

PREPARED BY  
Harbour IT

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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 | Devices | Admins         |
|-------|--------------|------------|------------|-------|--------|---------|----------------|
|       | Sales        | Assigned   | No         | 2     | 1      | 0       | 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.

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 13 Oct 2026, 04:00 UTC.