



QUARTERLY REVIEW

Contoso Legal LLP

August to October 2026

PREPARED BY

Harbour IT

DATE

12 October 2026

COMPARED WITH

14 September

MICROSOFT 365 TENANT

contoso.onmicrosoft.com

● **Action needed**

Contoso Legal LLP's Microsoft 365 has a critical security gap that should be fixed now.

IN THIS REPORT

Summary	2
Key figures	2
The last three months	2
What was fixed	3
Projects	3
Licence spend	4
Coming up	4
What we recommend next	5
Questions?	5

Summary

We ran 61 security checks and 40 need attention (1 critical, 12 high, 15 medium and 12 low priority). The most urgent: 1 admin without MFA, and 1 whose registration isn't known.

On the positive side, 21 checks passed, including "Legacy authentication is blocked", "Between 2 and 4 Global Administrators" and "Automatic forwarding to outside addresses is off".

Since 14 September, Microsoft Secure Score rose from 61% to 68%, users with MFA rose from 76.1% to 80%, 1 issue was fixed and 5 new items came up.

About £87.10 a month (£1,045.20 a year) goes on licences that are unused or assigned to disabled or inactive accounts.

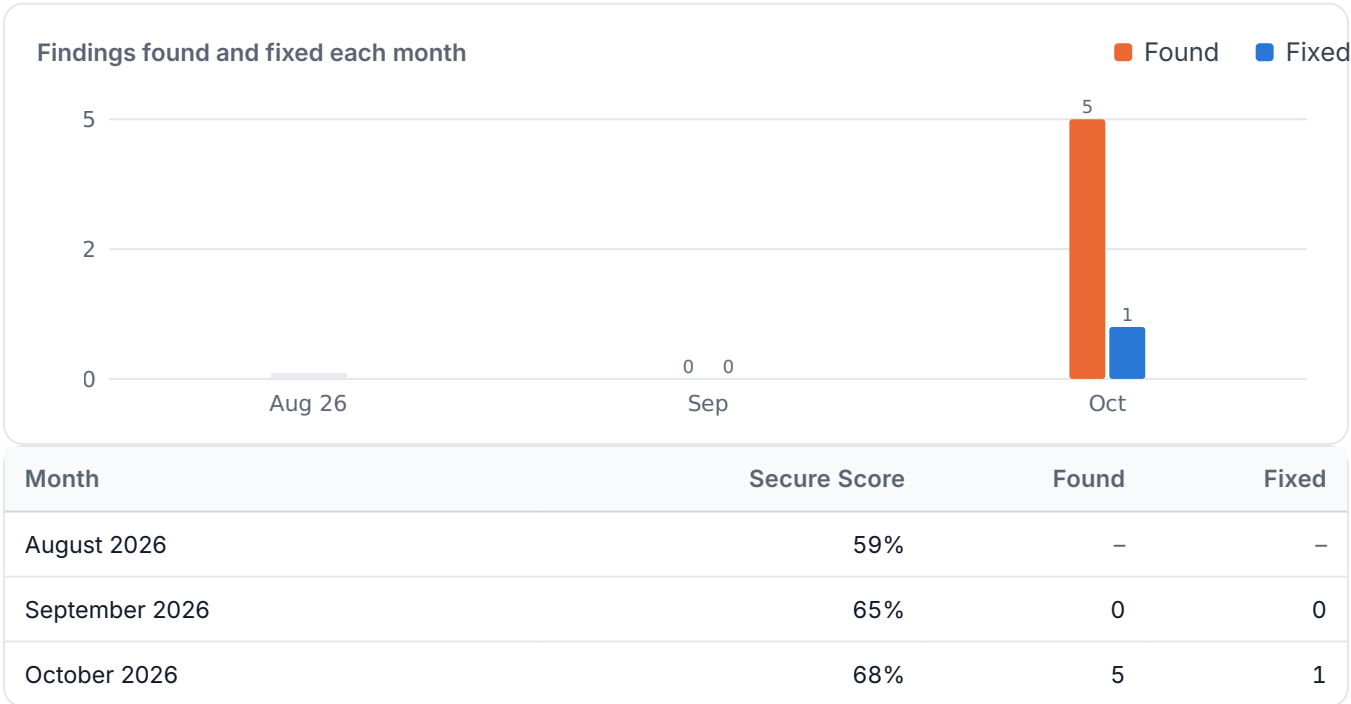
7 checks couldn't run because the data or a licence they need is missing.

