

# Northwind Traders



|             |             |                        |                                  |
|-------------|-------------|------------------------|----------------------------------|
| 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: 1 of 39 rows, Teams messages is 60. 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 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 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.