

# Northwind Traders



PREPARED BY  
Harbour IT

DATE  
12 Oct 2026

DATA COLLECTED  
11 Oct 2026, 20:31 UTC

MICROSOFT 365 TENANT  
northwindtraders.onmicrosoft.com

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

**Filtered view.** Every list: 5 of 7 rows, Last mail received: in the last 30 days. Members: 4 of 62 rows, List is Finance alerts. The headline figures cover every row.

Distribution lists  
**7**  
Lists that pass mail on to their members

Empty lists  
**1**  
No members

Without an owner  
**3**  
No owner, or only leavers

No mail in 90 days  
**2**  
Lists that look unused

Open to outside senders  
**1**  
Anyone can mail these lists

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     | List                 | Why                                                        | Members | Owners                                 | Last mail received |
|----------|----------------------|------------------------------------------------------------|---------|----------------------------------------|--------------------|
| ● Medium | Christmas party 2023 | No owner, No mail in 90 days (last 24 May 2026)            | 9       | None                                   | 24 May 2026        |
| ● Medium | Old projects         | No members, No owner, No mail in 90 days (last 6 Sep 2025) | 0       | None                                   | 6 Sep 2025         |
| ● Medium | Sales team           | Only leavers own it                                        | 6       | robert.hughes@northwindtraders.example | 10 Oct 2026        |

Every list 5 1 to review

7 distribution lists. Lists that accept mail from outside can be mailed by anyone on the internet; most lists only need mail from colleagues.

| Flag     | List              | Address                                 | Type                  | Members | Owners                                 | External members | Accepts mail from outside | Mail in the last 30 days | Last mail received | Synced from AD | Created     |
|----------|-------------------|-----------------------------------------|-----------------------|---------|----------------------------------------|------------------|---------------------------|--------------------------|--------------------|----------------|-------------|
|          | Accounts          | accountsteam@northwindtraders.example   | Distribution list     | 4       | ann.patel@northwindtraders.example     | 1                | No                        | 51                       | 11 Oct 2026        | No             | 26 Sep 2025 |
|          | All staff         | allstaff@northwindtraders.example       | Distribution list     | 35      | ann.patel@northwindtraders.example     | 0                | No                        | 103                      | 11 Oct 2026        | No             | 25 Mar 2026 |
|          | Finance alerts    | finance-alerts@northwindtraders.example | Mail-enabled security | 4       | ann.patel@northwindtraders.example     | 0                | No                        | 31                       | 11 Oct 2026        | No             | 1 Oct 2024  |
| ● Medium | Sales team        | salesteam@northwindtraders.example      | Distribution list     | 6       | robert.hughes@northwindtraders.example | 0                | No                        | 52                       | 10 Oct 2026        | No             | 25 Dec 2025 |
|          | Website enquiries | enquiries@northwindtraders.example      | Distribution list     | 4       | ann.patel@northwindtraders.example     | 0                | Yes                       | 85                       | 11 Oct 2026        | No             | 28 Jun 2025 |

Members 4

Each list's direct members (the first 200 of a big list). A member that is itself a list passes mail on to its own members.

| List           | Member       | Address                                                                                          | Member type |
|----------------|--------------|--------------------------------------------------------------------------------------------------|-------------|
| Finance alerts | Zara Jackson | <a href="mailto:zara.jackson@northwindtraders.example">zara.jackson@northwindtraders.example</a> | Mailbox     |
| Finance alerts | Owen Taylor  | <a href="mailto:owen.taylor@northwindtraders.example">owen.taylor@northwindtraders.example</a>   | Mailbox     |
| Finance alerts | Ruby Hill    | <a href="mailto:ruby.hill@northwindtraders.example">ruby.hill@northwindtraders.example</a>       | Mailbox     |
| Finance alerts | Leo Morris   | <a href="mailto:leo.morris@northwindtraders.example">leo.morris@northwindtraders.example</a>     | Mailbox     |

Prepared by Harbour IT ([help@harbourit.example](mailto:help@harbourit.example) · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 11 Oct 2026, 20:31 UTC.