

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	14 Oct 2026	14 Oct 2026, 04:00 UTC	fabrikam.onmicrosoft.com

Everything collected about rhys.walker@fabrikam.example.

Needs attention 7 Worst: high	Sign-in Allowed Last sign-in 129 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 7 5 to review

Flag	What	Area
● High	The mailbox forwards all mail to rhys.walker@homemail.example, outside the organisation.	Mailbox
● High	LAPTOP-WALKER04: Windows 10 stopped getting security updates on 14 Oct 2025. Extended Security Updates or LTSC can cover it; otherwise upgrade.	Devices
● Medium	No sign-in for 129 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
● 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	Rhys Walker
Sign-in name	rhys.walker@fabrikam.example
Account type	Member
Sign-in	Allowed
Source	Cloud-only
Created	19 Apr 2026 (178 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	rhys.walker@fabrikam.example
Type	User
Size	25.4 GB of 49.5 GB (51%)
Archive	Off
Litigation hold	Off
Forwarding	rhys.walker@homemail.example (outside the organisation), no copy kept
Older protocols allowed	None
More	Everything about this mailbox

Devices 1 1 to review

Flag	Device	Operating system	Compliance	Encrypted	Last check-in	Problems
● High	LAPTOP-WALKER04	Windows 10 (10.0.19045.6332)	Compliant	Yes	Today	Windows 10 stopped getting security updates on 14 Oct 2025. Extended Security Updates or LTSC can cover it; otherwise upgrade

OneDrive 4

Detail	Value
Storage used	48.7 GB of 1.00 TB
Files	50
Files active in the last 30 days	5
Last activity	12 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	7 (2 with MFA, 5 with only a password)
Failed	None
MFA and other prompts	4
Countries	GB
Apps	Microsoft Teams, Office 365 Exchange Online, Microsoft Office, Office 365 SharePoint Online
Devices	Windows10

Where this account signed in 1

Country	Successful	Failed	Cities	IP addresses	Last success (UTC)
GB	7	0	London	203.0.113.14	13 Oct 2026, 13:30

Sign-in history 3

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

Sign-ins by month 5

Month	Days	Successful	Failed	With MFA	Password only	Countries
Oct 2026	9	13	0	5	8	GB
Sep 2026	21	45	2	15	30	GB, IE
Aug 2026	13	26	1	13	13	GB, IE
Jul 2026	20	41	3	19	22	FR, GB
Jun 2026	11	25	1	11	14	GB

Sign-ins and admin changes 5

Detail	Value
Last interactive sign-in	7 Jun 2026 (129 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 2 2 to review

Flag	When	Area	What happened
● High	14 Oct 2026	Mailbox	Forwarding to rhys.walker@homemail.example first seen (outside the organisation)
● Medium	18 Aug 2026, 17:57 UTC	Sign-in	First sign-in from IE

Open findings 3 3 to review

Flag	Check	Detail	First seen
● High	No mail is forwarded outside the organisation	Mailbox forwarding to rhys.walker@homemail.example (doesn't keep a copy)	14 Oct 2026
● Medium	Every active user has MFA registered	No MFA method registered	9 Sep 2026
● Medium	No inactive accounts	Licensed member, last signed in 7 Jun 2026	9 Sep 2026

History 1

Seen	Area	Change
14 Oct 2026	Mailbox	Forwarding set to rhys.walker@homemail.example

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