DISTRIBUTION LISTS

# Contoso Legal LLP

Harbour IT

| PREPARED BY | DATE | DATA COLLECTED | MICROSOFT 365 TENANT |
|---|---|---|---|
| Harbour IT | 29 Nov 2026 | 29 Nov 2026, 18:57 UTC | contoso.onmicrosoft.com |

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

**Filtered view.** Members: 1 of 45 rows, Member is Jack White. 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 | 29 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 | 29 Nov 2026 | No | 14 Nov 2025 |
| | All staff | allstaff@contoso.example | Distribution list | 18 | annabel.fraser@contoso.example | 0 | No | 96 | 29 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 | 29 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 | 29 Nov 2026 | No | 12 Feb 2026 |
| | Website enquiries | enquiries@contoso.example | Distribution list | 4 | annabel.fraser@contoso.example | 0 | Yes | 81 | 29 Nov 2026 | No | 16 Aug 2025 |

## 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 |
|---|---|---|---|
| All staff | Jack White | jack.white@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 29 Nov 2026, 18:57 UTC.