

All clients



PREPARED BY
Harbour IT

DATE
16 Oct 2026

DATA COLLECTED
16 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT
3 clients

Every account with its department, job title, manager, licences and last sign-in, its managers and departments, and accounts reporting to a blocked manager.

Filtered view. Every account: 21 of 115 rows, Client is Contoso Legal LLP. The headline figures cover every row.

Every account 21 1 to review

Every member and guest account. Accounts that report to someone whose sign-in is blocked are flagged: the manager has usually left, so approvals and HR records go nowhere.

Flag	Client	Account	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created	Last sign-in
● Medium	Contoso Legal LLP	annabel.fraser@contoso.example	Annabel Fraser	Member	Allowed	Sales	Sales lead	Bobby Marsh	Microsoft 365 Business Premium	Cloud	–	30 Sep 2026
	Contoso Legal LLP	bobby.marsh@contoso.example	Bobby Marsh	Member	Blocked	–	–	–	Microsoft 365 Business Premium	Cloud	–	Never
	Contoso Legal LLP	ella.thomas@contoso.example	Ella Thomas	Member	Allowed	Sales	Account manager	Rhys Evans	Microsoft 365 Business Basic	Cloud	11 Sep 2025	14 Oct 2026

Flag	Client	Account	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created	Last sign-in
	Contoso Legal LLP	breakglass@contoso.example	Emergency access	Member	Allowed	–	–	–	–	Cloud	4 Mar 2024	4 Oct 2026
	Contoso Legal LLP	evie.davis@contoso.example	Evie Davis	Member	Allowed	Operations	Head of Operations	Annabel Fraser	Microsoft 365 Business Premium	Cloud	10 Aug 2026	16 Oct 2026
	Contoso Legal LLP	jack.white@contoso.example	Jack White	Member	Allowed	Projects	Project manager	Lily Harrison	Microsoft 365 Business Premium	Cloud	16 Apr 2025	16 Oct 2026
	Contoso Legal LLP	jacob.johnson@contoso.example	Jacob Johnson	Member	Allowed	Customer Service	Head of Customer Service	Annabel Fraser	Microsoft 365 Business Premium	Cloud	21 Apr 2026	9 Oct 2026
	Contoso Legal LLP	joseph.morris@contoso.example	Joseph Morris	Member	Allowed	Finance	Head of Finance	Annabel Fraser	Microsoft 365 Business Basic	Cloud	16 Sep 2026	15 Jun 2026
	Contoso Legal LLP	lily.harrison@contoso.example	Lily Harrison	Member	Allowed	Projects	Head of Projects	Annabel Fraser	Microsoft 365 Business Premium	Cloud	6 Feb 2026	14 Oct 2026
	Contoso Legal LLP	megan.smith@contoso.example	Megan Smith	Member	Allowed	Marketing	Head of Marketing	Annabel Fraser	Microsoft 365 Business Premium	Cloud	28 May 2026	15 Oct 2026
	Contoso Legal LLP	noah.clark@contoso.example	Noah Clark	Member	Allowed	HR	Head of HR	Annabel Fraser	Microsoft 365 Business Basic	Cloud	15 Mar 2026	15 Oct 2026

Flag	Client	Account	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created	Last sign-in
	Contoso Legal LLP	oliver.hill@contoso.example	Oliver Hill	Member	Allowed	Reception	Head of Reception	Annabel Fraser	Microsoft 365 Business Premium	Cloud	31 Dec 2025	15 Oct 2026
	Contoso Legal LLP	olivia.ward@contoso.example	Olivia Ward	Member	Allowed	Marketing	Marketing executive	Megan Smith	Microsoft 365 Business Premium	Cloud	5 Aug 2025	15 Oct 2026
	Contoso Legal LLP	olivia.wilson@contoso.example	Olivia Wilson	Member	Allowed	Customer Service	Customer service adviser	Jacob Johnson	Microsoft 365 Business Premium	Cloud	29 Jun 2025	14 Oct 2026
	Contoso Legal LLP	owen.taylor@contoso.example	Owen Taylor	Member	Allowed	Finance	Accountant	Joseph Morris	Microsoft 365 Business Premium	Cloud	24 Nov 2025	15 Oct 2026
	Contoso Legal LLP	priya.hughes@contoso.example	Priya Hughes	Member	Allowed	Reception	Receptionist	Oliver Hill	Microsoft 365 Business Basic	Cloud	10 Mar 2025	16 Oct 2026
	Contoso Legal LLP	rhys.evans@contoso.example	Rhys Evans	Member	Allowed	Sales	Head of Sales	Annabel Fraser	Microsoft 365 Business Premium	Cloud	4 Jul 2026	10 Oct 2026
	Contoso Legal LLP	g#EXT#@contoso.example	Sam Carter (guest)	Guest	Allowed	–	–	–	–	Cloud	–	Never
	Contoso Legal LLP	sophie.taylor@contoso.example	Sophie Taylor	Member	Allowed	Operations	Operations coordinator	Evie Davis	Microsoft 365 Business Premium	Cloud	18 Oct 2025	13 Oct 2026

Flag	Client	Account	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created	Last sign-in
	Contoso Legal LLP	william.allen@contoso.example	William Allen	Member	Allowed	Finance	Accountant	Joseph Morris	Microsoft 365 Business Premium	Cloud	1 Feb 2025	16 Oct 2026
	Contoso Legal LLP	william.clark@contoso.example	William Clark	Member	Allowed	HR	HR adviser	Noah Clark	Microsoft 365 Business Premium	Cloud	23 May 2025	16 Oct 2026

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