

Northwind Traders

PREPARED BY
Harbour IT

PERIOD
13 Sep 2026 to 13 Oct
2026

COMPARED WITH DATA FROM
8 Sep 2026

MICROSOFT 365 TENANT
northwindtraders.
onmicrosoft.com

Changes

243

15 key, 228 in detail
reports

New findings

7

new or come back

Fixed findings

1

no longer found

Secure Score

47.5%

+9.5 pts since 13 Sep
2026

Key figures

Measure	13 Sep 2026	Now	Change
Secure Score	38%	47.5%	+9.5
Users with MFA	57.1%	62.2%	+5.1
Licensed users	34	36	+2
Mailboxes forwarding mail	1	2	+1
Privileged accounts	4	4	–
Global admins	2	2	–
Unassigned licences	5	5	–
Third-party apps	3	3	–
Conditional Access policies on	1	1	–
Non-compliant devices	6	6	–
Groups without an owner	4	4	–

Findings 8

Change	Severity	Check	Account or object
NEW	High	No files are shared with anyone links	Campaign video.mp4 (Marketing / Documents)
NEW	High	No mail is forwarded outside the organisation	grace.taylor@northwindtraders.example
NEW	Medium	No mailbox is nearly full	hannah.robinson@northwindtraders.example
NEW	Medium	No mailbox is nearly full	olivia.smith@northwindtraders.example
NEW	Medium	People outside can only view shared files	Year end/Draft accounts FY26.xlsx (Clients / Documents)

Change	Severity	Check	Account or object
NEW	Low	Windows computers still get security updates	DESK-EDWARDS33 (imogen.edwards@northwindtraders.example)
NEW	Low	Windows computers still get security updates	LAPTOP-WATSON32 (aaron.watson@northwindtraders.example)
FIXED	Medium	Every active user has MFA registered	megan.lee@northwindtraders.example

Key changes 15

Admin roles, Conditional Access, accounts, mail forwarding, app permissions, devices and groups.

Change	Area	Subject	Detail
NEW	Accounts	aaron.watson@northwindtraders.example	New member account
NEW	Accounts	imogen.edwards@northwindtraders.example	New member account
NEW	Licences	aaron.watson@northwindtraders.example	Given Microsoft 365 Business Premium
NEW	Licences	imogen.edwards@northwindtraders.example	Given Microsoft 365 Business Premium
NEW	Mail	grace.taylor@northwindtraders.example	Now forwards to grace.taylor@homemail.example
NEW	Devices	LAPTOP-WATSON32 (aaron.watson@northwindtraders.example)	Enrolled Windows
NEW	Devices	DESK-EDWARDS33 (imogen.edwards@northwindtraders.example)	Enrolled Windows
CHANGED	Admin activity	Payroll Sync	Update application – Certificates and secrets management by admin@northwindtraders.example on 2026-10-01: Added certificate
CHANGED	Admin activity	Block risky countries	Delete conditional access policy by admin@northwindtraders.example on 2026-10-06
CHANGED	Admin activity	Require MFA for all users	Update conditional access policy by admin@northwindtraders.example on 2026-10-08: On → Off
CHANGED	Admin activity	ann.patel@northwindtraders.example	Add eligible member to role in PIM completed (permanent) by admin@northwindtraders.example on 2026-10-10: Exchange Administrator
CHANGED	Admin activity	northwindtraders.example	Set domain authentication by mallory.price@northwindtraders.example on 2026-10-10
CHANGED	Admin activity	robert.hughes@northwindtraders.example	Add member to role by admin@northwindtraders.example on 2026-10-11: Global Administrator

Change	Area	Subject	Detail
CHANGED	Admin activity	Payroll Sync	Update application – Certificates and secrets management by admin@northwindtraders.example on 2026-10-11: Added certificate
CHANGED	Admin activity	Mail Sync Pro	Add service principal credentials by Contoso Automation on 2026-10-12: Credential added

Mail forwarding 1

Change	Table	Row	What changed
NEW	Forwarding	grace.taylor@northwindtraders.example	Forwards to: grace.taylor@homemail.example; Set by: Admin (mailbox setting); Outside the organisation: Yes; Keeps a copy: No

Inbox rules 1

Change	Table	Row	What changed
NEW	All inbox rules	imogen.edwards@northwindtraders.example	Rule: Newsletters; Enabled: Yes; Conditions: sender has newsletter; Actions: move to Newsletters

Mailbox permissions 40

Change	Table	Row	What changed
CHANGED	By person	alfie.roberts@northwindtraders.example	Mailboxes: 1 → 2; Full access: accounts@northwindtraders.example → info@northwindtraders.example, reception@northwindtraders.example; Send as: accounts@northwindtraders.example → info@northwindtraders.example
NEW	By person	grace.taylor@northwindtraders.example	Account: Active; Mailboxes: 1; Full access: accounts@northwindtraders.example
NEW	By person	hannah.patel@northwindtraders.example	Account: Active; Mailboxes: 1; Full access: accounts@northwindtraders.example; Send as: accounts@northwindtraders.example
CHANGED	By person	harry.lee@northwindtraders.example	Full access: accounts@northwindtraders.example → info@northwindtraders.example
CHANGED	By person	isla.evans@northwindtraders.example	Full access: accounts@northwindtraders.example → info@northwindtraders.example
NEW	By person	leo.wright@northwindtraders.example	Account: Active; Mailboxes: 1; Full access: accounts@northwindtraders.example
NEW	By person	rhys.moore@northwindtraders.example	Account: Active; Mailboxes: 1; Full access: reception@northwindtraders.example; Send as: reception@northwindtraders.example

