

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: 7 of 7 rows, 1 column hidden. Members: 1 of 45 rows, Address is team@ledgerline.example. 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	9	None	25 May 2026
● Medium	Old projects	No members, No owner, No mail in 90 days	0	None	7 Sep 2025
● Medium	Sales team	Only leavers own it	6	bobby.marsh@contoso.example	12 Oct 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
	Accounts	accountsteam@contoso.example	Distribution list	4	annabel.fraser@contoso.example	1	No	63	11 Oct 2026	No
	All staff	allstaff@contoso.example	Distribution list	18	annabel.fraser@contoso.example	0	No	96	12 Oct 2026	No
● Medium	Christmas party 2023	xmas2023@contoso.example	Distribution list	9	None	0	No	0	25 May 2026	No
	Finance alerts	finance-alerts@contoso.example	Mail-enabled security	4	annabel.fraser@contoso.example	0	No	34	11 Oct 2026	No
● Medium	Old projects	oldprojects@contoso.example	Distribution list	0	None	0	No	0	7 Sep 2025	No
● Medium	Sales team	salesteam@contoso.example	Distribution list	6	bobby.marsh@contoso.example	0	No	43	12 Oct 2026	No
	Website enquiries	enquiries@contoso.example	Distribution list	4	annabel.fraser@contoso.example	0	Yes	81	12 Oct 2026	No

Members 1

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	Ledgerline Bookkeeping	team@ledgerline.example	External contact

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