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: 13 of 115 rows, Flag is Low. The headline figures cover every row.

Last active in each service 13

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
Low	Contoso Legal LLP	dan.redford@contoso.example	1 Aug 2026	Never	Never	Never	Never	None	Microsoft 365 Business Standard
Low	Contoso Legal LLP	joseph.morris@contoso.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Basic
Low	Fabrikam Dental Group	aaron.smith@fabrikam.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Premium
Low	Fabrikam Dental Group	aisha.brown@fabrikam.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Premium
Low	Fabrikam Dental Group	daniel.frost@fabrikam.example	1 Aug 2026	Never	Never	Never	Never	None	Microsoft 365 Business Standard
Low	Fabrikam Dental Group	jack.lee@fabrikam.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Premium
Low	Fabrikam Dental Group	noah.wood@fabrikam.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Basic

Flag	Client	Person	Last email	Last Teams	Last OneDrive	Last SharePoint	Last Office apps	Office apps on	Licences
Low	Fabrikam Dental Group	rhys.walker@fabrikam.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Premium
Low	Fabrikam Dental Group	zara.edwards@fabrikam.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Basic
Low	Northwind Traders	dan.whitaker@northwindtraders.example	1 Aug 2026	Never	Never	Never	Never	None	Microsoft 365 Business Standard
Low	Northwind Traders	hannah.robinson@northwindtraders.example	Never	Never	Never	Never	Never	None	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

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