ALL USERS

Northwind Traders

Harbour IT

PREPARED BY
Harbour IT

DATE
29 Nov 2026

DATA COLLECTED
29 Nov 2026, 10:48 UTC

MICROSOFT 365 TENANT
northwindtraders.onmicrosoft.com

Every account with its department, job title, manager, licences and last sign-in, its managers and departments, and accounts reporting to a blocked manager.

Accounts	Sign-in blocked	Report to a blocked manager	Members with no manager
45	**4**	**1**	**2**
41 members, 4 guests	1 still licensed	Enabled accounts whose manager can't sign in	Enabled members with no manager set

Every account 45 1 to review

Every member and guest account. Accounts that report to someone whose sign-in is blocked are flagged: the manager has usually left, so approvals and HR records go nowhere.

Flag	Account	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created	Last sign-in
	aaron.watson@northwindtraders.example	Aaron Watson	Member	Allowed	Finance	Accountant	Thomas Clarke	Microsoft 365 Business Premium	Cloud	6 Nov 2026	28 Nov 2026
	accounts@northwindtraders.example	Accounts	Member	Blocked	–	–	–	–	Cloud	4 Mar 2024	Never
	alfie.roberts@northwindtraders.example	Alfie Roberts	Member	Allowed	Customer Service	Customer service adviser	Grace Taylor	Microsoft 365 Business Premium	Cloud	29 Dec 2023	17 Nov 2026
	alfie.scott@northwindtraders.example	Alfie Scott	Member	Allowed	Operations	Operations coordinator	Hannah Robinson	Microsoft 365 Business Basic	Cloud	18 Apr 2024	23 Nov 2026

Flag	Account	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created	Last sign-in
	amelia.watson@northwindtraders.example	Amelia Watson	Member	Allowed	Marketing	Marketing executive	Megan Lee	Microsoft 365 Business Premium	Cloud	18 Sep 2025	28 Nov 2026
Medium	ann.patel@northwindtraders.example	Ann Patel	Member	Allowed	Sales	Sales lead	Robert Hughes	Microsoft 365 Business Premium	Cloud	–	30 Sep 2026
	arthur.evans@northwindtraders.example	Arthur Evans	Member	Allowed	Reception	Receptionist	Olivia Smith	Microsoft 365 Business Premium	Cloud	1 Jul 2024	23 Nov 2026
	boardroom@northwindtraders.example	Boardroom	Member	Blocked	–	–	–	–	Cloud	4 Mar 2024	Never
	d.mason_mason-legal.example#EXT#@northwindtraders.onmicrosoft.com	Dana Mason	Guest	Allowed	–	–	–	–	Cloud	22 Oct 2026	Never
	ella.baker@northwindtraders.example	Ella Baker	Member	Allowed	Marketing	Marketing executive	Megan Lee	Microsoft 365 Business Premium	Cloud	4 Feb 2024	29 Nov 2026
	breakglass@northwindtraders.example	Emergency access	Member	Allowed	–	–	–	–	Cloud	4 Mar 2024	17 Nov 2026
	ethan.green@northwindtraders.example	Ethan Green	Member	Allowed	Projects	Project manager	Ruby Taylor	Microsoft 365 Business Premium	Cloud	30 May 2025	29 Nov 2026
	george.roberts@northwindtraders.example	George Roberts	Member	Allowed	Reception	Receptionist	Olivia Smith	Microsoft 365 Business Premium	Cloud	9 Sep 2023	17 Nov 2026
	george.robinson@northwindtraders.example	George Robinson	Member	Allowed	Customer Service	Customer service adviser	Grace Taylor	Microsoft 365 Business Premium	Cloud	12 Aug 2025	28 Nov 2026

