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.

Filtered view. Lists that need attention: 1 of 9 rows, Owners is robert.hughes@northwindtraders.example. The headline figures cover every row.

Lists that need attention 1

1 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	Northwind Traders	Sales team	Only leavers own it	6	robert.hughes@northwindtraders.example	28 Nov 2026

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 29 Nov 2026, 10:48 UTC.