

# Contoso Legal LLP



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 6. Members: 45 of 45 rows, 1 column hidden. 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 | Sales team | salesteam@contoso.example | Distribution list | 6       | bobby.marsh@contoso.example | 0                | No                        | 43                       | 12 Oct 2026        | No             | 26 Dec 2025 |

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.

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

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

| Member        | Address                       | Member type |
|---------------|-------------------------------|-------------|
| Megan Smith   | megan.smith@contoso.example   | Mailbox     |
| Ella Thomas   | ella.thomas@contoso.example   | Mailbox     |
| Oliver Hill   | oliver.hill@contoso.example   | Mailbox     |
| Rhys Evans    | rhys.evans@contoso.example    | Mailbox     |
| Noah Clark    | noah.clark@contoso.example    | Mailbox     |
| Sophie Taylor | sophie.taylor@contoso.example | Mailbox     |
| Sophie Taylor | sophie.taylor@contoso.example | Mailbox     |
| Ella Thomas   | ella.thomas@contoso.example   | Mailbox     |
| Rhys Evans    | rhys.evans@contoso.example    | Mailbox     |
| 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.