GROUP MEMBERSHIP

Contoso Legal LLP

Harbour IT

PREPARED BY
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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.

Filtered view. Every membership: 14 of 54 rows, Team or group is Operations. The headline figures cover every row.

Teams and groups checked	People in at least one	People in none	Guests in teams
9	**23**	**7**	**4**
of 9 teams and Microsoft 365 groups	1 disabled account among them	Not a member of any team or Microsoft 365 group	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 30

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@contoso.example	Accounts	Member	Disabled	0	–

Flag	Account	Name	Type	Account status	Teams and groups	Member of
	annabel.fraser@contoso.example	Annabel Fraser	Member	Enabled	8	Board, Clients, Finance, Marketing, Marketing, Operations, Provisioned, Sales
	boardroom@contoso.example	Boardroom	Member	Disabled	0	–
● Low	bobby.marsh@contoso.example	Bobby Marsh	Member	Disabled	2	Marketing, Project Phoenix
	d.mason_mason-legal.example#EXT#@contoso.onmicrosoft.com	Dana Mason	Guest	Enabled	0	–
	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
	accounts_hollis-partners.example#EXT#@contoso.onmicrosoft.com	Hollis & Partners (accounts)	Guest	Enabled	2	Clients, Finance
	info@contoso.example	Info	Member	Disabled	0	–
	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
	j.okafor_brightpath-consulting.example#EXT#@contoso.onmicrosoft.com	Jide Okafor	Guest	Enabled	1	Clients
	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

Flag	Account	Name	Type	Account status	Teams and groups	Member of
	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
	reception@contoso.example	Reception	Member	Enabled	0	–
	rhys.evans@contoso.example	Rhys Evans	Member	Enabled	4	Clients, Finance, Marketing, Operations
	sam.carter_consultants.example#EXT#@contoso.onmicrosoft.com	Sam Carter (guest)	Guest	Enabled	0	–
	sophie.taylor@contoso.example	Sophie Taylor	Member	Enabled	3	Clients, Marketing, Operations
	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#EXT#@contoso.onmicrosoft.com, annabel.fraser@contoso.example, ella.thomas@contoso.example, evie.davis@contoso.example, j.okafor_brightpath-consulting.example#EXT#@contoso.onmicrosoft.com, 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#EXT#@contoso.onmicrosoft.com, 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	–

Name	Team	Visibility	Owners	Members	Member list	Guests	Note
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	–	–
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 14

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

Account	Name	Type	Account status	Team or group	Team	Owner
annabel.fraser@contoso.example	Annabel Fraser	Member	Enabled	Operations	Yes	No
ella.thomas@contoso.example	Ella Thomas	Member	Enabled	Operations	Yes	No
evie.davis@contoso.example	Evie Davis	Member	Enabled	Operations	Yes	Yes
jack.white@contoso.example	Jack White	Member	Enabled	Operations	Yes	No
jacob.johnson@contoso.example	Jacob Johnson	Member	Enabled	Operations	Yes	No
joseph.morris@contoso.example	Joseph Morris	Member	Enabled	Operations	Yes	No

Account	Name	Type	Account status	Team or group	Team	Owner
lily.harrison@contoso.example	Lily Harrison	Member	Enabled	Operations	Yes	No
megan.smith@contoso.example	Megan Smith	Member	Enabled	Operations	Yes	No
noah.clark@contoso.example	Noah Clark	Member	Enabled	Operations	Yes	No
oliver.hill@contoso.example	Oliver Hill	Member	Enabled	Operations	Yes	No
olivia.ward@contoso.example	Olivia Ward	Member	Enabled	Operations	Yes	No
priya.hughes@contoso.example	Priya Hughes	Member	Enabled	Operations	Yes	No
rhys.evans@contoso.example	Rhys Evans	Member	Enabled	Operations	Yes	No
sophie.taylor@contoso.example	Sophie Taylor	Member	Enabled	Operations	Yes	No

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, 04:00 UTC.