

# Fabrikam Dental Group



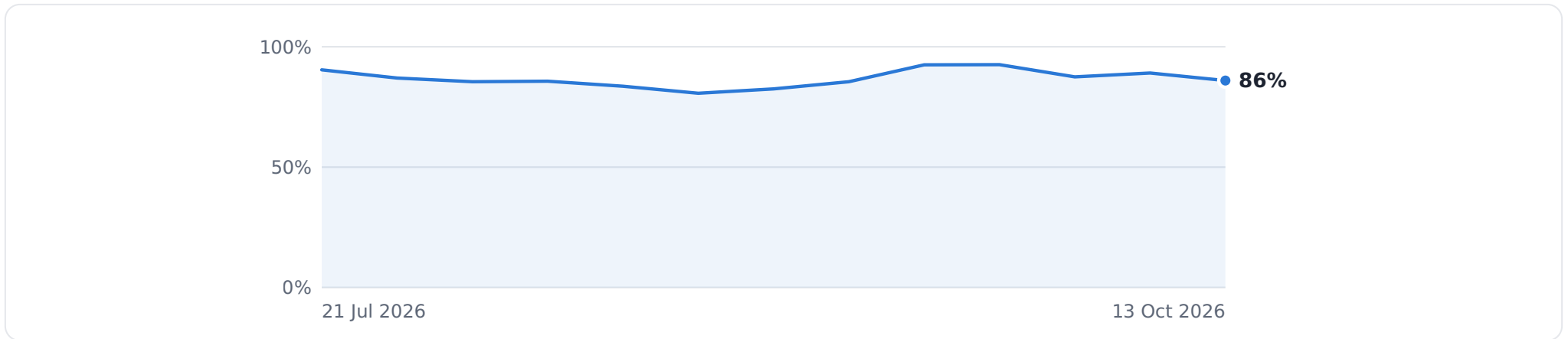
|             |             |                        |                          |
|-------------|-------------|------------------------|--------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT     |
| Harbour IT  | 13 Oct 2026 | 13 Oct 2026, 04:00 UTC | fabrikam.onmicrosoft.com |

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

**Filtered view.** Activity counts: 55 of 57 rows, Meetings is 0. The headline figures cover every row.

|                                                                     |                                             |                                                                                    |
|---------------------------------------------------------------------|---------------------------------------------|------------------------------------------------------------------------------------|
| Active people<br><b>86%</b><br>49 of 57 licensed used Microsoft 365 | Email<br><b>86%</b><br>49 of 57 licensed    | Teams<br><b>74%</b><br>42 of 57 licensed                                           |
| OneDrive<br><b>63%</b><br>36 of 57 licensed                         | SharePoint<br><b>0%</b><br>0 of 57 licensed | Desktop Office apps<br><b>61%</b><br>34 of 56 with Office used Windows or Mac apps |

## 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 | Active | Not active | Active share |
|-------------|----------|--------|------------|--------------|
| Email       | 57       | 49     | 8          | 86%          |
| Teams       | 57       | 42     | 15         | 74%          |
| OneDrive    | 57       | 36     | 21         | 63%          |
| SharePoint  | 57       | 0      | 57         | 0%           |
| Office apps | 57       | 49     | 8          | 86%          |

## Last active in each service 57

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  | 13 Oct 2026 | 13 Oct 2026 | Never         | Never           | 13 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | amelia.khan@fabrikam.example     | 13 Oct 2026 | 13 Oct 2026 | 10 Oct 2026   | Never           | 13 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | anna.kowalski@fabrikam.example   | 12 Oct 2026 | Never       | Never         | Never           | 12 Oct 2026      | Web             | Microsoft 365 Business Premium |
|       | arthur.lee@fabrikam.example      | 9 Oct 2026  | 9 Oct 2026  | 4 Oct 2026    | Never           | 9 Oct 2026       | Mobile, Web     | Microsoft 365 Business Basic   |
|       | arthur.williams@fabrikam.example | 13 Oct 2026 | 13 Oct 2026 | 12 Oct 2026   | Never           | 13 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | ava.jackson@fabrikam.example     | 13 Oct 2026 | 13 Oct 2026 | 10 Oct 2026   | Never           | 13 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | ava.moore@fabrikam.example       | 9 Oct 2026  | 9 Oct 2026  | 10 Oct 2026   | Never           | 9 Oct 2026       | Windows, Mobile | Microsoft 365 Business Premium |
|       | ava.thomas@fabrikam.example      | 9 Oct 2026  | 9 Oct 2026  | Never         | Never           | 9 Oct 2026       | Windows, Mobile | Microsoft 365 Business Premium |
| ● Low | ben.okafor@fabrikam.example      | Never       | Never       | Never         | Never           | Never            | None            | Microsoft 365 Business Premium |
|       | callum.turner@fabrikam.example   | 9 Oct 2026  | 9 Oct 2026  | Never         | Never           | 9 Oct 2026       | Windows, Mobile | Microsoft 365 Business Premium |

