BOARDROOM

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	28 Nov 2026	28 Nov 2026, 04:00 UTC	contoso.onmicrosoft.com

Everything collected about boardroom@contoso.example.

Needs attention
0
Nothing to do

Sign-in
Blocked
Never signed in

MFA
Unknown

Admin roles
None

Licences
None

Devices
None

Needs attention 0

Nothing needs attention.

Account 8

Detail	Value
Name	Boardroom
Sign-in name	boardroom@contoso.example
Account type	Member
Sign-in	Blocked
Source	Cloud-only
Created	4 Mar 2024 (999 days ago)
Password last changed	3 Apr 2024 (969 days ago)
Password expires	Follows the organisation's policy

Before you close this account 1

Area	What's left	What to do
Mailbox	Room mailbox boardroom@contoso.example, 102.4 MB	Convert it to a shared mailbox so colleagues can keep using it, then remove the licence. Shared mailboxes under 50 GB need no licence.

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 4

Detail	Value
MFA set up	Unknown
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 7

Detail	Value
Address	boardroom@contoso.example
Type	Room
Size	102.4 MB of 49.5 GB (0%)
Archive	Off
Litigation hold	Off
Forwarding	None
More	Everything about this mailbox

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 1

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

Sign-in history 1

Note
No interactive sign-ins since 31 Jul 2026.

Sign-ins and admin changes 5

Detail	Value
Last interactive sign-in	Never
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 1

Note
Nothing dated in the last 90 days.

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.
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