MICROSOFT 365 USAGE

Northwind Traders

Harbour IT

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

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

Filtered view. Activity counts: 36 of 39 rows, Emails received is 0, 1 column hidden. The headline figures cover every row.

Active people
87%
34 of 39 licensed used Microsoft 365

Email
87%
34 of 39 licensed

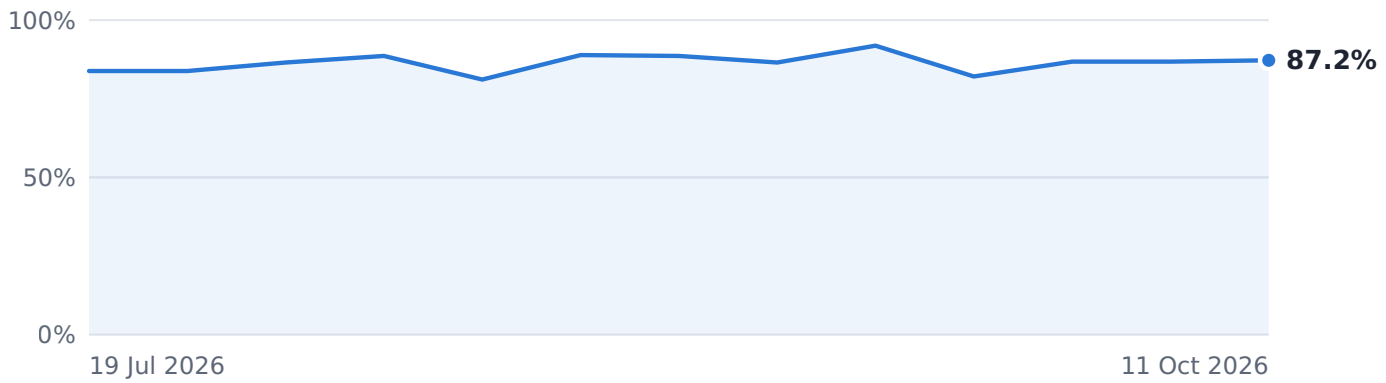
Teams
72%
28 of 39 licensed

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	10 Oct 2026	10 Oct 2026	8 Oct 2026	Never	10 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	alfie.roberts@northwindtraders.example	11 Oct 2026	11 Oct 2026	2 Oct 2026	Never	11 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	alfie.scott@northwindtraders.example	9 Oct 2026	9 Oct 2026	8 Oct 2026	Never	9 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
	amelia.watson@northwindtraders.example	9 Oct 2026	9 Oct 2026	2 Oct 2026	Never	9 Oct 2026	Mac, Mobile	Microsoft 365 Business Premium
	ann.patel@northwindtraders.example	10 Oct 2026	Never	Never	Never	10 Oct 2026	Web	Microsoft 365 Business Premium
	arthur.evans@northwindtraders.example	7 Oct 2026	7 Oct 2026	Never	Never	7 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	carol.mendes@northwindtraders.example	9 Oct 2026	8 Oct 2026	1 Oct 2026	Never	8 Oct 2026	Mobile, Web	Microsoft 365 Business Standard
● Low	dan.whitaker@northwindtraders.example	13 Jun 2026	Never	Never	Never	Never	None	Microsoft 365 Business Standard
	ella.baker@northwindtraders.example	9 Oct 2026	9 Oct 2026	10 Oct 2026	Never	9 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	erin.oneill@northwindtraders.example	10 Oct 2026	10 Oct 2026	7 Oct 2026	Never	10 Oct 2026	Windows, Mac	Office 365 E3
	ethan.green@northwindtraders.example	11 Oct 2026	11 Oct 2026	Never	Never	11 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	george.roberts@northwindtraders.example	9 Oct 2026	Never	Never	Never	9 Oct 2026	Mobile, Web	Microsoft 365 Business Premium
	george.robinson@northwindtraders.example	10 Oct 2026	10 Oct 2026	8 Oct 2026	Never	10 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	11 Oct 2026	11 Oct 2026	Never	Never	11 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	grace.wilson@northwindtraders.example	10 Oct 2026	10 Oct 2026	2 Oct 2026	Never	10 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	hannah.patel@northwindtraders.example	11 Oct 2026	11 Oct 2026	10 Oct 2026	Never	11 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	11 Oct 2026	Never	Never	Never	11 Oct 2026	Mobile, Web	Microsoft 365 Business Premium
	imogen.edwards@northwindtraders.example	9 Oct 2026	9 Oct 2026	10 Oct 2026	Never	9 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	isla.evans@northwindtraders.example	11 Oct 2026	11 Oct 2026	Never	Never	11 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
	jacob.hughes@northwindtraders.example	7 Oct 2026	7 Oct 2026	8 Oct 2026	Never	7 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
	leo.evans@northwindtraders.example	7 Oct 2026	Never	Never	Never	7 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
	leo.morris@northwindtraders.example	10 Oct 2026	10 Oct 2026	2 Oct 2026	Never	10 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	leo.wright@northwindtraders.example	7 Oct 2026	7 Oct 2026	Never	Never	7 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	maya.martin@northwindtraders.example	9 Oct 2026	9 Oct 2026	10 Oct 2026	Never	9 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	megan.lee@northwindtraders.example	9 Oct 2026	Never	Never	Never	9 Oct 2026	Mobile, Web	Microsoft 365 Business Premium
	mia.hughes@northwindtraders.example	10 Oct 2026	10 Oct 2026	2 Oct 2026	Never	10 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	olivia.scott@northwindtraders.example	11 Oct 2026	11 Oct 2026	10 Oct 2026	Never	11 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	10 Oct 2026	10 Oct 2026	8 Oct 2026	Never	10 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	owen.taylor@northwindtraders.example	10 Oct 2026	10 Oct 2026	10 Oct 2026	Never	10 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	owen.white@northwindtraders.example	10 Oct 2026	10 Oct 2026	8 Oct 2026	Never	10 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
	rhys.clark@northwindtraders.example	11 Oct 2026	11 Oct 2026	2 Oct 2026	Never	11 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	rhys.moore@northwindtraders.example	10 Oct 2026	Never	Never	Never	10 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	9 Oct 2026	9 Oct 2026	8 Oct 2026	Never	9 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
	ruby.taylor@northwindtraders.example	9 Oct 2026	9 Oct 2026	Never	Never	9 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	11 Oct 2026	11 Oct 2026	2 Oct 2026	Never	11 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	25 Mar 2026

