

PREPARED BY
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MICROSOFT 365 TENANT
contoso.onmicrosoft.com

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

Filtered view. Privileged role holders: 5 of 5 rows, 1 column hidden. 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

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 5 3 to review

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

By role

Exchange Administrator		2
Global Administrator		2
Global Administrator (eligible)		1
Groups Administrator (limited scope)		1

Flag	Account	Kind	How assigned	MFA set up	MFA required by	Last sign-in	Synced from on-premises	What to check
● Critical	breakglass@contoso.example	User	Permanent	No	Nothing	30 Sep 2026	No	No MFA set up; MFA isn't required
● High	g#EXT#@contoso.example	Guest	Permanent	Unknown	CA001 — Admins: Require phishing-resistant MFA	Never	No	Guest account with an admin role; No sign-in for 90+ days
● Medium	Some app	App	Permanent	–	–	–	–	App with an admin role: a leaked secret bypasses MFA
	annabel.fraser@contoso.example	User	Permanent	Yes	CA001 — Admins: Require phishing-resistant MFA	30 Sep 2026	No	Nothing
	eve.lambert@contoso.example	User	Eligible (PIM)	Unknown	CA002 — All users: Require MFA	Not checked	Unknown	Nothing

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	30 Sep 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

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