DISTRIBUTION LISTS: LISTS THAT NEED ATTENTION

All clients

Harbour IT

PREPARED BY	DATE	CLIENTS
Harbour IT	29 Nov 2026	3

Every distribution list with its members and owners, who can mail it, and empty, ownerless or unused lists.

Lists that need attention 9

9 to review

3 lists need a look. Mail to an empty list reaches nobody, a list without an owner (or owned only by people whose sign-in is blocked) has nobody keeping its members right, and a big list anyone outside can mail is a phishing target. Give each list an owner who still works here, and delete lists nobody uses (Exchange admin centre, Recipients > Groups > Distribution list). To stop outside mail, open the list's Settings and untick "Allow people outside of my organisation to send to this group".

Flag	Client	List	Why	Members	Owners	Last mail received
Medium	Contoso Legal LLP	Christmas party 2023	No owner, No mail in 90 days	9	None	12 Jul 2026
Medium	Contoso Legal LLP	Old projects	No members, No owner, No mail in 90 days	0	None	25 Oct 2025
Medium	Contoso Legal LLP	Sales team	Only leavers own it	6	bobby.marsh@contoso.example	29 Nov 2026
Medium	Fabrikam Dental Group	Christmas party 2023	No owner, No mail in 90 days	9	None	12 Jul 2026
Medium	Fabrikam Dental Group	Old projects	No members, No owner, No mail in 90 days	0	None	25 Oct 2025
Medium	Fabrikam Dental Group	Sales team	Only leavers own it	6	ben.okafor@fabrikam.example	29 Nov 2026
Medium	Northwind Traders	Christmas party 2023	No owner, No mail in 90 days	9	None	12 Jul 2026

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Medium	Northwind Traders	Old projects	No members, No owner, No mail in 90 days	0	None	25 Oct 2025
Medium	Northwind Traders	Sales team	Only leavers own it	6	robert.hughes@northwindtraders.example	28 Nov 2026

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