DISTRIBUTION LISTS

Fabrikam Dental Group

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 04:00 UTC	fabrikam.onmicrosoft.com

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

Filtered view. Lists that need attention: 3 of 3 rows, Flag is Medium. Members: 80 of 80 rows, 1 column hidden. The headline figures cover every row.

Distribution lists	Empty lists	Without an owner	No mail in 90 days	Open to outside senders
7	**1**	**3**	**2**	**1**
Lists that pass mail on to their members	No members	No owner, or only leavers	Lists that look unused	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	12 Jul 2026
Medium	Old projects	No members, No owner, No mail in 90 days	0	None	25 Oct 2025
Medium	Sales team	Only leavers own it	6	ben.okafor@fabrikam.example	28 Nov 2026

Every list 7 3 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
	Accounts	accountsteam@fabrikam.example	Distribution list	4	anna.kowalski@fabrikam.example	1	No	59	28 Nov 2026	No	14 Nov 2025
	All staff	allstaff@fabrikam.example	Distribution list	53	anna.kowalski@fabrikam.example	0	No	118	28 Nov 2026	No	13 May 2026
Medium	Christmas party 2023	xmas2023@fabrikam.example	Distribution list	9	None	0	No	0	12 Jul 2026	No	18 May 2025
	Finance alerts	finance-alerts@fabrikam.example	Mail-enabled security	4	anna.kowalski@fabrikam.example	0	No	42	28 Nov 2026	No	19 Nov 2024
Medium	Old projects	oldprojects@fabrikam.example	Distribution list	0	None	0	No	0	25 Oct 2025	No	17 Feb 2025
Medium	Sales team	salesteam@fabrikam.example	Distribution list	6	ben.okafor@fabrikam.example	0	No	40	28 Nov 2026	No	12 Feb 2026
	Website enquiries	enquiries@fabrikam.example	Distribution list	4	anna.kowalski@fabrikam.example	0	Yes	89	29 Nov 2026	No	16 Aug 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

List	Member	Member type
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
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

List	Member	Member type
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
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

List	Member	Member type
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
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

List	Member	Member type
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 29 Nov 2026, 04:00 UTC.