

# Contoso Legal LLP



PREPARED BY  
Harbour IT

DATE  
14 Oct 2026

DATA COLLECTED  
14 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT  
contoso.onmicrosoft.com

Who actually uses email, Teams, OneDrive, SharePoint and the Office apps, and when each person was last active.

**Filtered view.** Usage by service: 5 of 5 rows, 1 column hidden. Activity counts: 1 of 22 rows, Teams messages is 60. The headline figures cover every row.

Active people

**86%**

19 of 22 licensed used Microsoft 365

Email

**86%**

19 of 22 licensed

Teams

**73%**

16 of 22 licensed

OneDrive

**41%**

9 of 22 licensed

SharePoint

**0%**

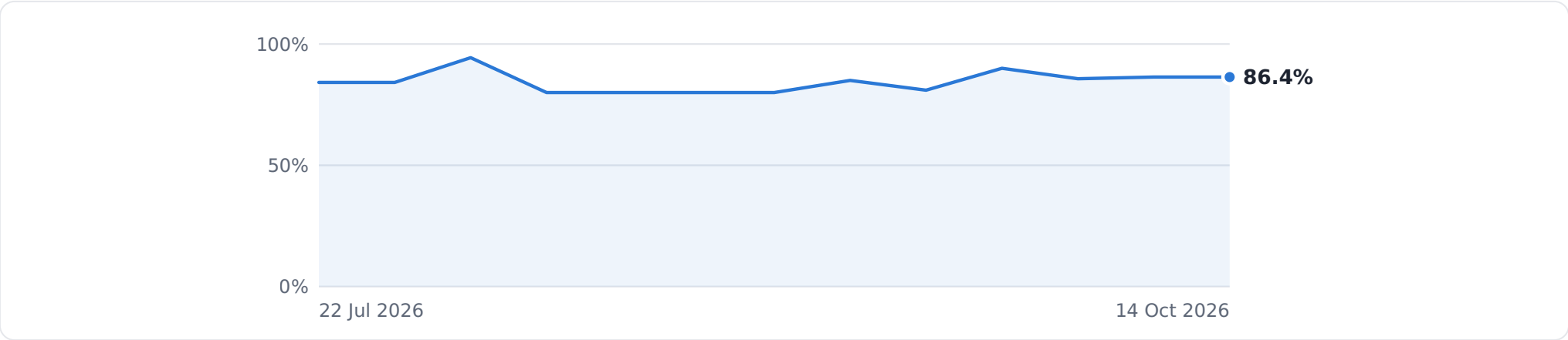
0 of 22 licensed

Desktop Office apps

**62%**

13 of 21 with Office used Windows or Mac apps

Share of licensed people active, by collection



Usage by service 5

How many licensed people used each service in the last 30 days.

| Service     | Licensed | Not active | Active share |
|-------------|----------|------------|--------------|
| Email       | 22       | 3          | 86%          |
| Teams       | 22       | 6          | 73%          |
| OneDrive    | 22       | 13         | 41%          |
| SharePoint  | 22       | 22         | 0%           |
| Office apps | 22       | 3          | 86%          |

Last active in each service 22

When each licensed person last used each service. Flagged: nothing used in the last 30 days.

| Flag | Person                         | Last email  | Last Teams | Last OneDrive | Last SharePoint | Last Office apps | Office apps on | Licences                       |
|------|--------------------------------|-------------|------------|---------------|-----------------|------------------|----------------|--------------------------------|
|      | annabel.fraser@contoso.example | 13 Oct 2026 | Never      | Never         | Never           | 13 Oct 2026      | Web            | Microsoft 365 Business Premium |