Change	Table	Row	What changed
CHANGED	By person	ruby.hill@northwindtraders.example	Full access: info@northwindtraders.example → reception@northwindtraders.example; Send as: info@northwindtraders.example → blank
GONE	By person	alfie.scott@northwindtraders.example	Account: Active; Mailboxes: 1; Full access: reception@northwindtraders.example
GONE	By person	arthur.evans@northwindtraders.example	Account: Active; Mailboxes: 1; Full access: reception@northwindtraders.example
GONE	By person	leo.evans@northwindtraders.example	Account: Active; Mailboxes: 1; Full access: reception@northwindtraders.example; Send as: reception@northwindtraders.example
GONE	By person	owen.white@northwindtraders.example	Account: Active; Mailboxes: 1; Full access: info@northwindtraders.example
GONE	By person	ruby.taylor@northwindtraders.example	Account: Active; Mailboxes: 1; Full access: info@northwindtraders.example
CHANGED	By mailbox	accounts@northwindtraders.example	Full access: alfie.roberts@northwindtraders.example, ann.patel@northwindtraders.example, harry.lee@northwindtraders.example, isla.evans@northwindtraders.example, robert.hughes@northwindtraders.example, sam.carter@consultants.example → ann.patel@northwindtraders.example, grace.taylor@northwindtraders.example, hannah.patel@northwindtraders.example, leo.wright@northwindtraders.example, robert.hughes@northwindtraders.example, sam.carter@consultants.example; Send as: alfie.roberts@northwindtraders.example, ann.patel@northwindtraders.example → ann.patel@northwindtraders.example, hannah.patel@northwindtraders.example
CHANGED	By mailbox	info@northwindtraders.example	Full access: ann.patel@northwindtraders.example, owen.white@northwindtraders.example, ruby.hill@northwindtraders.example, ruby.taylor@northwindtraders.example → alfie.roberts@northwindtraders.example, ann.patel@northwindtraders.example, harry.lee@northwindtraders.example, isla.evans@northwindtraders.example; Send as: ann.patel@northwindtraders.example, ruby.hill@northwindtraders.example → alfie.roberts@northwindtraders.example, ann.patel@northwindtraders.example

Change	Table	Row	What changed
CHANGED	By mailbox	reception@northwindtraders.example	Full access: alfie.scott@northwindtraders.example, ann.patel@northwindtraders.example, arthur.evans@northwindtraders.example, leo.evans@northwindtraders.example → alfie.roberts@northwindtraders.example, ann.patel@northwindtraders.example, rhys.moore@northwindtraders.example, ruby.hill@northwindtraders.example; Send as: ann.patel@northwindtraders.example, leo.evans@northwindtraders.example → ann.patel@northwindtraders.example, rhys.moore@northwindtraders.example
NEW	Every permission	accounts@northwindtraders.example	Mailbox type: Shared; Person: grace.taylor@northwindtraders.example; Access: Full access; Account: Active
NEW	Every permission	accounts@northwindtraders.example	Mailbox type: Shared; Person: hannah.patel@northwindtraders.example; Access: Full access; Account: Active
NEW	Every permission	accounts@northwindtraders.example	Mailbox type: Shared; Person: hannah.patel@northwindtraders.example; Access: Send as; Account: Active
NEW	Every permission	accounts@northwindtraders.example	Mailbox type: Shared; Person: leo.wright@northwindtraders.example; Access: Full access; Account: Active
NEW	Every permission	info@northwindtraders.example	Mailbox type: Shared; Person: alfie.roberts@northwindtraders.example; Access: Full access; Account: Active
NEW	Every permission	info@northwindtraders.example	Mailbox type: Shared; Person: alfie.roberts@northwindtraders.example; Access: Send as; Account: Active
NEW	Every permission	info@northwindtraders.example	Mailbox type: Shared; Person: harry.lee@northwindtraders.example; Access: Full access; Account: Active
NEW	Every permission	info@northwindtraders.example	Mailbox type: Shared; Person: isla.evans@northwindtraders.example; Access: Full access; Account: Active
NEW	Every permission	reception@northwindtraders.example	Mailbox type: Shared; Person: alfie.roberts@northwindtraders.example; Access: Full access; Account: Active
NEW	Every permission	reception@northwindtraders.example	Mailbox type: Shared; Person: rhys.moore@northwindtraders.example; Access: Full access; Account: Active
NEW	Every permission	reception@northwindtraders.example	Mailbox type: Shared; Person: rhys.moore@northwindtraders.example; Access: Send as; Account: Active
NEW	Every permission	reception@northwindtraders.example	Mailbox type: Shared; Person: ruby.hill@northwindtraders.example; Access: Full access; Account: Active

Change	Table	Row	What changed
GONE	Every permission	accounts@northwindtraders.example	Mailbox type: Shared; Person: alfie.roberts@northwindtraders.example; Access: Full access; Account: Active
GONE	Every permission	accounts@northwindtraders.example	Mailbox type: Shared; Person: alfie.roberts@northwindtraders.example; Access: Send as; Account: Active
GONE	Every permission	accounts@northwindtraders.example	Mailbox type: Shared; Person: harry.lee@northwindtraders.example; Access: Full access; Account: Active
GONE	Every permission	accounts@northwindtraders.example	Mailbox type: Shared; Person: isla.evans@northwindtraders.example; Access: Full access; Account: Active
GONE	Every permission	info@northwindtraders.example	Mailbox type: Shared; Person: owen.white@northwindtraders.example; Access: Full access; Account: Active
GONE	Every permission	info@northwindtraders.example	Mailbox type: Shared; Person: ruby.hill@northwindtraders.example; Access: Full access; Account: Active
GONE	Every permission	info@northwindtraders.example	Mailbox type: Shared; Person: ruby.hill@northwindtraders.example; Access: Send as; Account: Active
GONE	Every permission	info@northwindtraders.example	Mailbox type: Shared; Person: ruby.taylor@northwindtraders.example; Access: Full access; Account: Active
GONE	Every permission	reception@northwindtraders.example	Mailbox type: Shared; Person: alfie.scott@northwindtraders.example; Access: Full access; Account: Active
GONE	Every permission	reception@northwindtraders.example	Mailbox type: Shared; Person: arthur.evans@northwindtraders.example; Access: Full access; Account: Active
GONE	Every permission	reception@northwindtraders.example	Mailbox type: Shared; Person: leo.evans@northwindtraders.example; Access: Full access; Account: Active
GONE	Every permission	reception@northwindtraders.example	Mailbox type: Shared; Person: leo.evans@northwindtraders.example; Access: Send as; Account: Active

