ADMINISTRATIVE UNITS

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
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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: 1 of 3 rows, Flag is Low. Members: 4 of 4 rows, 1 column hidden. The headline figures cover every row.

Units	Scoped admins	Empty units	No scoped admin
3	2	1	1
1 dynamic unit, 1 restricted, 1 rule paused	Across 2 units	No users, groups or devices in them	Units no admin role is scoped to

Every unit 1

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	Scoped admins	Admins
Low	Service desk	Assigned	No	0	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
Branch offices	bobby.marsh@contoso.example	Bobby Marsh	User
Sales	annabel.fraser@contoso.example	Annabel Fraser	User
Sales	sam.carter_consultants.example#EXT#@contoso.onmicrosoft.com	Sam Carter (guest)	Guest
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 29 Nov 2026, 04:00 UTC.