

LICENCE RIGHT-SIZING

# 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

People who could move to a cheaper licence, and services people are licensed for but don't use.

Saving / month

**£42.00**

From the suggestions below, at your prices

Saving / year

**£504.00**

If every suggestion is taken

People who could move

**5**

To a cheaper licence, or none

Not using a service

**19**

In the last 30 days

## Could move to a cheaper licence 5 4 to review

People whose use of Microsoft 365 fits a cheaper licence. Accounts that are disabled or haven't signed in for 90 days are in Licence waste instead, so they aren't counted twice.

| Flag     | Person                         | Has                             | Used in the last 30 days            | Could move to                | Saving / month | Why                                                                                                                                                                    |
|----------|--------------------------------|---------------------------------|-------------------------------------|------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ● Medium | megan.smith@contoso.example    | Microsoft 365 Business Premium  | Email                               | Exchange Online (Plan 1)     | £14.80         | Only used email in the last 30 days. It also includes Intune, Entra ID P1 and Defender, which an Exchange Online plan doesn't. Check the account doesn't rely on them. |
| ● Medium | annabel.fraser@contoso.example | Microsoft 365 Business Premium  | Email                               | Exchange Online (Plan 2)     | £11.50         | Only used email in the last 30 days. It also includes Intune, Entra ID P1 and Defender, which an Exchange Online plan doesn't. Check the account doesn't rely on them. |
| ● Medium | dan.redford@contoso.example    | Microsoft 365 Business Standard | Nothing                             | Remove the licence           | £10.30         | No activity in email, Teams, OneDrive, SharePoint or the Office apps in the last 30 days                                                                               |
| ● Medium | carol.bennett@contoso.example  | Microsoft 365 Business Standard | Email, Teams, OneDrive, Office apps | Microsoft 365 Business Basic | £5.40          | Hasn't used the desktop Office apps (Windows or Mac) in the last 30 days                                                                                               |
| ● Low    | ella.thomas@contoso.example    | Microsoft 365 Business Basic    | Email                               | Exchange Online (Plan 2)     | £0.00          | Only used email in the last 30 days                                                                                                                                    |

## Licensed but not used 19

People who use Microsoft 365 but not every service their licence includes. Useful for adoption and training, and to spot licences bought for one service.

| Person                         | Licences                        | Not used in the last 30 days | Uses                                |
|--------------------------------|---------------------------------|------------------------------|-------------------------------------|
| annabel.fraser@contoso.example | Microsoft 365 Business Premium  | Teams, OneDrive, SharePoint  | Email                               |
| carol.bennett@contoso.example  | Microsoft 365 Business Standard | SharePoint                   | Email, Teams, OneDrive, Office apps |
| ella.thomas@contoso.example    | Microsoft 365 Business Basic    | Teams, OneDrive, SharePoint  | Email                               |
| erin.gallagher@contoso.example | Office 365 E3                   | SharePoint                   | Email, Teams, OneDrive, Office apps |
| evie.davis@contoso.example     | Microsoft 365 Business Premium  | SharePoint                   | Email, Teams, OneDrive, Office apps |

| Person                        | Licences                       | Not used in the last 30 days | Uses                                |
|-------------------------------|--------------------------------|------------------------------|-------------------------------------|
| jack.white@contoso.example    | Microsoft 365 Business Premium | OneDrive, SharePoint         | Email, Teams, Office apps           |
| jacob.johnson@contoso.example | Microsoft 365 Business Premium | SharePoint                   | Email, Teams, OneDrive, Office apps |
| lily.harrison@contoso.example | Microsoft 365 Business Premium | OneDrive, SharePoint         | Email, Teams, Office apps           |
| megan.smith@contoso.example   | Microsoft 365 Business Premium | Teams, OneDrive, SharePoint  | Email                               |
| noah.clark@contoso.example    | Microsoft 365 Business Basic   | OneDrive, SharePoint         | Email, Teams                        |
| oliver.hill@contoso.example   | Microsoft 365 Business Premium | OneDrive, SharePoint         | Email, Teams, Office apps           |
| olivia.ward@contoso.example   | Microsoft 365 Business Premium | SharePoint                   | Email, Teams, OneDrive, Office apps |
| olivia.wilson@contoso.example | Microsoft 365 Business Premium | SharePoint                   | Email, Teams, OneDrive, Office apps |
| owen.taylor@contoso.example   | Microsoft 365 Business Premium | SharePoint                   | Email, Teams, OneDrive, Office apps |
| priya.hughes@contoso.example  | Microsoft 365 Business Basic   | SharePoint                   | Email, Teams, OneDrive              |
| rhys.evans@contoso.example    | Microsoft 365 Business Premium | OneDrive, SharePoint         | Email, Teams, Office apps           |
| sophie.taylor@contoso.example | Microsoft 365 Business Premium | OneDrive, SharePoint         | Email, Teams, Office apps           |
| william.allen@contoso.example | Microsoft 365 Business Premium | OneDrive, SharePoint         | Email, Teams, Office apps           |
| william.clark@contoso.example | Microsoft 365 Business Premium | SharePoint                   | Email, Teams, OneDrive, Office apps |

Usage covers the 30 days to 10 Oct 2026, the latest date Microsoft had processed. Microsoft's usage reports run two or three days behind.

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 12 Oct 2026, 17:16 UTC.