

All clients

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	12 Oct 2026	12 Oct 2026, 04:00 UTC	3 clients

Each team's private and shared channels and who is in them, guests and people from other organisations, the apps added to each team, and teams nobody has used lately.

Filtered view. Inactive teams: 3 of 9 rows, Client is Fabrikam Dental Group, 1 column hidden. The headline figures cover every row.

Inactive teams 3

3 teams older than 90 days with no activity in the last 90 days (Microsoft's Teams activity report runs a couple of days behind). Ask their owners whether they're still needed; archiving a team in the Teams admin centre keeps its content read-only.

Flag	Team	Last activity	Privacy	Channels	Created
● Low	Board	No activity recorded	Private	1	10 Jan 2025
● Low	Patient Records	No activity recorded	Private	0	4 Mar 2024
● Low	Practice Management	No activity recorded	Private	0	4 Mar 2024

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 12 Oct 2026, 04:00 UTC.