

ALL USERS

# Contoso Legal LLP



|             |             |                        |                         |
|-------------|-------------|------------------------|-------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT    |
| Harbour IT  | 13 Oct 2026 | 13 Oct 2026, 04:00 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. Managers: 1 of 10 rows, Department is Operations, 1 column hidden. The headline figures cover every row.

|                                              |                                                 |                                                                                         |                                                        |
|----------------------------------------------|-------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------|
| Accounts<br><b>21</b><br>20 members, 1 guest | Sign-in blocked<br><b>1</b><br>1 still licensed | Report to a blocked manager<br><b>1</b><br>Enabled accounts whose manager can't sign in | Members with no manager<br><b>1</b><br>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                       | Source | Created | Last sign-in |
|----------|--------------------------------|----------------|--------|---------|------------|------------|-------------|--------------------------------|--------|---------|--------------|
| ● Medium | annabel.fraser@contoso.example | Annabel Fraser | Member | Allowed | Sales      | Sales lead | Bobby Marsh | Microsoft 365 Business Premium | Cloud  | –       | 30 Sep 2026  |
|          |                                |                |        |         |            |            |             |                                |        |         |              |

| Flag | 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  | 8 Sep 2025  | 11 Oct 2026  |
|      | breakglass@contoso.example    | Emergency access | Member | Allowed | –                | –                        | –              | –                              | Cloud  | 4 Mar 2024  | 1 Oct 2026   |
|      | evie.davis@contoso.example    | Evie Davis       | Member | Allowed | Operations       | Head of Operations       | Annabel Fraser | Microsoft 365 Business Premium | Cloud  | 7 Aug 2026  | 13 Oct 2026  |
|      | jack.white@contoso.example    | Jack White       | Member | Allowed | Projects         | Project manager          | Lily Harrison  | Microsoft 365 Business Premium | Cloud  | 13 Apr 2025 | 13 Oct 2026  |
|      | jacob.johnson@contoso.example | Jacob Johnson    | Member | Allowed | Customer Service | Head of Customer Service | Annabel Fraser | Microsoft 365 Business Premium | Cloud  | 18 Apr 2026 | 6 Oct 2026   |
|      | joseph.morris@contoso.example | Joseph Morris    | Member | Allowed | Finance          | Head of Finance          | Annabel Fraser | Microsoft 365 Business Basic   | Cloud  | 13 Sep 2026 | 12 Jun 2026  |
|      | lily.harrison@contoso.example | Lily Harrison    | Member | Allowed | Projects         | Head of Projects         | Annabel Fraser | Microsoft 365 Business Premium | Cloud  | 3 Feb 2026  | 11 Oct 2026  |
|      |                               |                  |        |         |                  |                          |                |                                |        |             |              |

| Flag | Account                       | Name          | Type   | Sign-in | Department       | Job title                | Manager        | Licences                       | Source | Created     | Last sign-in |
|------|-------------------------------|---------------|--------|---------|------------------|--------------------------|----------------|--------------------------------|--------|-------------|--------------|
|      | megan.smith@contoso.example   | Megan Smith   | Member | Allowed | Marketing        | Head of Marketing        | Annabel Fraser | Microsoft 365 Business Premium | Cloud  | 25 May 2026 | 12 Oct 2026  |
|      | noah.clark@contoso.example    | Noah Clark    | Member | Allowed | HR               | Head of HR               | Annabel Fraser | Microsoft 365 Business Basic   | Cloud  | 12 Mar 2026 | 12 Oct 2026  |
|      | oliver.hill@contoso.example   | Oliver Hill   | Member | Allowed | Reception        | Head of Reception        | Annabel Fraser | Microsoft 365 Business Premium | Cloud  | 28 Dec 2025 | 12 Oct 2026  |
|      | olivia.ward@contoso.example   | Olivia Ward   | Member | Allowed | Marketing        | Marketing executive      | Megan Smith    | Microsoft 365 Business Premium | Cloud  | 2 Aug 2025  | 12 Oct 2026  |
|      | olivia.wilson@contoso.example | Olivia Wilson | Member | Allowed | Customer Service | Customer service adviser | Jacob Johnson  | Microsoft 365 Business Premium | Cloud  | 26 Jun 2025 | 11 Oct 2026  |
|      | owen.taylor@contoso.example   | Owen Taylor   | Member | Allowed | Finance          | Accountant               | Joseph Morris  | Microsoft 365 Business Premium | Cloud  | 21 Nov 2025 | 12 Oct 2026  |
|      | priya.hughes@contoso.example  | Priya Hughes  | Member | Allowed | Reception        | Receptionist             | Oliver Hill    | Microsoft 365 Business Basic   | Cloud  | 7 Mar 2025  | 13 Oct 2026  |
|      | rhys.evans@contoso.example    | Rhys Evans    | Member | Allowed | Sales            | Head of Sales            | Annabel Fraser | Microsoft 365 Business Premium | Cloud  | 1 Jul 2026  | 7 Oct 2026   |
|      |                               |               |        |         |                  |                          |                |                                |        |             |              |

| Flag | Account                       | Name               | Type   | Sign-in | Department | Job title              | Manager       | Licences                       | Source | Created     | Last sign-in |
|------|-------------------------------|--------------------|--------|---------|------------|------------------------|---------------|--------------------------------|--------|-------------|--------------|
|      | 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  | 15 Oct 2025 | 10 Oct 2026  |
|      | william.allen@contoso.example | William Allen      | Member | Allowed | Finance    | Accountant             | Joseph Morris | Microsoft 365 Business Premium | Cloud  | 29 Jan 2025 | 13 Oct 2026  |
|      | william.clark@contoso.example | William Clark      | Member | Allowed | HR         | HR adviser             | Noah Clark    | Microsoft 365 Business Premium | Cloud  | 20 May 2025 | 13 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 |
|----------------------------|------------|---------|------------|----------------|
| evie.davis@contoso.example | Evie Davis | Allowed | Operations | 1              |

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          |
|                  |         |                 |          |            |

| Department    | Members | Sign-in allowed | Licensed | No manager |
|---------------|---------|-----------------|----------|------------|
| 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 13 Oct 2026, 04:00 UTC.