LICENCE RIGHT-SIZING

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

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

Filtered view. Could move to a cheaper licence: 2 of 2 rows, Flag is Medium. The headline figures cover every row.

Saving / month	Saving / year	People who could move	Not using a service
£15.70	**£188.40**	**2**	**12**
From the suggestions below, at your prices	If every suggestion is taken	To a cheaper licence, or none	In the last 30 days

Could move to a cheaper licence 2

2 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. Someone with a device Intune manages or an admin role keeps a plan with Intune and Entra ID P1, and a mailbox that's large, archived or on hold keeps a plan that holds it.

Flag	Person	Has	Used in the last 30 days	Could move to	Saving / month	Why
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

Licensed but not used 12

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, Microsoft Entra ID P2	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, Microsoft Entra ID P2	Teams, OneDrive, SharePoint	Email
erin.gallagher@contoso.example	Office 365 E3	SharePoint	Email, Teams, OneDrive, Office apps
jack.white@contoso.example	Microsoft 365 Business Premium, Microsoft Entra ID P2	OneDrive	Email, Teams, SharePoint, Office apps
lily.harrison@contoso.example	Microsoft 365 Business Premium, Microsoft Entra ID P2	OneDrive	Email, Teams, SharePoint, Office apps
megan.smith@contoso.example	Microsoft 365 Business Premium, Microsoft Entra ID P2	Teams, OneDrive, SharePoint	Email
noah.clark@contoso.example	Microsoft 365 Business Basic, Microsoft Entra ID P2	OneDrive	Email, Teams, SharePoint
oliver.hill@contoso.example	Microsoft 365 Business Premium, Microsoft Entra ID P2	OneDrive, SharePoint	Email, Teams, Office apps
olivia.ward@contoso.example	Microsoft 365 Business Premium, Microsoft Entra ID P2	SharePoint	Email, Teams, OneDrive, Office apps
rhys.evans@contoso.example	Microsoft 365 Business Premium, Microsoft Entra ID P2	OneDrive	Email, Teams, SharePoint, Office apps
sophie.taylor@contoso.example	Microsoft 365 Business Premium, Microsoft Entra ID P2	OneDrive	Email, Teams, SharePoint, Office apps

Usage covers the 30 days to 27 Nov 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 29 Nov 2026, 04:00 UTC.