

HANNAH PATEL

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 hannah.patel@northwindtraders.example.

Needs attention
2
Worst: high

Sign-in
Allowed
Last sign-in 6 days ago

MFA
Protected

Admin roles
None

Licences
1 licence
£18.10 a month

Devices
1 device
1 with problems

Needs attention 2 1 to review

Flag	What	Area
● High	LAPTOP-PATEL13: Windows 10 stopped getting security updates on 14 Oct 2025. Extended Security Updates or LTSC can cover it; otherwise upgrade.	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

Account 7

Detail	Value
Name	Hannah Patel
Sign-in name	hannah.patel@northwindtraders.example
Account type	Member
Sign-in	Allowed
Source	Cloud-only
Created	19 May 2025 (511 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	Used (last 11 Oct 2026)
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	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 2

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

Mailbox 8

Detail	Value
Address	hannah.patel@northwindtraders.example
Type	User
Size	12.3 GB of 49.5 GB (25%)
Archive	Off
Litigation hold	Off
Forwarding	None
Older protocols allowed	None
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	–

Mailboxes this person can open or send from 1

Mailbox	Type	Access
accounts@northwindtraders.example	Shared	Full access, Send as

Devices 1 1 to review

Flag	Device	Operating system	Compliance	Encrypted	Last check-in	Problems
● High	LAPTOP-PATEL13	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	7.4 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 5

Detail	Value
Successful	7 (5 with MFA, 2 with only a password)
Failed	None
Countries	GB
Apps	Office 365 SharePoint Online, Microsoft Office, Microsoft Teams, Office 365 Exchange Online
Devices	Windows10

Where this account signed in 1

Country	Successful	Failed	Cities	IP addresses	Last success (UTC)
GB	7	0	London	203.0.113.23	9 Oct 2026, 13:09

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	4	8	0	6	2	FR, GB
Sep 2026	21	41	3	27	14	GB, US
Aug 2026	20	36	3	26	10	FR, GB, US
Jul 2026	22	44	4	29	15	FR, GB, IE, US
Jun 2026	13	21	1	13	8	GB

Sign-ins and admin changes 5

Detail	Value
Last interactive sign-in	6 Oct 2026 (6 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 2 to review

Flag	When	Area	What happened
	On or before 7 Sep 2026	Mailbox	Inbox rule "Newsletters" first seen
	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	27 Jul 2026, 09:28 UTC	Sign-in	First sign-in from IE
● Medium	17 Jul 2026, 17:28 UTC	Sign-in	First sign-in from FR

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, 17:16 UTC.