

# Fabrikam Dental Group



|             |             |                        |                          |
|-------------|-------------|------------------------|--------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT     |
| Harbour IT  | 13 Oct 2026 | 12 Oct 2026, 17:16 UTC | fabrikam.onmicrosoft.com |

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

**Filtered view.** Needs attention: 3 of 6 rows, Flag is Low, 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.fabrikam.example/teams">https://intranet.fabrikam.example/teams</a> |
| Expiration                                       | After 365 days unless in use or renewed                                                       |
| Expiry notices for groups without an owner go to | it@fabrikam.example                                                                           |

Needs attention 3

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                 |
|-------|---------------|---------------------|------------------------|
| ● Low | Marketing     | Microsoft 365 group | Ben Okafor (disabled)  |
| ● Low | Marketing     | Microsoft 365 group | None                   |
| ● Low | Provisioned   | Microsoft 365 group | Provisioning app (app) |

Teams and groups 9 1 to review

Every team and Microsoft 365 group.

| Flag     | Name                | Team | Visibility | Owners                      | Members | Guests | Created     |
|----------|---------------------|------|------------|-----------------------------|---------|--------|-------------|
|          | Board               | Yes  | Private    | Anna Kowalski               | 2       | 0      | 10 Jan 2025 |
|          | Finance             | No   | Private    | Anna Kowalski, Zara Edwards | 10      | 1      | 4 Mar 2024  |
| ● Low    | Marketing           | No   | Private    | Ben Okafor (disabled)       | 11      | 0      | 4 Mar 2024  |
| ● Low    | Marketing           | No   | Public     | None                        | 1       | 0      | 1 Sep 2026  |
|          | Patient Records     | Yes  | Private    | Anna Kowalski, Zara Edwards | 10      | 1      | 4 Mar 2024  |
|          | Practice Management | Yes  | Private    | Zara Edwards                | 10      | 0      | 4 Mar 2024  |
| ● Medium | Project Phoenix     | Yes  | Public     | Ben Okafor (disabled)       | 3       | 2      | 10 Jan 2025 |
| ● Low    | Provisioned         | No   | Private    | Provisioning app (app)      | 1       | 0      | 10 Jan 2025 |
|          | Sales               | Yes  | Private    | Anna Kowalski, Evelyn Shaw  | 3       | 1      | 10 Jan 2025 |

## Guests in teams and groups 5

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              | Finance         | Microsoft 365 group |
| lab@dentlab-uk.example                        | Patient Records | Team                |
| lee_partner.org#EXT#@fabrikam.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, 17:16 UTC.