



QUARTERLY REVIEW

Northwind Traders

August to October 2026

PREPARED BY

Harbour IT

DATE

11 October 2026

COMPARED WITH

13 September

MICROSOFT 365 TENANT

northwindtraders.onmicrosoft.com

● **Action needed**

Northwind Traders' Microsoft 365 has a critical security gap that should be fixed now.

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Summary

We ran 54 security checks and 39 need attention (1 critical, 13 high, 13 medium and 12 low priority). The most urgent: 1 admin without MFA, and 1 whose registration isn't known.

On the positive side, 15 checks passed, including "Between 2 and 4 Global Administrators", "Automatic forwarding to outside addresses is off" and "Shared mailboxes can't be signed in to".

Since 13 September, Microsoft Secure Score rose from 40% to 47.5%, users with MFA rose from 58.7% to 62.2%, 1 issue was fixed and 7 new items came up.

About £123.30 a month (£1,479.60 a year) goes on licences that are unused or assigned to disabled or inactive accounts.

7 checks couldn't run because the data or a licence they need is missing.

Key figures



The last three months

Secure Score rose from 38.6% to 47.5% over the quarter. Found counts new findings and ones that came back; fixed counts findings resolved in the month.



What was fixed

1 finding fixed between August to October 2026.

FIXED Every active user has MFA registered · 1 item: megan.lee@northwindtraders.example

Projects

1 Identity and Conditional Access **AGREED**

Most break-ins start with a stolen password, and admin accounts are the biggest prize. Requiring a second factor everywhere, blocking the old sign-in methods that can't ask for one and locking down admin accounts stops nearly all of them.

8 findings · 36 users

2 Email security **PROPOSED**

Email is how most attacks arrive and how fraud gets paid. Locking down the domain stops others pretending to be the business, and closing forwarding and old protocols stops mail leaking out.

7 findings · 40 mailboxes

3 Device management with Intune **SUGGESTED**

Company data lives on laptops and phones. Managing them means they're encrypted, kept up to date and can be wiped if lost, and unmanaged devices can be kept away from company data.

5 findings · 39 devices

4 Windows upgrade and hardware refresh **SUGGESTED**

Computers on a Windows version that no longer gets security updates stay open to every flaw found from now on. Upgrading, or replacing machines that can't upgrade, closes that gap.

1 finding · 5 computers

19 quick fixes that don't need a project:

- ✓ 1 admin without MFA, and 1 whose registration isn't known
- ✓ 3 files and folders shared with anyone
- ✓ 1 site with no owner, 2 sites with one owner
- ✓ 1 app with access to mail, files or the directory
- ✓ 1 domain had sign-in settings changed in the last 30 days
- ✓ ...and 14 more

Licence spend

Licences a month £623.30			Licences a year £7,479.60		Wasted a month £123.30 unassigned or on disabled or inactive accounts
Licence	Purchased	Assigned	Each / month	Cost / month	Waste / month
Microsoft 365 Business Premium	32	29	£18.10	£579.20	£108.60
Microsoft 365 Business Basic	9	7	£4.90	£44.10	£14.70
Total	41	36		£623.30	£123.30

Coming up

When	What	Detail
31 Oct 2026 in 20 days	Visio Plan 2 (suspended) Subscription	5 licences. Suspended: people can't use it, though admins can still back up its data. Reactivate it before this date or it's deleted.
4 Nov 2026 in 24 days	hannah.robinson@northwindtraders.example is nearly full Mailbox quota	47.2 GB of 49.5 GB (95%). At its current growth it's full around 4 Nov 2026. It stops sending mail when it's full: turn on its archive or clean it up.
Now	accounts@northwindtraders.example is nearly full Mailbox quota	44.8 GB of 49.5 GB (91%). It stops sending mail when it's full: turn on its archive or clean it up.
Now	olivia.smith@northwindtraders.example is nearly full Mailbox quota	45.6 GB of 49.5 GB (92%). It stops sending mail when it's full: turn on its archive or clean it up.
4 Nov 2026 in 24 days	Board expires Team or group expiry	Team with 2 members. Ann Patel can renew it; otherwise it's deleted, and can be restored for 30 days.
27 Nov 2026 in 47 days	Project Phoenix expires Team or group expiry	Team with 3 members. No owner can sign in to renew it; otherwise it's deleted, and can be restored for 30 days.

What we recommend next

- 1 Have each listed admin register a strong method**
1 admin without MFA, and 1 whose registration isn't known.
- 2 Make sure each admin is included in an enabled Conditional Access policy that requires MFA for all apps, and isn't excluded from it directly or through a group**
1 admin not covered by MFA.
- 3 Remove admin roles from guest accounts**
1 guest with admin roles.
- 4 Review each app with the client**
1 app with access to mail, files or the directory.
- 5 Turn on BitLocker**
4 of 36 computers not encrypted.

Questions?

Harbour IT

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Reply to this report or call us, and we'll take it from there.

About this report

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Everything here was read from Microsoft 365 with read-only access; nothing was changed. Changes are compared with the closest data from at least 4 weeks earlier. Data collected 11 Oct 2026, 20:31 UTC.