

ALL USERS

# Contoso Legal LLP



PREPARED BY  
Harbour IT

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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: 19 of 20 rows, Flag is No flag. Departments: 9 of 9 rows, 1 column hidden. 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 19

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 |
|-----------------------------|-------------|--------|---------|------------|--------------------|----------------|--------------------------------|--------|------------|--------------|
| bobby.marsh@contoso.example | Bobby Marsh | Member | Blocked | –          | –                  | –              | Microsoft 365 Business Premium | Cloud  | –          | Never        |
| ella.thomas@contoso.example | Ella Thomas | Member | Allowed | Sales      | Account manager    | Rhys Evans     | Microsoft 365 Business Basic   | Cloud  | 6 Sep 2025 | 10 Oct 2026  |
| evie.davis@contoso.example  | Evie Davis  | Member | Allowed | Operations | Head of Operations | Annabel Fraser | Microsoft 365 Business Premium | Cloud  | 5 Aug 2026 | 11 Oct 2026  |

| Account                       | Name               | Type   | Sign-in | Department       | Job title                | Manager        | Licences                       | Source | Created     | Last sign-in |
|-------------------------------|--------------------|--------|---------|------------------|--------------------------|----------------|--------------------------------|--------|-------------|--------------|
| jack.white@contoso.example    | Jack White         | Member | Allowed | Projects         | Project manager          | Lily Harrison  | Microsoft 365 Business Premium | Cloud  | 11 Apr 2025 | 11 Oct 2026  |
| jacob.johnson@contoso.example | Jacob Johnson      | Member | Allowed | Customer Service | Head of Customer Service | Annabel Fraser | Microsoft 365 Business Premium | Cloud  | 16 Apr 2026 | 5 Oct 2026   |
| joseph.morris@contoso.example | Joseph Morris      | Member | Allowed | Finance          | Head of Finance          | Annabel Fraser | Microsoft 365 Business Basic   | Cloud  | 11 Sep 2026 | 11 Jun 2026  |
| lily.harrison@contoso.example | Lily Harrison      | Member | Allowed | Projects         | Head of Projects         | Annabel Fraser | Microsoft 365 Business Premium | Cloud  | 1 Feb 2026  | 9 Oct 2026   |
| megan.smith@contoso.example   | Megan Smith        | Member | Allowed | Marketing        | Head of Marketing        | Annabel Fraser | Microsoft 365 Business Premium | Cloud  | 23 May 2026 | 10 Oct 2026  |
| noah.clark@contoso.example    | Noah Clark         | Member | Allowed | HR               | Head of HR               | Annabel Fraser | Microsoft 365 Business Basic   | Cloud  | 10 Mar 2026 | 10 Oct 2026  |
| oliver.hill@contoso.example   | Oliver Hill        | Member | Allowed | Reception        | Head of Reception        | Annabel Fraser | Microsoft 365 Business Premium | Cloud  | 26 Dec 2025 | 10 Oct 2026  |
| olivia.ward@contoso.example   | Olivia Ward        | Member | Allowed | Marketing        | Marketing executive      | Megan Smith    | Microsoft 365 Business Premium | Cloud  | 31 Jul 2025 | 10 Oct 2026  |
| 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  |
| owen.taylor@contoso.example   | Owen Taylor        | Member | Allowed | Finance          | Accountant               | Joseph Morris  | Microsoft 365 Business Premium | Cloud  | 19 Nov 2025 | 11 Oct 2026  |
| priya.hughes@contoso.example  | Priya Hughes       | Member | Allowed | Reception        | Receptionist             | Oliver Hill    | Microsoft 365 Business Basic   | Cloud  | 5 Mar 2025  | 11 Oct 2026  |
| rhys.evans@contoso.example    | Rhys Evans         | Member | Allowed | Sales            | Head of Sales            | Annabel Fraser | Microsoft 365 Business Premium | Cloud  | 29 Jun 2026 | 5 Oct 2026   |
| g#EXT#@contoso.example        | Sam Carter (guest) | Guest  | Allowed | –                | –                        | –              | –                              | Cloud  | –           | Never        |
| sophie.taylor@contoso.example | Sophie Taylor      | Member | Allowed | Operations       | Operations coordinator   | Evie Davis     | Microsoft 365 Business Premium | Cloud  | 13 Oct 2025 | 9 Oct 2026   |
|                               |                    |        |         |                  |                          |                |                                |        |             |              |

| Account                       | Name          | Type   | Sign-in | Department | Job title  | Manager       | Licences                       | Source | Created     | Last sign-in |
|-------------------------------|---------------|--------|---------|------------|------------|---------------|--------------------------------|--------|-------------|--------------|
| william.allen@contoso.example | William Allen | Member | Allowed | Finance    | Accountant | Joseph Morris | Microsoft 365 Business Premium | Cloud  | 27 Jan 2025 | 11 Oct 2026  |
| william.clark@contoso.example | William Clark | Member | Allowed | HR         | HR adviser | Noah Clark    | Microsoft 365 Business Premium | Cloud  | 18 May 2025 | 11 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                                                                                             |
|          |                                |                |         |                  |                |                                                                                                           |

| Flag | Manager                     | Name        | Sign-in | Department | Direct reports | Reports      |
|------|-----------------------------|-------------|---------|------------|----------------|--------------|
|      | 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 | No manager |
|------------------|---------|-----------------|------------|
| Customer Service | 2       | 2               | 0          |
| Finance          | 3       | 3               | 0          |
| HR               | 2       | 2               | 0          |
| Marketing        | 2       | 2               | 0          |
| Operations       | 2       | 2               | 0          |
| Projects         | 2       | 2               | 0          |
| Reception        | 2       | 2               | 0          |
| Sales            | 3       | 3               | 0          |
| No department    | 1       | 0               | 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.