

HARRY LEE

Northwind Traders



PREPARED BY
Harbour IT

DATE
14 Oct 2026

DATA COLLECTED
13 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT
northwindtraders.onmicrosoft.com

Everything collected about harry.lee@northwindtraders.example.

Needs attention
3
Worst: medium

Sign-in
Allowed
Last sign-in yesterday

MFA
Protected

Admin roles
None

Licences
1 licence
£18.10 a month

Devices
1 device

Needs attention 3 1 to review

Flag	What	Area
● Medium	Signed in from US, 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
● Low	Microsoft 365 Business Premium: Exchange Online (Plan 1). Only used email in the last 30 days. Saves £14.80 a month.	Microsoft 365 use

Account 7

Detail	Value
Name	Harry Lee
Sign-in name	harry.lee@northwindtraders.example
Account type	Member
Sign-in	Allowed
Source	Cloud-only
Created	8 Apr 2024 (918 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 13 Oct 2026)
Teams	Not in the last 30 days
OneDrive	Not in the last 30 days
SharePoint	Not in the last 30 days
Office apps	Used (last 13 Oct 2026)
Office apps used on	Mobile, Web

Cheaper licence options 1

Flag	Licence	Option	Why	Saving / month
Low	Microsoft 365 Business Premium	Exchange Online (Plan 1)	Only used email in the last 30 days. It also includes Intune, Entra ID P1 and Defender, which an Exchange Online plan doesn't. Check the account doesn't rely on them.	£14.80

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
Clients	Team	Member	–
Finance	Microsoft 365 group	Member	–

Mailbox 8

Detail	Value
Address	harry.lee@northwindtraders.example
Type	User
Size	11.4 GB of 49.5 GB (23%)
Archive	Off
Litigation hold	Off
Forwarding	None
Older protocols allowed	None
More	Everything about this mailbox

Mailboxes this person can open or send from 1

Mailbox	Type	Access
info@northwindtraders.example	Shared	Full access

Devices 1

Device	Operating system	Compliance	Encrypted	Last check-in	Problems
DESK-LEE24	Windows 11 25H2 (10.0.26200.6899)	Compliant	Yes	Today	–

OneDrive 4

Detail	Value
Storage used	57.1 GB of 1.00 TB
Files	50
Files active in the last 30 days	5
Last activity	9 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	15 (12 with MFA, 3 with only a password)
Failed	None
MFA and other prompts	3
Countries	GB, US (unusual for this tenant)
Apps	Office 365 SharePoint Online, Microsoft Office, Office 365 Exchange Online, Microsoft Teams
Devices	Windows10

Where this account signed in 2 1 to review

Flag	Country	Successful	Failed	Cities	IP addresses	Last success (UTC)
	GB	14	0	London	203.0.113.34	12 Oct 2026, 11:05
● Medium	US	1	0	London	203.0.113.34	6 Oct 2026, 07:51

Sign-in history 3

Detail	Value
History from	15 Jun 2026
Last sign-in	12 Oct 2026 (yesterday)
Countries	FR, GB, IE, US

Sign-ins by month 5

Month	Days	Successful	Failed	With MFA	Password only	Countries
Oct 2026	10	26	0	21	5	GB, US
Sep 2026	23	44	2	32	12	GB, IE
Aug 2026	18	35	2	22	13	FR, GB, IE, US
Jul 2026	20	46	3	29	17	GB
Jun 2026	11	23	2	12	11	GB, US

Sign-ins and admin changes 5

Detail	Value
Last interactive sign-in	12 Oct 2026 (yesterday)
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	6 Oct 2026, 07:51 UTC	Sign-in	Signed in from US, unusual for this tenant (203.0.113.34)
	On or before 8 Sep 2026	MFA	Authenticator app first seen as an MFA method
	On or before 8 Sep 2026	MFA	Authenticator code first seen as an MFA method
● Medium	26 Aug 2026, 12:46 UTC	Sign-in	First sign-in from IE
● Medium	12 Aug 2026, 13:16 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 13 Oct 2026, 04:00 UTC.