

ALL USERS

Contoso Legal LLP



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	12 Oct 2026	12 Oct 2026, 06:36 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: 4 of 21 rows, Licences is Microsoft 365 Business Basic. Managers: 10 of 10 rows, 1 column hidden. The headline figures cover every row.

Accounts 21 20 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 1 Sign-in allowed
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Every account 4

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
ella.thomas@contoso.example	Ella Thomas	Member	Allowed	Sales	Account manager	Rhys Evans	Microsoft 365 Business Basic	Cloud	7 Sep 2025	11 Oct 2026
joseph.morris@contoso.example	Joseph Morris	Member	Allowed	Finance	Head of Finance	Annabel Fraser	Microsoft 365 Business Basic	Cloud	12 Sep 2026	11 Jun 2026
noah.clark@contoso.example	Noah Clark	Member	Allowed	HR	Head of HR	Annabel Fraser	Microsoft 365 Business Basic	Cloud	11 Mar 2026	11 Oct 2026
priya.hughes@contoso.example	Priya Hughes	Member	Allowed	Reception	Receptionist	Oliver Hill	Microsoft 365 Business Basic	Cloud	6 Mar 2025	12 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	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

Flag	Manager	Sign-in	Department	Direct reports	Reports
	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	2	1	1	1

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 12 Oct 2026, 06:36 UTC.