

Northwind Traders



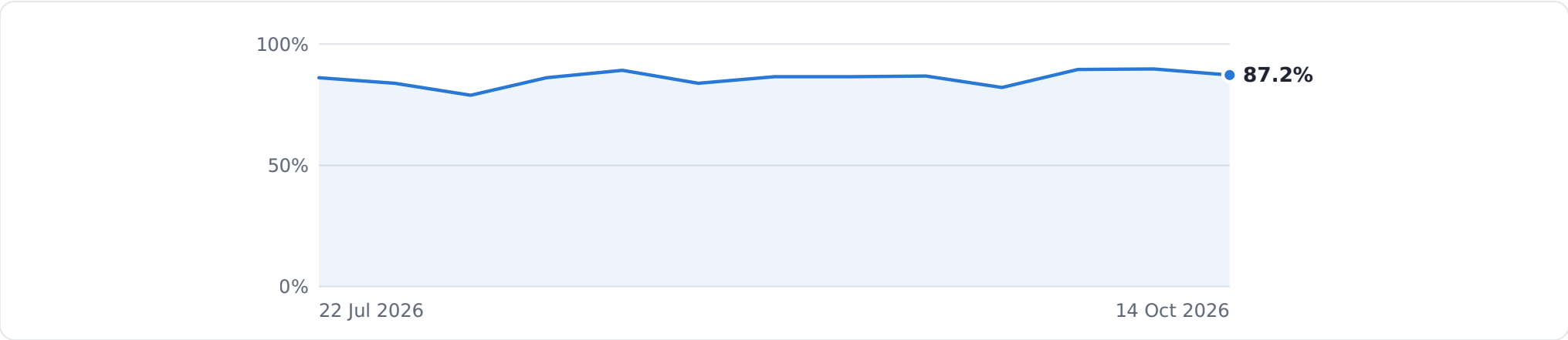
PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	14 Oct 2026	14 Oct 2026, 04:00 UTC	northwindtraders.onmicrosoft.com

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

Filtered view. Usage by service: 2 of 5 rows, Active share is 87%, 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 2

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

	Licensed	Active	Not active	Active share
	39	34	5	87%
	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	13 Oct 2026	13 Oct 2026	11 Oct 2026	Never	13 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	alfie.roberts@northwindtraders.example	14 Oct 2026	14 Oct 2026	5 Oct 2026	Never	14 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
	alfie.scott@northwindtraders.example	12 Oct 2026	12 Oct 2026	11 Oct 2026	Never	12 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
	amelia.watson@northwindtraders.example	12 Oct 2026	12 Oct 2026	5 Oct 2026	Never	12 Oct 2026	Mac, Mobile	Microsoft 365 Business Premium
	ann.patel@northwindtraders.example	13 Oct 2026	Never	Never	Never	13 Oct 2026	Web	Microsoft 365 Business Premium
	arthur.evans@northwindtraders.example	10 Oct 2026	10 Oct 2026	Never	Never	10 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	carol.mendes@northwindtraders.example	12 Oct 2026	11 Oct 2026	4 Oct 2026	Never	11 Oct 2026	Mobile, Web	Microsoft 365 Business Standard
● Low	dan.whitaker@northwindtraders.example	16 Jun 2026	Never	Never	Never	Never	None	Microsoft 365 Business Standard
	ella.baker@northwindtraders.example	12 Oct 2026	12 Oct 2026	13 Oct 2026	Never	12 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	erin.oneill@northwindtraders.example	13 Oct 2026	13 Oct 2026	10 Oct 2026	Never	13 Oct 2026	Windows, Mac	Office 365 E3
	ethan.green@northwindtraders.example	14 Oct 2026	14 Oct 2026	Never	Never	14 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	george.roberts@northwindtraders.example	12 Oct 2026	Never	Never	Never	12 Oct 2026	Mobile, Web	Microsoft 365 Business Premium
	george.robinson@northwindtraders.example	13 Oct 2026	13 Oct 2026	11 Oct 2026	Never	13 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	grace.taylor@northwindtraders.example	14 Oct 2026	14 Oct 2026	Never	Never	14 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	grace.wilson@northwindtraders.example	13 Oct 2026	13 Oct 2026	5 Oct 2026	Never	13 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	hannah.patel@northwindtraders.example	14 Oct 2026	14 Oct 2026	13 Oct 2026	Never	14 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
● Low	hannah.robinson@northwindtraders.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Premium

Flag	Person	Last email	Last Teams	Last OneDrive	Last SharePoint	Last Office apps	Office apps on	Licences
	harry.lee@northwindtraders.example	14 Oct 2026	Never	Never	Never	14 Oct 2026	Mobile, Web	Microsoft 365 Business Premium
	imogen.edwards@northwindtraders.example	12 Oct 2026	12 Oct 2026	13 Oct 2026	Never	12 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	isla.evans@northwindtraders.example	14 Oct 2026	14 Oct 2026	Never	Never	14 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
	jacob.hughes@northwindtraders.example	10 Oct 2026	10 Oct 2026	11 Oct 2026	Never	10 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
	leo.evans@northwindtraders.example	10 Oct 2026	Never	Never	Never	10 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
	leo.morris@northwindtraders.example	13 Oct 2026	13 Oct 2026	5 Oct 2026	Never	13 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	leo.wright@northwindtraders.example	10 Oct 2026	10 Oct 2026	Never	Never	10 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	maya.martin@northwindtraders.example	12 Oct 2026	12 Oct 2026	13 Oct 2026	Never	12 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	megan.lee@northwindtraders.example	12 Oct 2026	Never	Never	Never	12 Oct 2026	Mobile, Web	Microsoft 365 Business Premium
	mia.hughes@northwindtraders.example	13 Oct 2026	13 Oct 2026	5 Oct 2026	Never	13 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	olivia.scott@northwindtraders.example	14 Oct 2026	14 Oct 2026	13 Oct 2026	Never	14 Oct 2026	Mac, Mobile	Microsoft 365 Business Premium
	olivia.smith@northwindtraders.example	13 Oct 2026	13 Oct 2026	11 Oct 2026	Never	13 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	owen.taylor@northwindtraders.example	13 Oct 2026	13 Oct 2026	13 Oct 2026	Never	13 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	owen.white@northwindtraders.example	13 Oct 2026	13 Oct 2026	11 Oct 2026	Never	13 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
	rhys.clark@northwindtraders.example	14 Oct 2026	14 Oct 2026	5 Oct 2026	Never	14 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
	rhys.moore@northwindtraders.example	13 Oct 2026	Never	Never	Never	13 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	12 Oct 2026	12 Oct 2026	11 Oct 2026	Never	12 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
	ruby.taylor@northwindtraders.example	12 Oct 2026	12 Oct 2026	Never	Never	12 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	14 Oct 2026	14 Oct 2026	5 Oct 2026	Never	14 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	28 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 12 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 14 Oct 2026, 04:00 UTC.