



MONTHLY SECURITY & LICENSING REVIEW

Contoso Legal LLP

PREPARED BY
Harbour IT

REPORT DATE
12 October 2026

PERIOD COVERED
14 September to 12 October 2026

MICROSOFT 365 TENANT
contoso.onmicrosoft.com

● **Action needed**

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

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At a glance

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.

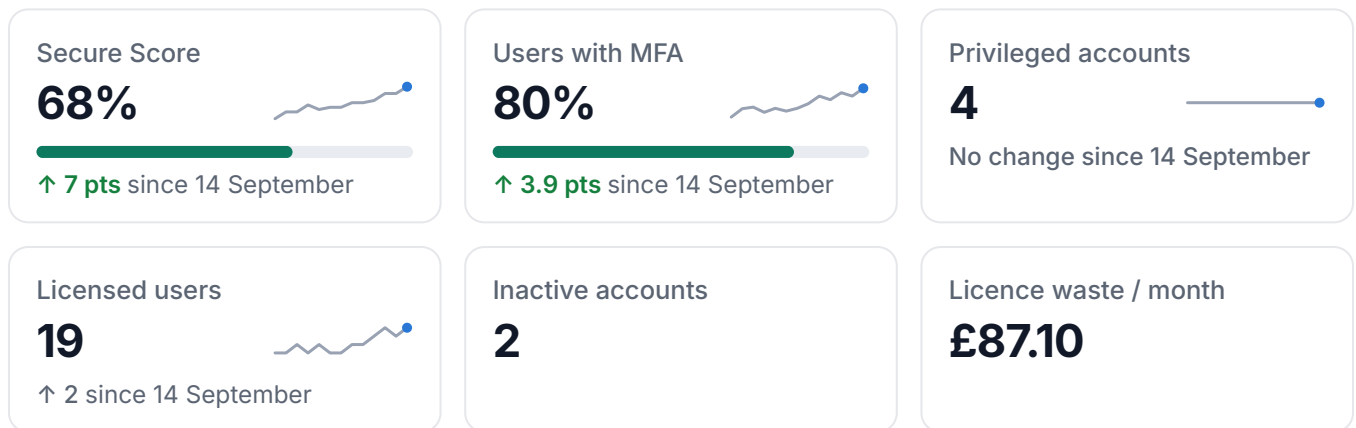
On the positive side, 21 checks passed, including "Legacy authentication is blocked", "Between 2 and 4 Global Administrators" and "Automatic forwarding to outside addresses is off".

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.

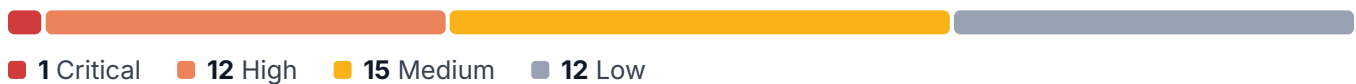
About £87.10 a month (£1,045.20 a year) goes on licences that are unused or assigned to disabled or inactive accounts.

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

Key figures



40 of 61 checks need attention



This month



What we did

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

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.

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.

This is the summary of the monthly review. Ask Harbour IT for the full report, with every check, change and licence in detail.