

Contoso Legal LLP



PREPARED BY
Harbour IT

DATE
12 Oct 2026

DATA COLLECTED
12 Oct 2026, 17:16 UTC

MICROSOFT 365 TENANT
contoso.onmicrosoft.com

Members and guests who haven't signed in for a long time, and old invitations.

Inactive members
1
1 with a paid licence

Inactive guests
1
No sign-in for 90+ days

Invitations never accepted
0
Older than 30 days

Disabled but still assigned
1
Licences or admin roles

Inactive members 1 1 to review

Enabled accounts with no sign-in for 90 days, or that have never signed in and were created more than 30 days ago. Admins and licensed accounts first.

By time since last sign-in



Flag	Account	Inactive for	Last sign-in	Days	Licences	Admin roles	Created	Synced from on-premises
● Medium	joseph.morris@contoso.example	90 days to 6 months	12 Jun 2026	122	Microsoft 365 Business Basic	–	12 Sep 2026	No

Inactive guests 1

Enabled accounts with no sign-in for 90 days, or that have never signed in and were created more than 30 days ago.

Flag	Guest	Inactive for	Last sign-in	Days	Invitation	Invited
● Low	g#EXT#@contoso.example	Never signed in	Never	–	Accepted	–

Invitations never accepted 0

Guest invitations still waiting after 30 days. Old invitations can be redeemed by whoever finds the link.

No old unaccepted invitations.

Disabled accounts still holding licences or roles 1 1 to review

Disabled accounts can't sign in, but their licences still cost money and their roles come back if someone re-enables them.

Flag	Account	Licences	Admin roles	Last sign-in
● Medium	bobby.marsh@contoso.example	Microsoft 365 Business Premium	Directory Readers, Groups Administrator (limited scope)	Never

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