

# Fabrikam Dental Group



PREPARED BY  
Harbour IT

DATE  
14 Oct 2026

DATA COLLECTED  
14 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT  
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: 1 of 5 rows, Active share is 0%, 1 column hidden. The headline figures cover every row.

Active people

**86%**

49 of 57 licensed used Microsoft 365

Email

**86%**

49 of 57 licensed

Teams

**74%**

42 of 57 licensed

OneDrive

**63%**

36 of 57 licensed

SharePoint

**0%**

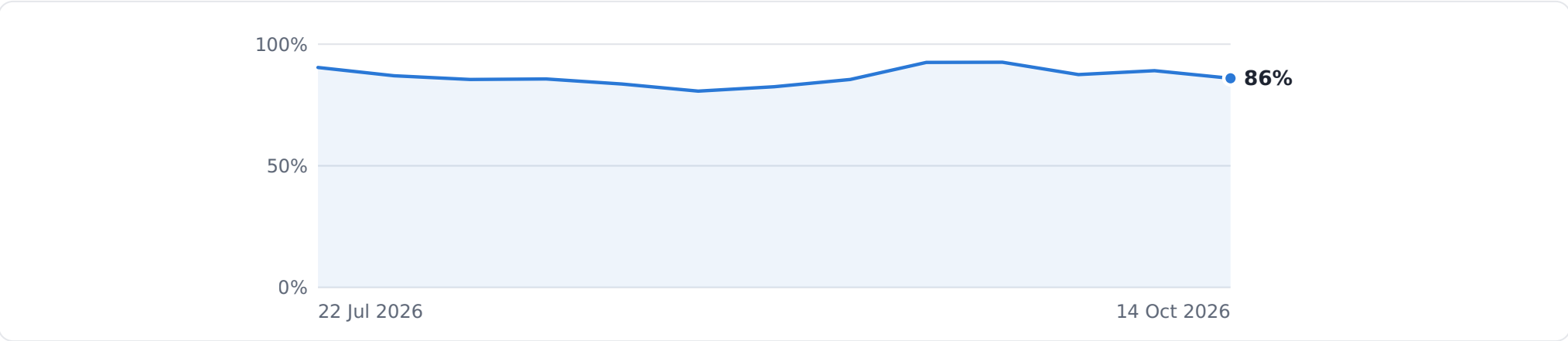
0 of 57 licensed

Desktop Office apps

**61%**

34 of 56 with Office used Windows or Mac apps

Share of licensed people active, by collection



Usage by service 1

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

| Service    | Licensed | Not active | Active share |
|------------|----------|------------|--------------|
| SharePoint | 57       | 57         | 0%           |

