DISTRIBUTION LISTS

Northwind Traders

Harbour IT

PREPARED BY
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DATE
29 Nov 2026

DATA COLLECTED
29 Nov 2026, 04:00 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: 7 of 7 rows, 1 column hidden. The headline figures cover every row.

Distribution lists	Empty lists	Without an owner	No mail in 90 days	Open to outside senders
7	**1**	**3**	**2**	**1**
Lists that pass mail on to their members	No members	No owner, or only leavers	Lists that look unused	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	9	None	12 Jul 2026
Medium	Old projects	No members, No owner, No mail in 90 days	0	None	25 Oct 2025
Medium	Sales team	Only leavers own it	6	robert.hughes@northwindtraders.example	28 Nov 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	28 Nov 2026	No	14 Nov 2025
	All staff	allstaff@northwindtraders.example	Distribution list	35	0	No	103	28 Nov 2026	No	13 May 2026
Medium	Christmas party 2023	xmas2023@northwindtraders.example	Distribution list	9	0	No	0	12 Jul 2026	No	18 May 2025
	Finance alerts	finance-alerts@northwindtraders.example	Mail-enabled security	4	0	No	31	29 Nov 2026	No	19 Nov 2024
Medium	Old projects	oldprojects@northwindtraders.example	Distribution list	0	0	No	0	25 Oct 2025	No	17 Feb 2025
Medium	Sales team	salesteam@northwindtraders.example	Distribution list	6	0	No	53	28 Nov 2026	No	12 Feb 2026
	Website enquiries	enquiries@northwindtraders.example	Distribution list	4	0	Yes	86	29 Nov 2026	No	16 Aug 2025

Members 62

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
Accounts	Hannah Patel	hannah.patel@northwindtraders.example	Mailbox
Accounts	Megan Lee	megan.lee@northwindtraders.example	Mailbox
Accounts	Leo Wright	leo.wright@northwindtraders.example	Mailbox

List	Member	Address	Member type
Accounts	Ledgerline Bookkeeping	team@ledgerline.example	External contact
All staff	Ann Patel	ann.patel@northwindtraders.example	Mailbox
All staff	Thomas Clarke	thomas.clarke@northwindtraders.example	Mailbox
All staff	Hannah Robinson	hannah.robinson@northwindtraders.example	Mailbox
All staff	Sophie Smith	sophie.smith@northwindtraders.example	Mailbox
All staff	Megan Lee	megan.lee@northwindtraders.example	Mailbox
All staff	Grace Taylor	grace.taylor@northwindtraders.example	Mailbox
All staff	Owen White	owen.white@northwindtraders.example	Mailbox
All staff	Ruby Taylor	ruby.taylor@northwindtraders.example	Mailbox
All staff	Olivia Smith	olivia.smith@northwindtraders.example	Mailbox
All staff	Grace Wilson	grace.wilson@northwindtraders.example	Mailbox
All staff	Zara Jackson	zara.jackson@northwindtraders.example	Mailbox
All staff	Leo Evans	leo.evans@northwindtraders.example	Mailbox
All staff	Amelia Watson	amelia.watson@northwindtraders.example	Mailbox
All staff	George Robinson	george.robinson@northwindtraders.example	Mailbox
All staff	Hannah Patel	hannah.patel@northwindtraders.example	Mailbox
All staff	Ethan Green	ethan.green@northwindtraders.example	Mailbox
All staff	Ruby Hill	ruby.hill@northwindtraders.example	Mailbox
All staff	Mia Hughes	mia.hughes@northwindtraders.example	Mailbox
All staff	Rhys Moore	rhys.moore@northwindtraders.example	Mailbox
All staff	Leo Wright	leo.wright@northwindtraders.example	Mailbox
All staff	Leo Morris	leo.morris@northwindtraders.example	Mailbox
All staff	Isla Evans	isla.evans@northwindtraders.example	Mailbox

List	Member	Address	Member type
All staff	Owen Taylor	owen.taylor@northwindtraders.example	Mailbox
All staff	Maya Martin	maya.martin@northwindtraders.example	Mailbox
All staff	Arthur Evans	arthur.evans@northwindtraders.example	Mailbox
All staff	Harry Lee	harry.lee@northwindtraders.example	Mailbox
All staff	Alfie Scott	alfie.scott@northwindtraders.example	Mailbox
All staff	Rhys Clark	rhys.clark@northwindtraders.example	Mailbox
All staff	Ella Baker	ella.baker@northwindtraders.example	Mailbox
All staff	Alfie Roberts	alfie.roberts@northwindtraders.example	Mailbox
All staff	Olivia Scott	olivia.scott@northwindtraders.example	Mailbox
All staff	Jacob Hughes	jacob.hughes@northwindtraders.example	Mailbox
All staff	George Roberts	george.roberts@northwindtraders.example	Mailbox
All staff	Aaron Watson	aaron.watson@northwindtraders.example	Mailbox
All staff	Imogen Edwards	imogen.edwards@northwindtraders.example	Mailbox
Christmas party 2023	Ruby Hill	ruby.hill@northwindtraders.example	Mailbox
Christmas party 2023	Harry Lee	harry.lee@northwindtraders.example	Mailbox
Christmas party 2023	Alfie Scott	alfie.scott@northwindtraders.example	Mailbox
Christmas party 2023	Thomas Clarke	thomas.clarke@northwindtraders.example	Mailbox
Christmas party 2023	Olivia Smith	olivia.smith@northwindtraders.example	Mailbox
Christmas party 2023	Grace Taylor	grace.taylor@northwindtraders.example	Mailbox
Christmas party 2023	Isla Evans	isla.evans@northwindtraders.example	Mailbox
Christmas party 2023	Ann Patel	ann.patel@northwindtraders.example	Mailbox
Christmas party 2023	Leo Evans	leo.evans@northwindtraders.example	Mailbox
Finance alerts	Zara Jackson	zara.jackson@northwindtraders.example	Mailbox

List	Member	Address	Member type
Finance alerts	Owen Taylor	owen.taylor@northwindtraders.example	Mailbox
Finance alerts	Ruby Hill	ruby.hill@northwindtraders.example	Mailbox
Finance alerts	Leo Morris	leo.morris@northwindtraders.example	Mailbox
Sales team	Arthur Evans	arthur.evans@northwindtraders.example	Mailbox
Sales team	Maya Martin	maya.martin@northwindtraders.example	Mailbox
Sales team	Rhys Clark	rhys.clark@northwindtraders.example	Mailbox
Sales team	Ruby Hill	ruby.hill@northwindtraders.example	Mailbox
Sales team	Amelia Watson	amelia.watson@northwindtraders.example	Mailbox
Sales team	Isla Evans	isla.evans@northwindtraders.example	Mailbox
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

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