

PREPARED BY

Harbour IT

DATE

17 Oct 2026

DATA COLLECTED

17 Oct 2026, 10:53 UTC

MICROSOFT 365 TENANT

contoso.onmicrosoft.com

Everything collected about reception@contoso.example.

Needs attention

3

Worst: medium

Sign-in

Allowed

Never signed in

MFA

Required, not set up

Admin roles

None

Licences

None

Devices

None

Needs attention 3 2 to review

Flag	What	Area
● Medium	Required, not set up: Will be asked to set up MFA at next sign-in. Until then, anyone with the password can set it up in their place.	MFA and sign-in protection
● Medium	Signed in from FR, which this tenant rarely signs in from. Check the person was there.	Recent sign-ins
● Low	Has never signed in (created 4 Mar 2024).	Sign-ins and admin changes

Account 8

Detail	Value
Name	Reception
Sign-in name	reception@contoso.example
Account type	Member
Sign-in	Allowed
Source	Cloud-only
Created	4 Mar 2024 (957 days ago)
Password last changed	3 Apr 2024 (927 days ago)
Password expires	Follows the organisation's policy

Licences 1

Note
Holds no licences.

Microsoft 365 use 1

Note
Not in Microsoft's usage reports for the last 30 days.

MFA and sign-in protection 7

Detail	Value
MFA set up	No

Detail	Value
Methods	None
Phishing-resistant method	No
Strongest method	None
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

Note
Not an owner or member of any team or group Office Sentry reads.

Mailbox 8

Detail	Value
Address	reception@contoso.example
Type	Shared
Size	18.9 GB of 49.5 GB (38%)
Archive	Off
Litigation hold	Off
Forwarding	None
Older protocols allowed	None
More	Everything about this mailbox

Who else can open or send from it 6

Person	Access	Account
annabel.fraser@contoso.example	Full access	Active
annabel.fraser@contoso.example	Send as	Active
ella.thomas@contoso.example	Full access	Active
joseph.morris@contoso.example	Full access	Active
joseph.morris@contoso.example	Send as	Active
priya.hughes@contoso.example	Full access	Active

Devices 1

Note
No devices enrolled in Intune for this person.

OneDrive 1

Note
No OneDrive found for this account.

Apps this person allowed 1

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

Recent sign-ins 6

Detail	Value
Successful	5 (5 with MFA)
Failed	None
MFA and other prompts	2
Countries	GB, FR (unusual for this tenant)
Apps	Microsoft Office, Microsoft Teams, Office 365 SharePoint Online
Devices	Windows10

Where this account signed in 2 1 to review

Flag	Country	Successful	Failed	Cities	IP addresses	Last success (UTC)
	GB	4	0	Birmingham	203.0.113.27	16 Oct 2026, 16:26
● Medium	FR	1	0	Paris	203.0.113.27	12 Oct 2026, 15:50

Sign-in history 3

Detail	Value
History from	19 Jun 2026
Last sign-in	16 Oct 2026 (today)
Countries	FR, GB, IE, US

Sign-ins by month 5

Month	Days	Successful	Failed	With MFA	Password only	Countries
Oct 2026	10	19	0	17	2	FR, GB, IE, US
Sep 2026	19	32	4	26	6	GB, IE, US
Aug 2026	20	41	3	35	6	GB, US
Jul 2026	18	36	1	34	2	GB, US
Jun 2026	6	12	0	11	1	GB

Sign-ins and admin changes 5

Detail	Value
Last interactive sign-in	Never

Detail	Value
Last background sign-in	Never
Last successful sign-in	Never
Legacy sign-ins (30 days)	None
Admin changes (last 120 days)	None by or to this account

Timeline 6 3 to review

Flag	When	Area	What happened
	14 Oct 2026	Files	File restored: /sites/marketing/Shared Documents/Supplier contracts.pdf
	13 Oct 2026, 11:51 UTC	Mailbox	Sent on behalf of this account by carol.bennett@contoso.example (As delegate)
	13 Oct 2026	Files	File restored: /sites/operations/Shared Documents/Board minutes.docx
● Medium	12 Oct 2026, 15:50 UTC	Sign-in	Signed in from FR, unusual for this tenant (203.0.113.27)
● Medium	12 Oct 2026, 15:50 UTC	Sign-in	First sign-in from FR
● Medium	23 Sep 2026, 14:09 UTC	Sign-in	First sign-in from IE

Open findings 3 2 to review

Flag	Check	Detail	First seen
● Medium	Every active user has MFA registered	No MFA method registered	12 Sep 2026
● Medium	Shared mailboxes can't be signed in to	Shared mailbox account allows sign-in	12 Sep 2026
● Low	No inactive accounts	Member, never signed in, created 4 Mar 2024	12 Sep 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 17 Oct 2026, 10:53 UTC.