DISTRIBUTION LISTS

Northwind Traders

Harbour IT

PREPARED BY
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DATE
29 Nov 2026

DATA COLLECTED
29 Nov 2026, 10:48 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. Members: 62 of 62 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	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	29 Nov 2026	No	14 Nov 2025
	All staff	allstaff@northwindtraders.example	Distribution list	35	ann.patel@northwindtraders.example	0	No	103	29 Nov 2026	No	13 May 2026
Medium	Christmas party 2023	xmas2023@northwindtraders.example	Distribution list	9	None	0	No	0	12 Jul 2026	No	18 May 2025
	Finance alerts	finance-alerts@northwindtraders.example	Mail-enabled security	4	ann.patel@northwindtraders.example	0	No	31	29 Nov 2026	No	19 Nov 2024
Medium	Old projects	oldprojects@northwindtraders.example	Distribution list	0	None	0	No	0	25 Oct 2025	No	17 Feb 2025
Medium	Sales team	salesteam@northwindtraders.example	Distribution list	6	robert.hughes@northwindtraders.example	0	No	53	28 Nov 2026	No	12 Feb 2026
	Website enquiries	enquiries@northwindtraders.example	Distribution list	4	ann.patel@northwindtraders.example	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	Address	Member type
Accounts	hannah.patel@northwindtraders.example	Mailbox
Accounts	megan.lee@northwindtraders.example	Mailbox
Accounts	leo.wright@northwindtraders.example	Mailbox
Accounts	team@ledgerline.example	External contact
All staff	ann.patel@northwindtraders.example	Mailbox
All staff	thomas.clarke@northwindtraders.example	Mailbox
All staff	hannah.robinson@northwindtraders.example	Mailbox
All staff	sophie.smith@northwindtraders.example	Mailbox
All staff	megan.lee@northwindtraders.example	Mailbox
All staff	grace.taylor@northwindtraders.example	Mailbox
All staff	owen.white@northwindtraders.example	Mailbox
All staff	ruby.taylor@northwindtraders.example	Mailbox
All staff	olivia.smith@northwindtraders.example	Mailbox
All staff	grace.wilson@northwindtraders.example	Mailbox
All staff	zara.jackson@northwindtraders.example	Mailbox
All staff	leo.evans@northwindtraders.example	Mailbox
All staff	amelia.watson@northwindtraders.example	Mailbox
All staff	george.robinson@northwindtraders.example	Mailbox
All staff	hannah.patel@northwindtraders.example	Mailbox
All staff	ethan.green@northwindtraders.example	Mailbox

List	Address	Member type
All staff	ruby.hill@northwindtraders.example	Mailbox
All staff	mia.hughes@northwindtraders.example	Mailbox
All staff	rhys.moore@northwindtraders.example	Mailbox
All staff	leo.wright@northwindtraders.example	Mailbox
All staff	leo.morris@northwindtraders.example	Mailbox
All staff	isla.evans@northwindtraders.example	Mailbox
All staff	owen.taylor@northwindtraders.example	Mailbox
All staff	maya.martin@northwindtraders.example	Mailbox
All staff	arthur.evans@northwindtraders.example	Mailbox
All staff	harry.lee@northwindtraders.example	Mailbox
All staff	alfie.scott@northwindtraders.example	Mailbox
All staff	rhys.clark@northwindtraders.example	Mailbox
All staff	ella.baker@northwindtraders.example	Mailbox
All staff	alfie.roberts@northwindtraders.example	Mailbox
All staff	olivia.scott@northwindtraders.example	Mailbox
All staff	jacob.hughes@northwindtraders.example	Mailbox
All staff	george.roberts@northwindtraders.example	Mailbox
All staff	aaron.watson@northwindtraders.example	Mailbox
All staff	imogen.edwards@northwindtraders.example	Mailbox
Christmas party 2023	ruby.hill@northwindtraders.example	Mailbox
Christmas party 2023	harry.lee@northwindtraders.example	Mailbox
Christmas party 2023	alfie.scott@northwindtraders.example	Mailbox
Christmas party 2023	thomas.clarke@northwindtraders.example	Mailbox

List	Address	Member type
Christmas party 2023	olivia.smith@northwindtraders.example	Mailbox
Christmas party 2023	grace.taylor@northwindtraders.example	Mailbox
Christmas party 2023	isla.evans@northwindtraders.example	Mailbox
Christmas party 2023	ann.patel@northwindtraders.example	Mailbox
Christmas party 2023	leo.evans@northwindtraders.example	Mailbox
Finance alerts	zara.jackson@northwindtraders.example	Mailbox
Finance alerts	owen.taylor@northwindtraders.example	Mailbox
Finance alerts	ruby.hill@northwindtraders.example	Mailbox
Finance alerts	leo.morris@northwindtraders.example	Mailbox
Sales team	arthur.evans@northwindtraders.example	Mailbox
Sales team	maya.martin@northwindtraders.example	Mailbox
Sales team	rhys.clark@northwindtraders.example	Mailbox
Sales team	ruby.hill@northwindtraders.example	Mailbox
Sales team	amelia.watson@northwindtraders.example	Mailbox
Sales team	isla.evans@northwindtraders.example	Mailbox
Website enquiries	hannah.patel@northwindtraders.example	Mailbox
Website enquiries	ruby.taylor@northwindtraders.example	Mailbox
Website enquiries	alfie.roberts@northwindtraders.example	Mailbox
Website enquiries	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 29 Nov 2026, 10:48 UTC.