

All clients



PREPARED BY  
Harbour IT

DATE  
14 Oct 2026

DATA COLLECTED  
14 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT  
3 clients

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

**Filtered view.** Activity counts: 3 of 118 rows, Emails received is 80. The headline figures cover every row.

Activity counts 3

What each person did in the last 30 days.

| Client                | Person                                | Emails sent | Emails received | Teams messages | Calls | Meetings |
|-----------------------|---------------------------------------|-------------|-----------------|----------------|-------|----------|
| Contoso Legal LLP     | carol.bennett@contoso.example         | 12          | 80              | 15             | 1     | 2        |
| Fabrikam Dental Group | caroline.reyes@fabrikam.example       | 12          | 80              | 15             | 1     | 2        |
| Northwind Traders     | carol.mendes@northwindtraders.example | 12          | 80              | 15             | 1     | 2        |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 14 Oct 2026, 04:00 UTC.