

<YOUR LOGO>

Managed Services Report

Auto-generated by <Your Name>

Microsoft 365 Tenant Health — Executive Summary

Monthly Security & License Report | Managed by <Your Name>

Customer: Sample Customer Inc.

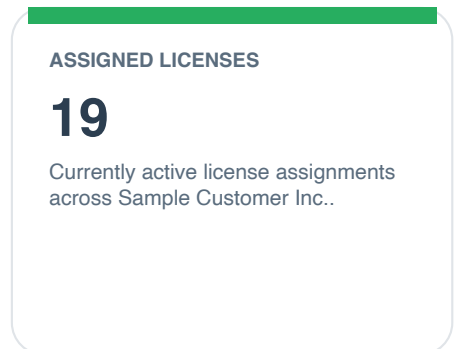
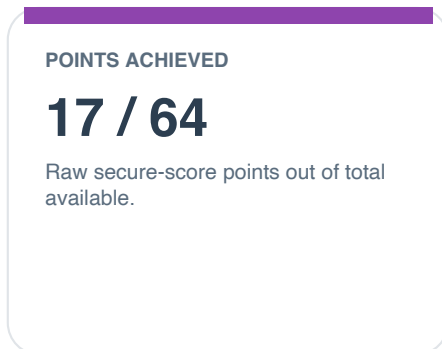
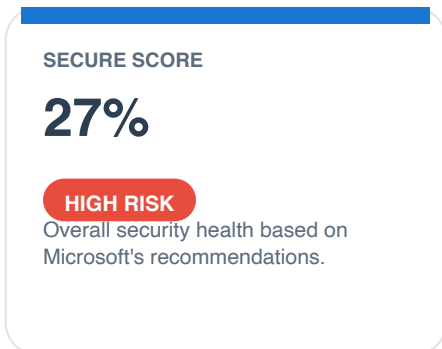
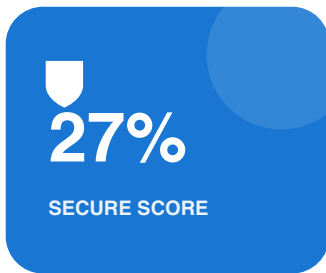
Report Data as of: 25/06/2026

Reporting Period: Last 30 Days

This report provides an executive overview of the security posture, license inventory, storage usage, and security alerts for the Microsoft 365 tenant of Sample Customer Inc.. It is generated by your Microsoft partner <Your Name> to give you insights, understanding and awareness about your Microsoft 365 tenant.

Security Posture

Microsoft security recommendations



<YOUR LOGO>

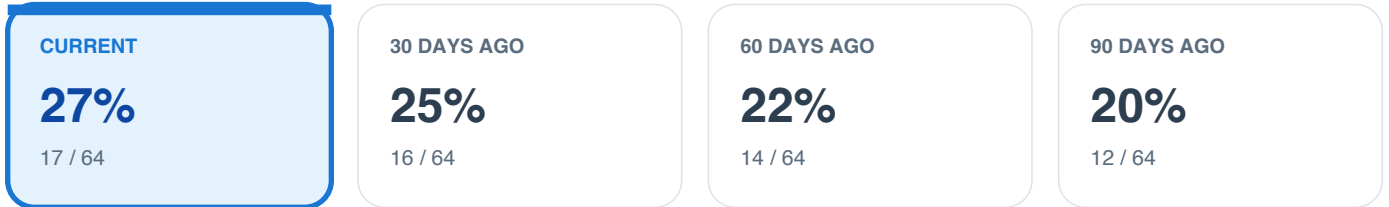
Managed Services Report

Auto-generated by <Your Name>

Secure Score Trend

Past 90 days

Tracking your organization's security posture over the past 90 days.

