MICROSOFT 365 USAGE

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	14 Oct 2026	14 Oct 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: 1 of 5 rows, Not active is 6. Office apps by platform: 4 of 4 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

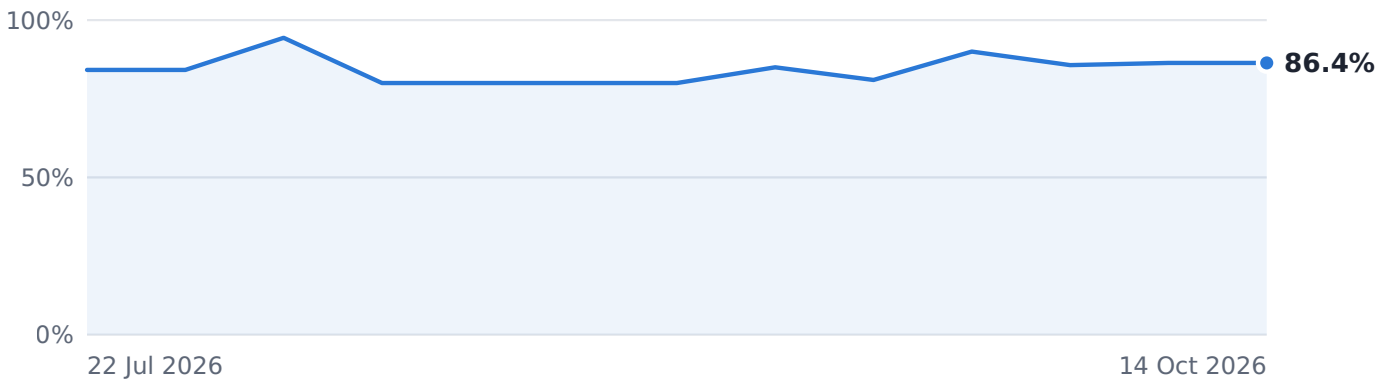
Teams
73%
16 of 22 licensed

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 1

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

Service	Licensed	Active	Not active	Active share
Teams	22	16	6	73%

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	13 Oct 2026	Never	Never	Never	13 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	12 Oct 2026	11 Oct 2026	4 Oct 2026	Never	11 Oct 2026	Mobile, Web	Microsoft 365 Business Standard
● Low	dan.redford@contoso.example	16 Jun 2026	Never	Never	Never	Never	None	Microsoft 365 Business Standard

Flag	Person	Last email	Last Teams	Last OneDrive	Last SharePoint	Last Office apps	Office apps on	Licences
	ella.thomas@contoso.example	12 Oct 2026	Never	Never	Never	12 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
	erin.gallagher@contoso.example	13 Oct 2026	13 Oct 2026	10 Oct 2026	Never	13 Oct 2026	Windows, Mac	Office 365 E3
	evie.davis@contoso.example	14 Oct 2026	14 Oct 2026	5 Oct 2026	Never	14 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	jack.white@contoso.example	14 Oct 2026	14 Oct 2026	Never	Never	14 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	jacob.johnson@contoso.example	12 Oct 2026	12 Oct 2026	5 Oct 2026	Never	12 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	13 Oct 2026	13 Oct 2026	Never	Never	13 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	megan.smith@contoso.example	12 Oct 2026	Never	Never	Never	12 Oct 2026	Mobile, Web	Microsoft 365 Business Premium
	noah.clark@contoso.example	12 Oct 2026	12 Oct 2026	Never	Never	12 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
	oliver.hill@contoso.example	14 Oct 2026	14 Oct 2026	Never	Never	14 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	olivia.ward@contoso.example	13 Oct 2026	13 Oct 2026	5 Oct 2026	Never	13 Oct 2026	Mac, Mobile	Microsoft 365 Business Premium
	olivia.wilson@contoso.example	10 Oct 2026	10 Oct 2026	5 Oct 2026	Never	10 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	owen.taylor@contoso.example	10 Oct 2026	10 Oct 2026	5 Oct 2026	Never	10 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	priya.hughes@contoso.example	14 Oct 2026	14 Oct 2026	11 Oct 2026	Never	14 Oct 2026	Mobile, Web	Microsoft 365 Business Basic
	rhys.evans@contoso.example	10 Oct 2026	10 Oct 2026	Never	Never	10 Oct 2026	Mac, Mobile	Microsoft 365 Business Premium
	sophie.taylor@contoso.example	10 Oct 2026	10 Oct 2026	Never	Never	10 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	william.allen@contoso.example	10 Oct 2026	10 Oct 2026	Never	Never	10 Oct 2026	Windows, Mobile	Microsoft 365 Business Premium
	william.clark@contoso.example	10 Oct 2026	10 Oct 2026	5 Oct 2026	Never	10 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
Outlook	19	11	2	16
Word	14	11	2	0
Excel	13	11	3	0
Teams	13	10	2	13

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	28 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 12 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 14 Oct 2026, 04:00 UTC.