

MEGAN SMITH

# Contoso Legal LLP



PREPARED BY  
Harbour IT

DATE  
12 Oct 2026

DATA COLLECTED  
12 Oct 2026, 17:16 UTC

MICROSOFT 365 TENANT  
contoso.onmicrosoft.com

Everything collected about megan.smith@contoso.example.

Needs attention  
**2**  
Worst: low

Sign-in  
**Allowed**  
Last sign-in yesterday

MFA  
**Protected**

Admin roles  
**None**

Licences  
**1 licence**  
£18.10 a month

Devices  
**1 device**  
1 with problems

## Needs attention 2

| Flag  | What                                                                                                                                                 | Area              |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| ● Low | No usage location is set, so licences can only come from groups (which use the organisation's country). Set one before assigning a licence directly. | Licences          |
| ● Low | Microsoft 365 Business Premium: Exchange Online (Plan 1). Only used email in the last 30 days. Saves £14.80 a month.                                 | Microsoft 365 use |

Account 7

| Detail           | Value                             |
|------------------|-----------------------------------|
| Name             | Megan Smith                       |
| Sign-in name     | megan.smith@contoso.example       |
| Account type     | Member                            |
| Sign-in          | Allowed                           |
| Source           | Cloud-only                        |
| Created          | 24 May 2026 (141 days ago)        |
| Password expires | Follows the organisation's policy |

Licences 1

| Detail         | Value   |
|----------------|---------|
| Usage location | Not set |

Licences 1

| Licence                        | Cost / month |
|--------------------------------|--------------|
| Microsoft 365 Business Premium | £18.10       |

Microsoft 365 use 6

| Detail              | Value                   |
|---------------------|-------------------------|
| Email               | Used (last 10 Oct 2026) |
| Teams               | Not in the last 30 days |
| OneDrive            | Not in the last 30 days |
| SharePoint          | Not in the last 30 days |
| Office apps         | Used (last 10 Oct 2026) |
| Office apps used on | Mobile, Web             |

Cheaper licence options 1

| Flag                      | Licence                        | Option                   | Why                                                                                                                                                                    | Saving / month |
|---------------------------|--------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <div><div></div>Low</div> | Microsoft 365 Business Premium | Exchange Online (Plan 1) | Only used email in the last 30 days. It also includes Intune, Entra ID P1 and Defender, which an Exchange Online plan doesn't. Check the account doesn't rely on them. | £14.80         |

## MFA and sign-in protection 8

| Detail                                 | Value                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MFA set up                             | Yes                                                                                                                                                                                                                                                                                                                                                                                      |
| Methods                                | Authenticator app, Authenticator code                                                                                                                                                                                                                                                                                                                                                    |
| Phishing-resistant method              | No                                                                                                                                                                                                                                                                                                                                                                                       |
| Strongest method                       | Authenticator app or token                                                                                                                                                                                                                                                                                                                                                               |
| Can sign in without a password         | No                                                                                                                                                                                                                                                                                                                                                                                       |
| MFA required by                        | CA002 — All users: Require MFA                                                                                                                                                                                                                                                                                                                                                           |
| Conditional Access policies that apply | CA002 — All users: Require MFA, CA003 — Block legacy authentication, CA004 — All users: Require compliant or hybrid-joined device, CA005 — Block sign-ins from disallowed countries, CA006 — Require MFA for Azure management, CA008 — All users: 8h sign-in frequency, CA009 — Require MFA for device registration, CA010 — Insider risk: Step-up MFA, CA011 — High sign-in risk: Block |
| Legacy sign-in blocked                 | Yes                                                                                                                                                                                                                                                                                                                                                                                      |

## Admin roles 1

| Note                  |
|-----------------------|
| Holds no admin roles. |

## Administrative units 1

| Note                                             |
|--------------------------------------------------|
| In no administrative unit, and administers none. |

Teams and groups 2

| Name       | Type | Role   | Note |
|------------|------|--------|------|
| Clients    | Team | Member | –    |
| Operations | Team | Member | –    |

