

Contoso Legal LLP



PREPARED BY
Harbour IT

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MICROSOFT 365 TENANT
contoso.onmicrosoft.com

Who is in which team and Microsoft 365 group: each person's teams and groups, each group's members, and every membership in one table.

Teams and groups checked

9

of 9 teams and Microsoft 365 groups

People in at least one

23

1 disabled account among them

People in none

2

Not a member of any team or Microsoft 365 group

Guests in teams

4

6 guest memberships in all

Not checked. Only teams and Microsoft 365 groups are included. Security groups and distribution lists aren't, because Office Sentry doesn't read their members.

By person 25

Every account and the teams and Microsoft 365 groups it's a member of. Only teams and Microsoft 365 groups are included. Security groups and distribution lists aren't, because Office Sentry doesn't read their members.

Flag	Account	Name	Type	Account status	Teams and groups	Member of
	accounts@hollis-partners.example	–	Guest	Not in the user list	2	Clients, Finance
	annabel.fraser@contoso.example	Annabel Fraser	Member	Enabled	8	Board, Clients, Finance, Marketing, Marketing, Operations, Provisioned, Sales
● Low	bobby.marsh@contoso.example	Bobby Marsh	Member	Disabled	2	Marketing, Project Phoenix

Flag	Account	Name	Type	Account status	Teams and groups	Member of
	ella.thomas@contoso.example	Ella Thomas	Member	Enabled	2	Clients, Operations
	breakglass@contoso.example	Emergency access	Member	Enabled	0	–
	evie.davis@contoso.example	Evie Davis	Member	Enabled	2	Clients, Operations
	j.okafor@brightpath-consulting.example	–	Guest	Not in the user list	1	Clients
	jack.white@contoso.example	Jack White	Member	Enabled	3	Clients, Finance, Operations
	jacob.johnson@contoso.example	Jacob Johnson	Member	Enabled	4	Clients, Finance, Marketing, Operations
	joseph.morris@contoso.example	Joseph Morris	Member	Enabled	2	Finance, Operations
	lee_partner.org#EXT#@contoso.onmicrosoft.com	–	Guest	Not in the user list	1	Project Phoenix
	lily.harrison@contoso.example	Lily Harrison	Member	Enabled	3	Finance, Marketing, Operations
	megan.smith@contoso.example	Megan Smith	Member	Enabled	2	Clients, Operations
	noah.clark@contoso.example	Noah Clark	Member	Enabled	2	Finance, Operations
	oliver.hill@contoso.example	Oliver Hill	Member	Enabled	3	Clients, Marketing, Operations
	olivia.ward@contoso.example	Olivia Ward	Member	Enabled	1	Operations
	olivia.wilson@contoso.example	Olivia Wilson	Member	Enabled	1	Clients
	owen.taylor@contoso.example	Owen Taylor	Member	Enabled	3	Clients, Finance, Marketing
	pat@supplier.example	–	Guest	Not in the user list	2	Project Phoenix, Sales
	priya.hughes@contoso.example	Priya Hughes	Member	Enabled	1	Operations
	rhys.evans@contoso.example	Rhys Evans	Member	Enabled	4	Clients, Finance, Marketing, Operations
	g#EXT#@contoso.example	Sam Carter (guest)	Guest	Enabled	0	–
	sophie.taylor@contoso.example	Sophie Taylor	Member	Enabled	3	Clients, Marketing, Operations

Flag	Account	Name	Type	Account status	Teams and groups	Member of
	william.allen@contoso.example	William Allen	Member	Enabled	1	Finance
	william.clark@contoso.example	William Clark	Member	Enabled	1	Clients

By team or group 9

Every team and Microsoft 365 group and the accounts in it.