Shared mailboxes 3

Change	Table	Row	What changed
CHANGED	Shared and resource mailboxes	accounts@northwindtraders.example	Full access: alfie.roberts@northwindtraders.example, ann.patel@northwindtraders.example, harry.lee@northwindtraders.example, isla.evans@northwindtraders.example, robert.hughes@northwindtraders.example, sam.carter@consultants.example → ann.patel@northwindtraders.example, grace.taylor@northwindtraders.example, hannah.patel@northwindtraders.example, leo.wright@northwindtraders.example, robert.hughes@northwindtraders.example, sam.carter@consultants.example; Send as: alfie.roberts@northwindtraders.example, ann.patel@northwindtraders.example → ann.patel@northwindtraders.example, hannah.patel@northwindtraders.example
CHANGED	Shared and resource mailboxes	info@northwindtraders.example	Full access: ann.patel@northwindtraders.example, owen.white@northwindtraders.example, ruby.hill@northwindtraders.example, ruby.taylor@northwindtraders.example → alfie.roberts@northwindtraders.example, ann.patel@northwindtraders.example, harry.lee@northwindtraders.example, isla.evans@northwindtraders.example; Send as: ann.patel@northwindtraders.example, ruby.hill@northwindtraders.example → alfie.roberts@northwindtraders.example, ann.patel@northwindtraders.example
CHANGED	Shared and resource mailboxes	reception@northwindtraders.example	Full access: alfie.scott@northwindtraders.example, ann.patel@northwindtraders.example, arthur.evans@northwindtraders.example, leo.evans@northwindtraders.example → alfie.roberts@northwindtraders.example, ann.patel@northwindtraders.example, rhys.moore@northwindtraders.example, ruby.hill@northwindtraders.example; Send as: ann.patel@northwindtraders.example, leo.evans@northwindtraders.example → ann.patel@northwindtraders.example, rhys.moore@northwindtraders.example

Mailbox size 2

Change	Table	Row	What changed
NEW	Mailboxes by size	aaron.watson@northwindtraders.example	Type: User; Size: 19.7 GB; Stops sending at: 49.5 GB; Used: 40%; Items: 47233; Recoverable items: 1007.7 MB; Archive: No
NEW	Mailboxes by size	imogen.edwards@northwindtraders.example	Type: User; Size: 19.5 GB; Stops sending at: 49.5 GB; Used: 39%; Items: 46840; Recoverable items: 999.3 MB; Archive: No

Legacy sign-ins 2

Change	Table	Row	What changed
NEW	What each mailbox allows	aaron.watson@northwindtraders.example	SMTP AUTH: Off; Used SMTP AUTH recently: No; POP: No; IMAP: No

Change	Table	Row	What changed
NEW	What each mailbox allows	imogen.edwards@northwindtraders.example	SMTP AUTH: Off; Used SMTP AUTH recently: No; POP: No; IMAP: No

Mailbox holds and archiving 2

Change	Table	Row	What changed
NEW	Every mailbox	aaron.watson@northwindtraders.example	Type: User; Account: Active; Litigation hold: No; Archive: No; Mailbox size: 19.7 GB
NEW	Every mailbox	imogen.edwards@northwindtraders.example	Type: User; Account: Active; Litigation hold: No; Archive: No; Mailbox size: 19.5 GB

Conditional Access coverage 2

Change	Table	Row	What changed
NEW	Coverage by account	aaron.watson@northwindtraders.example	Type: Member; MFA required by: Require MFA for all users; Legacy sign-in blocked: No
NEW	Coverage by account	imogen.edwards@northwindtraders.example	Type: Member; MFA required by: Require MFA for all users; Legacy sign-in blocked: No

Groups and Teams 1

Change	Table	Row	What changed
CHANGED	Teams and groups	Operations	Members: 12 → 11

Group membership 23

Change	Table	Row	What changed
NEW	By person	aaron.watson@northwindtraders.example	Name: Aaron Watson; Type: Member; Account status: Enabled; Teams and groups: 0
CHANGED	By person	alfie.roberts@northwindtraders.example	Teams and groups: 1 → 0; Member of: Finance → blank
CHANGED	By person	alfie.scott@northwindtraders.example	Teams and groups: 0 → 1; Member of: blank → Operations
CHANGED	By person	arthur.evans@northwindtraders.example	Teams and groups: 2 → 1; Member of: Finance, Operations → Finance
CHANGED	By person	ella.baker@northwindtraders.example	Teams and groups: 0 → 1; Member of: blank → Operations

Change	Table	Row	What changed
CHANGED	By person	george.roberts@northwindtraders.example	Teams and groups: 1 → 3; Member of: Clients → Clients, Finance, Marketing
CHANGED	By person	george.robinson@northwindtraders.example	Teams and groups: 1 → 0; Member of: Operations → blank
CHANGED	By person	hannah.robinson@northwindtraders.example	Teams and groups: 2 → 3; Member of: Finance, Operations → Clients, Finance, Operations
CHANGED	By person	harry.lee@northwindtraders.example	Teams and groups: 3 → 2; Member of: Clients, Finance, Operations → Clients, Finance
NEW	By person	imogen.edwards@northwindtraders.example	Name: Imogen Edwards; Type: Member; Account status: Enabled; Teams and groups: 1; Member of: Clients
CHANGED	By person	jacob.hughes@northwindtraders.example	Member of: Clients → Finance
CHANGED	By person	olivia.scott@northwindtraders.example	Teams and groups: 1 → 2; Member of: Marketing → Finance, Operations
CHANGED	By person	owen.taylor@northwindtraders.example	Teams and groups: 3 → 2; Member of: Clients, Marketing, Operations → Clients, Marketing
CHANGED	By person	owen.white@northwindtraders.example	Teams and groups: 1 → 0; Member of: Finance → blank
CHANGED	By person	rhys.clark@northwindtraders.example	Teams and groups: 0 → 1; Member of: blank → Operations
CHANGED	By person	rhys.moore@northwindtraders.example	Teams and groups: 2 → 0; Member of: Marketing, Operations → blank
CHANGED	By person	thomas.clarke@northwindtraders.example	Teams and groups: 3 → 2; Member of: Clients, Finance, Marketing → Finance, Marketing
CHANGED	By person	zara.jackson@northwindtraders.example	Member of: Finance, Operations → Marketing, Operations

