MICROSOFT 365 USAGE: USAGE BY SERVICE

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.

Filtered view. Usage by service: 5 of 15 rows, Client is Northwind Traders. 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
Northwind Traders	Email	38	34	4	89%
Northwind Traders	Teams	38	28	10	74%
Northwind Traders	OneDrive	38	22	16	58%
Northwind Traders	SharePoint	38	20	18	53%
Northwind Traders	Office apps	38	34	4	89%

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, 10:48 UTC.