ALL USERS

Contoso Legal LLP

Harbour IT

PREPARED BY
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DATE
29 Nov 2026

DATA COLLECTED
29 Nov 2026, 10:48 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: 10 of 28 rows, Department is blank. 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 10

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
bobby.marsh@contoso.example	Bobby Marsh	Member	Blocked	–	–	–	Microsoft 365 Business Premium, Microsoft Entra ID P2	Cloud	–	Never
d.mason_mason-legal.example#EXT#@contoso.onmicrosoft.com	Dana Mason	Guest	Allowed	–	–	–	–	Cloud	22 Oct 2026	Never

Account	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created	Last sign-in
breakglass@contoso.example	Emergency access	Member	Allowed	–	–	–	–	Cloud	4 Mar 2024	17 Nov 2026
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
j.okafor_brightpath-consulting.example#EXT#@contoso.onmicrosoft.com	Jide Okafor	Guest	Allowed	–	–	–	–	Cloud	22 Jun 2026	1 Aug 2026
reception@contoso.example	Reception	Member	Allowed	–	–	–	–	Cloud	4 Mar 2024	Never
sam.carter_consultants.example#EXT#@contoso.onmicrosoft.com	Sam Carter (guest)	Guest	Allowed	–	–	–	–	Cloud	15 Oct 2025	Never

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	Name	Sign-in	Department	Direct reports	Reports
Medium	Bobby Marsh	Blocked	–	1	Annabel Fraser
	Annabel Fraser	Allowed	Sales	8	Evie Davis, Jacob Johnson, Joseph Morris, Lily Harrison, Megan Smith, Noah Clark, Oliver Hill, Rhys Evans
	Evie Davis	Allowed	Operations	1	Sophie Taylor
	Jacob Johnson	Allowed	Customer Service	1	Olivia Wilson
	Joseph Morris	Allowed	Finance	2	Owen Taylor, William Allen
	Lily Harrison	Allowed	Projects	1	Jack White
	Megan Smith	Allowed	Marketing	1	Olivia Ward
	Noah Clark	Allowed	HR	1	William Clark

Flag	Name	Sign-in	Department	Direct reports	Reports
	Oliver Hill	Allowed	Reception	1	Priya Hughes
	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	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.

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