| Flag  | Person                           | Last email  | Last Teams  | Last OneDrive | Last SharePoint | Last Office apps | Office apps on  | Licences                        |
|-------|----------------------------------|-------------|-------------|---------------|-----------------|------------------|-----------------|---------------------------------|
|       | caroline.reyes@fabrikam.example  | 11 Oct 2026 | 10 Oct 2026 | 3 Oct 2026    | Never           | 10 Oct 2026      | Mobile, Web     | Microsoft 365 Business Standard |
|       | chloe.jackson@fabrikam.example   | 11 Oct 2026 | 11 Oct 2026 | 10 Oct 2026   | Never           | 11 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium  |
| ● Low | daniel.frost@fabrikam.example    | 15 Jun 2026 | Never       | Never         | Never           | Never            | None            | Microsoft 365 Business Standard |
|       | ella.evans@fabrikam.example      | 11 Oct 2026 | 11 Oct 2026 | 12 Oct 2026   | Never           | 11 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium  |
|       | ella.hughes@fabrikam.example     | 12 Oct 2026 | 12 Oct 2026 | 4 Oct 2026    | Never           | 12 Oct 2026      | Mac, Mobile     | Microsoft 365 Business Premium  |
|       | erin.doyle@fabrikam.example      | 12 Oct 2026 | 12 Oct 2026 | 9 Oct 2026    | Never           | 12 Oct 2026      | Windows, Mac    | Office 365 E3                   |
|       | ethan.jones@fabrikam.example     | 13 Oct 2026 | 13 Oct 2026 | 12 Oct 2026   | Never           | 13 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium  |
|       | freya.evans@fabrikam.example     | 9 Oct 2026  | 9 Oct 2026  | 12 Oct 2026   | Never           | 9 Oct 2026       | Windows, Mobile | Microsoft 365 Business Premium  |
|       | george.baker@fabrikam.example    | 11 Oct 2026 | 11 Oct 2026 | 4 Oct 2026    | Never           | 11 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium  |
|       | george.walker@fabrikam.example   | 12 Oct 2026 | Never       | Never         | Never           | 12 Oct 2026      | Mobile, Web     | Microsoft 365 Business Basic    |
|       | george.williams@fabrikam.example | 12 Oct 2026 | 12 Oct 2026 | 10 Oct 2026   | Never           | 12 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium  |
|       | henry.roberts@fabrikam.example   | 12 Oct 2026 | 12 Oct 2026 | 12 Oct 2026   | Never           | 12 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium  |
|       | isla.scott@fabrikam.example      | 11 Oct 2026 | 11 Oct 2026 | 4 Oct 2026    | Never           | 11 Oct 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    | 13 Oct 2026 | Never       | Never         | Never           | 13 Oct 2026      | Mobile, Web     | Microsoft 365 Business Basic    |
|       |                                  |             |             |               |                 |                  |                 |                                 |

| Flag  | Person                         | Last email  | Last Teams  | Last OneDrive | Last SharePoint | Last Office apps | Office apps on  | Licences                       |
|-------|--------------------------------|-------------|-------------|---------------|-----------------|------------------|-----------------|--------------------------------|
|       | jack.ward@fabrikam.example     | 11 Oct 2026 | 11 Oct 2026 | 10 Oct 2026   | Never           | 11 Oct 2026      | Mac, Mobile     | Microsoft 365 Business Premium |
|       | leo.harrison@fabrikam.example  | 9 Oct 2026  | 9 Oct 2026  | 4 Oct 2026    | Never           | 9 Oct 2026       | Windows, Mobile | Microsoft 365 Business Premium |
|       | lily.khan@fabrikam.example     | 11 Oct 2026 | 11 Oct 2026 | 4 Oct 2026    | Never           | 11 Oct 2026      | Mobile, Web     | Microsoft 365 Business Basic   |
|       | lily.watson@fabrikam.example   | 11 Oct 2026 | 11 Oct 2026 | 4 Oct 2026    | Never           | 11 Oct 2026      | Mobile, Web     | Microsoft 365 Business Basic   |
|       | lily.white@fabrikam.example    | 13 Oct 2026 | 13 Oct 2026 | 12 Oct 2026   | Never           | 13 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | megan.green@fabrikam.example   | 12 Oct 2026 | 12 Oct 2026 | 10 Oct 2026   | Never           | 12 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | megan.king@fabrikam.example    | 11 Oct 2026 | Never       | Never         | Never           | 11 Oct 2026      | Mobile, Web     | Microsoft 365 Business Premium |
|       | noah.harris@fabrikam.example   | 11 Oct 2026 | Never       | Never         | Never           | 11 Oct 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 | 9 Oct 2026  | 9 Oct 2026  | 10 Oct 2026   | Never           | 9 Oct 2026       | Windows, Mobile | Microsoft 365 Business Premium |
|       | oscar.smith@fabrikam.example   | 13 Oct 2026 | 13 Oct 2026 | 12 Oct 2026   | Never           | 13 Oct 2026      | Mobile, Web     | Microsoft 365 Business Basic   |
|       | owen.khan@fabrikam.example     | 13 Oct 2026 | 13 Oct 2026 | 4 Oct 2026    | Never           | 13 Oct 2026      | Mobile, Web     | Microsoft 365 Business Basic   |
|       | owen.patel@fabrikam.example    | 13 Oct 2026 | 13 Oct 2026 | 12 Oct 2026   | Never           | 13 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | owen.robinson@fabrikam.example | 13 Oct 2026 | 13 Oct 2026 | 4 Oct 2026    | Never           | 13 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | owen.scott@fabrikam.example    | 13 Oct 2026 | Never       | Never         | Never           | 13 Oct 2026      | Mobile, Web     | Microsoft 365 Business Premium |
|       | owen.smith@fabrikam.example    | 13 Oct 2026 | 13 Oct 2026 | 10 Oct 2026   | Never           | 13 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |

