MICROSOFT 365 USAGE

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

Who actually uses email, Teams, OneDrive, SharePoint and the Office apps, and when each person was last active.

Filtered view. Usage by service: 5 of 5 rows, 1 column hidden. Office installs: 1 of 1 rows, Last activated: older than 30 days. The headline figures cover every row.

Active people
88%
49 of 56 licensed used Microsoft 365

Email
88%
49 of 56 licensed

Teams
75%
42 of 56 licensed

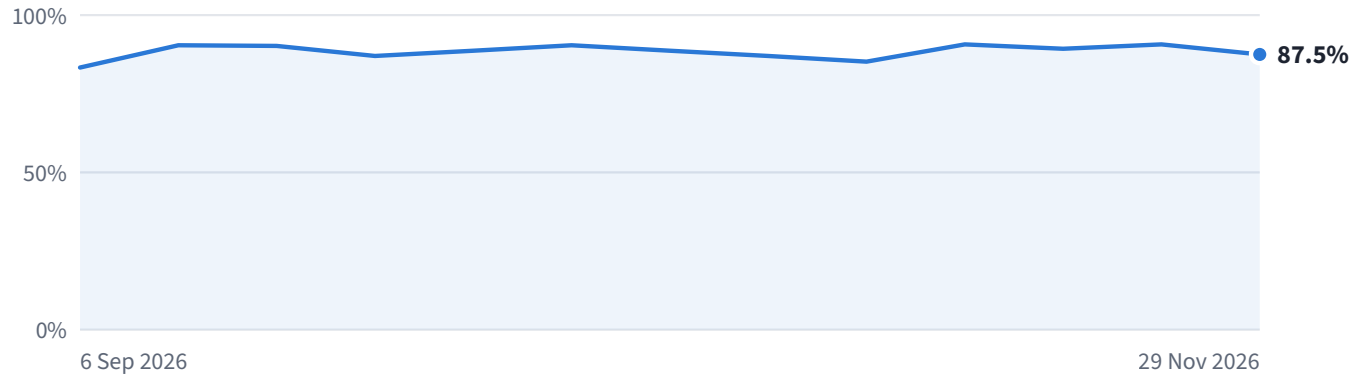
OneDrive
64%
36 of 56 licensed

SharePoint
52%
29 of 56 licensed

Desktop Office apps
76%
34 of 45 with the desktop apps in their plan used them

Not checked. 1 disabled account still holding licences is left out, as nobody can sign in to it. Licence waste counts its licences.

Share of licensed people active, by collection



Usage by service 5

How many licensed people used each service in the last 30 days.

Service	Licensed	Not active	Active share
Email	56	7	88%
Teams	56	14	75%
OneDrive	56	20	64%
SharePoint	56	27	52%
Office apps	56	7	88%

Last active in each service 56

When each licensed person last used each service. Flagged: nothing used in the last 30 days.