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 |

| Flag  | Person                           | Last email  | Last Teams  | Last OneDrive | Last SharePoint | Last Office apps | Office apps on  | Licences                        |
|-------|----------------------------------|-------------|-------------|---------------|-----------------|------------------|-----------------|---------------------------------|
|       | amelia.jackson@fabrikam.example  | 14 Oct 2026 | 14 Oct 2026 | Never         | Never           | 14 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium  |
|       | amelia.khan@fabrikam.example     | 14 Oct 2026 | 14 Oct 2026 | 11 Oct 2026   | Never           | 14 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium  |
|       | anna.kowalski@fabrikam.example   | 13 Oct 2026 | Never       | Never         | Never           | 13 Oct 2026      | Web             | Microsoft 365 Business Premium  |
|       | arthur.lee@fabrikam.example      | 10 Oct 2026 | 10 Oct 2026 | 5 Oct 2026    | Never           | 10 Oct 2026      | Mobile, Web     | Microsoft 365 Business Basic    |
|       | arthur.williams@fabrikam.example | 14 Oct 2026 | 14 Oct 2026 | 13 Oct 2026   | Never           | 14 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium  |
|       | ava.jackson@fabrikam.example     | 14 Oct 2026 | 14 Oct 2026 | 11 Oct 2026   | Never           | 14 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium  |
|       | ava.moore@fabrikam.example       | 10 Oct 2026 | 10 Oct 2026 | 11 Oct 2026   | Never           | 10 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium  |
|       | ava.thomas@fabrikam.example      | 10 Oct 2026 | 10 Oct 2026 | Never         | Never           | 10 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   | 10 Oct 2026 | 10 Oct 2026 | Never         | Never           | 10 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium  |
|       | caroline.reyes@fabrikam.example  | 12 Oct 2026 | 11 Oct 2026 | 4 Oct 2026    | Never           | 11 Oct 2026      | Mobile, Web     | Microsoft 365 Business Standard |
|       | chloe.jackson@fabrikam.example   | 12 Oct 2026 | 12 Oct 2026 | 11 Oct 2026   | Never           | 12 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium  |
| ● Low | daniel.frost@fabrikam.example    | 16 Jun 2026 | Never       | Never         | Never           | Never            | None            | Microsoft 365 Business Standard |
|       | ella.evans@fabrikam.example      | 12 Oct 2026 | 12 Oct 2026 | 13 Oct 2026   | Never           | 12 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                       |
|-------|----------------------------------|-------------|-------------|---------------|-----------------|------------------|-----------------|--------------------------------|
|       | ella.hughes@fabrikam.example     | 13 Oct 2026 | 13 Oct 2026 | 5 Oct 2026    | Never           | 13 Oct 2026      | Mac, Mobile     | Microsoft 365 Business Premium |
|       | erin.doyle@fabrikam.example      | 13 Oct 2026 | 13 Oct 2026 | 10 Oct 2026   | Never           | 13 Oct 2026      | Windows, Mac    | Office 365 E3                  |
|       | ethan.jones@fabrikam.example     | 14 Oct 2026 | 14 Oct 2026 | 13 Oct 2026   | Never           | 14 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | freya.evans@fabrikam.example     | 10 Oct 2026 | 10 Oct 2026 | 13 Oct 2026   | Never           | 10 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | george.baker@fabrikam.example    | 12 Oct 2026 | 12 Oct 2026 | 5 Oct 2026    | Never           | 12 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | george.walker@fabrikam.example   | 13 Oct 2026 | Never       | Never         | Never           | 13 Oct 2026      | Mobile, Web     | Microsoft 365 Business Basic   |
|       | george.williams@fabrikam.example | 13 Oct 2026 | 13 Oct 2026 | 11 Oct 2026   | Never           | 13 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | henry.roberts@fabrikam.example   | 13 Oct 2026 | 13 Oct 2026 | 13 Oct 2026   | Never           | 13 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | isla.scott@fabrikam.example      | 12 Oct 2026 | 12 Oct 2026 | 5 Oct 2026    | Never           | 12 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    | 14 Oct 2026 | Never       | Never         | Never           | 14 Oct 2026      | Mobile, Web     | Microsoft 365 Business Basic   |
|       | jack.ward@fabrikam.example       | 12 Oct 2026 | 12 Oct 2026 | 11 Oct 2026   | Never           | 12 Oct 2026      | Mac, Mobile     | Microsoft 365 Business Premium |
|       | leo.harrison@fabrikam.example    | 10 Oct 2026 | 10 Oct 2026 | 5 Oct 2026    | Never           | 10 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | lily.khan@fabrikam.example       | 12 Oct 2026 | 12 Oct 2026 | 5 Oct 2026    | Never           | 12 Oct 2026      | Mobile, Web     | Microsoft 365 Business Basic   |
|       | lily.watson@fabrikam.example     | 12 Oct 2026 | 12 Oct 2026 | 5 Oct 2026    | Never           | 12 Oct 2026      | Mobile, Web     | Microsoft 365 Business Basic   |
|       | lily.white@fabrikam.example      | 14 Oct 2026 | 14 Oct 2026 | 13 Oct 2026   | Never           | 14 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                       |
|-------|---------------------------------|-------------|-------------|---------------|-----------------|------------------|-----------------|--------------------------------|
|       | megan.green@fabrikam.example    | 13 Oct 2026 | 13 Oct 2026 | 11 Oct 2026   | Never           | 13 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | megan.king@fabrikam.example     | 12 Oct 2026 | Never       | Never         | Never           | 12 Oct 2026      | Mobile, Web     | Microsoft 365 Business Premium |
|       | noah.harris@fabrikam.example    | 12 Oct 2026 | Never       | Never         | Never           | 12 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  | 10 Oct 2026 | 10 Oct 2026 | 11 Oct 2026   | Never           | 10 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | oscar.smith@fabrikam.example    | 14 Oct 2026 | 14 Oct 2026 | 13 Oct 2026   | Never           | 14 Oct 2026      | Mobile, Web     | Microsoft 365 Business Basic   |
|       | owen.khan@fabrikam.example      | 14 Oct 2026 | 14 Oct 2026 | 5 Oct 2026    | Never           | 14 Oct 2026      | Mobile, Web     | Microsoft 365 Business Basic   |
|       | owen.patel@fabrikam.example     | 14 Oct 2026 | 14 Oct 2026 | 13 Oct 2026   | Never           | 14 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | owen.robinson@fabrikam.example  | 14 Oct 2026 | 14 Oct 2026 | 5 Oct 2026    | Never           | 14 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | owen.scott@fabrikam.example     | 14 Oct 2026 | Never       | Never         | Never           | 14 Oct 2026      | Mobile, Web     | Microsoft 365 Business Premium |
|       | owen.smith@fabrikam.example     | 14 Oct 2026 | 14 Oct 2026 | 11 Oct 2026   | Never           | 14 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | owen.turner@fabrikam.example    | 12 Oct 2026 | 12 Oct 2026 | 11 Oct 2026   | Never           | 12 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | priya.williams@fabrikam.example | 13 Oct 2026 | 13 Oct 2026 | 13 Oct 2026   | Never           | 13 Oct 2026      | Mobile, Web     | Microsoft 365 Business Basic   |
|       | rhys.hall@fabrikam.example      | 14 Oct 2026 | 14 Oct 2026 | Never         | Never           | 14 Oct 2026      | Mobile, Web     | Microsoft 365 Business Basic   |
|       | rhys.scott@fabrikam.example     | 13 Oct 2026 | 13 Oct 2026 | 5 Oct 2026    | Never           | 13 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
| ● Low | rhys.walker@fabrikam.example    | Never       | Never       | Never         | Never           | Never            | None            | Microsoft 365 Business Premium |

