

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 jacob.johnson@contoso.example.

Needs attention

2

Worst: high

Sign-in

Allowed

Last sign-in 6 days ago

MFA

Protected

Admin roles

None

Licences

1 licence

£18.10 a month

Devices

1 device

1 with problems

Needs attention 2 1 to review

Flag	What	Area
High	LAPTOP-JOHNSON04: Windows 10 stopped getting security updates on 14 Oct 2025. Extended Security Updates or LTSC can cover it; otherwise upgrade.	Devices
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

Account 7

Detail	Value
Name	Jacob Johnson
Sign-in name	jacob.johnson@contoso.example
Account type	Member
Sign-in	Allowed
Source	Cloud-only
Created	17 Apr 2026 (178 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	Used (last 10 Oct 2026)
OneDrive	Used (last 3 Oct 2026)
SharePoint	Not in the last 30 days
Office apps	Used (last 10 Oct 2026)
Office apps used on	Windows, Mobile

MFA and sign-in protection 8

Detail	Value
MFA set up	Yes
Methods	Passkey, Authenticator app
Phishing-resistant method	Yes
Strongest method	Phishing-resistant
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 4

Name	Type	Role	Note
Clients	Team	Owner	–
Operations	Team	Member	–
Finance	Microsoft 365 group	Member	–
Marketing	Microsoft 365 group	Member	–

Mailbox 8

Detail	Value
Address	jacob.johnson@contoso.example
Type	User
Size	7.5 GB of 49.5 GB (15%)
Archive	Off
Litigation hold	Off
Forwarding	None
Older protocols allowed	None
More	Everything about this mailbox

Mailboxes this person can open or send from 1

Mailbox	Type	Access
accounts@contoso.example	Shared	Full access

Devices 1 1 to review

Flag	Device	Operating system	Compliance	Encrypted	Last check-in	Problems
● High	LAPTOP-JOHNSON04	Windows 10 (10.0.19045.6332)	Compliant	Yes	Today	Windows 10 stopped getting security updates on 14 Oct 2025. Extended Security Updates or LTSC can cover it; otherwise upgrade

OneDrive 4

Detail	Value
Storage used	8.6 GB of 1.00 TB
Files	50
Files active in the last 30 days	5
Last activity	11 Oct 2026

Apps this person allowed 1

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

Recent sign-ins 6

Detail	Value
Successful	7 (7 with MFA)
Failed	None
MFA and other prompts	1
Countries	GB
Apps	Office 365 Exchange Online, Microsoft Office, Office 365 SharePoint Online, Microsoft Teams
Devices	Windows10

Where this account signed in 1

Country	Successful	Failed	Cities	IP addresses	Last success (UTC)
GB	7	0	London	203.0.113.14	11 Oct 2026, 15:14

Sign-in history 3

Detail	Value
History from	14 Jun 2026
Last sign-in	11 Oct 2026 (yesterday)
Countries	FR, GB, US

Sign-ins by month 5

Month	Days	Successful	Failed	With MFA	Password only	Countries
Oct 2026	7	12	0	11	1	GB
Sep 2026	17	39	3	38	1	FR, GB, US
Aug 2026	21	36	5	31	5	GB
Jul 2026	18	38	2	30	8	FR, GB
Jun 2026	10	21	0	18	3	GB

Sign-ins and admin changes 5

Detail	Value
Last interactive sign-in	6 Oct 2026 (6 days ago)
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 4 2 to review

Flag	When	Area	What happened
● Medium	29 Sep 2026, 14:21 UTC	Sign-in	First sign-in from US
	On or before 7 Sep 2026	MFA	Passkey first seen as an MFA method
	On or before 7 Sep 2026	MFA	Authenticator app first seen as an MFA method
● Medium	16 Jul 2026, 12:49 UTC	Sign-in	First sign-in from FR

History 0

No changes recorded yet.

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 12 Oct 2026, 17:16 UTC.