

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 owen.taylor@contoso.example.

Needs attention

1

Worst: low

Sign-in

Allowed

Last sign-in today

MFA

Protected

Admin roles

None

Licences

1 licence

£18.10 a month

Devices

1 device

1 with problems

Needs attention 1

| 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 |

Account 7

| Detail           | Value                             |
|------------------|-----------------------------------|
| Name             | Owen Taylor                       |
| Sign-in name     | owen.taylor@contoso.example       |
| Account type     | Member                            |
| Sign-in          | Allowed                           |
| Source           | Cloud-only                        |
| Created          | 20 Nov 2025 (326 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 8 Oct 2026)  |
| Teams               | Used (last 8 Oct 2026)  |
| OneDrive            | Used (last 3 Oct 2026)  |
| SharePoint          | Not in the last 30 days |
| Office apps         | Used (last 8 Oct 2026)  |
| Office apps used on | Windows, Mobile         |

## 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 3

| Name      | Type                | Role   | Note |
|-----------|---------------------|--------|------|
| Clients   | Team                | Member | –    |
| Finance   | Microsoft 365 group | Member | –    |
| Marketing | Microsoft 365 group | Member | –    |

## Mailbox 8

| Detail                  | Value                         |
|-------------------------|-------------------------------|
| Address                 | owen.taylor@contoso.example   |
| Type                    | User                          |
| Size                    | 18.8 GB of 49.5 GB (38%)      |
| 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 | LAPTOP-TAYLOR08 | 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                     | 10.6 GB of 1.00 TB |
| Files                            | 50                 |
| Files active in the last 30 days | 5                  |
| Last activity                    | 10 Oct 2026        |

Apps this person allowed 1

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

Recent sign-ins 8

| Detail                | Value                                                         |
|-----------------------|---------------------------------------------------------------|
| Successful            | 9 (8 with MFA, 1 with only a password)                        |
| Failed                | 1 (1 wrong password, from 1 address)                          |
| MFA and other prompts | 2                                                             |
| Last failure          | 7 Oct 2026 (5 days ago): Wrong user name or password          |
| Countries             | GB                                                            |
| Apps                  | Microsoft Office, Microsoft Teams, Office 365 Exchange Online |
| Devices               | Windows10                                                     |
| Addresses that failed | 203.0.113.18                                                  |

Where this account signed in 1

| Country | Successful | Failed | Cities | IP addresses | Last success (UTC) |
|---------|------------|--------|--------|--------------|--------------------|
| GB      | 9          | 1      | London | 203.0.113.18 | 10 Oct 2026, 18:06 |

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 | 10 Oct 2026 (2 days ago) |
| Countries    | FR, GB, IE, US           |

Sign-ins by month 5

| Month    | Days | Successful | Failed | With MFA | Password only | Countries  |
|----------|------|------------|--------|----------|---------------|------------|
| Oct 2026 | 7    | 11         | 1      | 10       | 1             | GB         |
| Sep 2026 | 21   | 47         | 2      | 40       | 7             | FR, GB, US |
| Aug 2026 | 20   | 41         | 3      | 35       | 6             | FR, GB, US |
| Jul 2026 | 20   | 46         | 2      | 43       | 3             | GB, IE     |
| Jun 2026 | 8    | 12         | 0      | 12       | 0             | GB         |

Sign-ins and admin changes 5

| Detail                        | Value                      |
|-------------------------------|----------------------------|
| Last interactive sign-in      | 12 Oct 2026 (today)        |
| 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 5 2 to review

| Flag     | When                    | Area    | What happened                                         |
|----------|-------------------------|---------|-------------------------------------------------------|
|          | 7 Oct 2026, 08:33 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        |
| ● Medium | 20 Aug 2026, 11:57 UTC  | Sign-in | First sign-in from FR                                 |
| ● Medium | 17 Aug 2026, 11:19 UTC  | Sign-in | First sign-in from US                                 |

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.