

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: 4 of 45 rows, List is Finance alerts. 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 24 May 2026)	9	None	24 May 2026
● Medium	Old projects	No members, No owner, No mail in 90 days (last 6 Sep 2025)	0	None	6 Sep 2025
● Medium	Sales team	Only leavers own it	6	bobby.marsh@contoso.example	11 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	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	annabel.fraser@contoso.example	1	No	61	11 Oct 2026	No	26 Sep 2025
	All staff	allstaff@contoso.example	Distribution list	annabel.fraser@contoso.example	0	No	96	11 Oct 2026	No	25 Mar 2026
● Medium	Christmas party 2023	xmas2023@contoso.example	Distribution list	None	0	No	0	24 May 2026	No	30 Mar 2025
	Finance alerts	finance-alerts@contoso.example	Mail-enabled security	annabel.fraser@contoso.example	0	No	34	11 Oct 2026	No	1 Oct 2024
● Medium	Old projects	oldprojects@contoso.example	Distribution list	None	0	No	0	6 Sep 2025	No	30 Dec 2024
● Medium	Sales team	salesteam@contoso.example	Distribution list	bobby.marsh@contoso.example	0	No	39	11 Oct 2026	No	25 Dec 2025
	Website enquiries	enquiries@contoso.example	Distribution list	annabel.fraser@contoso.example	0	Yes	78	11 Oct 2026	No	28 Jun 2025

Members 4

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
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

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