Change	Table	Row	What changed
CHANGED	By team or group	Clients	Member list: accounts@hollis-partners.example, ann.patel@northwindtraders.example, george.roberts@northwindtraders.example, grace.taylor@northwindtraders.example, harry.lee@northwindtraders.example, j.okafor@brightpath-consulting.example, jacob.hughes@northwindtraders.example, leo.evans@northwindtraders.example, owen.taylor@northwindtraders.example, ruby.hill@northwindtraders.example, thomas.clarke@northwindtraders.example → accounts@hollis-partners.example, ann.patel@northwindtraders.example, george.roberts@northwindtraders.example, grace.taylor@northwindtraders.example, hannah.robinson@northwindtraders.example, harry.lee@northwindtraders.example, imogen.edwards@northwindtraders.example, j.okafor@brightpath-consulting.example, leo.evans@northwindtraders.example, owen.taylor@northwindtraders.example, ruby.hill@northwindtraders.example
CHANGED	By team or group	Finance	Member list: accounts@hollis-partners.example, alfie.roberts@northwindtraders.example, amelia.watson@northwindtraders.example, ann.patel@northwindtraders.example, arthur.evans@northwindtraders.example, hannah.patel@northwindtraders.example, hannah.robinson@northwindtraders.example, harry.lee@northwindtraders.example, leo.evans@northwindtraders.example, leo.morris@northwindtraders.example, leo.wright@northwindtraders.example, owen.white@northwindtraders.example, ruby.taylor@northwindtraders.example, thomas.clarke@northwindtraders.example, zara.jackson@northwindtraders.example → accounts@hollis-partners.example, amelia.watson@northwindtraders.example, ann.patel@northwindtraders.example, arthur.evans@northwindtraders.example, george.roberts@northwindtraders.example, hannah.patel@northwindtraders.example, hannah.robinson@northwindtraders.example, harry.lee@northwindtraders.example, jacob.hughes@northwindtraders.example, leo.evans@northwindtraders.example, leo.morris@northwindtraders.example, leo.wright@northwindtraders.example, olivia.scott@northwindtraders.example, ruby.taylor@northwindtraders.example, thomas.clarke@northwindtraders.example

Change	Table	Row	What changed
CHANGED	By team or group	Operations	Members: 12 → 11; Member list: amelia.watson@northwindtraders.example, ann.patel@northwindtraders.example, arthur.evans@northwindtraders.example, george.robinson@northwindtraders.example, hannah.robinson@northwindtraders.example, harry.lee@northwindtraders.example, leo.wright@northwindtraders.example, mia.hughes@northwindtraders.example, owen.taylor@northwindtraders.example, rhys.moore@northwindtraders.example, ruby.hill@northwindtraders.example, zara.jackson@northwindtraders.example → alfie.scott@northwindtraders.example, amelia.watson@northwindtraders.example, ann.patel@northwindtraders.example, ella.baker@northwindtraders.example, hannah.robinson@northwindtraders.example, leo.wright@northwindtraders.example, mia.hughes@northwindtraders.example, olivia.scott@northwindtraders.example, rhys.clark@northwindtraders.example, ruby.hill@northwindtraders.example, zara.jackson@northwindtraders.example
NEW	By team or group	Marketing	Team: No; Visibility: Private; Owners: Robert Hughes (disabled); Members: 12; Member list: ann.patel@northwindtraders.example, ethan.green@northwindtraders.example, george.roberts@northwindtraders.example, grace.taylor@northwindtraders.example, hannah.patel@northwindtraders.example, leo.morris@northwindtraders.example, leo.wright@northwindtraders.example, megan.lee@northwindtraders.example, owen.taylor@northwindtraders.example, robert.hughes@northwindtraders.example, thomas.clarke@northwindtraders.example, zara.jackson@northwindtraders.example
GONE	By team or group	Marketing	Team: No; Visibility: Private; Owners: Robert Hughes (disabled); Members: 12; Member list: ann.patel@northwindtraders.example, ethan.green@northwindtraders.example, grace.taylor@northwindtraders.example, hannah.patel@northwindtraders.example, leo.morris@northwindtraders.example, leo.wright@northwindtraders.example, megan.lee@northwindtraders.example, olivia.scott@northwindtraders.example, owen.taylor@northwindtraders.example, rhys.moore@northwindtraders.example, robert.hughes@northwindtraders.example, thomas.clarke@northwindtraders.example

Devices 12

Change	Table	Row	What changed
CHANGED	Operating systems	Windows 11 24H2	Devices: 18 → 20

Change	Table	Row	What changed
CHANGED	Needs attention	LAPTOP-HUGHES	Problems: Not compliant; Not encrypted; Windows 10 stopped getting security updates on 14 Oct 2025. Extended Security Updates or LTSC can cover it; otherwise upgrade → Not compliant; Not encrypted; Windows 10 stopped getting security updates on 14 Oct 2025. Extended Security Updates or LTSC can cover it; otherwise upgrade; No check-in for 45 days
CHANGED	Needs attention	DESK-ROBINSON12	Problems: Not compliant; Windows 11 24H2: updates for Home and Pro end 13 Oct 2026 → Not compliant; Windows 11 24H2: updates for Home and Pro end 13 Oct 2026; No check-in for 38 days
CHANGED	Needs attention	LAPTOP-SCOTT25	Problems: Not compliant → Not compliant; No check-in for 38 days
NEW	Needs attention	DESK-EDWARDS33	User: imogen.edwards@northwindtraders.example; Operating system: Windows 11 24H2 (10.0.26100.4946); Problems: Windows 11 24H2: updates for Home and Pro end 13 Oct 2026
NEW	Needs attention	LAPTOP-WATSON32	User: aaron.watson@northwindtraders.example; Operating system: Windows 11 24H2 (10.0.26100.6584); Problems: Windows 11 24H2: updates for Home and Pro end 13 Oct 2026
NEW	Managed devices	DESK-EDWARDS33	User: imogen.edwards@northwindtraders.example; Owner: Company; Operating system: Windows 11 24H2 (10.0.26100.4946); Compliance: Compliant; Encrypted: Yes; Last check-in: 2026-10-13 (today); Enrolled: 2023-07-11; Model: Microsoft Surface Laptop 6
NEW	Managed devices	LAPTOP-WATSON32	User: aaron.watson@northwindtraders.example; Owner: Company; Operating system: Windows 11 24H2 (10.0.26100.6584); Compliance: Compliant; Encrypted: Yes; Last check-in: 2026-10-13 (today); Enrolled: 2023-08-10; Model: HP EliteBook 840 G10
NEW	BitLocker recovery keys	DESK-EDWARDS33	Join type: Entra joined; Encrypted: Yes; Recovery key saved: Yes; Keys saved: 1; Last saved: 2023-07-11; Last seen: 2026-10-12 (1d)
NEW	BitLocker recovery keys	LAPTOP-WATSON32	Join type: Entra joined; Encrypted: Yes; Recovery key saved: Yes; Keys saved: 1; Last saved: 2023-08-10; Last seen: 2026-10-12 (1d)
NEW	Entra ID device records	LAPTOP-WATSON32	Operating system: Windows 11 24H2 (10.0.26100.6584); Join type: Entra joined; In Intune: Yes; Last seen: 2026-10-12 (1d); Registered: 2023-08-10; Enabled: Yes
NEW	Entra ID device records	DESK-EDWARDS33	Operating system: Windows 11 24H2 (10.0.26100.4946); Join type: Entra joined; In Intune: Yes; Last seen: 2026-10-12 (1d); Registered: 2023-07-11; Enabled: Yes

