INACTIVE ACCOUNTS

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	28 Nov 2026	28 Nov 2026, 04:00 UTC	contoso.onmicrosoft.com

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

Filtered view. Inactive guests: 1 of 3 rows, Invited: older than 180 days. The headline figures cover every row.

Inactive members	Inactive guests	Invitations never accepted	Disabled but still assigned
2	3	1	1
1 with a paid licence	No sign-in for 90+ days, or never	Older than 30 days	Licences or admin roles

Inactive members 2 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	28 Jul 2026	122	Microsoft 365 Business Basic, Microsoft Entra ID P2	–	23 Jun 2025	No
Low	reception@contoso.example	Never signed in	Never	999	–	–	4 Mar 2024	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	sam.carter@consultants.example	Never signed in	Never	410	Accepted	14 Oct 2025

Invitations never accepted 1

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

Flag	Guest	Invited	Days waiting
Low	d.mason@mason-legal.example	21 Oct 2026	38

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, Microsoft Entra ID P2	Directory Readers, Groups Administrator (limited scope)	Never

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