ADMINS AND ROLES

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 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: 0 of 5 rows, MFA set up is No. The headline figures cover every row.

Privileged accounts	Global Administrators	Admins without MFA	Break-glass accounts	Using PIM
3	**2**	**0**	**1**	**1 eligible**
People with a permanent admin role	Keep between 2 and 4	Not set up at all	Emergency accounts kept out of Conditional Access	Roles activated only when needed

Privileged role holders 0

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

No rows match the filters.

Break-glass accounts 1

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
Low	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	Security key	17 Nov 2026	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 29 Nov 2026, 04:00 UTC.