

PREPARED BY  
Harbour IT

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MICROSOFT 365 TENANT  
contoso.onmicrosoft.com

Every distribution list with its members and owners, who can mail it, and empty, ownerless or unused lists.

**Filtered view.** Every list: 1 of 7 rows, Members is 0, Created: older than 90 days. The headline figures cover every row.

Distribution lists

7

Lists that pass mail on to their members

Empty lists

1

No members

Without an owner

3

No owner, or only leavers

No mail in 90 days

2

Lists that look unused

Open to outside senders

1

Anyone can mail these lists

**Lists that need attention** 3 3 to review

3 lists need a look. Mail to an empty list reaches nobody, a list without an owner (or owned only by people whose sign-in is blocked) has nobody keeping its members right, and a big list anyone outside can mail is a phishing target. Give each list an owner who still works here, and delete lists nobody uses (Exchange admin centre, Recipients > Groups > Distribution list). To stop outside mail, open the list's Settings and untick "Allow people outside of my organisation to send to this group".

| Flag     | List                 | Why                                                        | Members | Owners                      | Last mail received |
|----------|----------------------|------------------------------------------------------------|---------|-----------------------------|--------------------|
| ● Medium | Christmas party 2023 | No owner, No mail in 90 days (last 25 May 2026)            | 9       | None                        | 25 May 2026        |
| ● Medium | Old projects         | No members, No owner, No mail in 90 days (last 7 Sep 2025) | 0       | None                        | 7 Sep 2025         |
| ● Medium | Sales team           | Only leavers own it                                        | 6       | bobby.marsh@contoso.example | 12 Oct 2026        |

Every list 1 1 to review

7 distribution lists. Lists that accept mail from outside can be mailed by anyone on the internet; most lists only need mail from colleagues.

| Flag     | List         | Address                     | Type              | Members | Owners | External members | Accepts mail from outside | Mail in the last 30 days | Last mail received | Synced from AD | Created     |
|----------|--------------|-----------------------------|-------------------|---------|--------|------------------|---------------------------|--------------------------|--------------------|----------------|-------------|
| ● Medium | Old projects | oldprojects@contoso.example | Distribution list | 0       | None   | 0                | No                        | 0                        | 7 Sep 2025         | No             | 31 Dec 2024 |

Members 45

Each list's direct members (the first 200 of a big list). A member that is itself a list passes mail on to its own members.

| List      | Member                 | Address                        | Member type      |
|-----------|------------------------|--------------------------------|------------------|
| Accounts  | Megan Smith            | megan.smith@contoso.example    | Mailbox          |
| Accounts  | Olivia Wilson          | olivia.wilson@contoso.example  | Mailbox          |
| Accounts  | William Allen          | william.allen@contoso.example  | Mailbox          |
| Accounts  | Ledgerline Bookkeeping | team@ledgerline.example        | External contact |
| All staff | Annabel Fraser         | annabel.fraser@contoso.example | Mailbox          |
| All staff | Joseph Morris          | joseph.morris@contoso.example  | Mailbox          |
| All staff | Evie Davis             | evie.davis@contoso.example     | Mailbox          |
| All staff | Rhys Evans             | rhys.evans@contoso.example     | Mailbox          |
| All staff | Megan Smith            | megan.smith@contoso.example    | Mailbox          |
| All staff | Jacob Johnson          | jacob.johnson@contoso.example  | Mailbox          |
| All staff | Noah Clark             | noah.clark@contoso.example     | Mailbox          |
| All staff | Lily Harrison          | lily.harrison@contoso.example  | Mailbox          |

| List                 | Member         | Address                        | Member type |
|----------------------|----------------|--------------------------------|-------------|
| All staff            | Oliver Hill    | oliver.hill@contoso.example    | Mailbox     |
| All staff            | Owen Taylor    | owen.taylor@contoso.example    | Mailbox     |
| All staff            | Sophie Taylor  | sophie.taylor@contoso.example  | Mailbox     |
| All staff            | Ella Thomas    | ella.thomas@contoso.example    | Mailbox     |
| All staff            | Olivia Ward    | olivia.ward@contoso.example    | Mailbox     |
| All staff            | Olivia Wilson  | olivia.wilson@contoso.example  | Mailbox     |
| All staff            | William Clark  | william.clark@contoso.example  | Mailbox     |
| All staff            | Jack White     | jack.white@contoso.example     | Mailbox     |
| All staff            | Priya Hughes   | priya.hughes@contoso.example   | Mailbox     |
| All staff            | William Allen  | william.allen@contoso.example  | Mailbox     |
| Christmas party 2023 | Megan Smith    | megan.smith@contoso.example    | Mailbox     |
| Christmas party 2023 | Olivia Wilson  | olivia.wilson@contoso.example  | Mailbox     |
| Christmas party 2023 | Olivia Ward    | olivia.ward@contoso.example    | Mailbox     |
| Christmas party 2023 | Owen Taylor    | owen.taylor@contoso.example    | Mailbox     |
| Christmas party 2023 | Noah Clark     | noah.clark@contoso.example     | Mailbox     |
| Christmas party 2023 | Jacob Johnson  | jacob.johnson@contoso.example  | Mailbox     |
| Christmas party 2023 | Evie Davis     | evie.davis@contoso.example     | Mailbox     |
| Christmas party 2023 | Oliver Hill    | oliver.hill@contoso.example    | Mailbox     |
| Christmas party 2023 | Annabel Fraser | annabel.fraser@contoso.example | Mailbox     |
| Finance alerts       | Annabel Fraser | annabel.fraser@contoso.example | Mailbox     |
| Finance alerts       | Priya Hughes   | priya.hughes@contoso.example   | Mailbox     |
| Finance alerts       | Noah Clark     | noah.clark@contoso.example     | Mailbox     |
| Finance alerts       | Olivia Wilson  | olivia.wilson@contoso.example  | Mailbox     |
|                      |                |                                |             |

| List              | Member        | Address                       | Member type |
|-------------------|---------------|-------------------------------|-------------|
| Sales team        | Megan Smith   | megan.smith@contoso.example   | Mailbox     |
| Sales team        | Ella Thomas   | ella.thomas@contoso.example   | Mailbox     |
| Sales team        | Oliver Hill   | oliver.hill@contoso.example   | Mailbox     |
| Sales team        | Rhys Evans    | rhys.evans@contoso.example    | Mailbox     |
| Sales team        | Noah Clark    | noah.clark@contoso.example    | Mailbox     |
| Sales team        | Sophie Taylor | sophie.taylor@contoso.example | Mailbox     |
| Website enquiries | Sophie Taylor | sophie.taylor@contoso.example | Mailbox     |
| Website enquiries | Ella Thomas   | ella.thomas@contoso.example   | Mailbox     |
| Website enquiries | Rhys Evans    | rhys.evans@contoso.example    | Mailbox     |
| Website enquiries | Olivia Ward   | olivia.ward@contoso.example   | Mailbox     |

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, 04:00 UTC.