Mailbox 8

| Detail                  | Value                         |
|-------------------------|-------------------------------|
| Address                 | megan.smith@contoso.example   |
| Type                    | User                          |
| Size                    | 26.9 GB of 49.5 GB (54%)      |
| Archive                 | Off                           |
| Litigation hold         | Off                           |
| Forwarding              | None                          |
| Older protocols allowed | None                          |
| More                    | Everything about this mailbox |

Devices 1

| Flag  | Device       | Operating system                  | Compliance | Encrypted | Last check-in | Problems                                                  |
|-------|--------------|-----------------------------------|------------|-----------|---------------|-----------------------------------------------------------|
| ● Low | DESK-SMITH03 | Windows 11 24H2 (10.0.26100.4946) | Compliant  | Yes       | Today         | Windows 11 24H2: updates for Home and Pro end 13 Oct 2026 |

OneDrive 4

| Detail                           | Value              |
|----------------------------------|--------------------|
| Storage used                     | 20.3 GB of 1.00 TB |
| Files                            | 50                 |
| Files active in the last 30 days | 5                  |
| Last activity                    | 8 Oct 2026         |

Apps this person allowed 1

| Note                                             |
|--------------------------------------------------|
| Hasn't consented to any app on their own behalf. |

Recent sign-ins 7

| Detail                | Value                                                                      |
|-----------------------|----------------------------------------------------------------------------|
| Successful            | 8 (6 with MFA, 2 with only a password)                                     |
| Failed                | 1 (1 wrong password, from 1 address)                                       |
| Last failure          | 9 Oct 2026 (3 days ago): Wrong user name or password                       |
| Countries             | GB, FR (unusual for this tenant)                                           |
| Apps                  | Office 365 Exchange Online, Microsoft Office, Office 365 SharePoint Online |
| Devices               | Windows10                                                                  |
| Addresses that failed | 203.0.113.13                                                               |

Where this account signed in 2

| Country | Successful | Failed | Cities | IP addresses | Last success (UTC) |
|---------|------------|--------|--------|--------------|--------------------|
| GB      | 8          | 0      | London | 203.0.113.13 | 9 Oct 2026, 11:51  |
| FR      | 0          | 1      | London | 203.0.113.13 | –                  |

Why sign-ins failed 1

| Error code | What it means               | Sign-ins |
|------------|-----------------------------|----------|
| 50126      | Wrong user name or password | 1        |

Sign-in history 3

| Detail       | Value                   |
|--------------|-------------------------|
| History from | 14 Jun 2026             |
| Last sign-in | 9 Oct 2026 (3 days ago) |
| Countries    | FR, GB, IE, US          |

Sign-ins by month 5

| Month    | Days | Successful | Failed | With MFA | Password only | Countries  |
|----------|------|------------|--------|----------|---------------|------------|
| Oct 2026 | 7    | 14         | 1      | 12       | 2             | FR, GB     |
| Sep 2026 | 20   | 49         | 5      | 44       | 5             | FR, GB, IE |
| Aug 2026 | 14   | 24         | 1      | 21       | 3             | FR, GB, US |
| Jul 2026 | 18   | 42         | 0      | 37       | 5             | GB         |
| Jun 2026 | 12   | 32         | 2      | 29       | 3             | FR, GB     |

Sign-ins and admin changes 5

| Detail                        | Value                      |
|-------------------------------|----------------------------|
| Last interactive sign-in      | 11 Oct 2026 (yesterday)    |
| Last background sign-in       | None recorded              |
| Last successful sign-in       | None recorded              |
| Legacy sign-ins (30 days)     | None                       |
| Admin changes (last 120 days) | None by or to this account |

Timeline 3

| When                    | Area    | What happened                                         |
|-------------------------|---------|-------------------------------------------------------|
| 9 Oct 2026, 18:42 UTC   | Sign-in | Last of 1 failed sign-in: Wrong user name or password |
| On or before 7 Sep 2026 | MFA     | Authenticator app first seen as an MFA method         |
| On or before 7 Sep 2026 | MFA     | Authenticator code first seen as an MFA method        |

History 0

No changes recorded yet.