Name	Team	Visibility	Owners	Members	Member list	Guests	Note
Board	Yes	Private	Annabel Fraser	2	annabel.fraser@contoso.example, 1 other member (groups, devices or contacts)	–	–
Clients	Yes	Private	Annabel Fraser, Jacob Johnson	14	accounts@hollis-partners.example, annabel.fraser@contoso.example, ella.thomas@contoso.example, evie.davis@contoso.example, j.okafor@brightpath-consulting.example, jack.white@contoso.example, jacob.johnson@contoso.example, megan.smith@contoso.example, oliver.hill@contoso.example, olivia.wilson@contoso.example, owen.taylor@contoso.example, rhys.evans@contoso.example, sophie.taylor@contoso.example, william.clark@contoso.example	accounts@hollis-partners.example, j.okafor@brightpath-consulting.example	–
Finance	No	Private	Annabel Fraser, Joseph Morris	10	accounts@hollis-partners.example, annabel.fraser@contoso.example, jack.white@contoso.example, jacob.johnson@contoso.example, joseph.morris@contoso.example, lily.harrison@contoso.example, noah.clark@contoso.example, owen.taylor@contoso.example, rhys.evans@contoso.example, william.allen@contoso.example	accounts@hollis-partners.example	–
Marketing	No	Private	Bobby Marsh (disabled)	8	annabel.fraser@contoso.example, bobby.marsh@contoso.example, jacob.johnson@contoso.example, lily.harrison@contoso.example, oliver.hill@contoso.example, owen.taylor@contoso.example, rhys.evans@contoso.example, sophie.taylor@contoso.example	–	–
Marketing	No	Public	None	1	annabel.fraser@contoso.example	–	–
Operations	Yes	Private	Evie Davis	14	annabel.fraser@contoso.example, ella.thomas@contoso.example, evie.davis@contoso.example, jack.white@contoso.example, jacob.johnson@contoso.example, joseph.morris@contoso.example, lily.harrison@contoso.example, megan.smith@contoso.example, noah.clark@contoso.example, oliver.hill@contoso.example, olivia.ward@contoso.example, priya.hughes@contoso.example, rhys.evans@contoso.example, sophie.taylor@contoso.example	–	–

Name	Team	Visibility	Owners	Members	Member list	Guests	Note
Project Phoenix	Yes	Public	Bobby Marsh (disabled)	3	bobby.marsh@contoso.example, lee_partner.org#EXT#@contoso.onmicrosoft.com, pat@supplier.example	lee_partner.org#EXT#@contoso.onmicrosoft.com, pat@supplier.example	–
Provisioned	No	Private	Provisioning app (app)	1	annabel.fraser@contoso.example	–	–
Sales	Yes	Private	Annabel Fraser, Eve Lambert	3	annabel.fraser@contoso.example, pat@supplier.example, 1 other member (groups, devices or contacts)	pat@supplier.example	–

Every membership 54

One row per person per team or group, to filter and pivot in Excel.

Account	Name	Type	Account status	Team or group	Team	Owner
accounts@hollis-partners.example	–	Guest	Not in the user list	Clients	Yes	No
accounts@hollis-partners.example	–	Guest	Not in the user list	Finance	No	No
annabel.fraser@contoso.example	Annabel Fraser	Member	Enabled	Board	Yes	Yes
annabel.fraser@contoso.example	Annabel Fraser	Member	Enabled	Clients	Yes	Yes
annabel.fraser@contoso.example	Annabel Fraser	Member	Enabled	Finance	No	Yes
annabel.fraser@contoso.example	Annabel Fraser	Member	Enabled	Marketing	No	No
annabel.fraser@contoso.example	Annabel Fraser	Member	Enabled	Marketing	No	No
annabel.fraser@contoso.example	Annabel Fraser	Member	Enabled	Operations	Yes	No
annabel.fraser@contoso.example	Annabel Fraser	Member	Enabled	Provisioned	No	No
annabel.fraser@contoso.example	Annabel Fraser	Member	Enabled	Sales	Yes	Yes
bobby.marsh@contoso.example	Bobby Marsh	Member	Disabled	Marketing	No	Yes
bobby.marsh@contoso.example	Bobby Marsh	Member	Disabled	Project Phoenix	Yes	Yes
ella.thomas@contoso.example	Ella Thomas	Member	Enabled	Clients	Yes	No

