INACTIVE ACCOUNTS

# Northwind Traders

Harbour IT

PREPARED BY
Harbour IT

DATE
28 Nov 2026

DATA COLLECTED
28 Nov 2026, 04:00 UTC

MICROSOFT 365 TENANT
northwindtraders.onmicrosoft.com

Members and guests who haven't signed in for a long time, and old invitations.

**Filtered view.** Inactive members: 4 of 4 rows, Created: older than 180 days. The headline figures cover every row.

| Inactive members | Inactive guests | Invitations never accepted | Disabled but still assigned |
|---|---|---|---|
| **4** | **3** | **1** | **1** |
| 3 with a paid licence | No sign-in for 90+ days, or never | Older than 30 days | Licences or admin roles |

## Inactive members 4 3 to review

Enabled accounts with no sign-in for 90 days, or that have never signed in and were created more than 30 days ago. Admins and licensed accounts first.

### By time since last sign-in




| Flag | Account | Inactive for | Last sign-in | Days | Licences | Admin roles | Created | Synced from on-premises |
|---|---|---|---|---|---|---|---|---|
| Medium | sophie.smith@northwindtraders.example | 6 to 12 months | 10 Mar 2026 | 263 | Microsoft 365 Business Premium | – | 20 Oct 2024 | No |
| Medium | hannah.robinson@northwindtraders.example | 6 to 12 months | 24 May 2026 | 187 | Microsoft 365 Business Premium | – | 25 Feb 2025 | No |

| Flag | Account | Inactive for | Last sign-in | Days | Licences | Admin roles | Created | Synced from on-premises |
|---|---|---|---|---|---|---|---|---|
| Medium | thomas.clarke@northwindtraders.example | 90 days to 6 months | 19 Jul 2026 | 131 | Microsoft 365 Business Basic | – | 14 Jun 2025 | No |
| Low | reception@northwindtraders.example | Never signed in | Never | 999 | – | – | 4 Mar 2024 | No |

## Inactive guests 3

Enabled accounts with no sign-in for 90 days, or that have never signed in and were created more than 30 days ago.

| Flag | Guest | Inactive for | Last sign-in | Days | Invitation | Invited |
|---|---|---|---|---|---|---|
| Low | sam.carter@consultants.example | Never signed in | Never | 410 | Accepted | 14 Oct 2025 |
| Low | j.okafor@brightpath-consulting.example | 90 days to 6 months | 31 Jul 2026 | 120 | Accepted | 21 Jun 2026 |
| Low | d.mason@mason-legal.example | Never signed in | Never | 38 | Not accepted | 21 Oct 2026 |

## Invitations never accepted 1

Guest invitations still waiting after 30 days. Old invitations can be redeemed by whoever finds the link.

| Flag | Guest | Invited | Days waiting |
|---|---|---|---|
| Low | d.mason@mason-legal.example | 21 Oct 2026 | 38 |

## Disabled accounts still holding licences or roles 1 1 to review

Disabled accounts can't sign in, but their licences still cost money and their roles come back if someone re-enables them.

| Flag | Account | Licences | Admin roles | Last sign-in |
|---|---|---|---|---|
| Medium | robert.hughes@northwindtraders.example | Microsoft 365 Business Premium | Directory Readers, Groups Administrator (limited scope) | Never |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 28 Nov 2026, 04:00 UTC.