

# Northwind Traders



PREPARED BY  
Harbour IT

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DATA COLLECTED  
11 Oct 2026, 20:31 UTC

MICROSOFT 365 TENANT  
northwindtraders.onmicrosoft.com

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

**Filtered view.** Could move to a cheaper licence: 1 of 8 rows, Saving / month is £0.00. The headline figures cover every row.

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

## Could move to a cheaper licence 1

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                                 |
|-------|------------------------------------|------------------------------|--------------------------|--------------------------|----------------|-------------------------------------|
| ● 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 9 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 11 Oct 2026, 20:31 UTC.