

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. Office installs: 1 of 1 rows, Last activated: older than 30 days. 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 39

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
	aaron.watson@northwindtraders.example	11 Oct 2026	11 Oct 2026	9 Oct 2026	Never	11 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	alfie.roberts@northwindtraders.example	12 Oct 2026	12 Oct 2026	3 Oct 2026	Never	12 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	alfie.scott@northwindtraders.example	10 Oct 2026	10 Oct 2026	9 Oct 2026	Never	10 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
	amelia.watson@northwindtraders.example	10 Oct 2026	10 Oct 2026	3 Oct 2026	Never	10 Oct 2026	Mac, Mobile	Microsoft 365 Business Premium
	ann.patel@northwindtraders.example	11 Oct 2026	Never	Never	Never	11 Oct 2026	Web	Microsoft 365 Business Premium
	arthur.evans@northwindtraders.example	8 Oct 2026	8 Oct 2026	Never	Never	8 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	carol.mendes@northwindtraders.example	10 Oct 2026	9 Oct 2026	2 Oct 2026	Never	9 Oct 2026	Mobile, Web	Microsoft 365 Business Standard
● Low	dan.whitaker@northwindtraders.example	14 Jun 2026	Never	Never	Never	Never	None	Microsoft 365 Business Standard
	ella.baker@northwindtraders.example	10 Oct 2026	10 Oct 2026	11 Oct 2026	Never	10 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	erin.oneill@northwindtraders.example	11 Oct 2026	11 Oct 2026	8 Oct 2026	Never	11 Oct 2026	Windows, Mac	Office 365 E3
	ethan.green@northwindtraders.example	12 Oct 2026	12 Oct 2026	Never	Never	12 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	george.roberts@northwindtraders.example	10 Oct 2026	Never	Never	Never	10 Oct 2026	Mobile, Web	Microsoft 365 Business Premium
	george.robinson@northwindtraders.example	11 Oct 2026	11 Oct 2026	9 Oct 2026	Never	11 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium

Flag	Person	Last email	Last Teams	Last OneDrive	Last SharePoint	Last Office apps	Office apps on	Licences
	grace.taylor@northwindtraders.example	12 Oct 2026	12 Oct 2026	Never	Never	12 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	grace.wilson@northwindtraders.example	11 Oct 2026	11 Oct 2026	3 Oct 2026	Never	11 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	hannah.patel@northwindtraders.example	12 Oct 2026	12 Oct 2026	11 Oct 2026	Never	12 Oct 2026	Windows, Mobile	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
	imogen.edwards@northwindtraders.example	10 Oct 2026	10 Oct 2026	11 Oct 2026	Never	10 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	isla.evans@northwindtraders.example	12 Oct 2026	12 Oct 2026	Never	Never	12 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
	jacob.hughes@northwindtraders.example	8 Oct 2026	8 Oct 2026	9 Oct 2026	Never	8 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
	leo.evans@northwindtraders.example	8 Oct 2026	Never	Never	Never	8 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
	leo.morris@northwindtraders.example	11 Oct 2026	11 Oct 2026	3 Oct 2026	Never	11 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	leo.wright@northwindtraders.example	8 Oct 2026	8 Oct 2026	Never	Never	8 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	maya.martin@northwindtraders.example	10 Oct 2026	10 Oct 2026	11 Oct 2026	Never	10 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	megan.lee@northwindtraders.example	10 Oct 2026	Never	Never	Never	10 Oct 2026	Mobile, Web	Microsoft 365 Business Premium
	mia.hughes@northwindtraders.example	11 Oct 2026	11 Oct 2026	3 Oct 2026	Never	11 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	olivia.scott@northwindtraders.example	12 Oct 2026	12 Oct 2026	11 Oct 2026	Never	12 Oct 2026	Mac, Mobile	Microsoft 365 Business Premium

Flag	Person	Last email	Last Teams	Last OneDrive	Last SharePoint	Last Office apps	Office apps on	Licences
	olivia.smith@northwindtraders.example	11 Oct 2026	11 Oct 2026	9 Oct 2026	Never	11 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	owen.taylor@northwindtraders.example	11 Oct 2026	11 Oct 2026	11 Oct 2026	Never	11 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	owen.white@northwindtraders.example	11 Oct 2026	11 Oct 2026	9 Oct 2026	Never	11 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
	rhys.clark@northwindtraders.example	12 Oct 2026	12 Oct 2026	3 Oct 2026	Never	12 Oct 2026	Windows, Mobile	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
	ruby.hill@northwindtraders.example	10 Oct 2026	10 Oct 2026	9 Oct 2026	Never	10 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
	ruby.taylor@northwindtraders.example	10 Oct 2026	10 Oct 2026	Never	Never	10 Oct 2026	Windows, Mobile	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
	zara.jackson@northwindtraders.example	12 Oct 2026	12 Oct 2026	3 Oct 2026	Never	12 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium

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.