

# 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. Members: 62 of 62 rows, 1 column hidden. 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 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 | 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 |
| ● Medium | Christmas party 2023 | xmas2023@northwindtraders.example       | Distribution list     | 9       | None                                   | 0                | No                        | 0                        | 24 May 2026        | No             | 30 Mar 2025 |
|          | 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 | Old projects         | oldprojects@northwindtraders.example    | Distribution list     | 0       | None                                   | 0                | No                        | 0                        | 6 Sep 2025         | No             | 30 Dec 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 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                 | Member type      |
|-----------|------------------------|------------------|
| Accounts  | Hannah Patel           | Mailbox          |
| Accounts  | Megan Lee              | Mailbox          |
| Accounts  | Leo Wright             | Mailbox          |
| Accounts  | Ledgerline Bookkeeping | External contact |
| All staff | Ann Patel              | Mailbox          |
| All staff | Thomas Clarke          | Mailbox          |
| All staff | Hannah Robinson        | Mailbox          |
| All staff | Sophie Smith           | Mailbox          |
| All staff | Megan Lee              | Mailbox          |
| All staff | Grace Taylor           | Mailbox          |
| All staff | Owen White             | Mailbox          |
| All staff | Ruby Taylor            | Mailbox          |
| All staff | Olivia Smith           | Mailbox          |
| All staff | Grace Wilson           | Mailbox          |
| All staff | Zara Jackson           | Mailbox          |
| All staff | Leo Evans              | Mailbox          |
| All staff | Amelia Watson          | Mailbox          |
| All staff | George Robinson        | Mailbox          |
| All staff | Hannah Patel           | Mailbox          |
| All staff | Ethan Green            | Mailbox          |

| List                 | Member         | Member type |
|----------------------|----------------|-------------|
| All staff            | Ruby Hill      | Mailbox     |
| All staff            | Mia Hughes     | Mailbox     |
| All staff            | Rhys Moore     | Mailbox     |
| All staff            | Leo Wright     | Mailbox     |
| All staff            | Leo Morris     | Mailbox     |
| All staff            | Isla Evans     | Mailbox     |
| All staff            | Owen Taylor    | Mailbox     |
| All staff            | Maya Martin    | Mailbox     |
| All staff            | Arthur Evans   | Mailbox     |
| All staff            | Harry Lee      | Mailbox     |
| All staff            | Alfie Scott    | Mailbox     |
| All staff            | Rhys Clark     | Mailbox     |
| All staff            | Ella Baker     | Mailbox     |
| All staff            | Alfie Roberts  | Mailbox     |
| All staff            | Olivia Scott   | Mailbox     |
| All staff            | Jacob Hughes   | Mailbox     |
| All staff            | George Roberts | Mailbox     |
| All staff            | Aaron Watson   | Mailbox     |
| All staff            | Imogen Edwards | Mailbox     |
| Christmas party 2023 | Ruby Hill      | Mailbox     |
| Christmas party 2023 | Harry Lee      | Mailbox     |
| Christmas party 2023 | Alfie Scott    | Mailbox     |
| Christmas party 2023 | Thomas Clarke  | Mailbox     |
|                      |                |             |

| List                 | Member        | Member type |
|----------------------|---------------|-------------|
| Christmas party 2023 | Olivia Smith  | Mailbox     |
| Christmas party 2023 | Grace Taylor  | Mailbox     |
| Christmas party 2023 | Isla Evans    | Mailbox     |
| Christmas party 2023 | Ann Patel     | Mailbox     |
| Christmas party 2023 | Leo Evans     | Mailbox     |
| Finance alerts       | Zara Jackson  | Mailbox     |
| Finance alerts       | Owen Taylor   | Mailbox     |
| Finance alerts       | Ruby Hill     | Mailbox     |
| Finance alerts       | Leo Morris    | Mailbox     |
| Sales team           | Arthur Evans  | Mailbox     |
| Sales team           | Maya Martin   | Mailbox     |
| Sales team           | Rhys Clark    | Mailbox     |
| Sales team           | Ruby Hill     | Mailbox     |
| Sales team           | Amelia Watson | Mailbox     |
| Sales team           | Isla Evans    | Mailbox     |
| Website enquiries    | Hannah Patel  | Mailbox     |
| Website enquiries    | Ruby Taylor   | Mailbox     |
| Website enquiries    | Alfie Roberts | Mailbox     |
| Website enquiries    | Owen Taylor   | Mailbox     |

Prepared by Harbour IT (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.