.redford@contoso.example	Microsoft 365 Business Standard	Nothing	Remove the licence	£10.30	No activity in email, Teams, OneDrive, SharePoint or the Office apps in the last 30 days
● Medium	Contoso Legal LLP	carol.bennett@contoso.example	Microsoft 365 Business Standard	Email, Teams, OneDrive, Office apps	Microsoft 365 Business Basic	£5.40	Hasn't used the desktop Office apps (Windows or Mac) in the last 30 days
● Low	Contoso Legal LLP	ella.thomas@contoso.example	Microsoft 365 Business Basic	Email	Exchange Online (Plan 2)	£0.00	Only used email in the last 30 days
● Medium	Fabrikam Dental Group	megan.king@fabrikam.example	Microsoft 365 Business Premium	Email	Exchange Online (Plan 1)	£14.80	Only used email in the last 30 days. It also includes Intune, Entra ID P1 and Defender, which an Exchange Online plan doesn't. Check the account doesn't rely on them.

Flag	Client	Person	Has	Used in the last 30 days	Could move to	Saving / month	Why
● Medium	Fabrikam Dental Group	noah.harris@fabrikam.example	Microsoft 365 Business Premium	Email	Exchange Online (Plan 1)	£14.80	Only used email in the last 30 days. It also includes Intune, Entra ID P1 and Defender, which an Exchange Online plan doesn't. Check the account doesn't rely on them.
● Medium	Fabrikam Dental Group	owen.scott@fabrikam.example	Microsoft 365 Business Premium	Email	Exchange Online (Plan 1)	£14.80	Only used email in the last 30 days. It also includes Intune, Entra ID P1 and Defender, which an Exchange Online plan doesn't. Check the account doesn't rely on them.
● Medium	Fabrikam Dental Group	anna.kowalski@fabrikam.example	Microsoft 365 Business Premium	Email	Exchange Online (Plan 2)	£11.50	Only used email in the last 30 days. It also includes Intune, Entra ID P1 and Defender, which an Exchange Online plan doesn't. Check the account doesn't rely on them.
● Medium	Fabrikam Dental Group	ruby.davies@fabrikam.example	Microsoft 365 Business Premium	Email	Exchange Online (Plan 2)	£11.50	Only used email in the last 30 days. It also includes Intune, Entra ID P1 and Defender, which an Exchange Online plan doesn't. Check the account doesn't rely on them.
● Medium	Fabrikam Dental Group	daniel.frost@fabrikam.example	Microsoft 365 Business Standard	Nothing	Remove the licence	£10.30	No activity in email, Teams, OneDrive, SharePoint or the Office apps in the last 30 days
● Medium	Fabrikam Dental Group	caroline.reyes@fabrikam.example	Microsoft 365 Business Standard	Email, Teams, OneDrive, Office apps	Microsoft 365 Business Basic	£5.40	Hasn't used the desktop Office apps (Windows or Mac) in the last 30 days
● Medium	Fabrikam Dental Group	jack.roberts@fabrikam.example	Microsoft 365 Business Basic	Email	Exchange Online (Plan 1)	£1.60	Only used email in the last 30 days
● Low	Fabrikam Dental Group	george.walker@fabrikam.example	Microsoft 365 Business Basic	Email	Exchange Online (Plan 2)	£0.00	Only used email in the last 30 days
● Medium	Northwind Traders	george.roberts@northwindtraders.example	Microsoft 365 Business Premium	Email	Exchange Online (Plan 1)	£14.80	Only used email in the last 30 days. It also includes Intune, Entra ID P1 and Defender, which an Exchange Online plan doesn't. Check the account doesn't rely on them.
● Medium	Northwind Traders	harry.lee@northwindtraders.example	Microsoft 365 Business Premium	Email	Exchange Online (Plan 1)	£14.80	Only used email in the last 30 days. It also includes Intune, Entra ID P1 and Defender, which an Exchange Online plan doesn't. Check the account doesn't rely on them.
● Medium	Northwind Traders	megan.lee@northwindtraders.example	Microsoft 365 Business Premium	Email	Exchange Online (Plan 1)	£14.80	Only used email in the last 30 days. It also includes Intune, Entra ID P1 and Defender, which an Exchange Online plan doesn't. Check the account doesn't rely on them.

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● Medium	Northwind Traders	rhys.moore@northwindtraders.example	Microsoft 365 Business Premium	Email	Exchange Online (Plan 1)	£14.80	Only used email in the last 30 days. It also includes Intune, Entra ID P1 and Defender, which an Exchange Online plan doesn't. Check the account doesn't rely on them.
● Medium	Northwind Traders	ann.patel@northwindtraders.example	Microsoft 365 Business Premium	Email	Exchange Online (Plan 2)	£11.50	Only used email in the last 30 days. It also includes Intune, Entra ID P1 and Defender, which an Exchange Online plan doesn't. Check the account doesn't rely on them.
● Medium	Northwind Traders	dan.whitaker@northwindtraders.example	Microsoft 365 Business Standard	Nothing	Remove the licence	£10.30	No activity in email, Teams, OneDrive, SharePoint or the Office apps in the last 30 days
● Medium	Northwind Traders	carol.mendes@northwindtraders.example	Microsoft 365 Business Standard	Email, Teams, OneDrive, Office apps	Microsoft 365 Business Basic	£5.40	Hasn't used the desktop Office apps (Windows or Mac) in the last 30 days
● Low	Northwind Traders	leo.evans@northwindtraders.example	Microsoft 365 Business Basic	Email	Exchange Online (Plan 2)	£0.00	Only used email in the last 30 days

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 15 Oct 2026, 04:00 UTC.