

HANNAH ROBINSON

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 hannah.robinson@northwindtraders.example.

Needs attention 7 Worst: medium	Sign-in Allowed Last sign-in 187 days ago	MFA Required, not set up
Admin roles None	Licences 1 licence £18.10 a month	Devices 1 device 1 with problems

Needs attention 7 5 to review

Flag	What	Area
● Medium	No sign-in for 187 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 (£18.10 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
● Medium	The mailbox is 95% full and stops sending at 49.5 GB.	Mailbox
● Medium	Signed in from US, which this tenant rarely signs in from. Check the person was there.	Recent sign-ins
● 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 Premium: remove the licence. No activity in email, Teams, OneDrive, SharePoint or the Office apps in the last 30 days. Saves £18.10 a month.	Microsoft 365 use

Account 7

Detail	Value
Name	Hannah Robinson
Sign-in name	hannah.robinson@northwindtraders.example
Account type	Member
Sign-in	Allowed
Source	Cloud-only
Created	6 Aug 2026 (67 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 Premium	£18.10

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 Premium	Remove the licence	No activity in email, Teams, OneDrive, SharePoint or the Office apps in the last 30 days	£18.10

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 3

Name	Type	Role	Note
Operations	Team	Owner	Only owner
Clients	Team	Member	–
Finance	Microsoft 365 group	Member	–

Mailbox 8

Detail	Value
Address	hannah.robinson@northwindtraders.example
Type	User
Size	47.2 GB of 49.5 GB (95%)
Archive	Off
Litigation hold	Off
Forwarding	None
Older protocols allowed	POP
More	Everything about this mailbox

Inbox rules 1

Rule	Enabled	What it does	Why it stands out
Newsletters	Yes	sender has newsletter: move to Newsletters	–

Devices 1

Flag	Device	Operating system	Compliance	Encrypted	Last check-in	Problems
● Low	LAPTOP-ROBINSON01	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	45.9 GB of 1.00 TB
Files	50
Files active in the last 30 days	5
Last activity	8 Oct 2026

Apps this person allowed 1

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

Recent sign-ins 6

Detail	Value
Successful	10 (6 with MFA, 4 with only a password)
Failed	None
MFA and other prompts	2
Countries	GB, US (unusual for this tenant)
Apps	Microsoft Teams, Office 365 SharePoint Online, Microsoft Office, Office 365 Exchange Online
Devices	Windows10

Where this account signed in 2 1 to review

Flag	Country	Successful	Failed	Cities	IP addresses	Last success (UTC)
	GB	9	0	London	203.0.113.11	9 Oct 2026, 16:39
● Medium	US	1	0	London	203.0.113.11	9 Oct 2026, 15:35

Sign-in history 3

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

Sign-ins by month 5

Month	Days	Successful	Failed	With MFA	Password only	Countries
Oct 2026	7	16	0	9	7	FR, GB, US
Sep 2026	19	39	1	25	14	FR, GB, US
Aug 2026	19	41	1	25	16	FR, GB, US
Jul 2026	20	43	1	31	12	GB, IE
Jun 2026	12	19	1	12	7	FR, GB, US

Sign-ins and admin changes 5

Detail	Value
Last interactive sign-in	7 Apr 2026 (187 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
● Medium	9 Oct 2026, 15:35 UTC	Sign-in	Signed in from US, unusual for this tenant (203.0.113.11)
	On or before 7 Sep 2026	Mailbox	Inbox rule "Newsletters" first seen

Open findings 3 3 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 7 Apr 2026	7 Sep 2026
● Medium	No mailbox is nearly full	47.2 GB of 49.5 GB (95%), no archive	12 Oct 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.