

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 admin role holder with MFA, PIM and sign-in status, and a break-glass check.

Filtered view. Privileged role holders: 1 of 5 rows, Flag is Medium. The headline figures cover every row.

Privileged accounts 3 People with a permanent admin role	Global Administrators 2 Keep between 2 and 4	Admins without MFA 1 Not set up at all	Break-glass accounts 1 Emergency accounts kept out of Conditional Access	Using PIM Not checked Needs Entra ID P2
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Not checked. PIM (admins activating a role only when they need it) needs Entra ID P2, which this tenant doesn't have, so every role shown is permanent.

Privileged role holders 1 1 to review

Everyone who holds a role that can change security settings, users or data. Problems first.

By role	
Exchange Administrator	

Flag	Account	Kind	Roles	How assigned	MFA set up	MFA required by	Last sign-in	Synced from on-premises	What to check
● Medium	Some app	App	Exchange Administrator	Permanent	–	–	–	–	App with an admin role: a leaked secret bypasses MFA

Break-glass accounts 1 1 to review

Emergency Global Administrator accounts for when normal sign-in breaks. Microsoft recommends two, cloud-only, excluded from Conditional Access, signing in with a FIDO2 key or passkey kept somewhere safe.

Flag	Account	Why we think it's break-glass	Cloud-only	On the .onmicrosoft.com domain	Excluded from	Sign-in methods	Last sign-in	What to check
● High	breakglass@contoso.example	Named like one, Excluded from Conditional Access	Yes	No	CA001 — Admins: Require phishing-resistant MFA, CA002 — All users: Require MFA, CA003 — Block legacy authentication and 8 more	None	2 Oct 2026	No MFA method: Microsoft requires MFA for admin portals, so it may not get in; Use the .onmicrosoft.com domain so it works if a custom domain breaks

Other roles 1

Roles with narrower or read-only permissions.

Account	Kind	Roles	How assigned
bobby.marsh@contoso.example	User	Directory Readers, Groups Administrator (limited scope)	Permanent

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.