

Northwind Traders



PREPARED BY
Harbour IT

DATE
14 Oct 2026

DATA COLLECTED
14 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT
northwindtraders.onmicrosoft.com

Everything collected about imogen.edwards@northwindtraders.example.

Needs attention
2
Worst: medium

Sign-in
Allowed
Last sign-in 2 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
● Medium	DESK-EDWARDS33: Windows 11 24H2: updates for Home and Pro ended 13 Oct 2026 (Enterprise and Education: 12 Oct 2027).	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	Imogen Edwards
Sign-in name	imogen.edwards@northwindtraders.example
Account type	Member
Sign-in	Allowed
Source	Cloud-only
Created	12 May 2023 (1251 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 13 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 1

Name	Type	Role	Note
Clients	Team	Member	–

Mailbox 8

Detail	Value
Address	imogen.edwards@northwindtraders.example
Type	User
Size	19.5 GB of 49.5 GB (39%)
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	–

Devices 1 1 to review

Flag	Device	Operating system	Compliance	Encrypted	Last check-in	Problems
● Medium	DESK-EDWARDS33	Windows 11 24H2 (10.0.26100.4946)	Compliant	Yes	Today	Windows 11 24H2: updates for Home and Pro ended 13 Oct 2026 (Enterprise and Education: 12 Oct 2027)

OneDrive 4

Detail	Value
Storage used	34.9 GB of 1.00 TB
Files	50
Files active in the last 30 days	5
Last activity	12 Oct 2026

Apps this person allowed 1

Note
Hasn't consented to any app on their own behalf.

Recent sign-ins 1

Note
No interactive sign-ins in the last 7 days.

Sign-in history 1

Note
No interactive sign-ins since 16 Jun 2026.

Sign-ins and admin changes 5

Detail	Value
Last interactive sign-in	11 Oct 2026 (2 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 3

When	Area	What happened
14 Oct 2026	Mailbox	Inbox rule "Newsletters" first seen
14 Oct 2026	MFA	Authenticator app first seen as an MFA method
14 Oct 2026	MFA	Authenticator code first seen as an MFA method

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 14 Oct 2026, 04:00 UTC.