

LICENSE AUDIT

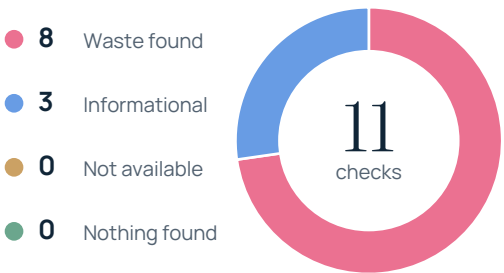
Executive summary

fabrikamarine.onmicrosoft.com | 10 October 2026 | Internal review

POTENTIAL SAVINGS

\$882.00 a month
\$10,584.00 a year

At Microsoft list prices or the prices you set; a license held by someone who falls under several checks is counted once.



15	11	5	171
UNASSIGNED UNITS	DISABLED OR STALE	OVERLAPPING LICENSES	LICENSED ACCOUNTS

Potential savings: \$882.00 a month, \$10,584.00 a year. The leading areas are unassigned licenses, stale accounts, never-activated accounts. Prices are list prices or the ones you set, not your invoice; the report does not establish what Microsoft will charge or refund.

WHERE TO FOCUS

01	Unassigned licenses	02	Stale accounts	03	Never-activated accounts
	2 rows · \$348.00 a month		6 rows · \$208.00 a month		2 rows · \$120.00 a month

SAVINGS BY KIND



RUN SNAPSHOT

ACCOUNTS READ	ACTIVITY BASIS	MAILBOXES	PRICES	SINCE LAST RUN
171 licensed of 212 accounts; 14 guests	Sign-in dates	6 with a license	List v3; 1 set by you	2 fixed, 2 new
Stale after 90 days without activity	Entra ID sign-in activity	Shared, room, equipment	0 SKUs without a price	30 unchanged

THE MANAGEMENT DECISION

Release what is unassigned, disabled and overlapping now; confirm stale and never-activated accounts with their managers before the next renewal. Nothing here changes a license; every figure is a decision for you.

PRIORITIZED FINDINGS & RECOMMENDATIONS

Priority workstreams

Ordered by monthly waste. Prices are list prices or the ones you set; owners and renewal dates require your review.

01 Unassigned licenses

 WASTE FOUND

2 SKUs (Microsoft's names for license products) with unassigned units; \$348.00 a month. Microsoft 365 E3: 9 of 40 unassigned. Exchange Online (Plan 1): 6 of 20 unassigned.

Action Reduce the subscription by the unassigned units at the next renewal, or assign them before buying more.

Why it matters You pay for licenses nobody holds; they renew with the rest unless the count is reduced.

The decision Reduce the subscription by the unassigned units at the renewal, or assign them before buying more.

02 Stale accounts

 WASTE FOUND

6 stale accounts (no sign-in or activity for the number of days set for this tenant); \$208.00 a month. Elias Moreau: 200 days without activity. Hana Takeshita: 150 days without activity.

Action Confirm with the person's manager, then release the licenses or disable the account.

Why it matters These people have not signed in for a long time; their licenses cost the same as an active user's.

The decision Ask each manager whether the person still needs the account; release the license if not.

03 Never-activated accounts

 WASTE FOUND

2 never-activated accounts; \$120.00 a month. Kasimir Adeyemi: created 2026-08-26, never used. Jolene Whitaker: created 2026-08-11, never used.

Action Confirm the person started; if not, release the licenses and disable the account.

Why it matters Accounts created weeks ago and never used usually belong to people who never started.

The decision Confirm with the manager or HR, then release the license and disable the account.

04 Disabled accounts holding licenses

 WASTE FOUND

3 disabled accounts holding licenses; \$104.00 a month. Bruno Castellanos: Microsoft 365 E5; Exchange Online (Plan 1). Avery Lindqvist: Microsoft 365 E3; Entra ID P1.

Action Release the licenses of this disabled account; convert the mailbox to a shared mailbox (a mailbox several people read, such as info@; free under 50 GB) first if its mail is still needed.

Why it matters A disabled account cannot use its license, but the license is still billed every month.

The decision Approve releasing these licenses; keep a mailbox as a shared mailbox where its mail is still needed.

PRIORITIZED FINDINGS & RECOMMENDATIONS

Supporting workstreams

Ordered by monthly waste. Prices are list prices or the ones you set; owners and renewal dates require your review.

05 Overlapping licenses

 **WASTE FOUND**

5 overlapping (two licenses on one person that include the same services) licenses; \$40.00 a month. Matthias Oduya: drop Microsoft 365 E3, keep Microsoft 365 E5. Leticia Vance: drop Exchange Online (Plan 1), keep Microsoft 365 E5.

Action Remove the smaller license; the larger one already includes its services.

Why it matters Two licenses on one person that include the same services pay twice for what one already gives.

The decision Approve removing the smaller license; the larger one keeps every service the person uses.

06 Add-ons without a base license

 **WASTE FOUND**

2 add-ons (licenses that only work on top of a base license) without a base license; \$38.00 a month. Noor El-Amin: Microsoft 365 Copilot without Microsoft 365 E3. Oskar Petrov: Teams Phone Standard without Microsoft 365 E3.

