

# Northwind Traders



|             |             |                        |                                  |
|-------------|-------------|------------------------|----------------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT             |
| Harbour IT  | 12 Oct 2026 | 12 Oct 2026, 06:36 UTC | northwindtraders.onmicrosoft.com |

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

**Filtered view.** Needs attention: 6 of 6 rows, 1 column hidden. Teams and groups: 5 of 9 rows, Flag is No flag. 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 6 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                | Owners                   |
|----------|-----------------|---------------------|--------------------------|
| ● Medium | Project Phoenix | Team                | Robert Hughes (disabled) |
| ● Low    | Marketing       | Microsoft 365 group | Robert Hughes (disabled) |
| ● Low    | Marketing       | Microsoft 365 group | None                     |
| ● Low    | Provisioned     | Microsoft 365 group | Provisioning app (app)   |
| ● Info   | Board           | Team                | Ann Patel                |
| ● Info   | Operations      | Team                | Hannah Robinson          |

Teams and groups 5

Every team and Microsoft 365 group.

| Name       | Team | Visibility | Owners                   | Members | Guests | Created     |
|------------|------|------------|--------------------------|---------|--------|-------------|
| Board      | Yes  | Private    | Ann Patel                | 2       | 0      | 10 Jan 2025 |
| Clients    | Yes  | Private    | Ann Patel, Grace Taylor  | 11      | 2      | 4 Mar 2024  |
| Finance    | No   | Private    | Ann Patel, Thomas Clarke | 15      | 1      | 4 Mar 2024  |
| Operations | Yes  | Private    | Hannah Robinson          | 11      | 0      | 4 Mar 2024  |
| 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.

| 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 12 Oct 2026, 06:36 UTC.