Flag	Person	Last email	Last Teams	Last OneDrive	Last SharePoint	Last Office apps	Office apps on	Licences
Low	aaron.smith@fabrikam.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Premium
Low	aisha.brown@fabrikam.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Premium
	amelia.jackson@fabrikam.example	29 Nov 2026	29 Nov 2026	Never	9 Nov 2026	29 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	amelia.khan@fabrikam.example	29 Nov 2026	29 Nov 2026	26 Nov 2026	22 Nov 2026	29 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	anna.kowalski@fabrikam.example	28 Nov 2026	Never	Never	Never	28 Nov 2026	Web	Microsoft 365 Business Premium
	arthur.lee@fabrikam.example	25 Nov 2026	25 Nov 2026	20 Nov 2026	22 Nov 2026	25 Nov 2026	Mobile, Web	Microsoft 365 Business Basic
	arthur.williams@fabrikam.example	29 Nov 2026	29 Nov 2026	28 Nov 2026	Never	29 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	ava.jackson@fabrikam.example	29 Nov 2026	29 Nov 2026	26 Nov 2026	27 Nov 2026	29 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	ava.moore@fabrikam.example	25 Nov 2026	25 Nov 2026	26 Nov 2026	9 Nov 2026	25 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	ava.thomas@fabrikam.example	25 Nov 2026	25 Nov 2026	Never	27 Nov 2026	25 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	callum.turner@fabrikam.example	25 Nov 2026	25 Nov 2026	Never	22 Nov 2026	25 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	caroline.reyes@fabrikam.example	27 Nov 2026	26 Nov 2026	19 Nov 2026	Never	26 Nov 2026	Mobile, Web	Microsoft 365 Business Standard
	chloe.jackson@fabrikam.example	27 Nov 2026	27 Nov 2026	26 Nov 2026	22 Nov 2026	27 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
Low	daniel.frost@fabrikam.example	1 Aug 2026	Never	Never	Never	Never	None	Microsoft 365 Business Standard
	ella.evans@fabrikam.example	27 Nov 2026	27 Nov 2026	28 Nov 2026	27 Nov 2026	27 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	ella.hughes@fabrikam.example	28 Nov 2026	28 Nov 2026	20 Nov 2026	Never	28 Nov 2026	Mac, Mobile	Microsoft 365 Business Premium
	erin.doyle@fabrikam.example	28 Nov 2026	28 Nov 2026	25 Nov 2026	Never	28 Nov 2026	Windows, Mac	Office 365 E3
	ethan.jones@fabrikam.example	29 Nov 2026	29 Nov 2026	28 Nov 2026	9 Nov 2026	29 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	freya.evans@fabrikam.example	25 Nov 2026	25 Nov 2026	28 Nov 2026	9 Nov 2026	25 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	george.baker@fabrikam.example	27 Nov 2026	27 Nov 2026	20 Nov 2026	Never	27 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium

Flag	Person	Last email	Last Teams	Last OneDrive	Last SharePoint	Last Office apps	Office apps on	Licences
	george.walker@fabrikam.example	28 Nov 2026	Never	Never	Never	28 Nov 2026	Mobile, Web	Microsoft 365 Business Basic
	george.williams@fabrikam.example	28 Nov 2026	28 Nov 2026	26 Nov 2026	27 Nov 2026	28 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	henry.roberts@fabrikam.example	28 Nov 2026	28 Nov 2026	28 Nov 2026	22 Nov 2026	28 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	isla.scott@fabrikam.example	27 Nov 2026	27 Nov 2026	20 Nov 2026	Never	27 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
● Low	jack.lee@fabrikam.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Premium
	jack.roberts@fabrikam.example	29 Nov 2026	Never	Never	Never	29 Nov 2026	Mobile, Web	Microsoft 365 Business Basic
	jack.ward@fabrikam.example	27 Nov 2026	27 Nov 2026	26 Nov 2026	22 Nov 2026	27 Nov 2026	Mac, Mobile	Microsoft 365 Business Premium
	leo.harrison@fabrikam.example	25 Nov 2026	25 Nov 2026	20 Nov 2026	22 Nov 2026	25 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	lily.khan@fabrikam.example	27 Nov 2026	27 Nov 2026	20 Nov 2026	Never	27 Nov 2026	Mobile, Web	Microsoft 365 Business Basic
	lily.watson@fabrikam.example	27 Nov 2026	27 Nov 2026	20 Nov 2026	27 Nov 2026	27 Nov 2026	Mobile, Web	Microsoft 365 Business Basic
	lily.white@fabrikam.example	29 Nov 2026	29 Nov 2026	28 Nov 2026	9 Nov 2026	29 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	megan.green@fabrikam.example	28 Nov 2026	28 Nov 2026	26 Nov 2026	27 Nov 2026	28 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	megan.king@fabrikam.example	27 Nov 2026	Never	Never	Never	27 Nov 2026	Mobile, Web	Microsoft 365 Business Premium
	noah.harris@fabrikam.example	27 Nov 2026	Never	Never	Never	27 Nov 2026	Mobile, Web	Microsoft 365 Business Premium
● Low	noah.wood@fabrikam.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Basic
	olivia.taylor@fabrikam.example	25 Nov 2026	25 Nov 2026	26 Nov 2026	Never	25 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	oscar.smith@fabrikam.example	29 Nov 2026	29 Nov 2026	28 Nov 2026	9 Nov 2026	29 Nov 2026	Mobile, Web	Microsoft 365 Business Basic
	owen.khan@fabrikam.example	29 Nov 2026	29 Nov 2026	20 Nov 2026	9 Nov 2026	29 Nov 2026	Mobile, Web	Microsoft 365 Business Basic
	owen.patel@fabrikam.example	29 Nov 2026	29 Nov 2026	28 Nov 2026	9 Nov 2026	29 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	owen.robinson@fabrikam.example	29 Nov 2026	29 Nov 2026	20 Nov 2026	Never	29 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	owen.scott@fabrikam.example	29 Nov 2026	Never	Never	Never	29 Nov 2026	Mobile, Web	Microsoft 365 Business Premium
	owen.smith@fabrikam.example	29 Nov 2026	29 Nov 2026	26 Nov 2026	22 Nov 2026	29 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	owen.turner@fabrikam.example	27 Nov 2026	27 Nov 2026	26 Nov 2026	27 Nov 2026	27 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium

