

THOMAS CLARKE

Northwind Traders



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	12 Oct 2026	12 Oct 2026, 06:36 UTC	northwindtraders.onmicrosoft.com

Everything collected about thomas.clarke@northwindtraders.example.

Needs attention 5 Worst: medium	Sign-in Allowed Last sign-in 131 days ago	MFA Required, not set up
Admin roles None	Licences 1 licence £4.90 a month	Devices 1 device 1 with problems

Needs attention 5 3 to review

Flag	What	Area
● Medium	No sign-in for 131 days. If they've left, block sign-in and reclaim the licences.	Sign-ins and admin changes
● Medium	No sign-in for 90 days or more but holds 1 paid licence (£4.90 a month).	Licences
● Medium	Required, not set up: Will be asked to set up MFA at next sign-in. Until then, anyone with the password can set it up in their place.	MFA and sign-in protection
● Low	No usage location is set, so licences can only come from groups (which use the organisation's country). Set one before assigning a licence directly.	Licences
● Low	Microsoft 365 Business Basic: remove the licence. No activity in email, Teams, OneDrive, SharePoint or the Office apps in the last 30 days. Saves £4.90 a month.	Microsoft 365 use

Account 7

Detail	Value
Name	Thomas Clarke
Sign-in name	thomas.clarke@northwindtraders.example
Account type	Member
Sign-in	Allowed
Source	Cloud-only
Created	12 Sep 2026 (30 days ago)
Password expires	Follows the organisation's policy

Licences 1

Detail	Value
Usage location	Not set

Licences 1

Licence	Cost / month
Microsoft 365 Business Basic	£4.90

Microsoft 365 use 6

Detail	Value
Email	Not in the last 30 days
Teams	Not in the last 30 days
OneDrive	Not in the last 30 days
SharePoint	Not in the last 30 days
Office apps	Not in the last 30 days
Office apps used on	None

Cheaper licence options 1

Flag	Licence	Option	Why	Saving / month
● Low	Microsoft 365 Business Basic	Remove the licence	No activity in email, Teams, OneDrive, SharePoint or the Office apps in the last 30 days	£4.90

MFA and sign-in protection 8

Detail	Value
MFA set up	No
Methods	None
Phishing-resistant method	No
Strongest method	None
Can sign in without a password	No
MFA required by	Require MFA for all users
Conditional Access policies that apply	Require MFA for all users
Legacy sign-in blocked	No

Admin roles 1

Note
Holds no admin roles.

Administrative units 1

Note
In no administrative unit, and administers none.

Teams and groups 2

Name	Type	Role	Note
Finance	Microsoft 365 group	Owner	–
Marketing	Microsoft 365 group	Member	–

Mailbox 8

Detail	Value
Address	thomas.clarke@northwindtraders.example
Type	User
Size	23.7 GB of 49.5 GB (48%)
Archive	Off
Litigation hold	Off
Forwarding	None
Older protocols allowed	IMAP
More	Everything about this mailbox

Devices 1

Flag	Device	Operating system	Compliance	Encrypted	Last check-in	Problems
Low	DESK-CLARKE00	Windows 11 24H2 (10.0.26100.6584)	Compliant	Yes	Today	Windows 11 24H2: updates for Home and Pro end 13 Oct 2026

OneDrive 4

Detail	Value
Storage used	37.8 GB of 1.00 TB
Files	50
Files active in the last 30 days	5
Last activity	10 Oct 2026

Apps this person allowed 1

Note
Hasn't consented to any app on their own behalf.

Recent sign-ins 8

Detail	Value
Successful	11 (8 with MFA, 3 with only a password)
Failed	1 (1 wrong password, from 1 address)
MFA and other prompts	1
Last failure	9 Oct 2026 (3 days ago): Wrong user name or password
Countries	GB, FR (unusual for this tenant)
Apps	Office 365 Exchange Online, Office 365 SharePoint Online, Microsoft Office, Microsoft Teams
Devices	Windows10
Addresses that failed	203.0.113.10

Where this account signed in 2

Country	Successful	Failed	Cities	IP addresses	Last success (UTC)
GB	11	1	London	203.0.113.10	9 Oct 2026, 16:36
FR	0	0	London	203.0.113.10	–

Why sign-ins failed 1

Error code	What it means	Sign-ins
50126	Wrong user name or password	1

Sign-in history 3

Detail	Value
History from	14 Jun 2026
Last sign-in	9 Oct 2026 (2 days ago)
Countries	FR, GB, IE

Sign-ins by month 5

Month	Days	Successful	Failed	With MFA	Password only	Countries
Oct 2026	7	16	1	11	5	FR, GB
Sep 2026	18	42	2	29	13	GB, IE
Aug 2026	19	36	1	21	15	GB
Jul 2026	20	39	1	28	11	GB
Jun 2026	11	21	1	10	11	GB

Sign-ins and admin changes 5

Detail	Value
Last interactive sign-in	2 Jun 2026 (131 days ago)
Last background sign-in	None recorded
Last successful sign-in	None recorded
Legacy sign-ins (30 days)	None
Admin changes (last 120 days)	None by or to this account

Timeline 2 1 to review

Flag	When	Area	What happened
	9 Oct 2026, 15:23 UTC	Sign-in	Last of 1 failed sign-in: Wrong user name or password
● Medium	1 Sep 2026, 11:53 UTC	Sign-in	First sign-in from IE

Open findings 2 2 to review

Flag	Check	Detail	First seen
● Medium	Every active user has MFA registered	No MFA method registered	7 Sep 2026
● Medium	No inactive accounts	Licensed member, last signed in 2 Jun 2026	7 Sep 2026

History 0

No changes recorded yet.

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.