

LICENSE AUDIT

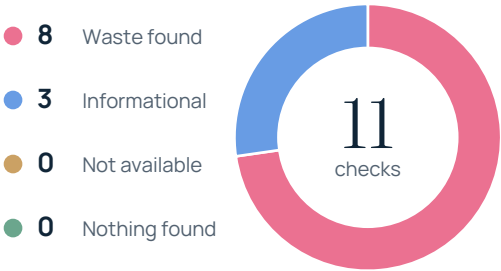
Executive summary

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.

REPORT NAVIGATION

Contents

Pages 1-5: executive brief. The entries below link to the technical sections, the finding of every check and the run facts.

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READ THIS FIRST

Scope & interpretation

Tenant: fabrikammarine.onmicrosoft.com (Fabrikam Marine)

Run: run_8f3kq2Lm9vXw4pZt7bNc I finished UTC: 2026-10-10T12:00:00+00:00 I signed in as admin@fabrikammarine.com

App: 0.1.0 I Technical format: 3.0

Stages: organization ok I skus ok I subscriptions ok I users ok (sign-in activity) I groups ok I usage skipped I mailboxes ok

Price table: version 3 as of 2026-10-01 I 1 prices set by the customer I 0 SKUs without a known price

Activity basis: Sign-in dates (Entra ID sign-in activity) I stale after 90 days

\$882.00	\$10,584.00	15	11
POTENTIAL SAVINGS A MONTH	POTENTIAL SAVINGS A YEAR	UNASSIGNED UNITS	DISABLED OR STALE ACCOUNTS
5	171	8	0
OVERLAPPING LICENSES	LICENSED ACCOUNTS	CHECKS WITH WASTE FOUND	CHECKS NOT AVAILABLE

These figures count all 11 checks. The executive brief ranks the same checks by monthly waste; the totals are the same by design.

WASTE	Waste found. A license is paid for and not used, or more is bought than assigned; the rows carry the monthly cost.
NONE FOUND	Nothing found. The check ran and found no row. Nothing found on the collection date, not a guarantee for later.
NEEDED	License needed. The mailbox holds a license it needs (over 50 GB, an archive or a hold); listed at no cost for completeness.
INFO	Informational. Rows listed for information at no cost: assignment errors, services turned off, subscriptions ending soon.
NOT AVAILABLE	Not available. The check could not run in this run; its note says why and what enables it. Never counted as nothing found.

Counts are never changed by presentation. A figure the run did not produce reads "no result"; a check that could not run reads "not available" with its reason and is never counted as nothing found. A license held by someone who falls under several checks is costed once, under the first check in the order disabled, stale, never activated, overlap, add-on, guest, mailbox; later checks list the row at no cost with "counted under".

Collection is read-only through Microsoft Graph delegated permissions and, for mailboxes, the Exchange Online read. The product changes no license, account or mailbox. Prices are Microsoft commercial list prices from a signed table, or the ones the customer set; discounts, 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 the tenant's own SKUs; add-on requirements come from the price table.

COVERAGE AT A GLANCE

Check matrix

11 checks / in contract order

ID	CHECK	ROWS	COST / MONTH	OUTCOME
unassigned	Unassigned licenses	2	\$348.00	WASTE
disabled	Disabled accounts holding licenses	3	\$104.00	WASTE
stale	Stale accounts	6	\$208.00	WASTE
never_activated	Never-activated accounts	2	\$120.00	WASTE
overlap	Overlapping licenses	5	\$40.00	WASTE
addon_without_base	Add-ons without a base license	2	\$38.00	WASTE
guest_licensed	Guests with paid licenses	2	\$8.00	WASTE
mailbox_licensed	Shared, room and equipment mailboxes with licenses	6	\$16.00	WASTE
assignment_errors	Assignment errors	1	\$0.00	INFO
disabled_plans	Services turned off	1	\$0.00	INFO
subscriptions_ending	Subscriptions ending within 60 days	2	\$0.00	INFO

SHARED GUIDANCE / ROW-LEVEL EVIDENCE

Findings & next actions

Each check is explained once: its guidance, its note when it could not run, its outcome and every row it produced, sorted by cost then name. Rows listed at no cost were costed under an earlier check or carry no cost by design.

01

unassigned

Unassigned licenses

GUIDANCE

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

WASTE

Cost: \$348.00 a month | prices: list or customer

2 rows, \$348.00 a month. The rows follow, sorted by cost then name.

NAME	SKU	BOUGHT	ASSIGNED	UNASSIGNED	TRIAL	ENDS	COST / MONTH
Microsoft 365 E3	SPE_E3	40	31	9	no	2026-11-14	\$324.00
Exchange Online (Plan 1)	EXCHANGESTANDARD	20	14	6	no	no result	\$24.00

02

disabled

Disabled accounts holding licenses

GUIDANCE

Release the licenses of this disabled account; convert the mailbox to a shared mailbox first if its mail is still needed.