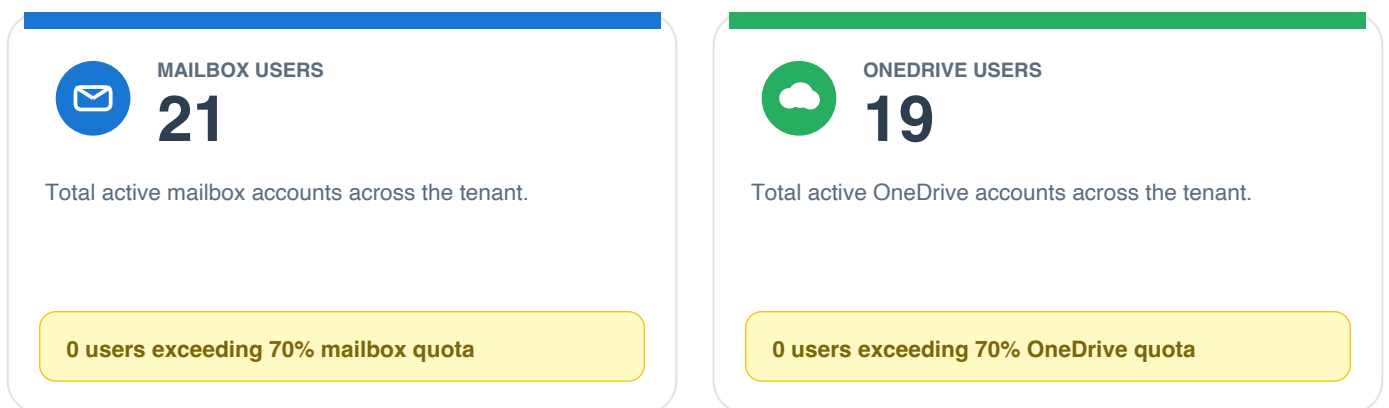


- Enable Multi-Factor Authentication**
Activate MFA for all user accounts to significantly reduce risk of credential compromise.
- Review Email Security Policies**
Audit anti-phishing and anti-spam policies in Microsoft Defender for Office 365.
- Resolve Open Security Alerts**
Investigate and close all medium/high severity alerts in a timely manner.
- Optimize License Assignments**
Identify and reassign unused licenses; right-size SKUs to reduce cost.
- Schedule Quarterly Security Reviews**
Conduct quarterly posture reviews with your Microsoft Partner.

Storage Usage Summary

Mailbox & OneDrive

Overview of mailbox and OneDrive storage utilization for your active users.



<YOUR LOGO>

Managed Services Report

Auto-generated by <Your Name>

License Inventory Breakdown

A detailed view of the specific Microsoft 365 license types currently assigned to users in your organization.

LICENSE TYPE	ASSIGNED QUANTITY
Microsoft 365 Business Basic	21
Azure Rights Management	1
Microsoft Stream	1
Power Automate Free	13

LICENSE OPTIMIZATION

2 Unassigned Licenses

21

TOTAL PURCHASED

19

ASSIGNED

2

UNASSIGNED

■ Recommendation: Reassign or remove unused licenses to optimize cost.

Security Alerts (Past 30 Days)

Summary of detected threats, policy violations, and automated security mitigations from the past 30 days.

ALERT TITLE	SEVERITY	DATE
Email reported by user as not junk or malware	LOW	23/06/2026
Email reported by user as not junk or malware	LOW	20/06/2026
Email reported by user as not junk or malware	LOW	15/06/2026
Email reported by user as not junk or malware	LOW	10/06/2026

Report generated by your Microsoft Partner

<Your Name>

POWERED BY

XPRESS Manage365

AUTOMATED REPORTING FOR MICROSOFT 365

<Your Name>

sales@yourcompany.com | +XX XXX-XXX-XXXX

DISCLAIMER

This report is generated using read-only Microsoft Graph API data via Xpress Manage365. No emails, files, chats, or confidential business data are accessed, stored, or processed. All metrics are derived from Microsoft 365 security and usage telemetry. Recommendations are AI-assisted and should be validated by your IT team before implementation.

© 2026 Xpress Manage365 & <Your Name>. All rights reserved.