INACTIVE ACCOUNTS

Fabrikam Dental Group

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 10:48 UTC	fabrikam.onmicrosoft.com

Members and guests who haven't signed in for a long time, and old invitations.

Filtered view. Inactive members: 7 of 7 rows, Created: older than 90 days, 1 column hidden. The headline figures cover every row.

Inactive members	Inactive guests	Invitations never accepted	Disabled but still assigned
7	1	0	1
6 with a paid licence	No sign-in for 90+ days, or never	Older than 30 days	Licences or admin roles

Inactive members 7 6 to review

Enabled accounts with no sign-in for 90 days, or that have never signed in and were created more than 30 days ago. Admins and licensed accounts first.

By time since last sign-in



Flag	Account	Inactive for	Last sign-in	Days	Licences	Created	Synced from on-premises
Medium	noah.wood@fabrikam.example	6 to 12 months	27 Mar 2026	247	Microsoft 365 Business Basic	31 May 2024	No
Medium	aisha.brown@fabrikam.example	6 to 12 months	24 Apr 2026	219	Microsoft 365 Business Premium	26 Jan 2025	No

Flag	Account	Inactive for	Last sign-in	Days	Licences	Created	Synced from on-premises
Medium	aaron.smith@fabrikam.example	90 days to 6 months	10 Jun 2026	172	Microsoft 365 Business Premium	28 Nov 2024	No
Medium	jack.lee@fabrikam.example	90 days to 6 months	22 Jul 2026	130	Microsoft 365 Business Premium	3 Mar 2025	No
Medium	rhys.walker@fabrikam.example	90 days to 6 months	23 Jul 2026	129	Microsoft 365 Business Premium	18 Nov 2024	No
Medium	zara.edwards@fabrikam.example	90 days to 6 months	26 Aug 2026	95	Microsoft 365 Business Basic	22 Jul 2025	No
Low	reception@fabrikam.example	Never signed in	Never	1000	–	4 Mar 2024	No

Inactive guests 1

Enabled accounts with no sign-in for 90 days, or that have never signed in and were created more than 30 days ago.

Flag	Guest	Inactive for	Last sign-in	Days	Invitation	Invited
Low	sam.carter@consultants.example	Never signed in	Never	410	Accepted	15 Oct 2025

Invitations never accepted 0

Guest invitations still waiting after 30 days. Old invitations can be redeemed by whoever finds the link.

No old unaccepted invitations.

Disabled accounts still holding licences or roles 1 1 to review

Disabled accounts can't sign in, but their licences still cost money and their roles come back if someone re-enables them.

Flag	Account	Licences	Admin roles	Last sign-in
Medium	ben.okafor@fabrikam.example	Microsoft 365 Business Premium	Directory Readers, Groups Administrator (limited scope)	Never

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 29 Nov 2026, 10:48 UTC.