| Flag  | Person                           | Last email  | Last Teams  | Last OneDrive | Last SharePoint | Last Office apps | Office apps on  | Licences                       |
|-------|----------------------------------|-------------|-------------|---------------|-----------------|------------------|-----------------|--------------------------------|
|       | ruby.clark@fabrikam.example      | 14 Oct 2026 | 14 Oct 2026 | 11 Oct 2026   | Never           | 14 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | ruby.davies@fabrikam.example     | 12 Oct 2026 | Never       | Never         | Never           | 12 Oct 2026      | Mobile, Web     | Microsoft 365 Business Premium |
|       | ruby.wood@fabrikam.example       | 10 Oct 2026 | 10 Oct 2026 | 11 Oct 2026   | Never           | 10 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | thomas.allen@fabrikam.example    | 10 Oct 2026 | 10 Oct 2026 | 5 Oct 2026    | Never           | 10 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | thomas.johnson@fabrikam.example  | 13 Oct 2026 | 13 Oct 2026 | 11 Oct 2026   | Never           | 13 Oct 2026      | Mac, Mobile     | Microsoft 365 Business Premium |
|       | thomas.robinson@fabrikam.example | 14 Oct 2026 | 14 Oct 2026 | 5 Oct 2026    | Never           | 14 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | william.lewis@fabrikam.example   | 10 Oct 2026 | 10 Oct 2026 | Never         | Never           | 10 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium |
|       | william.wood@fabrikam.example    | 13 Oct 2026 | 13 Oct 2026 | Never         | Never           | 13 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              | 28 Mar 2026    |

## Activity counts 57

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        |
| ben.okafor@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        |

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

| Person                           | Emails sent | Emails received | Teams messages | Calls | Meetings |
|----------------------------------|-------------|-----------------|----------------|-------|----------|
| 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        |
| 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 12 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 14 Oct 2026, 04:00 UTC.