

Contoso Legal LLP



PREPARED BY
Harbour IT

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MICROSOFT 365 TENANT
contoso.onmicrosoft.com

Paid licences nobody uses, in money, and the accounts holding them.

Filtered view. Waste by subscription: 1 of 2 rows, Licence is Microsoft 365 Business Basic. Accounts to review: 1 of 2 rows, Last sign-in: never or blank. The headline figures cover every row.

Waste per month
£87.10
Unused paid licences

Waste per year
£1,045.20
If nothing changes

Unused licences
7
5 unassigned, 1 on disabled, 1 on inactive accounts

Overlapping licences
0
Features already included elsewhere

Waste by subscription 1 1 to review

Paid licences nobody is using: unassigned, or assigned to disabled or inactive accounts. Free and trial licences are left out.

By licence

- Unassigned
- On disabled accounts
- On inactive accounts



Flag	Licence	Purchased	Assigned	Unassigned	On disabled accounts	On inactive accounts	Price / month	Waste / month	Waste / year
● Medium	Microsoft 365 Business Basic	6	4	2	0	1	£4.90	£14.70	£176.40

Accounts to review 1 1 to review

Disabled accounts, and accounts with no sign-in for 90 days, that still hold paid licences. Most expensive first.

Flag	Account	Status	Last sign-in	Licences	Cost / month
● Medium	bobby.marsh@contoso.example	Disabled	Never	Microsoft 365 Business Premium	£18.10

Overlapping licences 0

People holding a licence whose features are all included in another licence they already have.

Nobody holds overlapping licences.