

# Contoso Legal LLP



PREPARED BY  
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MICROSOFT 365 TENANT  
contoso.onmicrosoft.com

Every administrative unit with its members and the admins scoped to it, restricted units, and units with nobody in them or nobody administering them.

**Filtered view.** Every unit: 2 of 3 rows, Devices is 0, 1 column hidden. The headline figures cover every row.

Units

3

1 dynamic unit, 1 restricted, 1 rule paused

Scoped admins

2

Across 2 units

Empty units

1

No users, groups or devices in them

No scoped admin

1

Units no admin role is scoped to

## Every unit 2

Every administrative unit. A unit with nobody in it, or with no admin scoped to it, usually isn't doing anything; a dynamic unit whose rule is paused is no longer kept up to date. A restricted management unit also keeps tenant-wide admins (other than Global Administrators) from changing its members.

| Flag  | Unit         | Membership | Restricted | Users | Groups | Scoped admins | Admins         |
|-------|--------------|------------|------------|-------|--------|---------------|----------------|
|       | Sales        | Assigned   | No         | 2     | 1      | 1             | Annabel Fraser |
| ● Low | Service desk | Assigned   | No         | 0     | 0      | 0             | –              |

## Scoped admins 2 1 to review

Every admin role scoped to a unit rather than the whole tenant. An account whose sign-in is blocked has usually left: remove the role. A guest or an app with a scoped role deserves a look.

| Flag     | Account                        | Name           | Role                 | Unit           | Assignment | Sign-in | Type   |
|----------|--------------------------------|----------------|----------------------|----------------|------------|---------|--------|
| ● Medium | bobby.marsh@contoso.example    | Bobby Marsh    | Groups Administrator | Branch offices | Active     | Blocked | Member |
|          | annabel.fraser@contoso.example | Annabel Fraser | Groups Administrator | Sales          | Active     | Allowed | Member |

## Members 4

The users and groups in each unit. Devices are counted above but not listed.

| Unit           | Member                         | Name               | Type  | Sign-in |
|----------------|--------------------------------|--------------------|-------|---------|
| Branch offices | bobby.marsh@contoso.example    | Bobby Marsh        | User  | Blocked |
| Sales          | annabel.fraser@contoso.example | Annabel Fraser     | User  | Allowed |
| Sales          | g#EXT#@contoso.example         | Sam Carter (guest) | Guest | Allowed |
| Sales          | sales@contoso.example          | Sales              | Group | –       |

An administrative unit scopes an admin role to the users, groups and devices in it. Scoped admins come from the role assignments Admin roles reads; roles assigned through PIM show as eligible.

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