Activity counts 36

What each person did in the last 30 days.

Person	Emails sent	Teams messages	Calls	Meetings
aaron.watson@northwindtraders.example	0	0	0	0
alfie.roberts@northwindtraders.example	0	0	0	0
alfie.scott@northwindtraders.example	0	0	0	0
amelia.watson@northwindtraders.example	0	0	0	0
arthur.evans@northwindtraders.example	0	0	0	0
dan.whitaker@northwindtraders.example	0	0	0	0

Person	Emails sent	Teams messages	Calls	Meetings
ella.baker@northwindtraders.example	0	0	0	0
ethan.green@northwindtraders.example	0	0	0	0
george.roberts@northwindtraders.example	0	0	0	0
george.robinson@northwindtraders.example	0	0	0	0
grace.taylor@northwindtraders.example	0	0	0	0
grace.wilson@northwindtraders.example	0	0	0	0
hannah.patel@northwindtraders.example	0	0	0	0
hannah.robinson@northwindtraders.example	0	0	0	0
harry.lee@northwindtraders.example	0	0	0	0
imogen.edwards@northwindtraders.example	0	0	0	0
isla.evans@northwindtraders.example	0	0	0	0
jacob.hughes@northwindtraders.example	0	0	0	0
leo.evans@northwindtraders.example	0	0	0	0
leo.morris@northwindtraders.example	0	0	0	0
leo.wright@northwindtraders.example	0	0	0	0
maya.martin@northwindtraders.example	0	0	0	0
megan.lee@northwindtraders.example	0	0	0	0
mia.hughes@northwindtraders.example	0	0	0	0
olivia.scott@northwindtraders.example	0	0	0	0
olivia.smith@northwindtraders.example	0	0	0	0
owen.taylor@northwindtraders.example	0	0	0	0
owen.white@northwindtraders.example	0	0	0	0
rhys.clark@northwindtraders.example	0	0	0	0

Person	Emails sent	Teams messages	Calls	Meetings
rhys.moore@northwindtraders.example	0	0	0	0
robert.hughes@northwindtraders.example	0	0	0	0
ruby.hill@northwindtraders.example	0	0	0	0
ruby.taylor@northwindtraders.example	0	0	0	0
sophie.smith@northwindtraders.example	0	0	0	0
thomas.clarke@northwindtraders.example	0	0	0	0
zara.jackson@northwindtraders.example	0	0	0	0

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.