

# Fabrikam Dental Group



|             |             |                        |                          |
|-------------|-------------|------------------------|--------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT     |
| Harbour IT  | 12 Oct 2026 | 12 Oct 2026, 04:00 UTC | fabrikam.onmicrosoft.com |

Each team's private and shared channels and who is in them, guests and people from other organisations, the apps added to each team, and teams nobody has used lately.

**Filtered view.** Inactive teams: 3 of 3 rows, Created: older than a year. Private and shared channels: 2 of 2 rows, 1 column hidden. The headline figures cover every row.

|                                           |                                                      |                                                                |                                                                                     |                                                                                |
|-------------------------------------------|------------------------------------------------------|----------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Teams<br><b>5</b><br>Teams in this tenant | Inactive teams<br><b>3</b><br>No activity in 90 days | Private and shared channels<br><b>2</b><br>1 private, 1 shared | Guests and outsiders in channels<br><b>2</b><br>1 guest, 1 from other organisations | Custom uploaded apps<br><b>1</b><br>Apps added outside the store and catalogue |
|-------------------------------------------|------------------------------------------------------|----------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|

## Inactive teams 3

3 teams older than 90 days with no activity in the last 90 days (Microsoft's Teams activity report runs a couple of days behind). Ask their owners whether they're still needed; archiving a team in the Teams admin centre keeps its content read-only.

| Flag  | Team                | Last activity        | Privacy | Channels | Created     |
|-------|---------------------|----------------------|---------|----------|-------------|
| ● Low | Board               | No activity recorded | Private | 1        | 10 Jan 2025 |
| ● Low | Patient Records     | No activity recorded | Private | 0        | 4 Mar 2024  |
| ● Low | Practice Management | No activity recorded | Private | 0        | 4 Mar 2024  |

## Private and shared channels 2

Private channels are only visible to their members. Shared channels can include people from other organisations, who never become guests here. A channel without an owner has nobody to manage its members.

| Flag  | Team            | Channel  | Type    | Members | Owners | From other organisations | Created    |
|-------|-----------------|----------|---------|---------|--------|--------------------------|------------|
| ● Low | Project Phoenix | Supplier | Shared  | 3       | 1      | 1                        | 1 Mar 2026 |
|       | Sales           | Deals    | Private | 2       | 1      | 0                        | 1 Feb 2025 |

## Guests and people from other organisations 2

Guests (accounts invited into this tenant) and people from other organisations in each private and shared channel. Check each still needs access.

| Flag  | Team            | Channel  | Channel type | Person      | Email                | Who                       |
|-------|-----------------|----------|--------------|-------------|----------------------|---------------------------|
| ● Low | Project Phoenix | Supplier | Shared       | Gail Guest  | gail@partner.example | Guest                     |
| ● Low | Project Phoenix | Supplier | Shared       | Pat Partner | pat@partner.example  | From another organisation |

Apps in teams 4 1 to review

Apps added to each team. Custom uploads (sideloaded apps) bypass the Teams store and your organisation's app catalogue, so check each is expected.

| Flag     | Team            | App          | Source            | Version |
|----------|-----------------|--------------|-------------------|---------|
|          | Project Phoenix | Contoso CRM  | Your organisation | 1.0.0   |
|          | Project Phoenix | Planner      | Teams store       | 1.0.0   |
| ● Medium | Sales           | Expenses bot | Custom upload     | 0.3     |
|          | Sales           | Planner      | Teams store       | 1.0.0   |

Every team 5

5 teams. Guests and people from other organisations are counted in private and shared channels; a team's own guests are in the Groups and Teams report.

| Flag  | Team                | Privacy | Channels | Private channels | Shared channels | Guests in channels | From other organisations | Apps | Last activity | Active people (90 days) | Created     |
|-------|---------------------|---------|----------|------------------|-----------------|--------------------|--------------------------|------|---------------|-------------------------|-------------|
| ● Low | Board               | Private | 1        | 0                | 0               | 0                  | 0                        | 0    | None recorded | 0                       | 10 Jan 2025 |
| ● Low | Patient Records     | Private | 0        | 0                | 0               | 0                  | 0                        | 0    | None recorded | –                       | 4 Mar 2024  |
| ● Low | Practice Management | Private | 0        | 0                | 0               | 0                  | 0                        | 0    | None recorded | –                       | 4 Mar 2024  |
|       | Project Phoenix     | Public  | 3        | 0                | 1               | 1                  | 1                        | 2    | 22 Sep 2026   | 3                       | 10 Jan 2025 |
|       | Sales               | Private | 2        | 1                | 0               | 0                  | 0                        | 2    | 9 Oct 2026    | 6                       | 10 Jan 2025 |

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, 04:00 UTC.