| Flag  | Person                         | Last email  | Last Teams  | Last OneDrive | Last SharePoint | Last Office apps | Office apps on  | Licences                        |
|-------|--------------------------------|-------------|-------------|---------------|-----------------|------------------|-----------------|---------------------------------|
| ● Low | bobby.marsh@contoso.example    | Never       | Never       | Never         | Never           | Never            | None            | Microsoft 365 Business Premium  |
|       | carol.bennett@contoso.example  | 12 Oct 2026 | 11 Oct 2026 | 4 Oct 2026    | Never           | 11 Oct 2026      | Mobile, Web     | Microsoft 365 Business Standard |
| ● Low | dan.redford@contoso.example    | 16 Jun 2026 | Never       | Never         | Never           | Never            | None            | Microsoft 365 Business Standard |
|       | ella.thomas@contoso.example    | 12 Oct 2026 | Never       | Never         | Never           | 12 Oct 2026      | Mobile, Web     | Microsoft 365 Business Basic    |
|       | erin.gallagher@contoso.example | 13 Oct 2026 | 13 Oct 2026 | 10 Oct 2026   | Never           | 13 Oct 2026      | Windows, Mac    | Office 365 E3                   |
|       | evie.davis@contoso.example     | 14 Oct 2026 | 14 Oct 2026 | 5 Oct 2026    | Never           | 14 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium  |
|       | jack.white@contoso.example     | 14 Oct 2026 | 14 Oct 2026 | Never         | Never           | 14 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium  |
|       | jacob.johnson@contoso.example  | 12 Oct 2026 | 12 Oct 2026 | 5 Oct 2026    | Never           | 12 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium  |
| ● Low | joseph.morris@contoso.example  | Never       | Never       | Never         | Never           | Never            | None            | Microsoft 365 Business Basic    |
|       | lily.harrison@contoso.example  | 13 Oct 2026 | 13 Oct 2026 | Never         | Never           | 13 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium  |
|       | megan.smith@contoso.example    | 12 Oct 2026 | Never       | Never         | Never           | 12 Oct 2026      | Mobile, Web     | Microsoft 365 Business Premium  |
|       | noah.clark@contoso.example     | 12 Oct 2026 | 12 Oct 2026 | Never         | Never           | 12 Oct 2026      | Mobile, Web     | Microsoft 365 Business Basic    |
|       | oliver.hill@contoso.example    | 14 Oct 2026 | 14 Oct 2026 | Never         | Never           | 14 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium  |
|       | olivia.ward@contoso.example    | 13 Oct 2026 | 13 Oct 2026 | 5 Oct 2026    | Never           | 13 Oct 2026      | Mac, Mobile     | Microsoft 365 Business Premium  |
|       | olivia.wilson@contoso.example  | 10 Oct 2026 | 10 Oct 2026 | 5 Oct 2026    | Never           | 10 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium  |
|       | owen.taylor@contoso.example    | 10 Oct 2026 | 10 Oct 2026 | 5 Oct 2026    | Never           | 10 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium  |
|       | priya.hughes@contoso.example   | 14 Oct 2026 | 14 Oct 2026 | 11 Oct 2026   | Never           | 14 Oct 2026      | Mobile, Web     | Microsoft 365 Business Basic    |
|       | rhys.evans@contoso.example     | 10 Oct 2026 | 10 Oct 2026 | Never         | Never           | 10 Oct 2026      | Mac, Mobile     | Microsoft 365 Business Premium  |
|       | sophie.taylor@contoso.example  | 10 Oct 2026 | 10 Oct 2026 | Never         | Never           | 10 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium  |
|       | william.allen@contoso.example  | 10 Oct 2026 | 10 Oct 2026 | Never         | Never           | 10 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium  |
|       | william.clark@contoso.example  | 10 Oct 2026 | 10 Oct 2026 | 5 Oct 2026    | Never           | 10 Oct 2026      | Windows, Mobile | Microsoft 365 Business Premium  |

## Office apps by platform 4

How many people used each Office app in the last 30 days, and where.

| App     | People | Windows | Mac | Mobile | Web |
|---------|--------|---------|-----|--------|-----|
| Outlook | 19     | 11      | 2   | 16     | 6   |
| Word    | 14     | 11      | 2   | 0      | 1   |
| Excel   | 13     | 11      | 3   | 0      | 0   |
| Teams   | 13     | 10      | 2   | 13     | 1   |

## Office installs 1

Where each person has installed the Office apps. Microsoft allows five of each.

| Person                         | Product                           | PCs | Macs | Phones and tablets | Shared computer | Last activated |
|--------------------------------|-----------------------------------|-----|------|--------------------|-----------------|----------------|
| erin.gallagher@contoso.example | Microsoft 365 Apps for enterprise | 1   | 1    | 1                  | No              | 28 Mar 2026    |

## Activity counts 1

What each person did in the last 30 days.

| Person                         | Emails sent | Emails received | Teams messages | Calls | Meetings |
|--------------------------------|-------------|-----------------|----------------|-------|----------|
| erin.gallagher@contoso.example | 70          | 500             | 60             | 1     | 9        |

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.