MICROSOFT 365 USAGE: LAST ACTIVE IN EACH SERVICE

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. Last active in each service: 38 of 115 rows, Client is Northwind Traders. The headline figures cover every row.

Last active in each service 38

When each licensed person last used each service. Flagged: nothing used in the last 30 days.

Flag	Client	Person	Last email	Last Teams	Last OneDrive	Last SharePoint	Last Office apps	Office apps on	Licences
	Northwind Traders	aaron.watson@northwindtraders.example	28 Nov 2026	28 Nov 2026	26 Nov 2026	27 Nov 2026	28 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	Northwind Traders	alfie.roberts@northwindtraders.example	29 Nov 2026	29 Nov 2026	20 Nov 2026	27 Nov 2026	29 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	Northwind Traders	alfie.scott@northwindtraders.example	27 Nov 2026	27 Nov 2026	26 Nov 2026	22 Nov 2026	27 Nov 2026	Mobile, Web	Microsoft 365 Business Basic
	Northwind Traders	amelia.watson@northwindtraders.example	27 Nov 2026	27 Nov 2026	20 Nov 2026	Never	27 Nov 2026	Mac, Mobile	Microsoft 365 Business Premium
	Northwind Traders	ann.patel@northwindtraders.example	28 Nov 2026	Never	Never	Never	28 Nov 2026	Web	Microsoft 365 Business Premium
	Northwind Traders	arthur.evans@northwindtraders.example	25 Nov 2026	25 Nov 2026	Never	Never	25 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium

Flag	Client	Person	Last email	Last Teams	Last OneDrive	Last SharePoint	Last Office apps	Office apps on	Licences
	Northwind Traders	carol.mendes@northwindtraders.example	27 Nov 2026	26 Nov 2026	19 Nov 2026	Never	26 Nov 2026	Mobile, Web	Microsoft 365 Business Standard
Low	Northwind Traders	dan.whitaker@northwindtraders.example	1 Aug 2026	Never	Never	Never	Never	None	Microsoft 365 Business Standard
	Northwind Traders	ella.baker@northwindtraders.example	27 Nov 2026	27 Nov 2026	28 Nov 2026	Never	27 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	Northwind Traders	erin.oneill@northwindtraders.example	28 Nov 2026	28 Nov 2026	25 Nov 2026	Never	28 Nov 2026	Windows, Mac	Office 365 E3
	Northwind Traders	ethan.green@northwindtraders.example	29 Nov 2026	29 Nov 2026	Never	9 Nov 2026	29 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	Northwind Traders	george.roberts@northwindtraders.example	27 Nov 2026	Never	Never	Never	27 Nov 2026	Mobile, Web	Microsoft 365 Business Premium
	Northwind Traders	george.robinson@northwindtraders.example	28 Nov 2026	28 Nov 2026	26 Nov 2026	27 Nov 2026	28 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	Northwind Traders	grace.taylor@northwindtraders.example	29 Nov 2026	29 Nov 2026	Never	27 Nov 2026	29 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	Northwind Traders	grace.wilson@northwindtraders.example	28 Nov 2026	28 Nov 2026	20 Nov 2026	27 Nov 2026	28 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	Northwind Traders	hannah.patel@northwindtraders.example	29 Nov 2026	29 Nov 2026	28 Nov 2026	22 Nov 2026	29 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
Low	Northwind Traders	hannah.robinson@northwindtraders.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Premium
	Northwind Traders	harry.lee@northwindtraders.example	29 Nov 2026	Never	Never	Never	29 Nov 2026	Mobile, Web	Microsoft 365 Business Premium
	Northwind Traders	imogen.edwards@northwindtraders.example	27 Nov 2026	27 Nov 2026	28 Nov 2026	22 Nov 2026	27 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	Northwind Traders	isla.evans@northwindtraders.example	29 Nov 2026	29 Nov 2026	Never	27 Nov 2026	29 Nov 2026	Mobile, Web	Microsoft 365 Business Basic

Flag	Client	Person	Last email	Last Teams	Last OneDrive	Last SharePoint	Last Office apps	Office apps on	Licences
	Northwind Traders	jacob.hughes@northwindtraders.example	25 Nov 2026	25 Nov 2026	26 Nov 2026	9 Nov 2026	25 Nov 2026	Mobile, Web	Microsoft 365 Business Basic
	Northwind Traders	leo.evans@northwindtraders.example	25 Nov 2026	Never	Never	Never	25 Nov 2026	Mobile, Web	Microsoft 365 Business Basic
	Northwind Traders	leo.morris@northwindtraders.example	28 Nov 2026	28 Nov 2026	20 Nov 2026	Never	28 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	Northwind Traders	leo.wright@northwindtraders.example	25 Nov 2026	25 Nov 2026	Never	9 Nov 2026	25 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	Northwind Traders	maya.martin@northwindtraders.example	27 Nov 2026	27 Nov 2026	28 Nov 2026	9 Nov 2026	27 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	Northwind Traders	megan.lee@northwindtraders.example	27 Nov 2026	Never	Never	Never	27 Nov 2026	Mobile, Web	Microsoft 365 Business Premium
	Northwind Traders	mia.hughes@northwindtraders.example	28 Nov 2026	28 Nov 2026	20 Nov 2026	27 Nov 2026	28 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	Northwind Traders	olivia.scott@northwindtraders.example	29 Nov 2026	29 Nov 2026	28 Nov 2026	22 Nov 2026	29 Nov 2026	Mac, Mobile	Microsoft 365 Business Premium
	Northwind Traders	olivia.smith@northwindtraders.example	28 Nov 2026	28 Nov 2026	26 Nov 2026	Never	28 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	Northwind Traders	owen.taylor@northwindtraders.example	28 Nov 2026	28 Nov 2026	28 Nov 2026	22 Nov 2026	28 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	Northwind Traders	owen.white@northwindtraders.example	28 Nov 2026	28 Nov 2026	26 Nov 2026	22 Nov 2026	28 Nov 2026	Mobile, Web	Microsoft 365 Business Basic
	Northwind Traders	rhys.clark@northwindtraders.example	29 Nov 2026	29 Nov 2026	20 Nov 2026	9 Nov 2026	29 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	Northwind Traders	rhys.moore@northwindtraders.example	28 Nov 2026	Never	Never	Never	28 Nov 2026	Mobile, Web	Microsoft 365 Business Premium
	Northwind Traders	ruby.hill@northwindtraders.example	27 Nov 2026	27 Nov 2026	26 Nov 2026	Never	27 Nov 2026	Mobile, Web	Microsoft 365 Business Basic

Flag	Client	Person	Last email	Last Teams	Last OneDrive	Last SharePoint	Last Office apps	Office apps on	Licences
	Northwind Traders	ruby.taylor@northwindtraders.example	27 Nov 2026	27 Nov 2026	Never	9 Nov 2026	27 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
Low	Northwind Traders	sophie.smith@northwindtraders.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Premium
Low	Northwind Traders	thomas.clarke@northwindtraders.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Basic
	Northwind Traders	zara.jackson@northwindtraders.example	29 Nov 2026	29 Nov 2026	20 Nov 2026	22 Nov 2026	29 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 29 Nov 2026, 00:25 UTC.