WASTE

Cost: \$104.00 a month | prices: list or customer

3 rows, \$104.00 a month. The rows follow, sorted by cost then name.

NAME	SIGN-IN NAME	LICENSES	GUEST	COST / MONTH
Bruno Castellanos	bruno.castellanos@fabrikamarine.com	Microsoft 365 E5; Exchange Online (Plan 1)	no	\$58.00
Avery Lindqvist	avery.lindqvist@fabrikammarine.com	Microsoft 365 E3; Entra ID P1	no	\$42.00
Chiara Okonkwo	chiara.okonkwo@fabrikammarine.com	Exchange Online (Plan 1)	no	\$4.00

03

stale

Stale accounts

GUIDANCE

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

03

stale

Stale accounts

WASTE

6 rows, \$208.00 a month. The rows follow, sorted by cost then name.

Cost: \$208.00 a month | basis: sign in activity

NAME	SIGN-IN NAME	LICENSES	LAST ACTIVITY	DAYS	COST / MONTH
Elias Moreau	elias.moreau@fabrikammarine.com	Microsoft 365 E5	2026-03-24	200	\$54.00
Hana Takeshita	hana.takeshita@fabrikammarine.com	Microsoft 365 E3; Entra ID P1	2026-05-13	150	\$42.00
Dagny Haraldsen	dagny.haraldsen@fabrikammarine.com	Microsoft 365 E3	2026-06-12	120	\$36.00
Farah Nazari	farah.nazari@fabrikammarine.com	Microsoft 365 E3	2026-07-07	95	\$36.00
Ignatius Brennan	ignatius.brennan@fabrikammarine.com	Microsoft 365 E3	2026-07-01	101	\$36.00
Gideon Abernathy	gideon.abernathy@fabrikammarine.com	Exchange Online (Plan 1)	2025-09-25	380	\$4.00

04

never_activated

Never-activated accounts

GUIDANCE

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

WASTE

2 rows, \$120.00 a month. The rows follow, sorted by cost then name.

Cost: \$120.00 a month | basis: sign in activity

NAME	SIGN-IN NAME	LICENSES	CREATED	COST / MONTH
Kasimir Adeyemi	kasimir.adeyemi@fabrikammarine.com	Microsoft 365 E5; Microsoft 365 Copilot	2026-08-26	\$84.00
Jolene Whitaker	jolene.whitaker@fabrikammarine.com	Microsoft 365 E3	2026-08-11	\$36.00

05

overlap

Overlapping licenses

GUIDANCE

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

WASTE

5 rows, \$40.00 a month. The rows follow, sorted by cost then name.

Cost: \$40.00 a month | prices: list or customer

NAME	SIGN-IN NAME	KEEP	DROP	COST / MONTH
Matthias Oduya	matthias.oduya@fabrikammari ne.com	Microsoft 365 E5	Microsoft 365 E3	\$36.00
Leticia Vance	leticia.vance@fabrikammarine. com	Microsoft 365 E5	Exchange Online (Plan 1)	\$4.00
Avery Lindqvist	avery.lindqvist@fabrikammarin e.com	Microsoft 365 E3	Entra ID P1	\$0.00 counted under disabled
Bruno Castellanos	bruno.castellanos@fabrikamm arine.com	Microsoft 365 E5	Exchange Online (Plan 1)	\$0.00 counted under disabled
Hana Takeshita	hana.takeshita@fabrikammari ne.com	Microsoft 365 E3	Entra ID P1	\$0.00 counted under stale

06

addon_without_base

Add-ons without a base license

GUIDANCE

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

WASTE

2 rows, \$38.00 a month. The rows follow, sorted by cost then name.

Cost: \$38.00 a month | prices: list
or customer

NAME	SIGN-IN NAME	ADD-ON	NEEDS ONE OF	COST / MONTH
Noor El-Amin	noor.el-amin@fabrikammarine. com	Microsoft 365 Copilot	Microsoft 365 E3; Microsoft 365 E5	\$30.00
Oskar Petrov	oskar.petrov@fabrikammarine. com	Teams Phone Standard	Microsoft 365 E3; Microsoft 365 E5	\$8.00

07

guest_licensed

Guests with paid licenses

GUIDANCE

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

WASTE

2 rows, \$8.00 a month. The rows follow, sorted by cost then name.

Cost: \$8.00 a month | prices: list or
customer

NAME	SIGN-IN NAME	LICENSES	STALE	ENABLED	COST / MONTH
Avery Lindqvist (Contoso)	avery.lindqvist_contoso.com #EXT#@fabrikammarine.onm icrosoft.com	Exchange Online (Plan 1)	yes	yes	\$4.00
Bruno Castellanos (Contoso)	bruno.castellanos_contoso.c om#EXT#@fabrikammarine.o nmicrosoft.c...	Exchange Online (Plan 1)	no	yes	\$4.00

08

mailbox_licensed

Shared, room and equipment mailboxes with licenses

GUIDANCE

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

WASTE

6 rows, \$16.00 a month. The rows follow, sorted by cost then name.

