

OWEN TAYLOR

Northwind Traders



PREPARED BY
Harbour IT

DATE
12 Oct 2026

DATA COLLECTED
12 Oct 2026, 06:36 UTC

MICROSOFT 365 TENANT
northwindtraders.onmicrosoft.com

Everything collected about owen.taylor@northwindtraders.example.

Needs attention
2
Worst: medium

Sign-in
Allowed
Last sign-in today

MFA
Required, not set up

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
● 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
● 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	Owen Taylor
Sign-in name	owen.taylor@northwindtraders.example
Account type	Member
Sign-in	Allowed
Source	Cloud-only
Created	27 Jul 2024 (807 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 11 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	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 2

Name	Type	Role	Note
Clients	Team	Member	–
Marketing	Microsoft 365 group	Member	–

Mailbox 8

Detail	Value
Address	owen.taylor@northwindtraders.example
Type	User
Size	4.5 GB of 49.5 GB (9%)
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	DESK-TAYLOR21	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	22.1 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	8 (6 with MFA, 2 with only a password)
Failed	None
MFA and other prompts	2
Countries	GB
Apps	Office 365 SharePoint Online, Microsoft Office, Office 365 Exchange Online
Devices	Windows10

Where this account signed in 1

Country	Successful	Failed	Cities	IP addresses	Last success (UTC)
GB	8	0	London	203.0.113.31	8 Oct 2026, 18:50

Sign-in history 3

Detail	Value
History from	14 Jun 2026
Last sign-in	8 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	13	0	9	4	GB
Sep 2026	21	42	2	26	16	FR, GB, IE
Aug 2026	20	41	2	24	17	FR, GB, IE, US
Jul 2026	22	50	2	29	21	FR, GB, IE, US
Jun 2026	12	26	1	13	13	GB

Sign-ins and admin changes 5

Detail	Value
Last interactive sign-in	11 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 3 2 to review

Flag	When	Area	What happened
	On or before 7 Sep 2026	Mailbox	Inbox rule "Newsletters" first seen
● Medium	26 Aug 2026, 14:20 UTC	Sign-in	First sign-in from FR
● Medium	29 Jul 2026, 12:51 UTC	Sign-in	First sign-in from IE

Open findings 1 1 to review

Flag	Check	Detail	First seen
● Medium	Every active user has MFA registered	No MFA method registered	7 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 12 Oct 2026, 06:36 UTC.