

Northwind Traders



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	12 Oct 2026	12 Oct 2026, 06:36 UTC	northwindtraders.onmicrosoft.com

People who could move to a cheaper licence, and services people are licensed for but don't use.

Saving / month £86.40 From the suggestions below, at your prices	Saving / year £1,036.80 If every suggestion is taken	People who could move 8 To a cheaper licence, or none	Not using a service 34 In the last 30 days
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Could move to a cheaper licence 8 7 to review

People whose use of Microsoft 365 fits a cheaper licence. Accounts that are disabled or haven't signed in for 90 days are in Licence waste instead, so they aren't counted twice.

Flag	Person	Has	Used in the last 30 days	Could move to	Saving / month	Why
● Medium	george.roberts@northwindtraders.example	Microsoft 365 Business Premium	Email	Exchange Online (Plan 1)	£14.80	Only used email in the last 30 days. It also includes Intune, Entra ID P1 and Defender, which an Exchange Online plan doesn't. Check the account doesn't rely on them.
● Medium	harry.lee@northwindtraders.example	Microsoft 365 Business Premium	Email	Exchange Online (Plan 1)	£14.80	Only used email in the last 30 days. It also includes Intune, Entra ID P1 and Defender, which an Exchange Online plan doesn't. Check the account doesn't rely on them.
● Medium	megan.lee@northwindtraders.example	Microsoft 365 Business Premium	Email	Exchange Online (Plan 1)	£14.80	Only used email in the last 30 days. It also includes Intune, Entra ID P1 and Defender, which an Exchange Online plan doesn't. Check the account doesn't rely on them.
● Medium	rhys.moore@northwindtraders.example	Microsoft 365 Business Premium	Email	Exchange Online (Plan 1)	£14.80	Only used email in the last 30 days. It also includes Intune, Entra ID P1 and Defender, which an Exchange Online plan doesn't. Check the account doesn't rely on them.
● Medium	ann.patel@northwindtraders.example	Microsoft 365 Business Premium	Email	Exchange Online (Plan 2)	£11.50	Only used email in the last 30 days. It also includes Intune, Entra ID P1 and Defender, which an Exchange Online plan doesn't. Check the account doesn't rely on them.
● Medium	dan.whitaker@northwindtraders.example	Microsoft 365 Business Standard	Nothing	Remove the licence	£10.30	No activity in email, Teams, OneDrive, SharePoint or the Office apps in the last 30 days
● Medium	carol.mendes@northwindtraders.example	Microsoft 365 Business Standard	Email, Teams, OneDrive, Office apps	Microsoft 365 Business Basic	£5.40	Hasn't used the desktop Office apps (Windows or Mac) in the last 30 days
● Low	leo.evans@northwindtraders.example	Microsoft 365 Business Basic	Email	Exchange Online (Plan 2)	£0.00	Only used email in the last 30 days

Licensed but not used 34

People who use Microsoft 365 but not every service their licence includes. Useful for adoption and training, and to spot licences bought for one service.

Person	Licences	Not used in the last 30 days	Uses
aaron.watson@northwindtraders.example	Microsoft 365 Business Premium	SharePoint	Email, Teams, OneDrive, Office apps
alfie.roberts@northwindtraders.example	Microsoft 365 Business Premium	SharePoint	Email, Teams, OneDrive, Office apps
alfie.scott@northwindtraders.example	Microsoft 365 Business Basic	SharePoint	Email, Teams, OneDrive
amelia.watson@northwindtraders.example	Microsoft 365 Business Premium	SharePoint	Email, Teams, OneDrive, Office apps
ann.patel@northwindtraders.example	Microsoft 365 Business Premium	Teams, OneDrive, SharePoint	Email
arthur.evans@northwindtraders.example	Microsoft 365 Business Premium	OneDrive, SharePoint	Email, Teams, Office apps
carol.mendes@northwindtraders.example	Microsoft 365 Business Standard	SharePoint	Email, Teams, OneDrive, Office apps
ella.baker@northwindtraders.example	Microsoft 365 Business Premium	SharePoint	Email, Teams, OneDrive, Office apps
erin.oneill@northwindtraders.example	Office 365 E3	SharePoint	Email, Teams, OneDrive, Office apps
ethan.green@northwindtraders.example	Microsoft 365 Business Premium	OneDrive, SharePoint	Email, Teams, Office apps
george.roberts@northwindtraders.example	Microsoft 365 Business Premium	Teams, OneDrive, SharePoint	Email
george.robinson@northwindtraders.example	Microsoft 365 Business Premium	SharePoint	Email, Teams, OneDrive, Office apps
grace.taylor@northwindtraders.example	Microsoft 365 Business Premium	OneDrive, SharePoint	Email, Teams, Office apps
grace.wilson@northwindtraders.example	Microsoft 365 Business Premium	SharePoint	Email, Teams, OneDrive, Office apps
hannah.patel@northwindtraders.example	Microsoft 365 Business Premium	SharePoint	Email, Teams, OneDrive, Office apps
harry.lee@northwindtraders.example	Microsoft 365 Business Premium	Teams, OneDrive, SharePoint	Email
imogen.edwards@northwindtraders.example	Microsoft 365 Business Premium	SharePoint	Email, Teams, OneDrive, Office apps
isla.evans@northwindtraders.example	Microsoft 365 Business Basic	OneDrive, SharePoint	Email, Teams
jacob.hughes@northwindtraders.example	Microsoft 365 Business Basic	SharePoint	Email, Teams, OneDrive
leo.evans@northwindtraders.example	Microsoft 365 Business Basic	Teams, OneDrive, SharePoint	Email

Person	Licences	Not used in the last 30 days	Uses
leo.morris@northwindtraders.example	Microsoft 365 Business Premium	SharePoint	Email, Teams, OneDrive, Office apps
leo.wright@northwindtraders.example	Microsoft 365 Business Premium	OneDrive, SharePoint	Email, Teams, Office apps
maya.martin@northwindtraders.example	Microsoft 365 Business Premium	SharePoint	Email, Teams, OneDrive, Office apps
megan.lee@northwindtraders.example	Microsoft 365 Business Premium	Teams, OneDrive, SharePoint	Email
mia.hughes@northwindtraders.example	Microsoft 365 Business Premium	SharePoint	Email, Teams, OneDrive, Office apps
olivia.scott@northwindtraders.example	Microsoft 365 Business Premium	SharePoint	Email, Teams, OneDrive, Office apps
olivia.smith@northwindtraders.example	Microsoft 365 Business Premium	SharePoint	Email, Teams, OneDrive, Office apps
owen.taylor@northwindtraders.example	Microsoft 365 Business Premium	SharePoint	Email, Teams, OneDrive, Office apps
owen.white@northwindtraders.example	Microsoft 365 Business Basic	SharePoint	Email, Teams, OneDrive
rhys.clark@northwindtraders.example	Microsoft 365 Business Premium	SharePoint	Email, Teams, OneDrive, Office apps
rhys.moore@northwindtraders.example	Microsoft 365 Business Premium	Teams, OneDrive, SharePoint	Email
ruby.hill@northwindtraders.example	Microsoft 365 Business Basic	SharePoint	Email, Teams, OneDrive
ruby.taylor@northwindtraders.example	Microsoft 365 Business Premium	OneDrive, SharePoint	Email, Teams, Office apps
zara.jackson@northwindtraders.example	Microsoft 365 Business Premium	SharePoint	Email, Teams, OneDrive, Office apps

Usage covers the 30 days to 10 Oct 2026, the latest date Microsoft had processed. Microsoft's usage reports run two or three days behind.

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 12 Oct 2026, 06:36 UTC.