MICROSOFT 365 USAGE: OFFICE INSTALLS

All clients

Harbour IT

PREPARED BY	DATE	CLIENTS
Harbour IT	29 Nov 2026	3

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

Office installs 3

Where each person has installed the Office apps. Microsoft allows five of each.

Client	Person	Product	PCs	Macs	Phones and tablets	Shared computer	Last activated
Contoso Legal LLP	erin.gallagher@contoso.example	Microsoft 365 Apps for enterprise	1	1	1	No	13 May 2026
Fabrikam Dental Group	erin.doyle@fabrikam.example	Microsoft 365 Apps for enterprise	1	1	1	No	13 May 2026
Northwind Traders	erin.oneill@northwindtraders.example	Microsoft 365 Apps for enterprise	1	1	1	No	13 May 2026

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