ALL USERS

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 10:48 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 Projects. The headline figures cover every row.

Accounts
28
24 members, 4 guests

Sign-in blocked
4
1 still licensed

Report to a blocked manager
1
Enabled accounts whose manager can't sign in

Members with no manager
2
Enabled members with no manager set

Every account 28 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
	accounts@contoso.example	Accounts	Member	Blocked	–	–	–	–	Cloud	4 Mar 2024	Never
Medium	annabel.fraser@contoso.example	Annabel Fraser	Member	Allowed	Sales	Sales lead	Bobby Marsh	Microsoft 365 Business Premium, Microsoft Entra ID P2	Cloud	–	30 Sep 2026
	boardroom@contoso.example	Boardroom	Member	Blocked	–	–	–	–	Cloud	4 Mar 2024	Never

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, Microsoft Entra ID P2	Cloud	–	Never
	d.mason_mason-legal.example#EXT#@contoso.onmicrosoft.com	Dana Mason	Guest	Allowed	–	–	–	–	Cloud	22 Oct 2026	Never
	ella.thomas@contoso.example	Ella Thomas	Member	Allowed	Sales	Account manager	Rhys Evans	Microsoft 365 Business Basic, Microsoft Entra ID P2	Cloud	25 Oct 2025	28 Nov 2026
	breakglass@contoso.example	Emergency access	Member	Allowed	–	–	–	–	Cloud	4 Mar 2024	17 Nov 2026
	evie.davis@contoso.example	Evie Davis	Member	Allowed	Operations	Head of Operations	Annabel Fraser	Microsoft 365 Business Premium, Microsoft Entra ID P2	Cloud	23 Sep 2026	29 Nov 2026
	accounts_hollis-partners.example#EXT#@contoso.onmicrosoft.com	Hollis & Partners (accounts)	Guest	Allowed	–	–	–	–	Cloud	2 Feb 2026	25 Nov 2026
	info@contoso.example	Info	Member	Blocked	–	–	–	–	Cloud	4 Mar 2024	Never
	jack.white@contoso.example	Jack White	Member	Allowed	Projects	Project manager	Lily Harrison	Microsoft 365 Business Premium, Microsoft Entra ID P2	Cloud	30 May 2025	29 Nov 2026
	jacob.johnson@contoso.example	Jacob Johnson	Member	Allowed	Customer Service	Head of Customer Service	Annabel Fraser	Microsoft 365 Business Premium, Microsoft Entra ID P2	Cloud	4 Jun 2026	23 Nov 2026
	j.okafor_brightpath-consulting.example#EXT#@contoso.onmicrosoft.com	Jide Okafor	Guest	Allowed	–	–	–	–	Cloud	22 Jun 2026	1 Aug 2026

Flag	Account	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created	Last sign-in
	joseph.morris@contoso.example	Joseph Morris	Member	Allowed	Finance	Head of Finance	Annabel Fraser	Microsoft 365 Business Basic, Microsoft Entra ID P2	Cloud	25 Jun 2025	30 Jul 2026
	lily.harrison@contoso.example	Lily Harrison	Member	Allowed	Projects	Head of Projects	Annabel Fraser	Microsoft 365 Business Premium, Microsoft Entra ID P2	Cloud	22 Mar 2026	27 Nov 2026
	megan.smith@contoso.example	Megan Smith	Member	Allowed	Marketing	Head of Marketing	Annabel Fraser	Microsoft 365 Business Premium, Microsoft Entra ID P2	Cloud	11 Jul 2026	28 Nov 2026
	noah.clark@contoso.example	Noah Clark	Member	Allowed	HR	Head of HR	Annabel Fraser	Microsoft 365 Business Basic, Microsoft Entra ID P2	Cloud	28 Apr 2026	28 Nov 2026
	oliver.hill@contoso.example	Oliver Hill	Member	Allowed	Reception	Head of Reception	Annabel Fraser	Microsoft 365 Business Premium, Microsoft Entra ID P2	Cloud	13 Feb 2026	28 Nov 2026
	olivia.ward@contoso.example	Olivia Ward	Member	Allowed	Marketing	Marketing executive	Megan Smith	Microsoft 365 Business Premium, Microsoft Entra ID P2	Cloud	18 Sep 2025	28 Nov 2026
	olivia.wilson@contoso.example	Olivia Wilson	Member	Allowed	Customer Service	Customer service adviser	Jacob Johnson	Microsoft 365 Business Premium, Microsoft Entra ID P2	Cloud	12 Aug 2025	28 Nov 2026
	owen.taylor@contoso.example	Owen Taylor	Member	Allowed	Finance	Accountant	Joseph Morris	Microsoft 365 Business Premium, Microsoft Entra ID P2	Cloud	7 Jan 2026	29 Nov 2026

Flag	Account	Name	Type	Sign-in	Department	Job title	Manager	Licences	Source	Created	Last sign-in
	priya.hughes@contoso.example	Priya Hughes	Member	Allowed	Reception	Receptionist	Oliver Hill	Microsoft 365 Business Basic, Microsoft Entra ID P2	Cloud	24 Nov 2026	29 Nov 2026
	reception@contoso.example	Reception	Member	Allowed	–	–	–	–	Cloud	4 Mar 2024	Never
	rhys.evans@contoso.example	Rhys Evans	Member	Allowed	Sales	Head of Sales	Annabel Fraser	Microsoft 365 Business Premium, Microsoft Entra ID P2	Cloud	17 Aug 2026	23 Nov 2026
	sam.carter_consultants.example#EXT#@contoso.onmicrosoft.com	Sam Carter (guest)	Guest	Allowed	–	–	–	–	Cloud	15 Oct 2025	Never
	sophie.taylor@contoso.example	Sophie Taylor	Member	Allowed	Operations	Operations coordinator	Evie Davis	Microsoft 365 Business Premium, Microsoft Entra ID P2	Cloud	1 Dec 2025	27 Nov 2026
	william.allen@contoso.example	William Allen	Member	Allowed	Finance	Accountant	Joseph Morris	Microsoft 365 Business Premium, Microsoft Entra ID P2	Cloud	15 Nov 2026	29 Nov 2026
	william.clark@contoso.example	William Clark	Member	Allowed	HR	HR adviser	Noah Clark	Microsoft 365 Business Premium, Microsoft Entra ID P2	Cloud	6 Jul 2025	29 Nov 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
Reception	2	2	2	0
Sales	3	3	3	0
No department	6	2	1	2

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 account's last successful sign-in, interactive or in the background (failed attempts don't count), 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 29 Nov 2026, 10:48 UTC.