

Microsoft 365 License Diagnostic

Process Overview for Prospects

Purpose

NUDGEIT performs a structured Microsoft 365 License & Security Diagnostic that gives your organization immediate clarity on your licensing environment. Based entirely on real tenant data and activity — not estimates or assumptions — the diagnostic answers four critical questions:

- What are you actually paying for?
- What is unused, misaligned, or over-provisioned?
- Where do security and governance gaps exist?
- Which actions will deliver the highest impact?

The result is a concise, executive-ready report with prioritized recommendations — delivered within days, with zero disruption to your operations.

How It Works

The diagnostic follows a clear six-step process designed for minimal effort on your side and maximum transparency throughout.

1	<p>Secure Registration</p> <p>You receive a unique registration link tied to your Microsoft 365 tenant ID. This link ensures that only your organization can initiate the process. Only an authorized administrator in your organization can proceed with consent.</p>
2	<p>Microsoft Consent (Read-Only Access)</p> <p>Clicking the link redirects you to Microsoft’s official OAuth consent screen, where all requested permissions are clearly displayed. Every permission is strictly read-only.</p> <p>What we can see: License assignments, usage reports, directory structure, group memberships, and security configurations.</p> <p>What we cannot access: Email content, files, OneDrive documents, SharePoint data, or chat messages. We cannot modify, delete, or send any data.</p> <p>During this step, a standard Enterprise Application is registered in your Azure AD tenant. This can be removed at any time.</p>
3	<p>Automated Data Collection</p> <p>Our platform performs a one-time, automated extraction covering the last 180 days of tenant activity. No changes are made to your environment. There is no operational disruption and no impact on your users or services.</p>
4	<p>Expert Evaluation</p>

Our specialists analyze the collected data using a security-first optimization model. This means:

- No risky license downgrades
- No reduction in Defender or Entra ID protection
- Redundant add-ons are removed only when it is safe to do so
- License assignments are aligned toward E5 Security-equivalent coverage

The guiding principle: **cost efficiency without security regression.**

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Diagnostic Report Delivery

Within a few days of data collection, you receive a clear, executive-ready report including:

- Concrete savings potential (CHF/month and CHF/year)
- Inactive, over-licensed, or wrongly assigned users
- Incorrect license tiers and redundant add-ons
- Security misconfigurations and compliance exposure
- A prioritized remediation roadmap (High / Medium / Low)

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Executive Review Call

A focused 30-minute session with your CIO or IT lead to walk through the findings, discuss priorities, and align on next steps. No commitment required — the call is designed to give you full clarity on your options.

Revoking Access

You remain in full control at all times. Access can be revoked instantly by removing the Enterprise Application from your Azure AD tenant:

Azure Portal → **Enterprise Applications** → **Locate the application** → **Delete**

We also provide step-by-step removal instructions as part of the assessment documentation.

Security & Privacy

This diagnostic operates under strict security-first principles and read-only access. We collect only the data necessary for the assessment, store it in encrypted European data centers, and delete all tenant data within 14 days after the review workshop is completed.

For full details on data storage, encryption, retention, GDPR compliance, and data minimization, please refer to the ***NUDGEIT Data Security & Privacy Policy***.

Summary Timeline

Step	Action	Duration / Note
1	Secure registration link sent	Immediate
2	Admin grants read-only consent	5 minutes
3	Automated data collection & analysis	Runs in background
4	Expert evaluation	1–2 business days
5	Diagnostic report delivered	Within days of consent
6	Executive review call	30 minutes

No operational disruption. No production impact. Full transparency.

Ready to get started? Contact us at info@nudgeit.com