Key figures



The last three months

Secure Score rose from 59% to 68% over the quarter. Found counts new findings and ones that came back; fixed counts findings resolved in the month.



What was fixed

1 finding fixed between August to October 2026.

FIXED

Every active user has MFA registered · 1 item: ella.thomas@contoso.example

Projects

1

Identity and Conditional Access **SUGGESTED**

Most break-ins start with a stolen password, and admin accounts are the biggest prize. Requiring a second factor everywhere, blocking the old sign-in methods that can't ask for one and locking down admin accounts stops nearly all of them.

7 findings · 20 users

2

Device management with Intune **SUGGESTED**

Company data lives on laptops and phones. Managing them means they're encrypted, kept up to date and can be wiped if lost, and unmanaged devices can be kept away from company data.

7 findings · 22 devices

3

Email security **SUGGESTED**

Email is how most attacks arrive and how fraud gets paid. Locking down the domain stops others pretending to be the business, and closing forwarding and old protocols stops mail leaking out.

7 findings · 23 mailboxes

4

File sharing and guest access **SUGGESTED**

Files shared with anyone who has the link, guests nobody remembers inviting and sites and teams nobody owns are an easy way for data to end up in the wrong hands.

7 findings · 5 sites

5

Windows upgrade and hardware refresh **SUGGESTED**

Computers on a Windows version that no longer gets security updates stay open to every flaw found from now on. Upgrading, or replacing machines that can't upgrade, closes that gap.

1 finding · 3 computers

12 quick fixes that don't need a project:

- 1 admin without MFA, and 1 whose registration isn't known
Goal: Every admin has MFA registered
- 1 app with access to mail, files or the directory
Goal: Third-party apps hold only the access they need
- 1 domain had sign-in settings changed in the last 30 days
Goal: No unexpected changes to how domains sign in
- 3 mailboxes at or over 90% of quota
Goal: No mailbox is nearly full

- 2 accounts inactive for 90+ days or never used
Goal: No inactive accounts
- ...and 7 more

Licence spend

Licences a month £355.20		Licences a year £4,262.40		Wasted a month £87.10 unassigned or on disabled or inactive accounts	
Licence	Purchased	Assigned	Each / month	Cost / month	Waste / month
Microsoft 365 Business Premium	18	15	£18.10	£325.80	£72.40
Microsoft 365 Business Basic	6	4	£4.90	£29.40	£14.70
Total	24	19		£355.20	£87.10

Coming up

When	What	Detail
1 Nov 2026 in 20 days	Visio Plan 2 (suspended) Subscription	5 licences. Suspended: people can't use it, though admins can still back up its data. Reactivate it before this date or it's deleted.
5 Nov 2026 in 24 days	evie.davis@contoso.example is nearly full Mailbox quota	47.2 GB of 49.5 GB (95%). At its current growth it's full around 5 Nov 2026. It stops sending mail when it's full: turn on its archive or clean it up.
Now	accounts@contoso.example is nearly full Mailbox quota	44.8 GB of 49.5 GB (91%). It stops sending mail when it's full: turn on its archive or clean it up.
Now	oliver.hill@contoso.example is nearly full Mailbox quota	45.6 GB of 49.5 GB (92%). It stops sending mail when it's full: turn on its archive or clean it up.
5 Nov 2026 in 24 days	Board expires Team or group expiry	Team with 2 members. Annabel Fraser can renew it; otherwise it's deleted, and can be restored for 30 days.
28 Nov 2026 in 47 days	Project Phoenix expires Team or group expiry	Team with 3 members. No owner can sign in to renew it; otherwise it's deleted, and can be restored for 30 days.

What we recommend next

- 1 Have each listed admin register a strong method**
1 admin without MFA, and 1 whose registration isn't known.
- 2 Make sure each admin is included in an enabled Conditional Access policy that requires MFA for all apps, and isn't excluded from it directly or through a group**
1 admin not covered by MFA.
- 3 Remove admin roles from guest accounts**
1 guest with admin roles.
- 4 Review each app with the client**
1 app with access to mail, files or the directory.
- 5 Turn on BitLocker**
2 of 19 computers not encrypted.

Questions?

Harbour IT

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Reply to this report or call us, and we'll take it from there.

About this report

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Everything here was read from Microsoft 365 with read-only access; nothing was changed. Changes are compared with the closest data from at least 4 weeks earlier. Data collected 12 Oct 2026, 06:36 UTC.