MICROSOFT 365 USAGE

# Contoso Legal LLP

Harbour IT

| PREPARED BY | DATE | DATA COLLECTED | MICROSOFT 365 TENANT |
|---|---|---|---|
| Harbour IT | 29 Nov 2026 | 29 Nov 2026, 10:48 UTC | contoso.onmicrosoft.com |

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

**Filtered view.** Last active in each service: 2 of 21 rows, Flag is Low. Activity counts: 21 of 21 rows, 1 column hidden. The headline figures cover every row.

Active people
**90%**
19 of 21 licensed used Microsoft 365

Email
**90%**
19 of 21 licensed

Teams
**76%**
16 of 21 licensed

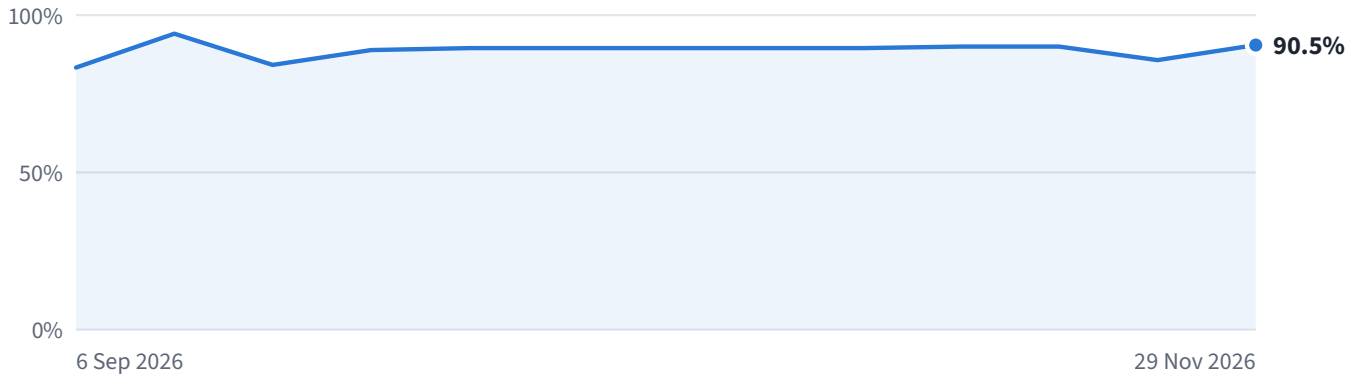
OneDrive
**43%**
9 of 21 licensed

SharePoint
**52%**
11 of 21 licensed

Desktop Office apps
**76%**
13 of 17 with the desktop apps in their plan used them

**Not checked.** 1 disabled account still holding licences is left out, as nobody can sign in to it. Licence waste counts its licences.

## 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 | Active | Not active | Active share |
|---|---|---|---|---|
| Email | 21 | 19 | 2 | 90% |
| Teams | 21 | 16 | 5 | 76% |
| OneDrive | 21 | 9 | 12 | 43% |
| SharePoint | 21 | 11 | 10 | 52% |
| Office apps | 21 | 19 | 2 | 90% |

## Last active in each service 2

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 |
|---|---|---|---|---|---|---|---|---|
| Low | dan.redford@contoso.example | 1 Aug 2026 | Never | Never | Never | Never | None | Microsoft 365 Business Standard |
| Low | joseph.morris@contoso.example | Never | Never | Never | Never | Never | None | Microsoft 365 Business Basic |

## 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 | 13 May 2026 |

## Activity counts 21

What each person did in the last 30 days.

| Person | Emails sent | Emails received | Teams messages | Calls |
|---|---|---|---|---|
| annabel.fraser@contoso.example | 40 | 300 | 0 | 0 |
| carol.bennett@contoso.example | 12 | 80 | 15 | 1 |
| dan.redford@contoso.example | 0 | 0 | 0 | 0 |
| ella.thomas@contoso.example | 0 | 0 | 0 | 0 |
| erin.gallagher@contoso.example | 70 | 500 | 60 | 1 |
| evie.davis@contoso.example | 0 | 0 | 0 | 0 |
| jack.white@contoso.example | 0 | 0 | 0 | 0 |
| jacob.johnson@contoso.example | 0 | 0 | 0 | 0 |
| joseph.morris@contoso.example | 0 | 0 | 0 | 0 |
| lily.harrison@contoso.example | 0 | 0 | 0 | 0 |
| megan.smith@contoso.example | 0 | 0 | 0 | 0 |
| noah.clark@contoso.example | 0 | 0 | 0 | 0 |
| oliver.hill@contoso.example | 0 | 0 | 0 | 0 |
| olivia.ward@contoso.example | 0 | 0 | 0 | 0 |
| olivia.wilson@contoso.example | 0 | 0 | 0 | 0 |
| owen.taylor@contoso.example | 0 | 0 | 0 | 0 |
| priya.hughes@contoso.example | 0 | 0 | 0 | 0 |
| rhys.evans@contoso.example | 0 | 0 | 0 | 0 |
| sophie.taylor@contoso.example | 0 | 0 | 0 | 0 |

| Person | Emails sent | Emails received | Teams messages | Calls |
|---|---|---|---|---|
| william.allen@contoso.example | 0 | 0 | 0 | 0 |
| william.clark@contoso.example | 0 | 0 | 0 | 0 |

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, 10:48 UTC.