

OLIVIA SMITH

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 olivia.smith@northwindtraders.example.

Needs attention
5
Worst: high

Sign-in
Allowed
Last sign-in 3 days ago

MFA
Protected

Admin roles
None

Licences
1 licence
£18.10 a month

Devices
1 device
1 with problems

Needs attention 5 4 to review

Flag	What	Area
● High	Inbox rule "Invoices to bookkeeper": Forwards to bookkeeping@ledgerline.example.	Mailbox
● High	LAPTOP-SMITH07: Not compliant; Not encrypted.	Devices
● Medium	The mailbox is 92% full and stops sending at 49.5 GB.	Mailbox
● 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	Olivia Smith
Sign-in name	olivia.smith@northwindtraders.example
Account type	Member
Sign-in	Allowed
Source	Cloud-only
Created	27 Dec 2025 (289 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 11 Oct 2026)
Teams	Used (last 11 Oct 2026)
OneDrive	Used (last 9 Oct 2026)
SharePoint	Not in the last 30 days
Office apps	Used (last 11 Oct 2026)
Office apps used on	Windows, Mobile

MFA and sign-in protection 8

Detail	Value
MFA set up	Yes
Methods	Authenticator app, Authenticator code
Phishing-resistant method	No
Strongest method	Authenticator app or token
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	olivia.smith@northwindtraders.example
Type	User
Size	45.6 GB of 49.5 GB (92%)
Archive	Off
Litigation hold	Off
Forwarding	None
Older protocols allowed	None
More	Everything about this mailbox

Inbox rules 1 1 to review

Flag	Rule	Enabled	What it does	Why it stands out
● High	Invoices to bookkeeper	Yes	subject has invoice: forward to bookkeeping@ledgerline.example	Forwards to bookkeeping@ledgerline.example

Devices 1 1 to review

Flag	Device	Operating system	Compliance	Encrypted	Last check-in	Problems
● High	LAPTOP-SMITH07	Windows 11 25H2 (10.0.26200.6584)	Not compliant	No	Today	Not compliant; Not encrypted

OneDrive 4

Detail	Value
Storage used	28.7 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	7 (3 with MFA, 4 with only a password)
Failed	None
MFA and other prompts	1
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	5	0	London	203.0.113.17	9 Oct 2026, 15:08
● Medium	IE	2	0	London	203.0.113.17	7 Oct 2026, 11:18

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	6	15	0	9	6	GB, IE
Sep 2026	21	44	2	24	20	GB
Aug 2026	19	48	3	32	16	GB, IE, US
Jul 2026	21	44	0	28	16	FR, GB, US
Jun 2026	12	24	1	16	8	GB

Sign-ins and admin changes 5

Detail	Value
Last interactive sign-in	9 Oct 2026 (3 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 5 3 to review

Flag	When	Area	What happened
● Medium	7 Oct 2026, 11:18 UTC	Sign-in	Signed in from IE, unusual for this tenant (203.0.113.17)
● High	On or before 7 Sep 2026	Mailbox	Inbox rule "Invoices to bookkeeper" first seen: Forwards to bookkeeping@ledgerline.example
	On or before 7 Sep 2026	MFA	Authenticator app first seen as an MFA method
	On or before 7 Sep 2026	MFA	Authenticator code first seen as an MFA method
● Medium	18 Aug 2026, 14:01 UTC	Sign-in	First sign-in from IE

Open findings 2 2 to review

Flag	Check	Detail	First seen
● High	No mail is forwarded outside the organisation	Inbox rule "Invoices to bookkeeper" forwards to bookkeeping@ledgerline.example	7 Sep 2026
● Medium	No mailbox is nearly full	45.6 GB of 49.5 GB (92%), no archive	12 Oct 2026

History 0

No changes recorded yet.