

Northwind Traders



PREPARED BY
Harbour IT

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12 Oct 2026

DATA COLLECTED
12 Oct 2026, 06:36 UTC

MICROSOFT 365 TENANT
northwindtraders.onmicrosoft.com

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

Filtered view. Usage by service: 5 of 5 rows, 1 column hidden. Last active in each service: 7 of 39 rows, Licences is Microsoft 365 Business Basic. 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%

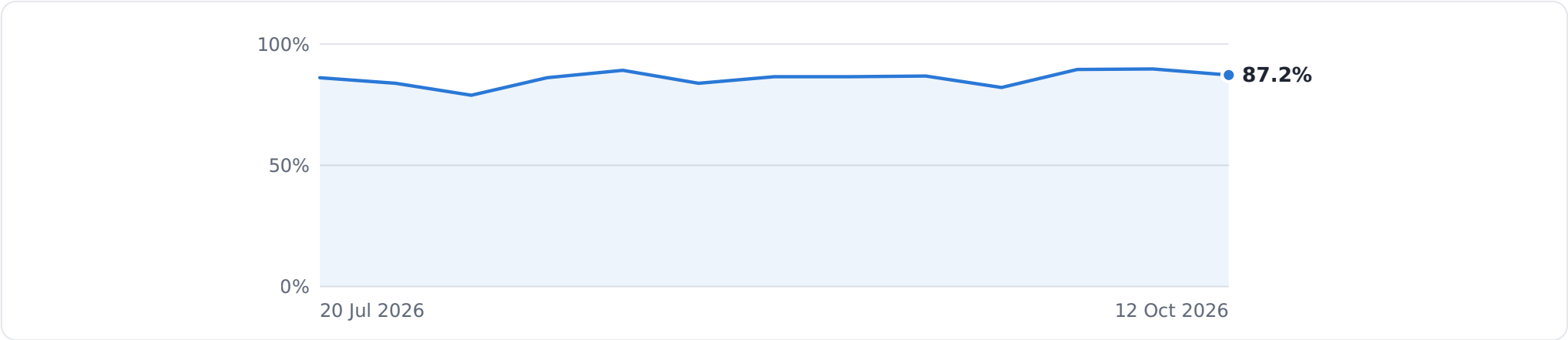
0 of 39 licensed

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	Not active	Active share
Email	39	5	87%
Teams	39	11	72%
OneDrive	39	17	56%
SharePoint	39	39	0%
Office apps	39	5	87%

Last active in each service 7

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
	alfie.scott@northwindtraders.example	10 Oct 2026	10 Oct 2026	9 Oct 2026	Never	10 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
	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
	owen.white@northwindtraders.example	11 Oct 2026	11 Oct 2026	9 Oct 2026	Never	11 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
	ruby.hill@northwindtraders.example	10 Oct 2026	10 Oct 2026	9 Oct 2026	Never	10 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
● 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 39

What each person did in the last 30 days.

Person	Emails sent	Emails received	Teams messages	Calls	Meetings
aaron.watson@northwindtraders.example	0	0	0	0	0
alfie.roberts@northwindtraders.example	0	0	0	0	0
alfie.scott@northwindtraders.example	0	0	0	0	0
amelia.watson@northwindtraders.example	0	0	0	0	0
ann.patel@northwindtraders.example	40	300	0	0	0
arthur.evans@northwindtraders.example	0	0	0	0	0
carol.mendes@northwindtraders.example	12	80	15	1	2
dan.whitaker@northwindtraders.example	0	0	0	0	0
ella.baker@northwindtraders.example	0	0	0	0	0
erin.oneill@northwindtraders.example	70	500	60	1	9
ethan.green@northwindtraders.example	0	0	0	0	0
george.roberts@northwindtraders.example	0	0	0	0	0
george.robinson@northwindtraders.example	0	0	0	0	0
grace.taylor@northwindtraders.example	0	0	0	0	0

Person	Emails sent	Emails received	Teams messages	Calls	Meetings
grace.wilson@northwindtraders.example	0	0	0	0	0
hannah.patel@northwindtraders.example	0	0	0	0	0
hannah.robinson@northwindtraders.example	0	0	0	0	0
harry.lee@northwindtraders.example	0	0	0	0	0
imogen.edwards@northwindtraders.example	0	0	0	0	0
isla.evans@northwindtraders.example	0	0	0	0	0
jacob.hughes@northwindtraders.example	0	0	0	0	0
leo.evans@northwindtraders.example	0	0	0	0	0
leo.morris@northwindtraders.example	0	0	0	0	0
leo.wright@northwindtraders.example	0	0	0	0	0
maya.martin@northwindtraders.example	0	0	0	0	0
megan.lee@northwindtraders.example	0	0	0	0	0
mia.hughes@northwindtraders.example	0	0	0	0	0
olivia.scott@northwindtraders.example	0	0	0	0	0
olivia.smith@northwindtraders.example	0	0	0	0	0
owen.taylor@northwindtraders.example	0	0	0	0	0
owen.white@northwindtraders.example	0	0	0	0	0
rhys.clark@northwindtraders.example	0	0	0	0	0
rhys.moore@northwindtraders.example	0	0	0	0	0
robert.hughes@northwindtraders.example	0	0	0	0	0
ruby.hill@northwindtraders.example	0	0	0	0	0
ruby.taylor@northwindtraders.example	0	0	0	0	0
sophie.smith@northwindtraders.example	0	0	0	0	0

Person	Emails sent	Emails received	Teams messages	Calls	Meetings
thomas.clarke@northwindtraders.example	0	0	0	0	0
zara.jackson@northwindtraders.example	0	0	0	0	0

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, 06:36 UTC.