

Northwind Traders



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	12 Oct 2026	12 Oct 2026, 04:00 UTC	northwindtraders.onmicrosoft.com

Who actually uses email, Teams, OneDrive, SharePoint and the Office apps, and when each person was last active.

Filtered view. Last active in each service: 11 of 39 rows, Last Teams: never or blank. Activity counts: 1 of 39 rows, Meetings is 9. The headline figures cover every row.

Active people 87% 34 of 39 licensed used Microsoft 365	Email 87% 34 of 39 licensed	Teams 72% 28 of 39 licensed
OneDrive 56% 22 of 39 licensed	SharePoint 0% 0 of 39 licensed	Desktop Office apps 58% 22 of 38 with Office used Windows or Mac apps

Share of licensed people active, by collection



Usage by service 5

How many licensed people used each service in the last 30 days.

Service	Licensed	Active	Not active	Active share
Email	39	34	5	87%
Teams	39	28	11	72%
OneDrive	39	22	17	56%
SharePoint	39	0	39	0%
Office apps	39	34	5	87%

Last active in each service 11

When each licensed person last used each service. Flagged: nothing used in the last 30 days.

Flag	Person	Last email	Last Teams	Last OneDrive	Last SharePoint	Last Office apps	Office apps on	Licences
	ann.patel@northwindtraders.example	11 Oct 2026	Never	Never	Never	11 Oct 2026	Web	Microsoft 365 Business Premium
● Low	dan.whitaker@northwindtraders.example	14 Jun 2026	Never	Never	Never	Never	None	Microsoft 365 Business Standard
	george.roberts@northwindtraders.example	10 Oct 2026	Never	Never	Never	10 Oct 2026	Mobile, Web	Microsoft 365 Business Premium
● Low	hannah.robinson@northwindtraders.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Premium
	harry.lee@northwindtraders.example	12 Oct 2026	Never	Never	Never	12 Oct 2026	Mobile, Web	Microsoft 365 Business Premium
	leo.evans@northwindtraders.example	8 Oct 2026	Never	Never	Never	8 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
	megan.lee@northwindtraders.example	10 Oct 2026	Never	Never	Never	10 Oct 2026	Mobile, Web	Microsoft 365 Business Premium
	rhys.moore@northwindtraders.example	11 Oct 2026	Never	Never	Never	11 Oct 2026	Mobile, Web	Microsoft 365 Business Premium
● Low	robert.hughes@northwindtraders.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Premium
● Low	sophie.smith@northwindtraders.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Premium
● Low	thomas.clarke@northwindtraders.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Basic

Office apps by platform 4

How many people used each Office app in the last 30 days, and where.

App	People	Windows	Mac	Mobile	Web
Outlook	34	20	2	31	12
Word	23	20	2	0	1
Excel	22	20	3	0	0
Teams	22	19	2	22	1

Office installs 1

Where each person has installed the Office apps. Microsoft allows five of each.

Person	Product	PCs	Macs	Phones and tablets	Shared computer	Last activated
erin.oneill@northwindtraders.example	Microsoft 365 Apps for enterprise	1	1	1	No	26 Mar 2026

Activity counts 1

What each person did in the last 30 days.

Person	Emails sent	Emails received	Teams messages	Calls	Meetings
erin.oneill@northwindtraders.example	70	500	60	1	9

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, 04:00 UTC.