Flag	Account	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created	Last sign-in
	grace.taylor@northwindtraders.example	Grace Taylor	Member	Allowed	Customer Service	Head of Customer Service	Ann Patel	Microsoft 365 Business Premium	Cloud	4 Jun 2026	29 Nov 2026
	grace.wilson@northwindtraders.example	Grace Wilson	Member	Allowed	Finance	Accountant	Thomas Clarke	Microsoft 365 Business Premium	Cloud	7 Jan 2026	29 Nov 2026
	hannah.patel@northwindtraders.example	Hannah Patel	Member	Allowed	HR	HR adviser	Owen White	Microsoft 365 Business Premium	Cloud	6 Jul 2025	23 Nov 2026
	hannah.robinson@northwindtraders.example	Hannah Robinson	Member	Allowed	Operations	Head of Operations	Ann Patel	Microsoft 365 Business Premium	Cloud	27 Feb 2025	26 May 2026
	harry.lee@northwindtraders.example	Harry Lee	Member	Allowed	Finance	Accountant	Thomas Clarke	Microsoft 365 Business Premium	Cloud	25 May 2024	29 Nov 2026
	accounts_hollis-partners.example#EXT#@northwindtraders.onmicrosoft.com	Hollis & Partners (accounts)	Guest	Allowed	–	–	–	–	Cloud	2 Feb 2026	25 Nov 2026
	imogen.edwards@northwindtraders.example	Imogen Edwards	Member	Allowed	Operations	Operations coordinator	Hannah Robinson	Microsoft 365 Business Premium	Cloud	24 Nov 2026	27 Nov 2026
	info@northwindtraders.example	Info	Member	Blocked	–	–	–	–	Cloud	4 Mar 2024	Never
	isla.evans@northwindtraders.example	Isla Evans	Member	Allowed	Customer Service	Customer service adviser	Grace Taylor	Microsoft 365 Business Basic	Cloud	20 Oct 2024	23 Nov 2026
	jacob.hughes@northwindtraders.example	Jacob Hughes	Member	Allowed	Projects	Project manager	Ruby Taylor	Microsoft 365 Business Basic	Cloud	16 Oct 2023	29 Nov 2026
	j.okafor_brightpath-consulting.example#EXT#@northwindtraders.onmicrosoft.com	Jide Okafor	Guest	Allowed	–	–	–	–	Cloud	22 Jun 2026	1 Aug 2026

Flag	Account	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created	Last sign-in
	leo.evans@northwindtraders.example	Leo Evans	Member	Allowed	Sales	Account manager	Sophie Smith	Microsoft 365 Business Basic	Cloud	25 Oct 2025	29 Nov 2026
	leo.morris@northwindtraders.example	Leo Morris	Member	Allowed	Marketing	Marketing executive	Megan Lee	Microsoft 365 Business Premium	Cloud	26 Nov 2024	28 Nov 2026
	leo.wright@northwindtraders.example	Leo Wright	Member	Allowed	Sales	Account manager	Sophie Smith	Microsoft 365 Business Premium	Cloud	2 Jan 2025	17 Nov 2026
	maya.martin@northwindtraders.example	Maya Martin	Member	Allowed	Projects	Project manager	Ruby Taylor	Microsoft 365 Business Premium	Cloud	7 Aug 2024	29 Nov 2026
	megan.lee@northwindtraders.example	Megan Lee	Member	Allowed	Marketing	Head of Marketing	Ann Patel	Microsoft 365 Business Premium	Cloud	11 Jul 2026	27 Nov 2026
	mia.hughes@northwindtraders.example	Mia Hughes	Member	Allowed	Finance	Accountant	Thomas Clarke	Microsoft 365 Business Premium	Cloud	17 Mar 2025	28 Nov 2026
	olivia.scott@northwindtraders.example	Olivia Scott	Member	Allowed	HR	HR adviser	Owen White	Microsoft 365 Business Premium	Cloud	22 Nov 2023	27 Nov 2026
	olivia.smith@northwindtraders.example	Olivia Smith	Member	Allowed	Reception	Head of Reception	Ann Patel	Microsoft 365 Business Premium	Cloud	13 Feb 2026	26 Nov 2026
	owen.taylor@northwindtraders.example	Owen Taylor	Member	Allowed	HR	HR adviser	Owen White	Microsoft 365 Business Premium	Cloud	13 Sep 2024	29 Nov 2026
	owen.white@northwindtraders.example	Owen White	Member	Allowed	HR	Head of HR	Ann Patel	Microsoft 365 Business Basic	Cloud	28 Apr 2026	27 Nov 2026
	reception@northwindtraders.example	Reception	Member	Allowed	–	–	–	–	Cloud	4 Mar 2024	Never

