

All clients

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	14 Oct 2026	14 Oct 2026, 04:00 UTC	3 clients

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, Licensed is 22, 1 column hidden. 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
Contoso Legal LLP	Email	22	19	3
Contoso Legal LLP	Teams	22	16	6
Contoso Legal LLP	OneDrive	22	9	13
Contoso Legal LLP	SharePoint	22	0	22
Contoso Legal LLP	Office apps	22	19	3

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 14 Oct 2026, 04:00 UTC.