

Northwind Traders



PREPARED BY
Harbour IT

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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: 2 of 3 rows, Created: older than 30 days. The headline figures cover every row.

Inactive members

3

3 with a paid licence

Inactive guests

1

No sign-in for 90+ days

Invitations never accepted

0

Older than 30 days

Disabled but still assigned

1

Licences or admin roles

Inactive members 2 2 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

6 to 12 months

2

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	22 Jan 2026	263	Microsoft 365 Business Premium	–	30 Jun 2026	No
● Medium	hannah.robinson@northwindtraders.example	6 to 12 months	7 Apr 2026	187	Microsoft 365 Business Premium	–	6 Aug 2026	No

Inactive guests 1

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	g#EXT#@northwindtraders.example	Never signed in	Never	–	Accepted	–

Invitations never accepted 0

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

No old unaccepted invitations.

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

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