INACTIVE ACCOUNTS

Northwind Traders

Harbour IT

PREPARED BY
Harbour IT

DATE
28 Nov 2026

DATA COLLECTED
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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 guests: 2 of 3 rows, Invitation is Accepted. 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 2

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

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.