ALL USERS

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 account with its department, job title, manager, licences and last sign-in, its managers and departments, and accounts reporting to a blocked manager.

Filtered view. Every account: 18 of 28 rows, Created: older than 180 days. Managers: 10 of 10 rows, 1 column hidden. The headline figures cover every row.

Accounts	Sign-in blocked	Report to a blocked manager	Members with no manager
28	**4**	**1**	**2**
24 members, 4 guests	1 still licensed	Enabled accounts whose manager can't sign in	Enabled members with no manager set

Every account 18

Every member and guest account. Accounts that report to someone whose sign-in is blocked are flagged: the manager has usually left, so approvals and HR records go nowhere.

Account	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created	Last sign-in
accounts@contoso.example	Accounts	Member	Blocked	–	–	–	–	Cloud	4 Mar 2024	Never
boardroom@contoso.example	Boardroom	Member	Blocked	–	–	–	–	Cloud	4 Mar 2024	Never
ella.thomas@contoso.example	Ella Thomas	Member	Allowed	Sales	Account manager	Rhys Evans	Microsoft 365 Business Basic, Microsoft Entra ID P2	Cloud	25 Oct 2025	27 Nov 2026
breakglass@contoso.example	Emergency access	Member	Allowed	–	–	–	–	Cloud	4 Mar 2024	17 Nov 2026

Account	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created	Last sign-in
accounts_hollis-partners.example#EXT#@contoso.onmicrosoft.com	Hollis & Partners (accounts)	Guest	Allowed	–	–	–	–	Cloud	2 Feb 2026	25 Nov 2026
info@contoso.example	Info	Member	Blocked	–	–	–	–	Cloud	4 Mar 2024	Never
jack.white@contoso.example	Jack White	Member	Allowed	Projects	Project manager	Lily Harrison	Microsoft 365 Business Premium, Microsoft Entra ID P2	Cloud	30 May 2025	29 Nov 2026
joseph.morris@contoso.example	Joseph Morris	Member	Allowed	Finance	Head of Finance	Annabel Fraser	Microsoft 365 Business Basic, Microsoft Entra ID P2	Cloud	24 Jun 2025	29 Jul 2026
lily.harrison@contoso.example	Lily Harrison	Member	Allowed	Projects	Head of Projects	Annabel Fraser	Microsoft 365 Business Premium, Microsoft Entra ID P2	Cloud	22 Mar 2026	27 Nov 2026
noah.clark@contoso.example	Noah Clark	Member	Allowed	HR	Head of HR	Annabel Fraser	Microsoft 365 Business Basic, Microsoft Entra ID P2	Cloud	28 Apr 2026	28 Nov 2026
oliver.hill@contoso.example	Oliver Hill	Member	Allowed	Reception	Head of Reception	Annabel Fraser	Microsoft 365 Business Premium, Microsoft Entra ID P2	Cloud	13 Feb 2026	28 Nov 2026
olivia.ward@contoso.example	Olivia Ward	Member	Allowed	Marketing	Marketing executive	Megan Smith	Microsoft 365 Business Premium, Microsoft Entra ID P2	Cloud	18 Sep 2025	28 Nov 2026
olivia.wilson@contoso.example	Olivia Wilson	Member	Allowed	Customer Service	Customer service adviser	Jacob Johnson	Microsoft 365 Business Premium, Microsoft Entra ID P2	Cloud	12 Aug 2025	27 Nov 2026
owen.taylor@contoso.example	Owen Taylor	Member	Allowed	Finance	Accountant	Joseph Morris	Microsoft 365 Business Premium, Microsoft Entra ID P2	Cloud	7 Jan 2026	28 Nov 2026
reception@contoso.example	Reception	Member	Allowed	–	–	–	–	Cloud	4 Mar 2024	Never

Account	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created	Last sign-in
sam.carter_consultants.example#EXT#@contoso.onmicrosoft.com	Sam Carter (guest)	Guest	Allowed	–	–	–	–	Cloud	15 Oct 2025	Never
sophie.taylor@contoso.example	Sophie Taylor	Member	Allowed	Operations	Operations coordinator	Evie Davis	Microsoft 365 Business Premium, Microsoft Entra ID P2	Cloud	1 Dec 2025	26 Nov 2026
william.clark@contoso.example	William Clark	Member	Allowed	HR	HR adviser	Noah Clark	Microsoft 365 Business Premium, Microsoft Entra ID P2	Cloud	6 Jul 2025	29 Nov 2026

Managers 10 1 to review

Everyone who is someone's manager, with the accounts that report to them. A manager whose sign-in is blocked still has people reporting to them: update the manager in Entra ID (or on-premises AD, for synced accounts).

Flag	Manager	Sign-in	Department	Direct reports	Reports
Medium	bobby.marsh@contoso.example	Blocked	–	1	Annabel Fraser
	annabel.fraser@contoso.example	Allowed	Sales	8	Evie Davis, Jacob Johnson, Joseph Morris, Lily Harrison, Megan Smith, Noah Clark, Oliver Hill, Rhys Evans
	evie.davis@contoso.example	Allowed	Operations	1	Sophie Taylor
	jacob.johnson@contoso.example	Allowed	Customer Service	1	Olivia Wilson
	joseph.morris@contoso.example	Allowed	Finance	2	Owen Taylor, William Allen
	lily.harrison@contoso.example	Allowed	Projects	1	Jack White
	megan.smith@contoso.example	Allowed	Marketing	1	Olivia Ward
	noah.clark@contoso.example	Allowed	HR	1	William Clark
	oliver.hill@contoso.example	Allowed	Reception	1	Priya Hughes
	rhys.evans@contoso.example	Allowed	Sales	1	Ella Thomas

Departments 9

Member accounts by department, as set on each account. Guests are left out.

Department	Members	Sign-in allowed	Licensed	No manager
Customer Service	2	2	2	0
Finance	3	3	3	0
HR	2	2	2	0
Marketing	2	2	2	0
Operations	2	2	2	0
Projects	2	2	2	0
Reception	2	2	2	0
Sales	3	3	3	0
No department	6	2	1	2

Departments, job titles and managers are whatever is set on each account in Entra ID (or in on-premises AD, for synced accounts). Last sign-in is the account's last successful sign-in, interactive or in the background (failed attempts don't count), and needs Entra ID P1.

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.