

Contoso Legal LLP



PREPARED BY
Harbour IT

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14 Oct 2026

DATA COLLECTED
14 Oct 2026, 04:00 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.

Filtered view. Licensed but not used: 19 of 19 rows, 1 column hidden. The headline figures cover every row.

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
annabel.fraser@contoso.example	Microsoft 365 Business Premium	Teams, OneDrive, SharePoint
carol.bennett@contoso.example	Microsoft 365 Business Standard	SharePoint
ella.thomas@contoso.example	Microsoft 365 Business Basic	Teams, OneDrive, SharePoint
erin.gallagher@contoso.example	Office 365 E3	SharePoint
evie.davis@contoso.example	Microsoft 365 Business Premium	SharePoint

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

Usage covers the 30 days to 12 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 14 Oct 2026, 04:00 UTC.