Cost: \$16.00 a month | prices: list or customer

NAME	SIGN-IN NAME	KIND	SIZE	ARCHIVE, HOLD	NEEDED	LICENSES	COST / MONTH
Charter Enquiries	charter@fabrikammarine.com	shared	20.0 GB	no	no	Exchange Online (Plan 1)	\$4.00
Dock 4 Camera Feed	dock4@fabrikammarine.com	equipment	0 MB	no	no	Exchange Online (Plan 1)	\$4.00
Front Desk	frontdesk@fabrikammarine.com	shared	12.0 GB	no	no	Exchange Online (Plan 1)	\$4.00
Harbor Meeting Room	harbor-room@fabrikammarine.com	room	1.0 GB	no	no	Exchange Online (Plan 1)	\$4.00
Archive 2019	archive2019@fabrikammarine.com	shared	70.0 GB	no	yes	Exchange Online (Plan 1)	\$0.00
Legal Hold Mailbox	legal@fabrikammarine.com	shared	3.0 GB	yes	yes	Exchange Online (Plan 1)	\$0.00

09

assignment_errors

Assignment errors

GUIDANCE

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

INFO

1 row. The rows follow, sorted by cost then name.

Cost: \$0.00 a month | prices: list or customer

NAME	SIGN-IN NAME	LICENSE	STATE	ERROR	GROUP
Chiara Okonkwo	chiara.okonkwo@fabrikammarine.com	Microsoft 365 E3	ActiveWithError	CountViolation	Licensing - E3 (all staff)

10

disabled_plans

Services turned off

GUIDANCE

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

INFO

1 row. The rows follow, sorted by cost then name.

Cost: \$0.00 a month | prices: list or customer

NAME	SIGN-IN NAME	LICENSE	SERVICES TURNED OFF
Dagny Haraldsen	dagny.haraldsen@fabrikam marine.com	Microsoft 365 E5	P-EXCHANGE, P-TEAMS

11

subscriptions_ending

Subscriptions ending within 60 days

GUIDANCE

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

INFO

2 rows. The rows follow, sorted by cost then name.

Cost: \$0.00 a month | prices: list or customer

NAME	SKU	LICENSES	STATUS	TRIAL	ENDS	DAYS LEFT
Microsoft 365 Copilot	Microsoft_365_Copilot	5	Enabled	yes	2026-10-20	10
Microsoft 365 E3	SPE_E3	40	Enabled	no	2026-11-14	35

TENANT SUMMARY / RUN FACTS

Microsoft 365 / fabrikammarine.onmicrosoft.com

Run facts

Tenant	Fabrikam Marine
Domain	fabrikammarine.onmicrosoft.com
Run id	run_8f3kq2Lm9vXw4pZt7bNc
Mode	interactive
Started UTC	2026-10-10T11:52:00Z
Finished UTC	2026-10-10T12:00:00Z
Signed in as	admin@fabrikammarine.com
App version	0.1.0
Run status	ok
Price table version	3
Price table as of	2026-10-01
Prices set by the customer	1
SKUs without a known price	0
Currency	USD
Stale after	90 days

Stages

STAGE	STATUS	DETAIL
organization	ok	no result
skus	ok	no result
subscriptions	ok	no result
users	ok	sign-in activity read
groups	ok	no result
usage	skipped	names visible
mailboxes	ok	no result

Totals

Accounts	212
Licensed accounts	171
Guests	14
Enabled accounts	198

Checks by outcome

8 waste found, 0 nothing found, 0 license needed, 3 informational, 0 not available.

COVERAGE LIMITS

Limits of this run

Every check ran in this run. Individual prices can still be unknown; those rows count as 0.

List prices: Microsoft commercial list, USD, table version 3 as of 2026-10-01; 1 price set by the customer; 0 SKUs without a known price.

Every figure is per month; the yearly figure is twelve times the monthly one. A license held by a user who falls under several checks is counted once, under the first of them. Prices are list prices or the ones the customer set, not the invoice.

REFERENCE MATERIAL

Methodology references

Microsoft Graph: list subscribedSkus

<https://learn.microsoft.com/en-us/graph/api/subscribedsku-list>

Microsoft Graph: signInActivity resource type

<https://learn.microsoft.com/en-us/graph/api/resources/signinactivity>

Microsoft 365 usage reports in the admin center

<https://learn.microsoft.com/en-us/microsoft-365/admin/activity-reports/activity-reports>

Shared mailboxes in Exchange Online

<https://learn.microsoft.com/en-us/exchange/collaboration-exo/shared-mailboxes>

Resolve group-based licensing problems

<https://learn.microsoft.com/en-us/entra/identity/users/licensing-groups-resolve-problems>

About this report

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.