

# Contoso Legal LLP



|             |             |                        |                         |
|-------------|-------------|------------------------|-------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT    |
| Harbour IT  | 14 Oct 2026 | 14 Oct 2026, 04:00 UTC | 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, Restricted is No, 1 column hidden. The headline figures cover every row.

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

## 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 | Users | Groups | Devices | Scoped admins | Admins         |
|------------------|--------------|------------|-------|--------|---------|---------------|----------------|
|                  | Sales        | Assigned   | 2     | 1      | 0       | 1             | Annabel Fraser |
| <div>● Low</div> | Service desk | Assigned   | 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  | 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 14 Oct 2026, 04:00 UTC.