

# 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: 2 of 5 rows, Active share is 86%. 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%**

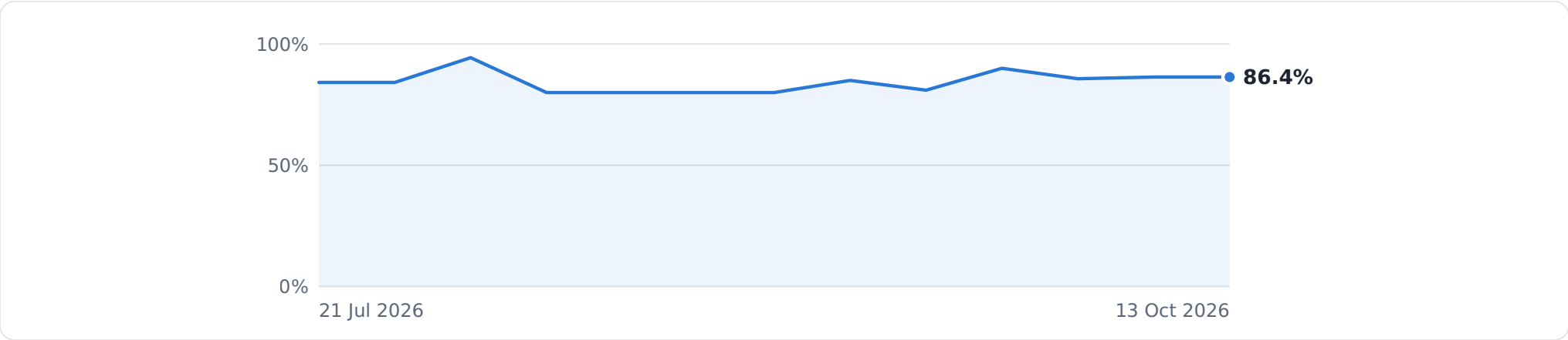
0 of 22 licensed

Desktop Office apps

**62%**

13 of 21 with Office used Windows or Mac apps

Share of licensed people active, by collection



Usage by service 2

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

| Service     | Licensed | Active | Not active | Active share |
|-------------|----------|--------|------------|--------------|
| Email       | 22       | 19     | 3          | 86%          |
| Office apps | 22       | 19     | 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 | 12 Oct 2026 | Never       | Never         | Never           | 12 Oct 2026      | Web            | Microsoft 365 Business Premium  |
| ● Low | bobby.marsh@contoso.example    | Never       | Never       | Never         | Never           | Never            | None           | Microsoft 365 Business Premium  |
|       | carol.bennett@contoso.example  | 11 Oct 2026 | 10 Oct 2026 | 3 Oct 2026    | Never           | 10 Oct 2026      | Mobile, Web    | Microsoft 365 Business Standard |

| Flag  | Person                         | Last email  | Last Teams  | Last OneDrive | Last SharePoint | Last Office apps | Office apps on  | Licences                        |
|-------|--------------------------------|-------------|-------------|---------------|-----------------|------------------|-----------------|---------------------------------|
| ● Low | dan.redford@contoso.example    | 15 Jun 2026 | Never       | Never         | Never           | Never            | None            | 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  |
| ● Low | joseph.morris@contoso.example  | Never       | Never       | Never         | Never           | Never            | None            | Microsoft 365 Business Basic    |
|       | 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 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        |

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