

# Northwind Traders



|             |             |                        |                                  |
|-------------|-------------|------------------------|----------------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT             |
| Harbour IT  | 13 Oct 2026 | 13 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: 2 of 6 rows, Problem is Single owner. Teams and groups: 9 of 9 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                                 | <a href="https://intranet.northwindtraders.example/teams">https://intranet.northwindtraders.example/teams</a> |
| Expiration                                       | After 365 days unless in use or renewed                                                                       |
| Expiry notices for groups without an owner go to | it@northwindtraders.example                                                                                   |

Needs attention 2

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          |
|--------|---------------|------|--------------|-----------------|
| ● Info | Board         | Team | Single owner | Ann Patel       |
| ● Info | Operations    | Team | Single owner | Hannah Robinson |

Teams and groups 9 1 to review

Every team and Microsoft 365 group.

| Flag     | Name            | Team | Visibility | Owners                   | Members | Created     |
|----------|-----------------|------|------------|--------------------------|---------|-------------|
|          | Board           | Yes  | Private    | Ann Patel                | 2       | 10 Jan 2025 |
|          | Clients         | Yes  | Private    | Ann Patel, Grace Taylor  | 11      | 4 Mar 2024  |
|          | Finance         | No   | Private    | Ann Patel, Thomas Clarke | 15      | 4 Mar 2024  |
| ● Low    | Marketing       | No   | Private    | Robert Hughes (disabled) | 12      | 4 Mar 2024  |
| ● Low    | Marketing       | No   | Public     | None                     | 1       | 1 Sep 2026  |
|          | Operations      | Yes  | Private    | Hannah Robinson          | 11      | 4 Mar 2024  |
| ● Medium | Project Phoenix | Yes  | Public     | Robert Hughes (disabled) | 3       | 10 Jan 2025 |
| ● Low    | Provisioned     | No   | Private    | Provisioning app (app)   | 1       | 10 Jan 2025 |
|          | Sales           | Yes  | Private    | Ann Patel, Eve Sinclair  | 3       | 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.

| Guest                                                 | Team or group   | Type                |
|-------------------------------------------------------|-----------------|---------------------|
| accounts@hollis-partners.example                      | Clients         | Team                |
| accounts@hollis-partners.example                      | Finance         | Microsoft 365 group |
| j.okafor@brightpath-consulting.example                | Clients         | Team                |
| lee_partner.org#EXT#@northwindtraders.onmicrosoft.com | Project Phoenix | Team                |
| pat@supplier.example                                  | Project Phoenix | Team                |
| pat@supplier.example                                  | 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                  |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 13 Oct 2026, 04:00 UTC.