

Northwind Traders



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	12 Oct 2026	12 Oct 2026, 04:00 UTC	northwindtraders.onmicrosoft.com

Who can create teams and groups, which have no owner, and the guests in each.

Filtered view. Needs attention: 1 of 6 rows, Flag is Medium. Guests in teams and groups: 6 of 6 rows, 1 column hidden. The headline figures cover every row.

Settings 6

Setting	Value
Who can create teams and groups	Admins and members of Group creators
Guests can access group content	Yes
Owners can add guests	No
Usage guidelines	https://intranet.northwindtraders.example/teams
Expiration	After 365 days unless in use or renewed
Expiry notices for groups without an owner go to	it@northwindtraders.example

Needs attention 1 1 to review

Teams and groups without an enabled owner, or with only one. Owners approve members and guests and renew the group.

Flag	Team or group	Type	Problem	Owners
● Medium	Project Phoenix	Team	Only owner is disabled (Robert Hughes)	Robert Hughes (disabled)

Teams and groups 9 1 to review

Every team and Microsoft 365 group.

Flag	Name	Team	Visibility	Owners	Members	Guests	Created
	Board	Yes	Private	Ann Patel	2	0	10 Jan 2025
	Clients	Yes	Private	Ann Patel, Megan Lee	11	2	4 Mar 2024
	Finance	No	Private	Ann Patel, Ruby Taylor	14	1	4 Mar 2024
● Low	Marketing	No	Private	Robert Hughes (disabled)	12	0	4 Mar 2024
● Low	Marketing	No	Public	None	1	0	1 Sep 2026
	Operations	Yes	Private	Hannah Robinson	11	0	4 Mar 2024
● Medium	Project Phoenix	Yes	Public	Robert Hughes (disabled)	3	2	10 Jan 2025
● Low	Provisioned	No	Private	Provisioning app (app)	1	0	10 Jan 2025
	Sales	Yes	Private	Ann Patel, Eve Sinclair	3	1	10 Jan 2025

Guests in teams and groups 6

People from outside the organisation who are members of a team or group, and can read its files and conversations.

Team or group	Type
Clients	Team
Finance	Microsoft 365 group
Clients	Team
Project Phoenix	Team
Project Phoenix	Team
Sales	Team

Other groups 3

Groups that aren't teams or Microsoft 365 groups. They grant access and deliver mail, but have no shared files or conversations.

Kind	Groups	Synced from on - premises	Dynamic membership
Security groups	4	1	1
Mail-enabled security groups	1	0	0
Distribution lists	1	0	0

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