DISTRIBUTION LISTS

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
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Every distribution list with its members and owners, who can mail it, and empty, ownerless or unused lists.

Filtered view. Members: 3 of 45 rows, Address is annabel.fraser@contoso.example. The headline figures cover every row.

Distribution lists	Empty lists	Without an owner	No mail in 90 days	Open to outside senders
7	**1**	**3**	**2**	**1**
Lists that pass mail on to their members	No members	No owner, or only leavers	Lists that look unused	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	9	None	12 Jul 2026
Medium	Old projects	No members, No owner, No mail in 90 days	0	None	25 Oct 2025
Medium	Sales team	Only leavers own it	6	bobby.marsh@contoso.example	28 Nov 2026

Every list 7 3 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
	Accounts	accountsteam@contoso.example	Distribution list	4	annabel.fraser@contoso.example	1	No	63	28 Nov 2026	No	14 Nov 2025
	All staff	allstaff@contoso.example	Distribution list	18	annabel.fraser@contoso.example	0	No	96	28 Nov 2026	No	13 May 2026
Medium	Christmas party 2023	xmas2023@contoso.example	Distribution list	9	None	0	No	0	12 Jul 2026	No	18 May 2025
	Finance alerts	finance-alerts@contoso.example	Mail-enabled security	4	annabel.fraser@contoso.example	0	No	34	28 Nov 2026	No	19 Nov 2024
Medium	Old projects	oldprojects@contoso.example	Distribution list	0	None	0	No	0	25 Oct 2025	No	17 Feb 2025
Medium	Sales team	salesteam@contoso.example	Distribution list	6	bobby.marsh@contoso.example	0	No	43	28 Nov 2026	No	12 Feb 2026
	Website enquiries	enquiries@contoso.example	Distribution list	4	annabel.fraser@contoso.example	0	Yes	81	28 Nov 2026	No	16 Aug 2025

Members 3

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
All staff	Annabel Fraser	annabel.fraser@contoso.example	Mailbox

List	Member	Address	Member type
Christmas party 2023	Annabel Fraser	annabel.fraser@contoso.example	Mailbox
Finance alerts	Annabel Fraser	annabel.fraser@contoso.example	Mailbox

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