INACTIVE ACCOUNTS

# Contoso Legal LLP

Harbour IT

| PREPARED BY | DATE | DATA COLLECTED | MICROSOFT 365 TENANT |
|---|---|---|---|
| Harbour IT | 29 Nov 2026 | 29 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 members: 1 of 2 rows, Flag is Medium, 1 column hidden. 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 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

90 days to 6 months 1

| Flag | Account | Inactive for | Last sign-in | Days | Admin roles | Created | Synced from on-premises |
|---|---|---|---|---|---|---|---|
| Medium | joseph.morris@contoso.example | 90 days to 6 months | 29 Jul 2026 | 122 | – | 24 Jun 2025 | No |

## Inactive guests 3

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 | 15 Oct 2025 |
| Low | j.okafor@brightpath-consulting.example | 90 days to 6 months | 1 Aug 2026 | 120 | Accepted | 22 Jun 2026 |
| Low | d.mason@mason-legal.example | Never signed in | Never | 38 | Not accepted | 22 Oct 2026 |

## 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 | 22 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 |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 29 Nov 2026, 04:00 UTC.