

# Northwind Traders



PREPARED BY  
Harbour IT

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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: 7 of 7 rows, 1 column hidden. Members: 4 of 62 rows, List is Website enquiries. 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 25 May 2026)            | 9       | None                                   | 25 May 2026        |
| ● Medium | Old projects         | No members, No owner, No mail in 90 days (last 7 Sep 2025) | 0       | None                                   | 7 Sep 2025         |
| ● Medium | Sales team           | Only leavers own it                                        | 6       | robert.hughes@northwindtraders.example | 11 Oct 2026        |

## Every list 7 3 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 | 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       | 1                | No                        | 51                       | 11 Oct 2026        | No             | 27 Sep 2025 |
|          | All staff            | allstaff@northwindtraders.example       | Distribution list     | 35      | 0                | No                        | 103                      | 11 Oct 2026        | No             | 26 Mar 2026 |
| ● Medium | Christmas party 2023 | xmas2023@northwindtraders.example       | Distribution list     | 9       | 0                | No                        | 0                        | 25 May 2026        | No             | 31 Mar 2025 |
|          | Finance alerts       | finance-alerts@northwindtraders.example | Mail-enabled security | 4       | 0                | No                        | 31                       | 12 Oct 2026        | No             | 2 Oct 2024  |
| ● Medium | Old projects         | oldprojects@northwindtraders.example    | Distribution list     | 0       | 0                | No                        | 0                        | 7 Sep 2025         | No             | 31 Dec 2024 |
| ● Medium | Sales team           | salesteam@northwindtraders.example      | Distribution list     | 6       | 0                | No                        | 53                       | 11 Oct 2026        | No             | 26 Dec 2025 |
|          | Website enquiries    | enquiries@northwindtraders.example      | Distribution list     | 4       | 0                | Yes                       | 86                       | 12 Oct 2026        | No             | 29 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 |
|-------------------|---------------|----------------------------------------|-------------|
| Website enquiries | Hannah Patel  | hannah.patel@northwindtraders.example  | Mailbox     |
| Website enquiries | Ruby Taylor   | ruby.taylor@northwindtraders.example   | Mailbox     |
| Website enquiries | Alfie Roberts | alfie.roberts@northwindtraders.example | Mailbox     |
| Website enquiries | Owen Taylor   | owen.taylor@northwindtraders.example   | Mailbox     |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 12 Oct 2026, 04:00 UTC.