MICROSOFT 365 USAGE: USAGE BY SERVICE

# All clients

Harbour IT

| PREPARED BY | DATE | CLIENTS |
|---|---|---|
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Who actually uses email, Teams, OneDrive, SharePoint and the Office apps, and when each person was last active.

**Filtered view.** Usage by service: 5 of 15 rows, Client is Contoso Legal LLP. The headline figures cover every row.

## Usage by service 5

How many licensed people used each service in the last 30 days.

| Client | Service | Licensed | Active | Not active | Active share |
|---|---|---|---|---|---|
| Contoso Legal LLP | Email | 21 | 19 | 2 | 90% |
| Contoso Legal LLP | Teams | 21 | 16 | 5 | 76% |
| Contoso Legal LLP | OneDrive | 21 | 9 | 12 | 43% |
| Contoso Legal LLP | SharePoint | 21 | 11 | 10 | 52% |
| Contoso Legal LLP | Office apps | 21 | 19 | 2 | 90% |

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, 04:00 UTC.