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: 1 of 7 rows, Licences is blank, 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 1

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

Never signed in 1

Flag	Account	Last sign-in	Days	Licences	Admin roles	Created	Synced from on-premises
Low	reception@fabrikam.example	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.