ADMINS AND ROLES

Fabrikam Dental Group

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	28 Nov 2026	28 Nov 2026, 04:00 UTC	fabrikam.onmicrosoft.com

Every admin role holder with MFA, PIM and sign-in status, and a break-glass check.

Filtered view. Privileged role holders: 1 of 5 rows, Kind is Guest. The headline figures cover every row.

Privileged accounts	Global Administrators	Admins without MFA	Break-glass accounts	Using PIM
3	**2**	**1**	**1**	**Not checked**
People with a permanent admin role	Keep between 2 and 4	Not set up at all	Emergency accounts kept out of Conditional Access	Needs Entra ID P2

Not checked. PIM (admins activating a role only when they need it) needs Entra ID P2, which this tenant doesn't have, so admins hold their roles all the time.

Privileged role holders 1 1 to review

Everyone who holds a role that can change security settings, users or data. Problems first.

By role



Flag	Account	Kind	Roles	How assigned	MFA set up	MFA required by	Last sign-in	Synced from on-premises	What to check
High	sam.carter_consultants.example#EXT#@fabrikam.onmicrosoft.com	Guest	Exchange Administrator	Permanent	Unknown	CA001 — Admins: Require phishing-resistant MFA	Never	No	Guest account with an admin role; No sign-in for 90+ days

Break-glass accounts 1 1 to review

Emergency Global Administrator accounts for when normal sign-in breaks. Microsoft recommends two, cloud-only, excluded from Conditional Access, signing in with a FIDO2 key or passkey kept somewhere safe.

Flag	Account	Why we think it's break-glass	Cloud-only	On the .onmicrosoft.com domain	Excluded from	Sign-in methods	Last sign-in	What to check
High	breakglass@fabrikam.example	Named like one, Excluded from Conditional Access	Yes	No	CA001 — Admins: Require phishing-resistant MFA, CA002 — All users: Require MFA, CA005 — Block sign-ins from disallowed countries and 6 more	None	16 Nov 2026	No MFA method: Microsoft requires MFA for admin portals, so it may not get in; Use the .onmicrosoft.com domain so it works if a custom domain breaks

Other roles 1

Roles with narrower or read-only permissions.

Account	Kind	Roles	How assigned
ben.okafor@fabrikam.example	User	Directory Readers, Groups Administrator (limited scope)	Permanent

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 28 Nov 2026, 04:00 UTC.