

Fabrikam Dental Group



PREPARED BY
Harbour IT

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MICROSOFT 365 TENANT
fabrikam.onmicrosoft.com

Every distribution list with its members and owners, who can mail it, and empty, ownerless or unused lists.

Filtered view. Every list: 1 of 7 rows, Members is 9. Members: 80 of 80 rows, 1 column hidden. The headline figures cover every row.

Distribution lists
7
Lists that pass mail on to their members

Empty lists
1
No members

Without an owner
3
No owner, or only leavers

No mail in 90 days
2
Lists that look unused

Open to outside senders
1
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	25 May 2026
● Medium	Old projects	No members, No owner, No mail in 90 days	0	None	7 Sep 2025
● Medium	Sales team	Only leavers own it	6	ben.okafor@fabrikam.example	11 Oct 2026

Every list 1 1 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
● Medium	Christmas party 2023	xmas2023@fabrikam.example	Distribution list	9	None	0	No	0	25 May 2026	No	31 Mar 2025

Members 80

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	Member	Member type
Accounts	Ella Evans	Mailbox
Accounts	Owen Smith	Mailbox
Accounts	Jack Ward	Mailbox
Accounts	Ledgerline Bookkeeping	External contact
All staff	Anna Kowalski	Mailbox
All staff	Zara Edwards	Mailbox
All staff	Aisha Brown	Mailbox
All staff	Jack Lee	Mailbox
All staff	Aaron Smith	Mailbox
All staff	Rhys Walker	Mailbox
All staff	Noah Wood	Mailbox
All staff	Ruby Clark	Mailbox

List	Member	Member type
All staff	Thomas Robinson	Mailbox
All staff	Ava Thomas	Mailbox
All staff	Thomas Allen	Mailbox
All staff	George Walker	Mailbox
All staff	Ella Hughes	Mailbox
All staff	William Lewis	Mailbox
All staff	Owen Smith	Mailbox
All staff	Amelia Jackson	Mailbox
All staff	Rhys Hall	Mailbox
All staff	George Williams	Mailbox
All staff	Owen Scott	Mailbox
All staff	Ava Moore	Mailbox
All staff	Isla Scott	Mailbox
All staff	Priya Williams	Mailbox
All staff	Leo Harrison	Mailbox
All staff	William Wood	Mailbox
All staff	George Baker	Mailbox
All staff	Megan King	Mailbox
All staff	Arthur Lee	Mailbox
All staff	Freya Evans	Mailbox
All staff	Arthur Williams	Mailbox
All staff	Ava Jackson	Mailbox
All staff	Jack Ward	Mailbox

List	Member	Member type
All staff	Owen Khan	Mailbox
All staff	Noah Harris	Mailbox
All staff	Megan Green	Mailbox
All staff	Amelia Khan	Mailbox
All staff	Ethan Jones	Mailbox
All staff	Lily Khan	Mailbox
All staff	Rhys Scott	Mailbox
All staff	Callum Turner	Mailbox
All staff	Ruby Davies	Mailbox
All staff	Ruby Wood	Mailbox
All staff	Lily Watson	Mailbox
All staff	Henry Roberts	Mailbox
All staff	Lily White	Mailbox
All staff	Olivia Taylor	Mailbox
All staff	Owen Turner	Mailbox
All staff	Jack Roberts	Mailbox
All staff	Owen Patel	Mailbox
All staff	Thomas Johnson	Mailbox
All staff	Ella Evans	Mailbox
All staff	Chloe Jackson	Mailbox
All staff	Oscar Smith	Mailbox
All staff	Owen Robinson	Mailbox
Christmas party 2023	Priya Williams	Mailbox

List	Member	Member type
Christmas party 2023	Oscar Smith	Mailbox
Christmas party 2023	Thomas Allen	Mailbox
Christmas party 2023	Owen Turner	Mailbox
Christmas party 2023	Rhys Scott	Mailbox
Christmas party 2023	William Wood	Mailbox
Christmas party 2023	Zara Edwards	Mailbox
Christmas party 2023	Arthur Lee	Mailbox
Christmas party 2023	Jack Ward	Mailbox
Finance alerts	Ella Evans	Mailbox
Finance alerts	Rhys Scott	Mailbox
Finance alerts	Amelia Khan	Mailbox
Finance alerts	Anna Kowalski	Mailbox
Sales team	Ava Thomas	Mailbox
Sales team	Freya Evans	Mailbox
Sales team	Owen Smith	Mailbox
Sales team	Oscar Smith	Mailbox
Sales team	Ella Evans	Mailbox
Sales team	Aaron Smith	Mailbox
Website enquiries	Aisha Brown	Mailbox
Website enquiries	Callum Turner	Mailbox
Website enquiries	Priya Williams	Mailbox
Website enquiries	William Wood	Mailbox

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.