| Flag  | Person                           | Last email  | Last Teams  | Last OneDrive | Last SharePoint | Last Office apps | Office apps on  | Licences                       |
|-------|----------------------------------|-------------|-------------|---------------|-----------------|------------------|-----------------|--------------------------------|
|       | owen.turner@fabrikam.example     | 11 Oct 2026 | 11 Oct 2026 | 10 Oct 2026   | Never           | 11 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | priya.williams@fabrikam.example  | 12 Oct 2026 | 12 Oct 2026 | 12 Oct 2026   | Never           | 12 Oct 2026      | Mobile, Web     | Microsoft 365 Business Basic   |
|       | rhys.hall@fabrikam.example       | 13 Oct 2026 | 13 Oct 2026 | Never         | Never           | 13 Oct 2026      | Mobile, Web     | Microsoft 365 Business Basic   |
|       | rhys.scott@fabrikam.example      | 12 Oct 2026 | 12 Oct 2026 | 4 Oct 2026    | Never           | 12 Oct 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      | 13 Oct 2026 | 13 Oct 2026 | 10 Oct 2026   | Never           | 13 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | ruby.davies@fabrikam.example     | 11 Oct 2026 | Never       | Never         | Never           | 11 Oct 2026      | Mobile, Web     | Microsoft 365 Business Premium |
|       | ruby.wood@fabrikam.example       | 9 Oct 2026  | 9 Oct 2026  | 10 Oct 2026   | Never           | 9 Oct 2026       | Windows, Mobile | Microsoft 365 Business Premium |
|       | thomas.allen@fabrikam.example    | 9 Oct 2026  | 9 Oct 2026  | 4 Oct 2026    | Never           | 9 Oct 2026       | Windows, Mobile | Microsoft 365 Business Premium |
|       | thomas.johnson@fabrikam.example  | 12 Oct 2026 | 12 Oct 2026 | 10 Oct 2026   | Never           | 12 Oct 2026      | Mac, Mobile     | Microsoft 365 Business Premium |
|       | thomas.robinson@fabrikam.example | 13 Oct 2026 | 13 Oct 2026 | 4 Oct 2026    | Never           | 13 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | william.lewis@fabrikam.example   | 9 Oct 2026  | 9 Oct 2026  | Never         | Never           | 9 Oct 2026       | Windows, Mobile | Microsoft 365 Business Premium |
|       | william.wood@fabrikam.example    | 12 Oct 2026 | 12 Oct 2026 | Never         | Never           | 12 Oct 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              | 27 Mar 2026    |

Activity counts 55

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        |

| Person                           | Emails sent | Emails received | Teams messages | Calls | Meetings |
|----------------------------------|-------------|-----------------|----------------|-------|----------|
| 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        |
| ben.okafor@fabrikam.example      | 0           | 0               | 0              | 0     | 0        |
| callum.turner@fabrikam.example   | 0           | 0               | 0              | 0     | 0        |
| chloe.jackson@fabrikam.example   | 0           | 0               | 0              | 0     | 0        |
| daniel.frost@fabrikam.example    | 0           | 0               | 0              | 0     | 0        |
| ella.evans@fabrikam.example      | 0           | 0               | 0              | 0     | 0        |
| ella.hughes@fabrikam.example     | 0           | 0               | 0              | 0     | 0        |
| 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        |
|                                  |             |                 |                |       |          |

| Person                           | Emails sent | Emails received | Teams messages | Calls | Meetings |
|----------------------------------|-------------|-----------------|----------------|-------|----------|
| 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        |
| 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        |
|                                  |             |                 |                |       |          |

| Person                         | Emails sent | Emails received | Teams messages | Calls | Meetings |
|--------------------------------|-------------|-----------------|----------------|-------|----------|
| 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 11 Oct 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 13 Oct 2026, 04:00 UTC.