

ALL USERS

# Contoso Legal LLP



PREPARED BY  
Harbour IT

DATE  
12 Oct 2026

DATA COLLECTED  
12 Oct 2026, 06:36 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: 21 of 21 rows, 1 column hidden. Managers: 1 of 10 rows, Department is Marketing. 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

**Every account** 21 1 to review

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.

| Flag     | Account                        | Name           | Type   | Sign-in | Department | Job title  | Manager     | Licences                       | Created | Last sign-in |
|----------|--------------------------------|----------------|--------|---------|------------|------------|-------------|--------------------------------|---------|--------------|
| ● Medium | annabel.fraser@contoso.example | Annabel Fraser | Member | Allowed | Sales      | Sales lead | Bobby Marsh | Microsoft 365 Business Premium | –       | 30 Sep 2026  |
|          | bobby.marsh@contoso.example    | Bobby Marsh    | Member | Blocked | –          | –          | –           | Microsoft 365 Business Premium | –       | Never        |

| Flag | Account                       | Name             | Type   | Sign-in | Department       | Job title                | Manager        | Licences                       | Created     | Last sign-in |
|------|-------------------------------|------------------|--------|---------|------------------|--------------------------|----------------|--------------------------------|-------------|--------------|
|      | ella.thomas@contoso.example   | Ella Thomas      | Member | Allowed | Sales            | Account manager          | Rhys Evans     | Microsoft 365 Business Basic   | 7 Sep 2025  | 11 Oct 2026  |
|      | breakglass@contoso.example    | Emergency access | Member | Allowed | –                | –                        | –              | –                              | 4 Mar 2024  | 30 Sep 2026  |
|      | evie.davis@contoso.example    | Evie Davis       | Member | Allowed | Operations       | Head of Operations       | Annabel Fraser | Microsoft 365 Business Premium | 6 Aug 2026  | 12 Oct 2026  |
|      | jack.white@contoso.example    | Jack White       | Member | Allowed | Projects         | Project manager          | Lily Harrison  | Microsoft 365 Business Premium | 12 Apr 2025 | 12 Oct 2026  |
|      | jacob.johnson@contoso.example | Jacob Johnson    | Member | Allowed | Customer Service | Head of Customer Service | Annabel Fraser | Microsoft 365 Business Premium | 17 Apr 2026 | 6 Oct 2026   |
|      | joseph.morris@contoso.example | Joseph Morris    | Member | Allowed | Finance          | Head of Finance          | Annabel Fraser | Microsoft 365 Business Basic   | 12 Sep 2026 | 11 Jun 2026  |
|      | lily.harrison@contoso.example | Lily Harrison    | Member | Allowed | Projects         | Head of Projects         | Annabel Fraser | Microsoft 365 Business Premium | 2 Feb 2026  | 10 Oct 2026  |
|      | megan.smith@contoso.example   | Megan Smith      | Member | Allowed | Marketing        | Head of Marketing        | Annabel Fraser | Microsoft 365 Business Premium | 24 May 2026 | 11 Oct 2026  |
|      | noah.clark@contoso.example    | Noah Clark       | Member | Allowed | HR               | Head of HR               | Annabel Fraser | Microsoft 365 Business Basic   | 11 Mar 2026 | 11 Oct 2026  |
|      | oliver.hill@contoso.example   | Oliver Hill      | Member | Allowed | Reception        | Head of Reception        | Annabel Fraser | Microsoft 365 Business Premium | 27 Dec 2025 | 11 Oct 2026  |
|      | olivia.ward@contoso.example   | Olivia Ward      | Member | Allowed | Marketing        | Marketing executive      | Megan Smith    | Microsoft 365 Business Premium | 1 Aug 2025  | 11 Oct 2026  |
|      |                               |                  |        |         |                  |                          |                |                                |             |              |

| Flag | Account                       | Name               | Type   | Sign-in | Department       | Job title                | Manager        | Licences                       | Created     | Last sign-in |
|------|-------------------------------|--------------------|--------|---------|------------------|--------------------------|----------------|--------------------------------|-------------|--------------|
|      | olivia.wilson@contoso.example | Olivia Wilson      | Member | Allowed | Customer Service | Customer service adviser | Jacob Johnson  | Microsoft 365 Business Premium | 25 Jun 2025 | 10 Oct 2026  |
|      | owen.taylor@contoso.example   | Owen Taylor        | Member | Allowed | Finance          | Accountant               | Joseph Morris  | Microsoft 365 Business Premium | 20 Nov 2025 | 11 Oct 2026  |
|      | priya.hughes@contoso.example  | Priya Hughes       | Member | Allowed | Reception        | Receptionist             | Oliver Hill    | Microsoft 365 Business Basic   | 6 Mar 2025  | 12 Oct 2026  |
|      | rhys.evans@contoso.example    | Rhys Evans         | Member | Allowed | Sales            | Head of Sales            | Annabel Fraser | Microsoft 365 Business Premium | 30 Jun 2026 | 6 Oct 2026   |
|      | g#EXT#@contoso.example        | Sam Carter (guest) | Guest  | Allowed | –                | –                        | –              | –                              | –           | Never        |
|      | sophie.taylor@contoso.example | Sophie Taylor      | Member | Allowed | Operations       | Operations coordinator   | Evie Davis     | Microsoft 365 Business Premium | 14 Oct 2025 | 9 Oct 2026   |
|      | william.allen@contoso.example | William Allen      | Member | Allowed | Finance          | Accountant               | Joseph Morris  | Microsoft 365 Business Premium | 28 Jan 2025 | 12 Oct 2026  |
|      | william.clark@contoso.example | William Clark      | Member | Allowed | HR               | HR adviser               | Noah Clark     | Microsoft 365 Business Premium | 19 May 2025 | 12 Oct 2026  |

Managers 1

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).

| Manager                     | Name        | Sign-in | Department | Direct reports | Reports     |
|-----------------------------|-------------|---------|------------|----------------|-------------|
| megan.smith@contoso.example | Megan Smith | Allowed | Marketing  | 1              | Olivia Ward |

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.