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. Lists that need attention: 3 of 3 rows, 1 column hidden. 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	Owners	Last mail received
Medium	Christmas party 2023	No owner, No mail in 90 days	None	12 Jul 2026
Medium	Old projects	No members, No owner, No mail in 90 days	None	25 Oct 2025
Medium	Sales team	Only leavers own it	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	28 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 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.

List	Member	Address	Member type
Accounts	Megan Smith	megan.smith@contoso.example	Mailbox
Accounts	Olivia Wilson	olivia.wilson@contoso.example	Mailbox
Accounts	William Allen	william.allen@contoso.example	Mailbox

List	Member	Address	Member type
Accounts	Ledgerline Bookkeeping	team@ledgerline.example	External contact
All staff	Annabel Fraser	annabel.fraser@contoso.example	Mailbox
All staff	Joseph Morris	joseph.morris@contoso.example	Mailbox
All staff	Evie Davis	evie.davis@contoso.example	Mailbox
All staff	Rhys Evans	rhys.evans@contoso.example	Mailbox
All staff	Megan Smith	megan.smith@contoso.example	Mailbox
All staff	Jacob Johnson	jacob.johnson@contoso.example	Mailbox
All staff	Noah Clark	noah.clark@contoso.example	Mailbox
All staff	Lily Harrison	lily.harrison@contoso.example	Mailbox
All staff	Oliver Hill	oliver.hill@contoso.example	Mailbox
All staff	Owen Taylor	owen.taylor@contoso.example	Mailbox
All staff	Sophie Taylor	sophie.taylor@contoso.example	Mailbox
All staff	Ella Thomas	ella.thomas@contoso.example	Mailbox
All staff	Olivia Ward	olivia.ward@contoso.example	Mailbox
All staff	Olivia Wilson	olivia.wilson@contoso.example	Mailbox
All staff	William Clark	william.clark@contoso.example	Mailbox
All staff	Jack White	jack.white@contoso.example	Mailbox
All staff	Priya Hughes	priya.hughes@contoso.example	Mailbox
All staff	William Allen	william.allen@contoso.example	Mailbox
Christmas party 2023	Megan Smith	megan.smith@contoso.example	Mailbox
Christmas party 2023	Olivia Wilson	olivia.wilson@contoso.example	Mailbox
Christmas party 2023	Olivia Ward	olivia.ward@contoso.example	Mailbox
Christmas party 2023	Owen Taylor	owen.taylor@contoso.example	Mailbox

List	Member	Address	Member type
Christmas party 2023	Noah Clark	noah.clark@contoso.example	Mailbox
Christmas party 2023	Jacob Johnson	jacob.johnson@contoso.example	Mailbox
Christmas party 2023	Evie Davis	evie.davis@contoso.example	Mailbox
Christmas party 2023	Oliver Hill	oliver.hill@contoso.example	Mailbox
Christmas party 2023	Annabel Fraser	annabel.fraser@contoso.example	Mailbox
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
Sales team	Megan Smith	megan.smith@contoso.example	Mailbox
Sales team	Ella Thomas	ella.thomas@contoso.example	Mailbox
Sales team	Oliver Hill	oliver.hill@contoso.example	Mailbox
Sales team	Rhys Evans	rhys.evans@contoso.example	Mailbox
Sales team	Noah Clark	noah.clark@contoso.example	Mailbox
Sales team	Sophie Taylor	sophie.taylor@contoso.example	Mailbox
Website enquiries	Sophie Taylor	sophie.taylor@contoso.example	Mailbox
Website enquiries	Ella Thomas	ella.thomas@contoso.example	Mailbox
Website enquiries	Rhys Evans	rhys.evans@contoso.example	Mailbox
Website enquiries	Olivia Ward	olivia.ward@contoso.example	Mailbox

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