

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 olivia.ward@contoso.example.

Needs attention
1
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 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	Olivia Ward
Sign-in name	olivia.ward@contoso.example
Account type	Member
Sign-in	Allowed
Source	Cloud-only
Created	1 Aug 2025 (437 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 11 Oct 2026)
Teams	Used (last 11 Oct 2026)
OneDrive	Used (last 3 Oct 2026)
SharePoint	Not in the last 30 days
Office apps	Used (last 11 Oct 2026)
Office apps used on	Mac, 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 1

Name	Type	Role	Note
Operations	Team	Member	–

Mailbox 8

Detail	Value
Address	olivia.ward@contoso.example
Type	User
Size	12.5 GB of 49.5 GB (25%)
Archive	Off
Litigation hold	Off
Forwarding	None
Older protocols allowed	POP
More	Everything about this mailbox

Devices 1

Flag	Device	Operating system	Compliance	Encrypted	Last check-in	Problems
● Low	LAPTOP-WARD11	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	7.4 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 5

Detail	Value
Successful	5 (5 with MFA)
Failed	None
Countries	GB
Apps	Microsoft Teams, Microsoft Office, Office 365 Exchange Online
Devices	Windows10

Where this account signed in 1

Country	Successful	Failed	Cities	IP addresses	Last success (UTC)
GB	5	0	London	203.0.113.21	9 Oct 2026, 15:25

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	15	0	12	3	GB
Sep 2026	22	45	2	39	6	FR, GB
Aug 2026	22	50	2	44	6	GB, IE, US
Jul 2026	22	45	2	40	5	GB, US
Jun 2026	11	19	0	13	6	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 4 2 to review

Flag	When	Area	What happened
	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	14 Aug 2026, 11:07 UTC	Sign-in	First sign-in from IE
● Medium	14 Jul 2026, 15:19 UTC	Sign-in	First sign-in from US

History 0

No changes recorded yet.