

JACK LEE

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

Everything collected about jack.lee@fabrikam.example.

Needs attention

6

Worst: medium

Sign-in

Allowed

Last sign-in 130 days ago

MFA

Required, not set up

Admin roles

None

Licences

1 licence

£18.10 a month

Devices

1 device

1 with problems

Needs attention 6 4 to review

Flag	What	Area
● Medium	No sign-in for 130 days. If they've left, block sign-in and reclaim the licences.	Sign-ins and admin changes
● Medium	No sign-in for 90 days or more but holds 1 paid licence (£18.10 a month).	Licences
● Medium	Required, not set up: Will be asked to set up MFA at next sign-in. Until then, anyone with the password can set it up in their place.	MFA and sign-in protection
● Medium	LAPTOP-LEE02: Windows 11 24H2: updates for Home and Pro ended 13 Oct 2026 (Enterprise and Education: 12 Oct 2027).	Devices
● Low	No usage location is set, so licences can only come from groups (which use the organisation's country). Set one before assigning a licence directly.	Licences
● Low	Microsoft 365 Business Premium: remove the licence. No activity in email, Teams, OneDrive, SharePoint or the Office apps in the last 30 days. Saves £18.10 a month.	Microsoft 365 use

Account 7

Detail	Value
Name	Jack Lee
Sign-in name	jack.lee@fabrikam.example
Account type	Member
Sign-in	Allowed
Source	Cloud-only
Created	2 Jul 2026 (104 days ago)
Password expires	Follows the organisation's policy

Licences 1

Detail	Value
Usage location	Not set

Licences 1

Licence	Cost / month
Microsoft 365 Business Premium	£18.10

Microsoft 365 use 6

Detail	Value
Email	Not in the last 30 days
Teams	Not in the last 30 days
OneDrive	Not in the last 30 days
SharePoint	Not in the last 30 days
Office apps	Not in the last 30 days
Office apps used on	None

Cheaper licence options 1

Flag	Licence	Option	Why	Saving / month
● Low	Microsoft 365 Business Premium	Remove the licence	No activity in email, Teams, OneDrive, SharePoint or the Office apps in the last 30 days	£18.10

MFA and sign-in protection 8

Detail	Value
MFA set up	No
Methods	None
Phishing-resistant method	No
Strongest method	None
Can sign in without a password	No
MFA required by	CA002 — All users: Require MFA
Conditional Access policies that apply	CA002 — All users: Require MFA, CA005 — Block sign-ins from disallowed countries, CA006 — Require MFA for Azure management, CA008 — All users: 8h sign-in frequency, CA009 — Require MFA for device registration, CA010 — Insider risk: Step-up MFA, CA011 — High sign-in risk: Block
Legacy sign-in blocked	No

Admin roles 1

Note
Holds no admin roles.

Administrative units 1

Note
In no administrative unit, and administers none.

Teams and groups 1

Note

Not an owner or member of any team or group Office Sentry reads.

Mailbox 8

Detail	Value
Address	jack.lee@fabrikam.example
Type	User
Size	22.3 GB of 49.5 GB (45%)
Archive	On
Litigation hold	Off
Forwarding	None
Older protocols allowed	None
More	Everything about this mailbox

Devices 1 1 to review

Flag	Device	Operating system	Compliance	Encrypted	Last check-in	Problems
● Medium	LAPTOP-LEE02	Windows 11 24H2 (10.0.26100.4946)	Compliant	Yes	Today	Windows 11 24H2: updates for Home and Pro ended 13 Oct 2026 (Enterprise and Education: 12 Oct 2027)

OneDrive 4

Detail	Value
Storage used	26.8 GB of 1.00 TB
Files	50
Files active in the last 30 days	5
Last activity	13 Oct 2026

Apps this person allowed 1

Note
Hasn't consented to any app on their own behalf.

Recent sign-ins 6

Detail	Value
Successful	8 (3 with MFA, 5 with only a password)
Failed	None
MFA and other prompts	1
Countries	GB
Apps	Office 365 SharePoint Online, Office 365 Exchange Online, Microsoft Teams, Microsoft Office
Devices	Windows10

Where this account signed in 1

Country	Successful	Failed	Cities	IP addresses	Last success (UTC)
GB	8	0	London	203.0.113.12	13 Oct 2026, 13:06

Sign-in history 3

Detail	Value
History from	16 Jun 2026
Last sign-in	13 Oct 2026 (today)
Countries	GB, IE, US

Sign-ins by month 5

Month	Days	Successful	Failed	With MFA	Password only	Countries
Oct 2026	8	13	0	4	9	GB, IE
Sep 2026	19	38	1	11	27	GB
Aug 2026	20	51	3	17	34	GB, US
Jul 2026	16	38	3	14	24	GB
Jun 2026	10	21	1	8	13	GB, IE, US

Sign-ins and admin changes 5

Detail	Value
Last interactive sign-in	5 Jun 2026 (130 days ago)
Last background sign-in	None recorded
Last successful sign-in	None recorded
Legacy sign-ins (30 days)	None
Admin changes (last 120 days)	None by or to this account

Timeline 1

Note
Nothing dated in the last 90 days.

Open findings 2 2 to review

Flag	Check	Detail	First seen
● Medium	Every active user has MFA registered	No MFA method registered	9 Sep 2026
● Medium	No inactive accounts	Licensed member, last signed in 5 Jun 2026	9 Sep 2026

History 0

No changes recorded yet.

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.