Action Add the base license this add-on needs, or remove the add-on; it does nothing on its own.

Why it matters An add-on does nothing without its base license, so this is money spent on a feature nobody can use.

The decision Decide whether the person needs the add-on; add the base license or remove the add-on.

07 Shared mailboxes with licenses

 **WASTE FOUND**

6 shared, room and equipment mailboxes with licenses; \$16.00 a month. Charter Enquiries (shared, 20 GB): no license needed. Dock 4 Camera Feed (equipment, 0 GB): no license needed.

Action A shared, room or equipment mailbox under 50 GB without an archive or a hold needs no license; release it.

Why it matters Shared mailboxes under 50 GB without an archive or a hold are free; a license there is wasted.

The decision Approve releasing these licenses; the mailboxes keep working without them.

08 Guests with paid licenses

 **WASTE FOUND**

2 guests with paid licenses; \$8.00 a month. Avery Lindqvist (Contoso): Exchange Online (Plan 1). Bruno Castellanos (Contoso): Exchange Online (Plan 1).

Action Guests rarely need a paid license; release it unless the guest uses a licensed service.

Why it matters Guests from other organizations rarely need a paid license; they usually bring their own.

The decision Release the license unless the guest uses a service you pay for them to use.

PRIORITIZED FINDINGS & RECOMMENDATIONS

Supporting workstreams

Ordered by monthly waste. Prices are list prices or the ones you set; owners and renewal dates require your review.

09 Assignment errors

 INFORMATIONAL

1 account with an assignment error; listed for information, no cost attached. Chiara Okonkwo: Microsoft 365 E3 CountViolation.

Action Fix the group-based assignment error in the Microsoft 365 admin center; the license is paid for and not working.

Why it matters A license with an assignment error is paid for and not working for the person it was meant for.

The decision Ask IT to fix the group-based assignment in the admin center; no purchase decision is needed.

10 Services turned off

 INFORMATIONAL

1 account with services turned off; listed for information, no cost attached. Dagny Haraldsen: P-EXCHANGE, P-TEAMS off.

Action Informational: these services are turned off for the user. Turn them on or choose a smaller license.

Why it matters A license with services turned off may be larger than the person needs.

The decision Ask IT whether a smaller license covers what the person uses; no action is required now.

11 Subscriptions ending within 60 days

 INFORMATIONAL

2 subscriptions ending within 60 days; listed for information, no cost attached. Microsoft 365 Copilot: ends 2026-10-20 (trial). Microsoft 365 E3: ends 2026-11-14.

Action Decide before the end date whether to renew, reduce or let it lapse.

Why it matters A subscription that ends soon renews or lapses on its own if nobody decides.

The decision Decide before the end date whether to renew, reduce or let it lapse; trials are listed first.

DELIVERY PLAN & ASSESSMENT CONFIDENCE

From findings to action

Proposed timing starts when the plan is accepted. Owners and renewal dates remain to be agreed.

01

First 30 days

Release what is unassigned, disabled and overlapping: \$492.00 a month across 10 rows. Nobody loses a service they use; reduce the subscriptions at the next renewal.

02

Days 31-60

Confirm the stale and never-activated accounts with their managers, then release or disable: \$328.00 a month across 8 accounts.

03

Days 61-90

Review guests, shared mailboxes and add-ons (\$62.00 a month across 10 rows) and decide each subscription renewal before its date; 2 end within 60 days.

COVERAGE & DECISIONS

COLLECTION

Read-only collection on 10 October 2026, signed in as admin@fabrikammarine.com: 6 parts read (usage not read). Every check ran; individual prices can still be unknown.

CONFIDENCE

Prices are Microsoft list prices (table version 3, as of 2026-10-01) or the 1 price you set; 0 SKUs without a known price count as 0. A license is counted once, under the first check it falls under. Since the last run: 2 fixed, 2 new, 30 unchanged.

BOUNDARIES

The product reads licenses, accounts and mailboxes through Microsoft Graph and Exchange Online with read-only permission and changes nothing. Discounts, contract terms, reserved units and the invoice itself are outside scope; use inside a service is not measured, only sign-in or activity. Overlap is judged from the service plans of this tenant's own SKUs.

ACCEPTANCE

Release a license only after its owner agrees; a shared mailbox keeps working without one, a person's mailbox does not. Record who decided and when. Every row, sign-in name and SKU remains in the technical report.

Source: run run_8f3kq2Lm9vXw4pZt7bNc finished 2026-10-10 12:00 UTC, app 0.1.0. Summary format 2.2. Outcomes distinguish waste found, nothing found, not available and informational. Read-only; no license was changed.

This report describes the licenses, accounts and mailboxes read from the Microsoft 365 tenant named in it, at the time shown, within the limits in its "Limits of this run" section. It is a point-in-time review, not an invoice, an audit opinion, a certification or a guarantee of savings. Prices are Microsoft list prices or the ones the customer set; the actual charge depends on the customer's agreement with Microsoft or a reseller. Findings and advice are informational; confirm with the account's owner before releasing a license. Parts that could not be read are reported as not available, never as nothing found. Microsoft licensing can change after the collection date. Prepared by GlacierPoint Technologies LLC under the GlacierPoint Ledger Terms of Service.