

Contoso Legal LLP



PREPARED BY
Harbour IT

DATE
13 Oct 2026

DATA COLLECTED
13 Oct 2026, 04:00 UTC

MICROSOFT 365 TENANT
contoso.onmicrosoft.com

Groups with no members, groups inside other groups, dynamic groups with their rules and whether they're paused, teams and groups about to expire, role-assignable groups, and blocked accounts still in groups.

Filtered view. Empty groups: 1 of 1 rows, Created: older than 180 days. Dynamic groups: 0 of 1 rows, Processing is Paused. Blocked members: 2 of 2 rows, 1 column hidden. The headline figures cover every row.

Empty groups

1

1 older than 30 days

Groups inside groups

3

Deepest: 3 levels

Paused dynamic rules

0

Not adding joiners or removing leavers

Expiring soon

2

1 with nobody to renew

Role-assignable groups

1

1 with a guest

Blocked members

2

2 blocked accounts still in groups

Empty groups 1

Groups with no members at all. Delete the ones nobody needs; a dynamic group here has a rule that matches nobody. Empty groups older than 30 days are flagged.

Flag	Group	Kind	Membership	Email	Created
● Low	Group creators	Security group	Assigned	–	10 Jan 2025

Groups inside groups 3

Groups with other groups as members. Everyone in the inner groups gets what the outer group gives, which is easy to miss; 3 or more levels are flagged.

Flag	Group	Kind	Groups inside	Inside of	Levels below	Members
	Finance alerts	Mail-enabled security group	VPN Users	Info	2	2
● Low	Info	Distribution list	Finance alerts	–	3	2
	VPN Users	Security group	Group creators	Finance alerts	1	2

Dynamic groups 0

Groups whose members Entra ID works out from a rule (needs Entra ID P1). A paused rule stops adding joiners and removing leavers, so it's flagged.

No rows match the filters.

Expiring soon 2 1 to review

Teams and Microsoft 365 groups the expiration policy will delete within 90 days. One that's used renews itself; otherwise its owners are emailed to renew it, so a group with no owner who can sign in is flagged, as is one due within 30 days. A deleted group can be restored for 30 days.

Flag	Group	Kind	Expires	Days left	Owners	Members
● Low	Board	Team	6 Nov 2026	24	Annabel Fraser	2
● Medium	Project Phoenix	Team	29 Nov 2026	47	Bobby Marsh	3

Role-assignable groups 1 1 to review

Groups that can be given admin roles, so being a member of one is being an admin. Their owners can add anyone; a guest in one is flagged.

Flag	Group	Kind	Members	Guests	Owners	Created
● Medium	Helpdesk admins	Security group	2	1	–	10 Jan 2025

Blocked members 2

Groups that still hold accounts whose sign-in is blocked, usually leavers. Access the group gives is handed back the moment the account is unblocked, and the member counts others see are wrong; blocked accounts in a role-assignable group are flagged higher.

Flag	Kind	Blocked accounts	Blocked	Members
● Low	Microsoft 365 group	Bobby Marsh	1	8
● Low	Team	Bobby Marsh	1	3

Every group 15

Every group in the tenant, with its direct members (people, devices, apps and groups).

Group	Kind	Membership	Members	Groups inside	Inside of	Created	Expires
All Staff	Security group	Dynamic	2	–	–	10 Jan 2025	–
Board	Team	Assigned	2	–	–	10 Jan 2025	6 Nov 2026
Clients	Team	Assigned	14	–	–	4 Mar 2024	–
Finance	Microsoft 365 group	Assigned	10	–	–	4 Mar 2024	–
Finance alerts	Mail-enabled security group	Assigned	2	1	Info	10 Jan 2025	–
Group creators	Security group	Assigned	0	–	VPN Users	10 Jan 2025	–
Helpdesk admins	Security group	Assigned	2	–	–	10 Jan 2025	–

Group	Kind	Membership	Members	Groups inside	Inside of	Created	Expires
Info	Distribution list	Assigned	2	1	–	10 Jan 2025	–
Marketing	Microsoft 365 group	Assigned	8	–	–	4 Mar 2024	–
Marketing	Microsoft 365 group	Assigned	1	–	–	1 Sep 2026	–
Operations	Team	Assigned	14	–	–	4 Mar 2024	–
Project Phoenix	Team	Assigned	3	–	–	10 Jan 2025	29 Nov 2026
Provisioned	Microsoft 365 group	Assigned	1	–	–	10 Jan 2025	–
Sales	Team	Assigned	3	–	–	10 Jan 2025	–
VPN Users	Security group	Synced from AD	2	1	Finance alerts	10 Jan 2025	–

Members are direct members. Teams and Microsoft 365 groups can't contain other groups. Delete or change groups in the Microsoft Entra admin center (Groups), or in on-premises AD for synced groups; Office Sentry only reads them.

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 13 Oct 2026, 04:00 UTC.