

Northwind Traders



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	12 Oct 2026	11 Oct 2026, 20:31 UTC	northwindtraders.onmicrosoft.com

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

Filtered view. Inactive members: 3 of 3 rows, 1 column hidden. 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
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Inactive members 3 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

6 to 12 months		2
90 days to 6 months		1

Flag	Account	Inactive for	Last sign-in	Licences	Admin roles	Created	Synced from on-premises
● Medium	sophie.smith@northwindtraders.example	6 to 12 months	21 Jan 2026	Microsoft 365 Business Premium	–	29 Jun 2026	No
● Medium	hannah.robinson@northwindtraders.example	6 to 12 months	7 Apr 2026	Microsoft 365 Business Premium	–	5 Aug 2026	No
● Medium	thomas.clarke@northwindtraders.example	90 days to 6 months	2 Jun 2026	Microsoft 365 Business Basic	–	11 Sep 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

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 11 Oct 2026, 20:31 UTC.