Hybrid identity 2

Change	Table	Row	What changed
CHANGED	Accounts by source	Members	Cloud-only: 35 → 37; Total: 35 → 37
CHANGED	Accounts by source	All accounts	Cloud-only: 36 → 38; Total: 36 → 38

MFA coverage 4

Change	Table	Row	What changed
GONE	Accounts with a gap	megan.lee@northwindtraders.example	Gap: Required, not set up; MFA set up: No; Required by: Require MFA for all users; What it means: Will be asked to set up MFA at next sign-in. Until then, anyone with the password can set it up in their place.
NEW	Protected accounts	aaron.watson@northwindtraders.example	Methods: Authenticator app, Authenticator code; Required by: Require MFA for all users
NEW	Protected accounts	imogen.edwards@northwindtraders.example	Methods: Authenticator app, Authenticator code; Required by: Require MFA for all users
NEW	Protected accounts	megan.lee@northwindtraders.example	Methods: Authenticator app, Authenticator code; Required by: Require MFA for all users

Passwords and sign-in methods 12

Change	Table	Row	What changed
CHANGED	Strongest method	Phishing-resistant	Share of members: 18% → 17%
CHANGED	Strongest method	Authenticator app or token	People: 11 → 14; Share of members: 32% → 39%
CHANGED	Strongest method	Phone (SMS or voice call)	Share of members: 9% → 8%
CHANGED	Strongest method	None	People: 14 → 13; Share of members: 41% → 36%
CHANGED	Methods registered	Authenticator app	People: 17 → 20
CHANGED	Methods registered	Authenticator code (OATH)	People: 10 → 13
NEW	Sign-in methods by person	aaron.watson@northwindtraders.example	Admin: No; Strongest method: Authenticator app or token; Methods: Authenticator app, Authenticator code (OATH); Passwordless: No; Self-service reset: Unknown; What to do: Nothing

Change	Table	Row	What changed
NEW	Sign-in methods by person	imogen.edwards@northwindtraders.example	Admin: No; Strongest method: Authenticator app or token; Methods: Authenticator app, Authenticator code (OATH); Passwordless: No; Self-service reset: Unknown; What to do: Nothing
CHANGED	Sign-in methods by person	megan.lee@northwindtraders.example	Strongest method: None → Authenticator app or token; Methods: blank → Authenticator app, Authenticator code (OATH); What to do: No second factor. Set up MFA first (see MFA coverage). → Nothing
CHANGED	Password age	megan.lee@northwindtraders.example	MFA set up: No → Yes
NEW	Password age	aaron.watson@northwindtraders.example	Password last changed: Unknown; Never expires: No; Synced from on-premises: No; Last sign-in: 2026-10-11; MFA set up: Yes
NEW	Password age	imogen.edwards@northwindtraders.example	Password last changed: Unknown; Never expires: No; Synced from on-premises: No; Last sign-in: 2026-10-10; MFA set up: Yes

Licences and subscriptions 3

Change	Table	Row	What changed
CHANGED	Subscriptions	Microsoft 365 Business Premium	Purchased: 30 → 32; Assigned: 27 → 29; Cost / month: £543.00 → £579.20
NEW	Who has which licence	aaron.watson@northwindtraders.example	Licence: Microsoft 365 Business Premium; Assigned: Not known; State: Active; Sign-in: Allowed
NEW	Who has which licence	imogen.edwards@northwindtraders.example	Licence: Microsoft 365 Business Premium; Assigned: Not known; State: Active; Sign-in: Allowed

Licence waste 1

Change	Table	Row	What changed
CHANGED	Waste by subscription	Microsoft 365 Business Premium	Purchased: 30 → 32; Assigned: 27 → 29

Microsoft 365 usage 11

Change	Table	Row	What changed
CHANGED	Usage by service	Email	Licensed: 37 → 39; Active: 32 → 34; Active share: 86% → 87%
CHANGED	Usage by service	Teams	Licensed: 37 → 39; Active: 26 → 28; Active share: 70% → 72%

Change	Table	Row	What changed
CHANGED	Usage by service	OneDrive	Licensed: 37 → 39; Active: 20 → 22; Active share: 54% → 56%
CHANGED	Usage by service	SharePoint	Licensed: 37 → 39; Not active: 37 → 39
CHANGED	Usage by service	Office apps	Licensed: 37 → 39; Active: 32 → 34; Active share: 86% → 87%
NEW	Last active in each service	aaron.watson@northwindtraders.example	Last email: 12 Oct 2026; Last Teams: 12 Oct 2026; Last OneDrive: 10 Oct 2026; Last SharePoint: Never; Last Office apps: 12 Oct 2026; Office apps on: Windows, Mobile; Licences: Microsoft 365 Business Premium
NEW	Last active in each service	imogen.edwards@northwindtraders.example	Last email: 11 Oct 2026; Last Teams: 11 Oct 2026; Last OneDrive: 12 Oct 2026; Last SharePoint: Never; Last Office apps: 11 Oct 2026; Office apps on: Windows, Mobile; Licences: Microsoft 365 Business Premium
CHANGED	Office apps by platform	Outlook	People: 32 → 34; Windows: 18 → 20; Mobile: 29 → 31
CHANGED	Office apps by platform	Word	People: 21 → 23; Windows: 18 → 20
CHANGED	Office apps by platform	Excel	People: 20 → 22; Windows: 18 → 20
CHANGED	Office apps by platform	Teams	People: 20 → 22; Windows: 17 → 19; Mobile: 20 → 22

