MICROSOFT 365 USAGE: ACTIVITY COUNTS

All clients

Harbour IT

PREPARED BY
Harbour IT

DATE
29 Nov 2026

CLIENTS
3

Who actually uses email, Teams, OneDrive, SharePoint and the Office apps, and when each person was last active.

Filtered view. Activity counts: 21 of 115 rows, Client is Contoso Legal LLP. The headline figures cover every row.

Activity counts 21

What each person did in the last 30 days.

Client	Person	Emails sent	Emails received	Teams messages	Calls	Meetings
Contoso Legal LLP	annabel.fraser@contoso.example	40	300	0	0	0
Contoso Legal LLP	carol.bennett@contoso.example	12	80	15	1	2
Contoso Legal LLP	dan.redford@contoso.example	0	0	0	0	0
Contoso Legal LLP	ella.thomas@contoso.example	0	0	0	0	0
Contoso Legal LLP	erin.gallagher@contoso.example	70	500	60	1	9
Contoso Legal LLP	evie.davis@contoso.example	0	0	0	0	0
Contoso Legal LLP	jack.white@contoso.example	0	0	0	0	0
Contoso Legal LLP	jacob.johnson@contoso.example	0	0	0	0	0
Contoso Legal LLP	joseph.morris@contoso.example	0	0	0	0	0
Contoso Legal LLP	lily.harrison@contoso.example	0	0	0	0	0
Contoso Legal LLP	megan.smith@contoso.example	0	0	0	0	0

Client	Person	Emails sent	Emails received	Teams messages	Calls	Meetings
Contoso Legal LLP	noah.clark@contoso.example	0	0	0	0	0
Contoso Legal LLP	oliver.hill@contoso.example	0	0	0	0	0
Contoso Legal LLP	olivia.ward@contoso.example	0	0	0	0	0
Contoso Legal LLP	olivia.wilson@contoso.example	0	0	0	0	0
Contoso Legal LLP	owen.taylor@contoso.example	0	0	0	0	0
Contoso Legal LLP	priya.hughes@contoso.example	0	0	0	0	0
Contoso Legal LLP	rhys.evans@contoso.example	0	0	0	0	0
Contoso Legal LLP	sophie.taylor@contoso.example	0	0	0	0	0
Contoso Legal LLP	william.allen@contoso.example	0	0	0	0	0
Contoso Legal LLP	william.clark@contoso.example	0	0	0	0	0

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