ADMINISTRATIVE UNITS

Contoso Legal LLP

Harbour IT

PREPARED BY
Harbour IT

DATE
29 Nov 2026

DATA COLLECTED
29 Nov 2026, 04:00 UTC

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. Members: 1 of 4 rows, Unit is Branch offices, 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 3 1 to review

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
Medium	Branch offices	Dynamic (paused)	Yes	1	0	1	1	Bobby Marsh
	Sales	Assigned	No	2	1	0	1	Annabel Fraser
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 1

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

Unit	Member	Type	Sign-in
Branch offices	bobby.marsh@contoso.example	User	Blocked

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.