Licence right-sizing 2

Change	Table	Row	What changed
NEW	Licensed but not used	aaron.watson@northwindtraders.example	Licences: Microsoft 365 Business Premium; Not used in the last 30 days: SharePoint; Uses: Email, Teams, OneDrive, Office apps
NEW	Licensed but not used	imogen.edwards@northwindtraders.example	Licences: Microsoft 365 Business Premium; Not used in the last 30 days: SharePoint; Uses: Email, Teams, OneDrive, Office apps

OneDrive 2

Change	Table	Row	What changed
NEW	All OneDrives	imogen.edwards@northwindtraders.example	Account: Enabled; Storage: 34.9 GB; Of quota: 3%; Files: 50; Active files (30 days): 5; Last activity: 2026-10-11
NEW	All OneDrives	aaron.watson@northwindtraders.example	Account: Enabled; Storage: 24.7 GB; Of quota: 2%; Files: 50; Active files (30 days): 5; Last activity: 2026-10-11

Shared files 3

Change	Table	Row	What changed
NEW	Shared with anyone	Campaign video.mp4	Location: Marketing / Documents; Access: Edit; Expires: 2026-11-07; Password: No; Last modified: 2026-10-12
NEW	Shared with people outside the organisation	Year end/Draft accounts FY26.xlsx	Location: Clients / Documents; Shared with: partner@mason-legal.example; Can edit: No; Last modified: 2026-10-09
NEW	Shared with the whole organisation	Budget 2027.xlsx	Location: Finance / Documents; Access: View; Last modified: 2026-09-25

All users 6

Change	Table	Row	What changed
NEW	Every account	aaron.watson@northwindtraders.example	Name: Aaron Watson; Type: Member; Sign-in: Allowed; Department: Finance; Job title: Accountant; Manager: Thomas Clarke; Licences: Microsoft 365 Business Premium; Source: Cloud; Created: 2023-06-17; Last sign-in: 2026-10-11
NEW	Every account	imogen.edwards@northwindtraders.example	Name: Imogen Edwards; Type: Member; Sign-in: Allowed; Department: Operations; Job title: Operations coordinator; Manager: Hannah Robinson; Licences: Microsoft 365 Business Premium; Source: Cloud; Created: 2023-05-11; Last sign-in: 2026-10-10
CHANGED	Managers	hannah.robinson@northwindtraders.example	Direct reports: 3 → 4; Reports: Alfie Scott, Rhys Moore, Zara Jackson → Alfie Scott, Imogen Edwards, Rhys Moore, Zara Jackson
CHANGED	Managers	thomas.clarke@northwindtraders.example	Direct reports: 3 → 4; Reports: Grace Wilson, Harry Lee, Mia Hughes → Aaron Watson, Grace Wilson, Harry Lee, Mia Hughes
CHANGED	Departments	Finance	Members: 4 → 5; Sign-in allowed: 4 → 5; Licensed: 4 → 5
CHANGED	Departments	Operations	Members: 4 → 5; Sign-in allowed: 4 → 5; Licensed: 4 → 5

Automatic replies 3

Change	Table	Row	What changed
NEW	Mailboxes with an automatic reply	leo.evans@northwindtraders.example	Type: User; State: On; Replies outside the organisation: Contacts only; First seen on: 2026-10-13; Account: Active; Reply to colleagues: I'm at a conference this week and will reply on Monday.; Reply to outside senders: I'm at a conference this week and will reply on Monday.

Change	Table	Row	What changed
NEW	Mailboxes with an automatic reply	robert.hughes@northwindtraders.example	Type: User; State: On; Replies outside the organisation: Everyone; First seen on: 2026-10-13; Account: Sign-in blocked; Reply to colleagues: Robert Hughes has left the company. Please contact ann.patel@northwindtraders.example instead.; Reply to outside senders: Robert Hughes has left the company. Please contact ann.patel@northwindtraders.example instead.
NEW	Mailboxes with an automatic reply	hannah.patel@northwindtraders.example	Type: User; State: Scheduled; From: 2026-10-17; Until: 2026-10-31; Replies outside the organisation: Everyone; Account: Active; Reply to colleagues: I'm on holiday from next Monday for two weeks.; Reply to outside senders: I'm on holiday from next Monday for two weeks.

Distribution lists 49

Change	Table	Row	What changed
CHANGED	Lists that need attention	Christmas party 2023	Why: No owner → No owner, No mail in 90 days
CHANGED	Lists that need attention	Old projects	Why: No members, No owner → No members, No owner, No mail in 90 days
CHANGED	Every list	Accounts	Mail in the last 30 days: 12 → 51
CHANGED	Every list	All staff	Members: 33 → 35; Mail in the last 30 days: 40 → 103
CHANGED	Every list	Finance alerts	Mail in the last 30 days: 6 → 31
CHANGED	Every list	Sales team	Mail in the last 30 days: 8 → 53
CHANGED	Every list	Website enquiries	Mail in the last 30 days: 25 → 86
NEW	Members	Accounts	Member: Hannah Patel; Address: hannah.patel@northwindtraders.example; Member type: Mailbox
NEW	Members	Accounts	Member: Megan Lee; Address: megan.lee@northwindtraders.example; Member type: Mailbox
NEW	Members	Accounts	Member: Leo Wright; Address: leo.wright@northwindtraders.example; Member type: Mailbox
NEW	Members	All staff	Member: Aaron Watson; Address: aaron.watson@northwindtraders.example; Member type: Mailbox
NEW	Members	All staff	Member: Imogen Edwards; Address: imogen.edwards@northwindtraders.example; Member type: Mailbox
NEW	Members	Christmas party 2023	Member: Ruby Hill; Address: ruby.hill@northwindtraders.example; Member type: Mailbox
NEW	Members	Christmas party 2023	Member: Harry Lee; Address: harry.lee@northwindtraders.example; Member type: Mailbox
NEW	Members	Christmas party 2023	Member: Alfie Scott; Address: alfie.scott@northwindtraders.example; Member type: Mailbox
NEW	Members	Christmas party 2023	Member: Thomas Clarke; Address: thomas.clarke@northwindtraders.example; Member type: Mailbox

