ACCOUNTS

# Northwind Traders

Harbour IT

| PREPARED BY | DATE | DATA COLLECTED | MICROSOFT 365 TENANT |
|---|---|---|---|
| Harbour IT | 28 Nov 2026 | 28 Nov 2026, 04:00 UTC | northwindtraders.onmicrosoft.com |

Everything collected about accounts@northwindtraders.example.

| Needs attention | Sign-in | MFA |
|---|---|---|
| 2 | Blocked | Unknown |
| Worst: high | Never signed in | |

| Admin roles | Licences | Devices |
|---|---|---|
| None | None | None |

## Needs attention 2

2 to review

| Flag | What | Area |
|---|---|---|
| High | sam.carter_consultants.example#EXT#@northwindtraders.onmicrosoft.com (guest) has full access to this mailbox. | Mailbox |
| Medium | The mailbox is 91% full and stops sending at 49.5 GB. | Mailbox |

## Account 8

| Detail | Value |
|---|---|
| Name | Accounts |
| Sign-in name | accounts@northwindtraders.example |
| Account type | Member |
| Sign-in | Blocked |
| Source | Cloud-only |
| Created | 4 Mar 2024 (999 days ago) |
| Password last changed | 3 Apr 2024 (969 days ago) |
| Password expires | Follows the organisation's policy |

## Before you close this account 2

| Flag | Area | What's left | What to do |
|---|---|---|---|
| | Mailbox | Shared mailbox accounts@northwindtraders.example, 44.8 GB | Already a shared mailbox. Litigation hold is on, so it still needs a licence that includes hold. |
| Low | Mailbox access | 6 people can open or send from this mailbox: ann.patel@northwindtraders.example, grace.taylor@northwindtraders.example, hannah.patel@northwindtraders.example, leo.wright@northwindtraders.example, robert.hughes@northwindtraders.example, sam.carter_consultants.example#EXT#@northwindtraders.onmicrosoft.com | Keep access for whoever takes over the mail and remove it for everyone else. |

## Licences 1

| Note |
|---|
| Holds no licences. |

## Microsoft 365 use 1

| Note |
|---|
| Not in Microsoft's usage reports for the last 30 days. |

## MFA and sign-in protection 4

| Detail | Value |
|---|---|
| MFA set up | Unknown |
| 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 | accounts@northwindtraders.example |
| Type | Shared |
| Size | 44.8 GB of 49.5 GB (91%) |
| Archive | Off |
| Litigation hold | On |
| Forwarding | None |
| Older protocols allowed | None |
| More | Everything about this mailbox |

## Who else can open or send from it 8 2 to review

| Flag | Person | Access | Account |
| --- | --- | --- | --- |
| | ann.patel@northwindtraders.example | Full access | Active |
| | ann.patel@northwindtraders.example | Send as | Active |
| | grace.taylor@northwindtraders.example | Full access | Active |
| | hannah.patel@northwindtraders.example | Full access | Active |
| | hannah.patel@northwindtraders.example | Send as | Active |
| | leo.wright@northwindtraders.example | Full access | Active |
| Medium | robert.hughes@northwindtraders.example | Full access | Sign-in blocked |
| High | sam.carter_consultants.example#EXT#@northwindtraders.onmicrosoft.com | Full access | Guest |

## Devices 1

| Note |
| --- |
| No devices enrolled in Intune for this person. |

## OneDrive 1

| Note |
| --- |
| No OneDrive found for this account. |

## 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 31 Jul 2026. |

## Sign-ins and admin changes 5

| Detail | Value |
| --- | --- |
| Last interactive sign-in | Never |
| Last background sign-in | Never |
| Last successful sign-in | Never |
| Legacy sign-ins (30 days) | None |
| Admin changes (last 120 days) | None by or to this account |

## Timeline 1

| Note |
| --- |
| Nothing dated in the last 90 days. |

## Open findings 1 1 to review

| Flag | Check | Detail | First seen |
| --- | --- | --- | --- |
| Medium | No mailbox is nearly full | 44.8 GB of 49.5 GB (91%), no archive | 24 Oct 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 28 Nov 2026, 04:00 UTC.