Flag	Account	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created	Last sign-in
	rhys.clark@northwindtraders.example	Rhys Clark	Member	Allowed	Sales	Account manager	Sophie Smith	Microsoft 365 Business Premium	Cloud	12 Mar 2024	29 Nov 2026
	rhys.moore@northwindtraders.example	Rhys Moore	Member	Allowed	Operations	Operations coordinator	Hannah Robinson	Microsoft 365 Business Premium	Cloud	8 Feb 2025	28 Nov 2026
	robert.hughes@northwindtraders.example	Robert Hughes	Member	Blocked	–	–	–	Microsoft 365 Business Premium	Cloud	–	Never
	ruby.hill@northwindtraders.example	Ruby Hill	Member	Allowed	Reception	Receptionist	Olivia Smith	Microsoft 365 Business Basic	Cloud	23 Apr 2025	23 Nov 2026
	ruby.taylor@northwindtraders.example	Ruby Taylor	Member	Allowed	Projects	Head of Projects	Ann Patel	Microsoft 365 Business Premium	Cloud	22 Mar 2026	17 Nov 2026
	sam.carter_consultants.example#EXT#@northwindtraders.onmicrosoft.com	Sam Carter (guest)	Guest	Allowed	–	–	–	–	Cloud	15 Oct 2025	Never
	sophie.smith@northwindtraders.example	Sophie Smith	Member	Allowed	Sales	Head of Sales	Ann Patel	Microsoft 365 Business Premium	Cloud	21 Oct 2024	11 Mar 2026
	thomas.clarke@northwindtraders.example	Thomas Clarke	Member	Allowed	Finance	Head of Finance	Ann Patel	Microsoft 365 Business Basic	Cloud	16 Jun 2025	21 Jul 2026
	zara.jackson@northwindtraders.example	Zara Jackson	Member	Allowed	Operations	Operations coordinator	Hannah Robinson	Microsoft 365 Business Premium	Cloud	1 Dec 2025	28 Nov 2026

Managers 10 1 to review

Everyone who is someone's manager, with the accounts that report to them. A manager whose sign-in is blocked still has people reporting to them: update the manager in Entra ID (or on-premises AD, for synced accounts).

Flag	Manager	Name	Sign-in	Department	Direct reports	Reports
Medium	robert.hughes@northwindtraders.example	Robert Hughes	Blocked	–	1	Ann Patel
	ann.patel@northwindtraders.example	Ann Patel	Allowed	Sales	8	Grace Taylor, Hannah Robinson, Megan Lee, Olivia Smith, Owen White, Ruby Taylor, Sophie Smith, Thomas Clarke
	grace.taylor@northwindtraders.example	Grace Taylor	Allowed	Customer Service	3	Alfie Roberts, George Robinson, Isla Evans
	hannah.robinson@northwindtraders.example	Hannah Robinson	Allowed	Operations	4	Alfie Scott, Imogen Edwards, Rhys Moore, Zara Jackson
	megan.lee@northwindtraders.example	Megan Lee	Allowed	Marketing	3	Amelia Watson, Ella Baker, Leo Morris
	olivia.smith@northwindtraders.example	Olivia Smith	Allowed	Reception	3	Arthur Evans, George Roberts, Ruby Hill
	owen.white@northwindtraders.example	Owen White	Allowed	HR	3	Hannah Patel, Olivia Scott, Owen Taylor
	ruby.taylor@northwindtraders.example	Ruby Taylor	Allowed	Projects	3	Ethan Green, Jacob Hughes, Maya Martin
	sophie.smith@northwindtraders.example	Sophie Smith	Allowed	Sales	3	Leo Evans, Leo Wright, Rhys Clark
	thomas.clarke@northwindtraders.example	Thomas Clarke	Allowed	Finance	4	Aaron Watson, Grace Wilson, Harry Lee, Mia Hughes

Departments 9

Member accounts by department, as set on each account. Guests are left out.

Department	Members	Sign-in allowed	Licensed	No manager
Customer Service	4	4	4	0
Finance	5	5	5	0
HR	4	4	4	0
Marketing	4	4	4	0
Operations	5	5	5	0
Projects	4	4	4	0
Reception	4	4	4	0
Sales	5	5	5	0
No department	6	2	1	2

Departments, job titles and managers are whatever is set on each account in Entra ID (or in on-premises AD, for synced accounts). Last sign-in is the account's last successful sign-in, interactive or in the background (failed attempts don't count), and needs Entra ID P1.

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.