

All clients



PREPARED BY
Harbour IT

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MICROSOFT 365 TENANT
3 clients

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

Filtered view. Lists that need attention: 3 of 9 rows, Members is 6. The headline figures cover every row.

Lists that need attention 3 3 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	Sales team	Only leavers own it	6	bobby.marsh@contoso.example	12 Oct 2026
● Medium	Fabrikam Dental Group	Sales team	Only leavers own it	6	ben.okafor@fabrikam.example	11 Oct 2026
● Medium	Northwind Traders	Sales team	Only leavers own it	6	robert.hughes@northwindtraders.example	11 Oct 2026

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