

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 Projects. 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	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created	Last sign-in
● Medium	Annabel Fraser	Member	Allowed	Sales	Sales lead	Bobby Marsh	Microsoft 365 Business Premium	Cloud	–	30 Sep 2026
	Bobby Marsh	Member	Blocked	–	–	–	Microsoft 365 Business Premium	Cloud	–	Never
	Ella Thomas	Member	Allowed	Sales	Account manager	Rhys Evans	Microsoft 365 Business Basic	Cloud	7 Sep 2025	11 Oct 2026

Flag	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created	Last sign-in
	Emergency access	Member	Allowed	–	–	–	–	Cloud	4 Mar 2024	30 Sep 2026
	Evie Davis	Member	Allowed	Operations	Head of Operations	Annabel Fraser	Microsoft 365 Business Premium	Cloud	6 Aug 2026	12 Oct 2026
	Jack White	Member	Allowed	Projects	Project manager	Lily Harrison	Microsoft 365 Business Premium	Cloud	12 Apr 2025	12 Oct 2026
	Jacob Johnson	Member	Allowed	Customer Service	Head of Customer Service	Annabel Fraser	Microsoft 365 Business Premium	Cloud	17 Apr 2026	6 Oct 2026
	Joseph Morris	Member	Allowed	Finance	Head of Finance	Annabel Fraser	Microsoft 365 Business Basic	Cloud	12 Sep 2026	11 Jun 2026
	Lily Harrison	Member	Allowed	Projects	Head of Projects	Annabel Fraser	Microsoft 365 Business Premium	Cloud	2 Feb 2026	10 Oct 2026
	Megan Smith	Member	Allowed	Marketing	Head of Marketing	Annabel Fraser	Microsoft 365 Business Premium	Cloud	24 May 2026	11 Oct 2026
	Noah Clark	Member	Allowed	HR	Head of HR	Annabel Fraser	Microsoft 365 Business Basic	Cloud	11 Mar 2026	11 Oct 2026
	Oliver Hill	Member	Allowed	Reception	Head of Reception	Annabel Fraser	Microsoft 365 Business Premium	Cloud	27 Dec 2025	11 Oct 2026
	Olivia Ward	Member	Allowed	Marketing	Marketing executive	Megan Smith	Microsoft 365 Business Premium	Cloud	1 Aug 2025	11 Oct 2026
	Olivia Wilson	Member	Allowed	Customer Service	Customer service adviser	Jacob Johnson	Microsoft 365 Business Premium	Cloud	25 Jun 2025	10 Oct 2026
	Owen Taylor	Member	Allowed	Finance	Accountant	Joseph Morris	Microsoft 365 Business Premium	Cloud	20 Nov 2025	11 Oct 2026
	Priya Hughes	Member	Allowed	Reception	Receptionist	Oliver Hill	Microsoft 365 Business Basic	Cloud	6 Mar 2025	12 Oct 2026
	Rhys Evans	Member	Allowed	Sales	Head of Sales	Annabel Fraser	Microsoft 365 Business Premium	Cloud	30 Jun 2026	6 Oct 2026

Flag	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created	Last sign-in
	Sam Carter (guest)	Guest	Allowed	–	–	–	–	Cloud	–	Never
	Sophie Taylor	Member	Allowed	Operations	Operations coordinator	Evie Davis	Microsoft 365 Business Premium	Cloud	14 Oct 2025	9 Oct 2026
	William Allen	Member	Allowed	Finance	Accountant	Joseph Morris	Microsoft 365 Business Premium	Cloud	28 Jan 2025	12 Oct 2026
	William Clark	Member	Allowed	HR	HR adviser	Noah Clark	Microsoft 365 Business Premium	Cloud	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
lily.harrison@contoso.example	Lily Harrison	Allowed	Projects	1	Jack White

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

Department	Members	Sign-in allowed	Licensed	No manager
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.

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