

GRACE TAYLOR

Northwind Traders



PREPARED BY
Harbour IT

DATE
12 Oct 2026

DATA COLLECTED
12 Oct 2026, 17:16 UTC

MICROSOFT 365 TENANT
northwindtraders.onmicrosoft.com

Everything collected about grace.taylor@northwindtraders.example.

Needs attention
4
Worst: high

Sign-in
Allowed
Last sign-in today

MFA
Protected

Admin roles
None

Licences
1 licence
£18.10 a month

Devices
1 device
1 with problems

Needs attention 4 3 to review

Flag	What	Area
● High	The mailbox forwards all mail to grace.taylor@homemail.example, outside the organisation.	Mailbox
● High	LAPTOP-TAYLOR04: Windows 10 stopped getting security updates on 14 Oct 2025. Extended Security Updates or LTSC can cover it; otherwise upgrade.	Devices
● Medium	Signed in from IE, 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

Account 7

Detail	Value
Name	Grace Taylor
Sign-in name	grace.taylor@northwindtraders.example
Account type	Member
Sign-in	Allowed
Source	Cloud-only
Created	17 Apr 2026 (178 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	Used (last 12 Oct 2026)
Teams	Used (last 12 Oct 2026)
OneDrive	Not in the last 30 days
SharePoint	Not in the last 30 days
Office apps	Used (last 12 Oct 2026)
Office apps used on	Windows, Mobile

MFA and sign-in protection 8

Detail	Value
MFA set up	Yes
Methods	Passkey, Authenticator app
Phishing-resistant method	Yes
Strongest method	Phishing-resistant
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
Clients	Team	Owner	–
Marketing	Microsoft 365 group	Member	–

Mailbox 8

Detail	Value
Address	grace.taylor@northwindtraders.example
Type	User
Size	24.7 GB of 49.5 GB (50%)
Archive	Off
Litigation hold	Off
Forwarding	grace.taylor@homemail.example (outside the organisation), no copy kept
Older protocols allowed	None
More	Everything about this mailbox

Mailboxes this person can open or send from 1

Mailbox	Type	Access
accounts@northwindtraders.example	Shared	Full access

Devices 1 1 to review

Flag	Device	Operating system	Compliance	Encrypted	Last check-in	Problems
● High	LAPTOP-TAYLOR04	Windows 10 (10.0.19045.6332)	Compliant	Yes	Today	Windows 10 stopped getting security updates on 14 Oct 2025. Extended Security Updates or LTSC can cover it; otherwise upgrade

OneDrive 4

Detail	Value
Storage used	43.2 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 5

Detail	Value
Successful	12 (10 with MFA, 2 with only a password)
Failed	None
Countries	GB, IE (unusual for this tenant)
Apps	Office 365 Exchange Online, Office 365 SharePoint Online, Microsoft Office, Microsoft Teams
Devices	Windows10

Where this account signed in 2 1 to review

Flag	Country	Successful	Failed	Cities	IP addresses	Last success (UTC)
	GB	11	0	London	203.0.113.14	9 Oct 2026, 14:20
● Medium	IE	1	0	London	203.0.113.14	7 Oct 2026, 10:43

Sign-in history 3

Detail	Value
History from	14 Jun 2026
Last sign-in	9 Oct 2026 (3 days ago)
Countries	FR, GB, IE, US

Sign-ins by month 5

Month	Days	Successful	Failed	With MFA	Password only	Countries
Oct 2026	7	17	0	13	4	FR, GB, IE
Sep 2026	17	33	4	22	11	GB, IE, US
Aug 2026	19	45	1	27	18	GB, US
Jul 2026	19	42	1	22	20	GB, IE
Jun 2026	8	14	0	10	4	FR, GB, IE

Sign-ins and admin changes 5

Detail	Value
Last interactive sign-in	12 Oct 2026 (today)
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 5 3 to review

Flag	When	Area	What happened
High	12 Oct 2026	Mailbox	Forwarding to grace.taylor@homemail.example first seen (outside the organisation)
Medium	7 Oct 2026, 10:43 UTC	Sign-in	Signed in from IE, unusual for this tenant (203.0.113.14)
	On or before 7 Sep 2026	MFA	Passkey first seen as an MFA method
	On or before 7 Sep 2026	MFA	Authenticator app first seen as an MFA method
Medium	7 Aug 2026, 15:05 UTC	Sign-in	First sign-in from US

Open findings 1 1 to review

Flag	Check	Detail	First seen
High	No mail is forwarded outside the organisation	Mailbox forwarding to grace.taylor@homemail.example (doesn't keep a copy)	12 Oct 2026

History 1

Seen	Area	Change
12 Oct 2026	Mailbox	Forwarding set to grace.taylor@homemail.example

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.