

Fabrikam Dental Group



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 ben.okafor@fabrikam.example.

Needs attention 9 Worst: high	Sign-in Blocked Never signed in	MFA Unknown
Admin roles 2 Directory Readers and 1 more	Licences 1 licence £18.10 a month	Devices 1 device 1 with problems

Needs attention 9 6 to review

Flag	What	Area
● High	Sign-in is blocked but the account still holds Directory Readers, Groups Administrator. Remove the roles.	Admin roles
● High	LAPTOP-OKAFOR: Not compliant; Not encrypted; Windows 10 stopped getting security updates on 14 Oct 2025. Extended Security Updates or LTSC can cover it; otherwise upgrade; No check-in for 45 days.	Devices
● High	9 failed sign-ins in the last 7 days, 8 with a wrong password, and locked out. If the person didn't make them, someone is guessing the password: make sure MFA is enforced.	Recent sign-ins
● Medium	Sign-in is blocked but the account still holds 1 paid licence (£18.10 a month). Remove them or convert the mailbox to shared.	Licences

Flag	What	Area
● Medium	Sign-in is blocked but the account still administers Branch offices. Remove the roles.	Administrative units
● Medium	Owned Marketing, Project Phoenix and sign-in is now blocked, so nobody active looks after them. Add a new owner.	Teams and groups
● 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	Sign-in is blocked but the account can still open or send from 1 other mailbox.	Mailbox
● Low	Sign-in is blocked and the OneDrive still holds 29.1 GB. Move what's needed before the account is deleted.	OneDrive

Account 6

Detail	Value
Name	Ben Okafor
Sign-in name	ben.okafor@fabrikam.example
Account type	Member
Sign-in	Blocked
Source	Cloud-only
Password expires	Follows the organisation's policy

Before you close this account 1

Detail	Value
Licence cost	£18.10 a month, £217.20 a year

Before you close this account 9 9 to review

Flag	Area	What's left	What to do
● Medium	Licence	Microsoft 365 Business Premium (£18.10 a month)	Remove the licence once the mailbox and files below are dealt with. It comes from All Staff, so take them out of that group.
● Medium	Mailbox	User mailbox ben.okafor@fabrikam. example, 7.4 GB	Convert it to a shared mailbox so colleagues can keep using it, then remove the licence. Shared mailboxes under 50 GB need no licence.
● Medium	Mailbox access	Can open or send from accounts@fabrikam.example	Remove this person's access to that mailbox.
● Medium	OneDrive	29.1 GB in 50 files	Give their manager access or move what's needed elsewhere. Microsoft deletes the OneDrive some time after the account is deleted (30 days unless the tenant has changed it).
● Medium	Device	LAPTOP-OKAFOR (Windows 10 (10.0.19045.5011))	Collect it, then wipe or retire it in Intune.
● Medium	Group owner	Only owner of Marketing (group)	Make someone else an owner, or nobody will be able to manage the group.
● Medium	Group owner	Only owner of Project Phoenix (team)	Make someone else an owner, or nobody will be able to manage the team.
● High	Admin role	Directory Readers	Remove the role. Admin roles left on an unused account are a common way in for attackers.
● High	Admin role	Groups Administrator	Remove the role. Admin roles left on an unused account are a common way in for attackers.

Licences 1

Detail	Value
Usage location	Not set

Licences 1

Licence	Assigned	Cost / month
Microsoft 365 Business Premium	By group: All Staff	£18.10

Microsoft 365 use 5

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

MFA and sign-in protection 4

Detail	Value
MFA set up	Unknown
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 2

Role	How assigned	Scope	Privileged
Directory Readers	Active	Whole directory	No
Groups Administrator	Active	Limited scope	No

Administrative units 2

Unit	Relationship	Membership	Restricted
Branch offices	Administers as Groups Administrator	Dynamic (paused)	Yes
Branch offices	Member	Dynamic (paused)	Yes

Teams and groups 2 2 to review

Flag	Name	Type	Role	Note
● Medium	Project Phoenix	Team	Owner	No active owner left
● Medium	Marketing	Microsoft 365 group	Owner	No active owner left

Mailbox 8

Detail	Value
Address	ben.okafor@fabrikam.example
Type	User
Size	7.4 GB of 49.5 GB (15%)
Archive	Off
Litigation hold	Off
Forwarding	None
Older protocols allowed	None
More	Everything about this mailbox

Mailboxes this person can open or send from 1

Mailbox	Type	Access
accounts@fabrikam.example	Shared	Full access

Devices 1 1 to review

Flag	Device	Operating system	Compliance	Encrypted	Last check-in	Problems
● High	LAPTOP-OKAFOR	Windows 10 (10.0.19045.5011)	Not compliant	No	45 days ago	Not compliant; Not encrypted; Windows 10 stopped getting security updates on 14 Oct 2025. Extended Security Updates or LTSC can cover it; otherwise upgrade; No check-in for 45 days

OneDrive 4

Detail	Value
Storage used	29.1 GB of 1.00 TB
Files	50
Files active in the last 30 days	5
Last activity	10 Oct 2026

Apps this person allowed 1

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

Recent sign-ins 7

Detail	Value
Successful	0
Failed	9 (8 wrong password, 1 lockout, from 3 addresses)
Last failure	11 Oct 2026 (2 days ago): Account is disabled
Countries	RU, GB, BR
Apps	Office 365 Exchange Online
Devices	Windows10
Addresses that failed	198.51.100.7, 192.0.2.10, 203.0.113.66

Where this account signed in 3

Country	Successful	Failed	Cities	IP addresses	Last success (UTC)
BR	0	1	Sao Paulo	203.0.113.66	–
GB	0	1	London	192.0.2.10	–
RU	0	7	Moscow	198.51.100.7	–

Why sign-ins failed 3

Error code	What it means	Sign-ins
50126	Wrong user name or password	7
50053	Locked out: too many wrong passwords (smart lockout), or the address is known to be malicious	1
50057	Account is disabled	1

Sign-in history 3

Detail	Value
History from	16 Jun 2026
Last sign-in	11 Oct 2026 (2 days ago)
Countries	BR, GB, RU

Sign-ins by month 1

Month	Days	Successful	Failed	With MFA	Password only	Countries
Oct 2026	3	0	9	0	0	BR, GB, RU

Sign-ins and admin changes 4

Detail	Value
Last interactive sign-in	Never
Last background sign-in	Never
Last successful sign-in	Never
Legacy sign-ins (30 days)	None

Admin changes in the last 120 days 2 2 to review

Flag	When (UTC)	Change	By	Target	Detail
● Medium	12 Oct 2026, 04:00	Add member to role	admin@fabrikam.example	ben.okafor@fabrikam.example	Global Administrator
● Medium	11 Aug 2026, 04:00	Add member to role	admin@fabrikam.example	ben.okafor@fabrikam.example	Global Administrator

Timeline 5 5 to review

Flag	When	Area	What happened
● Medium	12 Oct 2026, 04:00 UTC	Admin change	Add member to role: Global Administrator (by admin@fabrikam.example)
● Medium	11 Oct 2026, 09:00 UTC	Sign-in	Last of 9 failed sign-ins: Account is disabled
● Medium	On or before 9 Sep 2026	Admin roles	Directory Readers role first seen
● Medium	On or before 9 Sep 2026	Admin roles	Groups Administrator role first seen
● Medium	11 Aug 2026, 04:00 UTC	Admin change	Add member to role: Global Administrator (by admin@fabrikam.example)

Open findings 1 1 to review

Flag	Check	Detail	First seen
● Medium	No licences on disabled accounts	Disabled, holding 1 licence	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.