

Contoso Legal LLP



PREPARED BY
Harbour IT

DATE
13 Oct 2026

DATA COLLECTED
13 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. Last active in each service: 19 of 22 rows, Flag is No flag. 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%

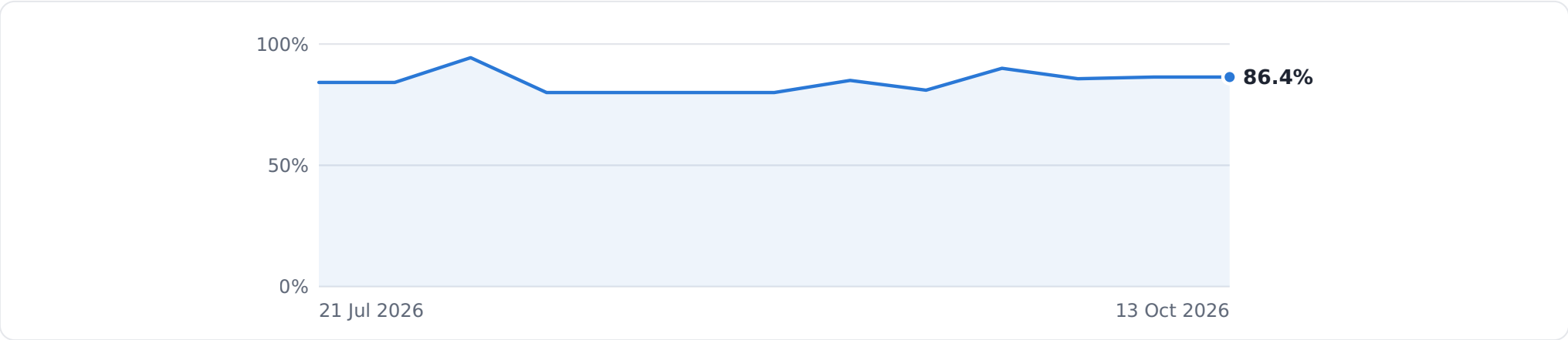
0 of 22 licensed

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 19

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

Person	Last email	Last Teams	Last OneDrive	Last SharePoint	Last Office apps	Office apps on	Licences
annabel.fraser@contoso.example	12 Oct 2026	Never	Never	Never	12 Oct 2026	Web	Microsoft 365 Business Premium

Person	Last email	Last Teams	Last OneDrive	Last SharePoint	Last Office apps	Office apps on	Licences
carol.bennett@contoso.example	11 Oct 2026	10 Oct 2026	3 Oct 2026	Never	10 Oct 2026	Mobile, Web	Microsoft 365 Business Standard
ella.thomas@contoso.example	11 Oct 2026	Never	Never	Never	11 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
erin.gallagher@contoso.example	12 Oct 2026	12 Oct 2026	9 Oct 2026	Never	12 Oct 2026	Windows, Mac	Office 365 E3
evie.davis@contoso.example	13 Oct 2026	13 Oct 2026	4 Oct 2026	Never	13 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
jack.white@contoso.example	13 Oct 2026	13 Oct 2026	Never	Never	13 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
jacob.johnson@contoso.example	11 Oct 2026	11 Oct 2026	4 Oct 2026	Never	11 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
lily.harrison@contoso.example	12 Oct 2026	12 Oct 2026	Never	Never	12 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
megan.smith@contoso.example	11 Oct 2026	Never	Never	Never	11 Oct 2026	Mobile, Web	Microsoft 365 Business Premium
noah.clark@contoso.example	11 Oct 2026	11 Oct 2026	Never	Never	11 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
oliver.hill@contoso.example	13 Oct 2026	13 Oct 2026	Never	Never	13 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
olivia.ward@contoso.example	12 Oct 2026	12 Oct 2026	4 Oct 2026	Never	12 Oct 2026	Mac, Mobile	Microsoft 365 Business Premium
olivia.wilson@contoso.example	9 Oct 2026	9 Oct 2026	4 Oct 2026	Never	9 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
owen.taylor@contoso.example	9 Oct 2026	9 Oct 2026	4 Oct 2026	Never	9 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
priya.hughes@contoso.example	13 Oct 2026	13 Oct 2026	10 Oct 2026	Never	13 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
rhys.evans@contoso.example	9 Oct 2026	9 Oct 2026	Never	Never	9 Oct 2026	Mac, Mobile	Microsoft 365 Business Premium
sophie.taylor@contoso.example	9 Oct 2026	9 Oct 2026	Never	Never	9 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
william.allen@contoso.example	9 Oct 2026	9 Oct 2026	Never	Never	9 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
william.clark@contoso.example	9 Oct 2026	9 Oct 2026	4 Oct 2026	Never	9 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	27 Mar 2026

Activity counts 22

What each person did in the last 30 days.

Person	Emails sent	Emails received	Teams messages	Calls	Meetings
annabel.fraser@contoso.example	40	300	0	0	0
bobby.marsh@contoso.example	0	0	0	0	0
carol.bennett@contoso.example	12	80	15	1	2
dan.redford@contoso.example	0	0	0	0	0
ella.thomas@contoso.example	0	0	0	0	0
erin.gallagher@contoso.example	70	500	60	1	9

Person	Emails sent	Emails received	Teams messages	Calls	Meetings
evie.davis@contoso.example	0	0	0	0	0
jack.white@contoso.example	0	0	0	0	0
jacob.johnson@contoso.example	0	0	0	0	0
joseph.morris@contoso.example	0	0	0	0	0
lily.harrison@contoso.example	0	0	0	0	0
megan.smith@contoso.example	0	0	0	0	0
noah.clark@contoso.example	0	0	0	0	0
oliver.hill@contoso.example	0	0	0	0	0
olivia.ward@contoso.example	0	0	0	0	0
olivia.wilson@contoso.example	0	0	0	0	0
owen.taylor@contoso.example	0	0	0	0	0
priya.hughes@contoso.example	0	0	0	0	0
rhys.evans@contoso.example	0	0	0	0	0
sophie.taylor@contoso.example	0	0	0	0	0
william.allen@contoso.example	0	0	0	0	0
william.clark@contoso.example	0	0	0	0	0

Usage covers the 30 days to 11 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 13 Oct 2026, 04:00 UTC.