

Contoso Legal LLP



PREPARED BY
Harbour IT

DATE
12 Oct 2026

DATA COLLECTED
12 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. Last active in each service: 2 of 22 rows, Licences is Microsoft 365 Business Standard. Activity counts: 22 of 22 rows, 1 column hidden. 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%

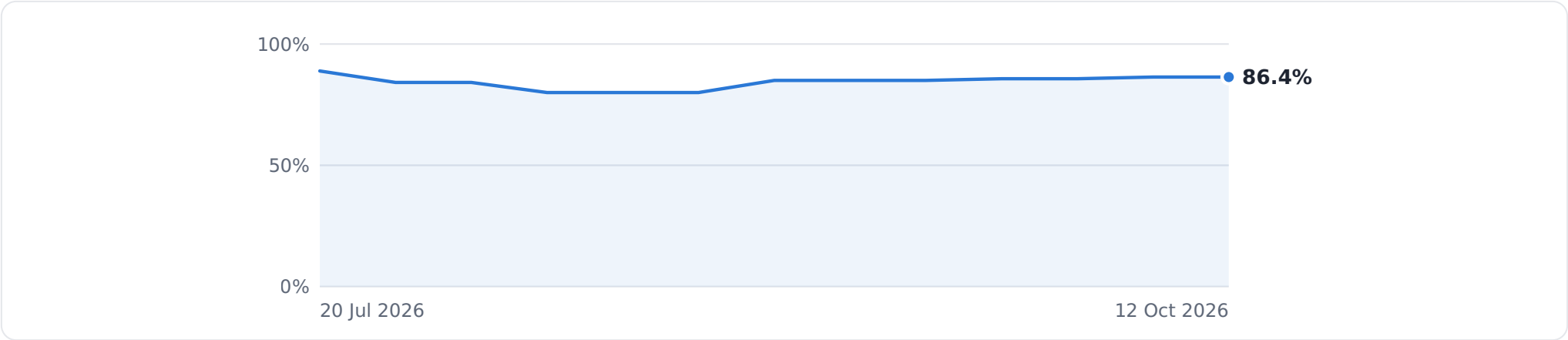
0 of 22 licensed

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	Active	Not active	Active share
Email	22	19	3	86%
Teams	22	16	6	73%
OneDrive	22	9	13	41%
SharePoint	22	0	22	0%
Office apps	22	19	3	86%

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
	carol.bennett@contoso.example	10 Oct 2026	9 Oct 2026	2 Oct 2026	Never	9 Oct 2026	Mobile, Web	Microsoft 365 Business Standard
● Low	dan.redford@contoso.example	14 Jun 2026	Never	Never	Never	Never	None	Microsoft 365 Business Standard

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	26 Mar 2026

Activity counts 22

What each person did in the last 30 days.

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

Usage covers the 30 days to 10 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 12 Oct 2026, 04:00 UTC.