Change	Table	Row	What changed
NEW	Members	Christmas party 2023	Member: Grace Taylor; Address: grace.taylor@northwindtraders.example; Member type: Mailbox
NEW	Members	Christmas party 2023	Member: Ann Patel; Address: ann.patel@northwindtraders.example; Member type: Mailbox
NEW	Members	Finance alerts	Member: Zara Jackson; Address: zara.jackson@northwindtraders.example; Member type: Mailbox
NEW	Members	Finance alerts	Member: Owen Taylor; Address: owen.taylor@northwindtraders.example; Member type: Mailbox
NEW	Members	Finance alerts	Member: Ruby Hill; Address: ruby.hill@northwindtraders.example; Member type: Mailbox
NEW	Members	Finance alerts	Member: Leo Morris; Address: leo.morris@northwindtraders.example; Member type: Mailbox
NEW	Members	Sales team	Member: Arthur Evans; Address: arthur.evans@northwindtraders.example; Member type: Mailbox
NEW	Members	Sales team	Member: Maya Martin; Address: maya.martin@northwindtraders.example; Member type: Mailbox
NEW	Members	Sales team	Member: Rhys Clark; Address: rhys.clark@northwindtraders.example; Member type: Mailbox
NEW	Members	Sales team	Member: Ruby Hill; Address: ruby.hill@northwindtraders.example; Member type: Mailbox
NEW	Members	Website enquiries	Member: Hannah Patel; Address: hannah.patel@northwindtraders.example; Member type: Mailbox
NEW	Members	Website enquiries	Member: Ruby Taylor; Address: ruby.taylor@northwindtraders.example; Member type: Mailbox
NEW	Members	Website enquiries	Member: Alfie Roberts; Address: alfie.roberts@northwindtraders.example; Member type: Mailbox
GONE	Members	Accounts	Member: Arthur Evans; Address: arthur.evans@northwindtraders.example; Member type: Mailbox
GONE	Members	Accounts	Member: Harry Lee; Address: harry.lee@northwindtraders.example; Member type: Mailbox
GONE	Members	Accounts	Member: Leo Evans; Address: leo.evans@northwindtraders.example; Member type: Mailbox
GONE	Members	Christmas party 2023	Member: Sophie Smith; Address: sophie.smith@northwindtraders.example; Member type: Mailbox
GONE	Members	Christmas party 2023	Member: Arthur Evans; Address: arthur.evans@northwindtraders.example; Member type: Mailbox
GONE	Members	Christmas party 2023	Member: George Robinson; Address: george.robinson@northwindtraders.example; Member type: Mailbox
GONE	Members	Christmas party 2023	Member: Leo Wright; Address: leo.wright@northwindtraders.example; Member type: Mailbox
GONE	Members	Christmas party 2023	Member: Amelia Watson; Address: amelia.watson@northwindtraders.example; Member type: Mailbox

Change	Table	Row	What changed
GONE	Members	Christmas party 2023	Member: Ruby Taylor; Address: ruby.taylor@northwindtraders.example; Member type: Mailbox
GONE	Members	Finance alerts	Member: Megan Lee; Address: megan.lee@northwindtraders.example; Member type: Mailbox
GONE	Members	Finance alerts	Member: Leo Wright; Address: leo.wright@northwindtraders.example; Member type: Mailbox
GONE	Members	Finance alerts	Member: Hannah Patel; Address: hannah.patel@northwindtraders.example; Member type: Mailbox
GONE	Members	Finance alerts	Member: Ruby Taylor; Address: ruby.taylor@northwindtraders.example; Member type: Mailbox
GONE	Members	Sales team	Member: Hannah Robinson; Address: hannah.robinson@northwindtraders.example; Member type: Mailbox
GONE	Members	Sales team	Member: Megan Lee; Address: megan.lee@northwindtraders.example; Member type: Mailbox
GONE	Members	Sales team	Member: Alfie Roberts; Address: alfie.roberts@northwindtraders.example; Member type: Mailbox
GONE	Members	Sales team	Member: Ella Baker; Address: ella.baker@northwindtraders.example; Member type: Mailbox
GONE	Members	Website enquiries	Member: Grace Wilson; Address: grace.wilson@northwindtraders.example; Member type: Mailbox
GONE	Members	Website enquiries	Member: Owen White; Address: owen.white@northwindtraders.example; Member type: Mailbox
GONE	Members	Website enquiries	Member: George Roberts; Address: george.roberts@northwindtraders.example; Member type: Mailbox

Mobile devices 4

Change	Table	Row	What changed
NEW	Every device	aaron.watson@northwindtraders.example	Device: Pixel 8; Platform: Android; Operating system: Android 14; App: Outlook app; Access: Allowed; First synced: 2025-06-25; Last synced: 2026-10-11; Account: Active
NEW	Every device	imogen.edwards@northwindtraders.example	Device: iPhone 14; Platform: iOS; Operating system: iOS 17.5.1 21F90; App: Outlook app; Access: Allowed; First synced: 2026-06-19; Last synced: 2026-10-12; Account: Active
CHANGED	Devices by platform	iOS	Devices: 19 → 20; Outlook app: 7 → 8; Synced in the last 30 days: 13 → 14
CHANGED	Devices by platform	Android	Devices: 17 → 18; Outlook app: 11 → 12; Synced in the last 30 days: 16 → 17

Site access 3

Change	Table	Row	What changed
CHANGED	Who can access each site	Operations	Members: 12 → 11
NEW	Access by site	Operations	Who: Members of Operations: 11 people; How: Microsoft 365 group; Can: Edit; Outside the organisation: No
GONE	Access by site	Operations	Who: Members of Operations: 12 people; How: Microsoft 365 group; Can: Edit; Outside the organisation: No

