

All clients

|             |             |                        |                      |
|-------------|-------------|------------------------|----------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT |
| Harbour IT  | 12 Oct 2026 | 12 Oct 2026, 06:36 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: 9 of 9 rows, 1 column hidden. The headline figures cover every row.

Inactive teams 9

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  | Client                | Team                | Last activity        | Privacy | Created     |
|-------|-----------------------|---------------------|----------------------|---------|-------------|
| ● Low | Contoso Legal LLP     | Board               | No activity recorded | Private | 10 Jan 2025 |
| ● Low | Contoso Legal LLP     | Clients             | No activity recorded | Private | 4 Mar 2024  |
| ● Low | Contoso Legal LLP     | Operations          | No activity recorded | Private | 4 Mar 2024  |
| ● Low | Fabrikam Dental Group | Board               | No activity recorded | Private | 10 Jan 2025 |
| ● Low | Fabrikam Dental Group | Patient Records     | No activity recorded | Private | 4 Mar 2024  |
| ● Low | Fabrikam Dental Group | Practice Management | No activity recorded | Private | 4 Mar 2024  |
| ● Low | Northwind Traders     | Board               | No activity recorded | Private | 10 Jan 2025 |
| ● Low | Northwind Traders     | Clients             | No activity recorded | Private | 4 Mar 2024  |
| ● Low | Northwind Traders     | Operations          | No activity recorded | Private | 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, 06:36 UTC.