Flag	Person	Last email	Last Teams	Last OneDrive	Last SharePoint	Last Office apps	Office apps on	Licences
	priya.williams@fabrikam.example	28 Nov 2026	28 Nov 2026	28 Nov 2026	27 Nov 2026	28 Nov 2026	Mobile, Web	Microsoft 365 Business Basic
	rhys.hall@fabrikam.example	29 Nov 2026	29 Nov 2026	Never	Never	29 Nov 2026	Mobile, Web	Microsoft 365 Business Basic
	rhys.scott@fabrikam.example	28 Nov 2026	28 Nov 2026	20 Nov 2026	27 Nov 2026	28 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
● Low	rhys.walker@fabrikam.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Premium
	ruby.clark@fabrikam.example	29 Nov 2026	29 Nov 2026	26 Nov 2026	9 Nov 2026	29 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	ruby.davies@fabrikam.example	27 Nov 2026	Never	Never	Never	27 Nov 2026	Mobile, Web	Microsoft 365 Business Premium
	ruby.wood@fabrikam.example	25 Nov 2026	25 Nov 2026	26 Nov 2026	Never	25 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	thomas.allen@fabrikam.example	25 Nov 2026	25 Nov 2026	20 Nov 2026	22 Nov 2026	25 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	thomas.johnson@fabrikam.example	28 Nov 2026	28 Nov 2026	26 Nov 2026	Never	28 Nov 2026	Mac, Mobile	Microsoft 365 Business Premium
	thomas.robinson@fabrikam.example	29 Nov 2026	29 Nov 2026	20 Nov 2026	Never	29 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	william.lewis@fabrikam.example	25 Nov 2026	25 Nov 2026	Never	27 Nov 2026	25 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
	william.wood@fabrikam.example	28 Nov 2026	28 Nov 2026	Never	9 Nov 2026	28 Nov 2026	Windows, Mobile	Microsoft 365 Business Premium
● Low	zara.edwards@fabrikam.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Basic

Office apps by platform 4

How many people used each Office app in the last 30 days, and where.

App	People	Windows	Mac	Mobile	Web
Outlook	49	31	3	46	15
Word	35	31	3	0	1
Excel	34	31	4	0	0
Teams	34	30	3	34	1

Office installs 1

Where each person has installed the Office apps. Microsoft allows five of each.

Person	Product	PCs	Macs	Phones and tablets	Shared computer	Last activated
erin.doyle@fabrikam.example	Microsoft 365 Apps for enterprise	1	1	1	No	13 May 2026

Activity counts 56

What each person did in the last 30 days.

