MICROSOFT 365 USAGE

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 04:00 UTC	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: 4 of 21 rows, Licences is Microsoft 365 Business Basic. 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

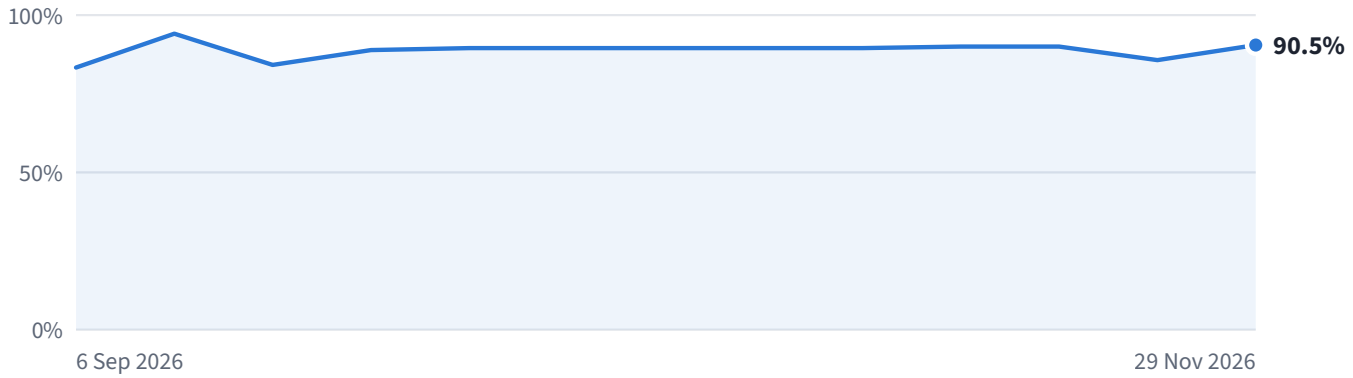
OneDrive
43%
9 of 21 licensed

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	Not active	Active share
Email	21	2	90%
Teams	21	5	76%
OneDrive	21	12	43%
SharePoint	21	10	52%
Office apps	21	2	90%

Last active in each service 4

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
	ella.thomas@contoso.example	27 Nov 2026	Never	Never	Never	27 Nov 2026	Mobile, Web	Microsoft 365 Business Basic
Low	joseph.morris@contoso.example	Never	Never	Never	Never	Never	None	Microsoft 365 Business Basic
	noah.clark@contoso.example	27 Nov 2026	27 Nov 2026	Never	22 Nov 2026	27 Nov 2026	Mobile, Web	Microsoft 365 Business Basic
	priya.hughes@contoso.example	29 Nov 2026	29 Nov 2026	26 Nov 2026	Never	29 Nov 2026	Mobile, Web	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	Meetings
annabel.fraser@contoso.example	40	300	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
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

Person	Emails sent	Emails received	Teams messages	Calls	Meetings
william.allen@contoso.example	0	0	0	0	0
william.clark@contoso.example	0	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, 04:00 UTC.