Site permissions 20

Change	Table	Row	What changed
NEW	Who has access to each site	Staff Intranet	Who: jacob.hughes@northwindtraders.example; Type: Person; How: Through Staff Intranet Members; Permission level: Edit; Outside the organisation: No
GONE	Who has access to each site	Staff Intranet	Who: ruby.taylor@northwindtraders.example; Type: Person; How: Through Staff Intranet Members; Permission level: Edit; Outside the organisation: No
CHANGED	Access by person	george.roberts@northwindtraders.example	Sites: 1 → 3; Which sites: Clients → Clients, Finance, Marketing
CHANGED	Access by person	hannah.robinson@northwindtraders.example	Sites: 2 → 3; Which sites: Finance, Operations → Clients, Finance, Operations
CHANGED	Access by person	harry.lee@northwindtraders.example	Sites: 3 → 2; Which sites: Clients, Finance, Operations → Clients, Finance
CHANGED	Access by person	jacob.hughes@northwindtraders.example	Sites: 1 → 2; Which sites: Clients → Finance, Staff Intranet
CHANGED	Access by person	olivia.scott@northwindtraders.example	Sites: 1 → 2; Which sites: Marketing → Finance, Operations
CHANGED	Access by person	owen.taylor@northwindtraders.example	Sites: 3 → 2; Which sites: Clients, Marketing, Operations → Clients, Marketing
CHANGED	Access by person	thomas.clarke@northwindtraders.example	Sites: 3 → 2; Which sites: Clients, Finance, Marketing → Finance, Marketing
CHANGED	Access by person	zara.jackson@northwindtraders.example	Which sites: Finance, Operations → Marketing, Operations

Change	Table	Row	What changed
CHANGED	Access by person	alfie.roberts@northwindtraders.example	Sites: 2 → 1; Which sites: Finance, Staff Intranet → Staff Intranet
NEW	Access by person	alfie.scott@northwindtraders.example	Outside the organisation: No; Sites: 1; Highest level: Edit; Which sites: Operations
CHANGED	Access by person	arthur.evans@northwindtraders.example	Sites: 2 → 1; Which sites: Finance, Operations → Finance
NEW	Access by person	ella.baker@northwindtraders.example	Outside the organisation: No; Sites: 1; Highest level: Edit; Which sites: Operations
NEW	Access by person	imogen.edwards@northwindtraders.example	Outside the organisation: No; Sites: 1; Highest level: Edit; Which sites: Clients
NEW	Access by person	rhys.clark@northwindtraders.example	Outside the organisation: No; Sites: 1; Highest level: Edit; Which sites: Operations
CHANGED	Access by person	ruby.taylor@northwindtraders.example	Sites: 2 → 1; Which sites: Finance, Staff Intranet → Finance
GONE	Access by person	rhys.moore@northwindtraders.example	Outside the organisation: No; Sites: 2; Highest level: Edit; Which sites: Marketing, Operations
GONE	Access by person	george.robinson@northwindtraders.example	Outside the organisation: No; Sites: 1; Highest level: Edit; Which sites: Operations
GONE	Access by person	owen.white@northwindtraders.example	Outside the organisation: No; Sites: 1; Highest level: Edit; Which sites: Finance

File and folder permissions 13

Change	Table	Row	What changed
CHANGED	Links expiring	Supplier contracts/ Fabrikam MSA.pdf	Status: Expires soon → Expired
NEW	Links expiring	Engagement letters/ Engagement 2026.pdf	Location: Clients / Documents; Who: accounts@hartleyandco.example; Can: View; Expires: 2026-10-25; Days left: 11; Status: Expires soon
NEW	Links expiring	Campaign video.mp4	Location: Marketing / Documents; Who: Anyone with the link; Can: Edit; Expires: 2026-11-07; Days left: 24; Status: Expires soon

Change	Table	Row	What changed
NEW	Who can access what	Year end/Draft accounts FY26.xlsx	Location: Clients / Documents; Who: partner@mason-legal.example; How: Link; Can: Edit; Outside: Yes; Shared by: robert.hughes@northwindtraders.example; Shared on: 2026-10-07; Expires: Never
NEW	Who can access what	Budget 2027.xlsx	Location: Finance / Documents; Who: Everyone in the organisation; How: Organisation link; Can: View; Outside: No; Shared by: robert.hughes@northwindtraders.example; Shared on: 2026-09-23; Expires: Never
NEW	Who can access what	Campaign video.mp4	Location: Marketing / Documents; Who: Anyone with the link; How: Anyone link; Can: Edit; Outside: Yes; Shared by: eve.sinclair@northwindtraders.example; Shared on: 2026-10-10; Expires: 2026-11-07
NEW	Who can access what	Rotas/Rota October.xlsx	Location: Operations / Documents; Who: mallory.price@northwindtraders.example; How: Link; Can: View; Outside: No; Shared by: carl.jensen@northwindtraders.example; Shared on: 2026-10-03; Expires: Never
NEW	Who can access what	Rotas/Rota October.xlsx	Location: Operations / Documents; Who: dan.whitaker@northwindtraders.example; How: Link; Can: View; Outside: No; Shared by: carl.jensen@northwindtraders.example; Shared on: 2026-10-03; Expires: Never
GONE	Who can access what	Board pack (folder)	Location: Finance / Documents; Who: dan.whitaker@northwindtraders.example; How: Direct; Can: View; Outside: No; Shared by: ann.patel@northwindtraders.example; Shared on: 2026-03-27; Expires: Never
NEW	Access by person	partner@mason-legal.example	Type: Guest or outside address; Files and folders: 1; Can edit: 1; Where: Clients / Documents
CHANGED	Access by person	dan.whitaker@northwindtraders.example	Where: Finance / Documents → Operations / Documents
NEW	Access by person	mallory.price@northwindtraders.example	Type: Member; Files and folders: 1; Can edit: 0; Where: Operations / Documents
GONE	Access by person	legal@fabrikam-supplies.example	Type: Guest or outside address; Files and folders: 1; Can edit: 0; Where: Finance / Documents

Empty, nested and dynamic groups 1

Change	Table	Row	What changed
CHANGED	Every group	Operations	Members: 12 → 11

No changes in: Admin activity, Apps and consents, Tenant settings, Email domains, Guests and sharing, Deleted users and groups, Admins and roles, Inactive accounts, Sign-in activity, Secure Score trend, SharePoint sites, SharePoint storage, Administrative units, Mailbox size trend, Mail flow by domain, Mail rules and protection, Teams channels, guests and apps, Intune policies, Unused apps, Licence changes.

Not compared: Risky users. Risky users come from Entra ID Protection, which needs Entra ID P2 (included in Microsoft 365 E5, or as an add-on to Business Premium or E3). This tenant doesn't have it. The Sign-in activity report still shows failed sign-ins, unusual countries and sign-ins without MFA.

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Collected from Microsoft 365 with read-only access; nothing was changed.