

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	12 Oct 2026	12 Oct 2026, 06:36 UTC	contoso.onmicrosoft.com

Everything collected about william.allen@contoso.example.

Needs attention 2 Worst: low	Sign-in Allowed Last sign-in today	MFA Protected
Admin roles None	Licences 1 licence £18.10 a month	Devices 1 device

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	A text or call is the only second factor: set up the Authenticator app.	MFA and sign-in protection

Account 7

Detail	Value
Name	William Allen
Sign-in name	william.allen@contoso.example
Account type	Member
Sign-in	Allowed
Source	Cloud-only
Created	28 Jan 2025 (622 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	Not in the last 30 days
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	Phone
Phishing-resistant method	No
Strongest method	Phone (SMS or voice call)
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
Finance	Microsoft 365 group	Member	–

Mailbox 8

Detail	Value
Address	william.allen@contoso.example
Type	User
Size	4.1 GB of 49.5 GB (8%)
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
info@contoso.example	Shared	Full access

Devices 1

Device	Operating system	Compliance	Encrypted	Last check-in	Problems
LAPTOP-ALLEN16	Windows 11 25H2 (10.0.26200.6584)	Compliant	Yes	Today	–

OneDrive 4

Detail	Value
Storage used	29.5 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 1

Note
No interactive sign-ins in the last 7 days.

Sign-in history 1

Note
No interactive sign-ins since 14 Jun 2026.

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 1

When	Area	What happened
12 Oct 2026	MFA	Phone first seen as an MFA method

Open findings 1

Flag	Check	Detail	First seen
● Low	Nobody relies on a text or call as their only second factor	Second factor is only Mobile phone (SMS or call)	12 Oct 2026

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, 06:36 UTC.