

SOPHIE SMITH

Northwind Traders



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	15 Oct 2026	15 Oct 2026, 04:00 UTC	northwindtraders.onmicrosoft.com

Everything collected about sophie.smith@northwindtraders.example.

Needs attention 6 Worst: medium	Sign-in Allowed Last sign-in 263 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 6 4 to review

Flag	What	Area
● Medium	No sign-in for 263 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	LAPTOP-SMITH02: Windows 11 24H2: updates for Home and Pro ended 13 Oct 2026 (Enterprise and Education: 12 Oct 2027).	Devices
● 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	Sophie Smith
Sign-in name	sophie.smith@northwindtraders.example
Account type	Member
Sign-in	Allowed
Source	Cloud-only
Created	3 Jul 2026 (104 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 1

Note
Not an owner or member of any team or group Office Sentry reads.

Mailbox 8

Detail	Value
Address	sophie.smith@northwindtraders.example
Type	User
Size	29.7 GB of 49.5 GB (60%)
Archive	On
Litigation hold	Off
Forwarding	None
Older protocols allowed	None
More	Everything about this mailbox

Devices 1 1 to review

Flag	Device	Operating system	Compliance	Encrypted	Last check-in	Problems
● Medium	LAPTOP-SMITH02	Windows 11 24H2 (10.0.26100.6584)	Compliant	Yes	Today	Windows 11 24H2: updates for Home and Pro ended 13 Oct 2026 (Enterprise and Education: 12 Oct 2027)

OneDrive 4

Detail	Value
Storage used	41.9 GB of 1.00 TB
Files	50
Files active in the last 30 days	5
Last activity	13 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	7 (4 with MFA, 3 with only a password)
Failed	None
MFA and other prompts	1
Countries	GB
Apps	Microsoft Teams, Office 365 Exchange Online, Office 365 SharePoint Online, Microsoft Office
Devices	Windows10

Where this account signed in 1

Country	Successful	Failed	Cities	IP addresses	Last success (UTC)
GB	7	0	London	203.0.113.12	14 Oct 2026, 17:15

Sign-in history 3

Detail	Value
History from	17 Jun 2026
Last sign-in	14 Oct 2026 (today)
Countries	FR, GB, IE, US

Sign-ins by month 5

Month	Days	Successful	Failed	With MFA	Password only	Countries
Oct 2026	8	13	0	7	6	GB
Sep 2026	22	47	2	30	17	FR, GB, IE
Aug 2026	20	36	4	20	16	GB, US
Jul 2026	22	45	0	27	18	FR, GB, IE
Jun 2026	8	19	0	10	9	GB

Sign-ins and admin changes 5

Detail	Value
Last interactive sign-in	25 Jan 2026 (263 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 3 3 to review

Flag	When	Area	What happened
● Medium	24 Aug 2026, 08:11 UTC	Sign-in	First sign-in from US
● Medium	22 Jul 2026, 16:53 UTC	Sign-in	First sign-in from IE
● Medium	21 Jul 2026, 17:28 UTC	Sign-in	First sign-in from FR

Open findings 2 2 to review

Flag	Check	Detail	First seen
● Medium	Every active user has MFA registered	No MFA method registered	10 Sep 2026
● Medium	No inactive accounts	Licensed member, last signed in 25 Jan 2026	10 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 15 Oct 2026, 04:00 UTC.