

ALL USERS

# Contoso Legal LLP



PREPARED BY  
Harbour IT

DATE  
12 Oct 2026

DATA COLLECTED  
11 Oct 2026, 20:32 UTC

MICROSOFT 365 TENANT  
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: 1 of 20 rows, Job title is Customer service adviser, Last sign-in: in the last 30 days. The headline figures cover every row.

Accounts

**20**

19 members, 1 guest

Sign-in blocked

**1**

1 still licensed

Report to a blocked manager

**1**

Enabled accounts whose manager  
can't sign in

Members with no manager

**0**

Sign-in allowed

## Every account 1

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 |
|-------------------------------|---------------|--------|---------|------------------|--------------------------|---------------|--------------------------------|--------|-------------|--------------|
| olivia.wilson@contoso.example | Olivia Wilson | Member | Allowed | Customer Service | Customer service adviser | Jacob Johnson | Microsoft 365 Business Premium | Cloud  | 24 Jun 2025 | 10 Oct 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                        | Name           | Sign-in | Department       | Direct reports | Reports                                                                                                   |
|----------|--------------------------------|----------------|---------|------------------|----------------|-----------------------------------------------------------------------------------------------------------|
| ● Medium | bobby.marsh@contoso.example    | Bobby Marsh    | Blocked | –                | 1              | Annabel Fraser                                                                                            |
|          | annabel.fraser@contoso.example | Annabel Fraser | Allowed | Sales            | 8              | Evie Davis, Jacob Johnson, Joseph Morris, Lily Harrison, Megan Smith, Noah Clark, Oliver Hill, Rhys Evans |
|          | evie.davis@contoso.example     | Evie Davis     | Allowed | Operations       | 1              | Sophie Taylor                                                                                             |
|          | jacob.johnson@contoso.example  | Jacob Johnson  | Allowed | Customer Service | 1              | Olivia Wilson                                                                                             |
|          | joseph.morris@contoso.example  | Joseph Morris  | Allowed | Finance          | 2              | Owen Taylor, William Allen                                                                                |
|          | lily.harrison@contoso.example  | Lily Harrison  | Allowed | Projects         | 1              | Jack White                                                                                                |
|          | megan.smith@contoso.example    | Megan Smith    | Allowed | Marketing        | 1              | Olivia Ward                                                                                               |
|          | noah.clark@contoso.example     | Noah Clark     | Allowed | HR               | 1              | William Clark                                                                                             |
|          | oliver.hill@contoso.example    | Oliver Hill    | Allowed | Reception        | 1              | Priya Hughes                                                                                              |
|          | rhys.evans@contoso.example     | Rhys Evans     | 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    | 1       | 0               | 1        | 0          |

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 latest of interactive and background sign-ins, 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 11 Oct 2026, 20:32 UTC.