Person	Emails sent	Emails received	Teams messages	Calls	Meetings
aaron.smith@fabrikam.example	0	0	0	0	0
aisha.brown@fabrikam.example	0	0	0	0	0
amelia.jackson@fabrikam.example	0	0	0	0	0
amelia.khan@fabrikam.example	0	0	0	0	0
anna.kowalski@fabrikam.example	40	300	0	0	0
arthur.lee@fabrikam.example	0	0	0	0	0
arthur.williams@fabrikam.example	0	0	0	0	0
ava.jackson@fabrikam.example	0	0	0	0	0
ava.moore@fabrikam.example	0	0	0	0	0
ava.thomas@fabrikam.example	0	0	0	0	0
callum.turner@fabrikam.example	0	0	0	0	0
caroline.reyes@fabrikam.example	12	80	15	1	2
chloe.jackson@fabrikam.example	0	0	0	0	0
daniel.frost@fabrikam.example	0	0	0	0	0

Person	Emails sent	Emails received	Teams messages	Calls	Meetings
ella.evans@fabrikam.example	0	0	0	0	0
ella.hughes@fabrikam.example	0	0	0	0	0
erin.doyle@fabrikam.example	70	500	60	1	9
ethan.jones@fabrikam.example	0	0	0	0	0
freya.evans@fabrikam.example	0	0	0	0	0
george.baker@fabrikam.example	0	0	0	0	0
george.walker@fabrikam.example	0	0	0	0	0
george.williams@fabrikam.example	0	0	0	0	0
henry.roberts@fabrikam.example	0	0	0	0	0
isla.scott@fabrikam.example	0	0	0	0	0
jack.lee@fabrikam.example	0	0	0	0	0
jack.roberts@fabrikam.example	0	0	0	0	0
jack.ward@fabrikam.example	0	0	0	0	0
leo.harrison@fabrikam.example	0	0	0	0	0
lily.khan@fabrikam.example	0	0	0	0	0
lily.watson@fabrikam.example	0	0	0	0	0
lily.white@fabrikam.example	0	0	0	0	0
megan.green@fabrikam.example	0	0	0	0	0
megan.king@fabrikam.example	0	0	0	0	0
noah.harris@fabrikam.example	0	0	0	0	0
noah.wood@fabrikam.example	0	0	0	0	0
olivia.taylor@fabrikam.example	0	0	0	0	0
oscar.smith@fabrikam.example	0	0	0	0	0

Person	Emails sent	Emails received	Teams messages	Calls	Meetings
owen.khan@fabrikam.example	0	0	0	0	0
owen.patel@fabrikam.example	0	0	0	0	0
owen.robinson@fabrikam.example	0	0	0	0	0
owen.scott@fabrikam.example	0	0	0	0	0
owen.smith@fabrikam.example	0	0	0	0	0
owen.turner@fabrikam.example	0	0	0	0	0
priya.williams@fabrikam.example	0	0	0	0	0
rhys.hall@fabrikam.example	0	0	0	0	0
rhys.scott@fabrikam.example	0	0	0	0	0
rhys.walker@fabrikam.example	0	0	0	0	0
ruby.clark@fabrikam.example	0	0	0	0	0
ruby.davies@fabrikam.example	0	0	0	0	0
ruby.wood@fabrikam.example	0	0	0	0	0
thomas.allen@fabrikam.example	0	0	0	0	0
thomas.johnson@fabrikam.example	0	0	0	0	0
thomas.robinson@fabrikam.example	0	0	0	0	0
william.lewis@fabrikam.example	0	0	0	0	0
william.wood@fabrikam.example	0	0	0	0	0
zara.edwards@fabrikam.example	0	0	0	0	0

Usage covers the 30 days to 27 Nov 2026, the latest date Microsoft had processed. Microsoft's usage reports run two or three days behind.

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.