

All clients

PREPARED BY
Harbour IT

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13 Oct 2026

DATA COLLECTED
13 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT
3 clients

Every subscription with licences bought, assigned and available, its cost and renewal date, trials and lapsing subscriptions, and who has which licence, directly or by group.

Filtered view. Assignment problems: 3 of 6 rows, Group is All Staff, 1 column hidden. The headline figures cover every row.

Assignment problems 3

Licences that couldn't be assigned, licensed accounts without a usage location, and licences assigned both directly and by a group.

Flag	Client	Account	Licence	Group	What it means	What to do
● Low	Contoso Legal LLP	annabel.fraser@contoso.example	Microsoft 365 Business Premium	All Staff	Removing the account from the group won't remove the licence, which is how leavers keep licences.	Remove the direct assignment so the group manages it
● Low	Fabrikam Dental Group	anna.kowalski@fabrikam.example	Microsoft 365 Business Premium	All Staff	Removing the account from the group won't remove the licence, which is how leavers keep licences.	Remove the direct assignment so the group manages it
● Low	Northwind Traders	ann.patel@northwindtraders.example	Microsoft 365 Business Premium	All Staff	Removing the account from the group won't remove the licence, which is how leavers keep licences.	Remove the direct assignment so the group manages it

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 13 Oct 2026, 04:00 UTC.