Account	Name	Type	Account status	Team or group	Team	Owner
ella.thomas@contoso.example	Ella Thomas	Member	Enabled	Operations	Yes	No
evie.davis@contoso.example	Evie Davis	Member	Enabled	Clients	Yes	No
evie.davis@contoso.example	Evie Davis	Member	Enabled	Operations	Yes	Yes
j.okafor@brightpath-consulting.example	–	Guest	Not in the user list	Clients	Yes	No
jack.white@contoso.example	Jack White	Member	Enabled	Clients	Yes	No
jack.white@contoso.example	Jack White	Member	Enabled	Finance	No	No
jack.white@contoso.example	Jack White	Member	Enabled	Operations	Yes	No
jacob.johnson@contoso.example	Jacob Johnson	Member	Enabled	Clients	Yes	Yes
jacob.johnson@contoso.example	Jacob Johnson	Member	Enabled	Finance	No	No
jacob.johnson@contoso.example	Jacob Johnson	Member	Enabled	Marketing	No	No
jacob.johnson@contoso.example	Jacob Johnson	Member	Enabled	Operations	Yes	No
joseph.morris@contoso.example	Joseph Morris	Member	Enabled	Finance	No	Yes
joseph.morris@contoso.example	Joseph Morris	Member	Enabled	Operations	Yes	No
lee_partner.org#EXT#@contoso.onmicrosoft.com	–	Guest	Not in the user list	Project Phoenix	Yes	No
lily.harrison@contoso.example	Lily Harrison	Member	Enabled	Finance	No	No
lily.harrison@contoso.example	Lily Harrison	Member	Enabled	Marketing	No	No
lily.harrison@contoso.example	Lily Harrison	Member	Enabled	Operations	Yes	No
megan.smith@contoso.example	Megan Smith	Member	Enabled	Clients	Yes	No
megan.smith@contoso.example	Megan Smith	Member	Enabled	Operations	Yes	No
noah.clark@contoso.example	Noah Clark	Member	Enabled	Finance	No	No
noah.clark@contoso.example	Noah Clark	Member	Enabled	Operations	Yes	No
oliver.hill@contoso.example	Oliver Hill	Member	Enabled	Clients	Yes	No
oliver.hill@contoso.example	Oliver Hill	Member	Enabled	Marketing	No	No

Account	Name	Type	Account status	Team or group	Team	Owner
oliver.hill@contoso.example	Oliver Hill	Member	Enabled	Operations	Yes	No
olivia.ward@contoso.example	Olivia Ward	Member	Enabled	Operations	Yes	No
olivia.wilson@contoso.example	Olivia Wilson	Member	Enabled	Clients	Yes	No
owen.taylor@contoso.example	Owen Taylor	Member	Enabled	Clients	Yes	No
owen.taylor@contoso.example	Owen Taylor	Member	Enabled	Finance	No	No
owen.taylor@contoso.example	Owen Taylor	Member	Enabled	Marketing	No	No
pat@supplier.example	–	Guest	Not in the user list	Project Phoenix	Yes	No
pat@supplier.example	–	Guest	Not in the user list	Sales	Yes	No
priya.hughes@contoso.example	Priya Hughes	Member	Enabled	Operations	Yes	No
rhys.evans@contoso.example	Rhys Evans	Member	Enabled	Clients	Yes	No
rhys.evans@contoso.example	Rhys Evans	Member	Enabled	Finance	No	No
rhys.evans@contoso.example	Rhys Evans	Member	Enabled	Marketing	No	No
rhys.evans@contoso.example	Rhys Evans	Member	Enabled	Operations	Yes	No
sophie.taylor@contoso.example	Sophie Taylor	Member	Enabled	Clients	Yes	No
sophie.taylor@contoso.example	Sophie Taylor	Member	Enabled	Marketing	No	No
sophie.taylor@contoso.example	Sophie Taylor	Member	Enabled	Operations	Yes	No
william.allen@contoso.example	William Allen	Member	Enabled	Finance	No	No
william.clark@contoso.example	William Clark	Member	Enabled	Clients	Yes	No

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