

# Northwind Traders



|             |             |                        |                                  |
|-------------|-------------|------------------------|----------------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT             |
| Harbour IT  | 12 Oct 2026 | 12 Oct 2026, 17:16 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: 1 of 5 rows, Not active is 11. Activity counts: 39 of 39 rows, 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%**

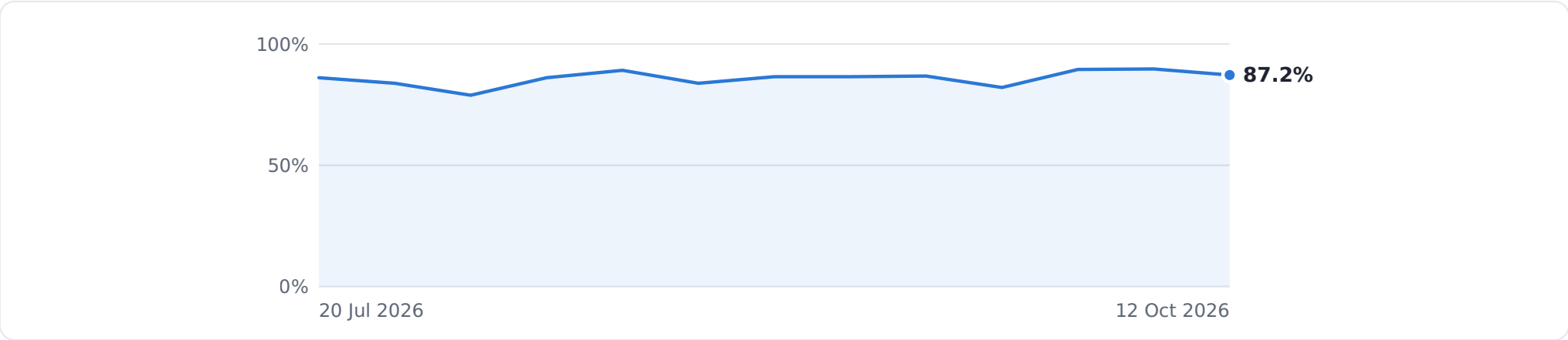
0 of 39 licensed

Desktop Office apps

**58%**

22 of 38 with Office used Windows or Mac apps

Share of licensed people active, by collection



Usage by service 1

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

| Service | Licensed | Active | Not active | Active share |
|---------|----------|--------|------------|--------------|
| Teams   | 39       | 28     | 11         | 72%          |

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   |

| Flag  | Person                                   | Last email  | Last Teams  | Last OneDrive | Last SharePoint | Last Office apps | Office apps on  | Licences                        |
|-------|------------------------------------------|-------------|-------------|---------------|-----------------|------------------|-----------------|---------------------------------|
|       | 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  |
|       | 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  |

| Flag | Person                                  | Last email  | Last Teams  | Last OneDrive | Last SharePoint | Last Office apps | Office apps on  | Licences                       |
|------|-----------------------------------------|-------------|-------------|---------------|-----------------|------------------|-----------------|--------------------------------|
|      | 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 |
|      | 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 |
|      |                                         |             |             |               |                 |                  |                 |                                |

| Flag  | Person                                 | Last email  | Last Teams  | Last OneDrive | Last SharePoint | Last Office apps | Office apps on  | Licences                       |
|-------|----------------------------------------|-------------|-------------|---------------|-----------------|------------------|-----------------|--------------------------------|
|       | 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 39

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        |
| ann.patel@northwindtraders.example       | 40          | 0              | 0     | 0        |
| arthur.evans@northwindtraders.example    | 0           | 0              | 0     | 0        |
| carol.mendes@northwindtraders.example    | 12          | 15             | 1     | 2        |
| dan.whitaker@northwindtraders.example    | 0           | 0              | 0     | 0        |
| ella.baker@northwindtraders.example      | 0           | 0              | 0     | 0        |
| erin.oneill@northwindtraders.example     | 70          | 60             | 1     | 9        |
| 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        |

| Person                                   | Emails sent | Teams messages | Calls | Meetings |
|------------------------------------------|-------------|----------------|-------|----------|
| 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        |
| 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        |
|                                          |             |                |       |          |

| Person                                 | Emails sent | Teams messages | Calls | Meetings |
|----------------------------------------|-------------|----------------|-------|----------|
| thomas.clarke@northwindtraders.example | 0           | 0              | 0     | 0        |
| zara.jackson@northwindtraders.example  | 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, 17:16 UTC.