

# Contoso Legal LLP



PREPARED BY  
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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 a year. Groups inside groups: 1 of 3 rows, Flag is Low. 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 1

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 |
|-------|-------|-------------------|----------------|-----------|--------------|---------|
| ● Low | Info  | Distribution list | Finance alerts | –         | 3            | 2       |

## Dynamic groups 1

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.

| Group     | Kind           | Rule                         | Processing | Members |
|-----------|----------------|------------------------------|------------|---------|
| All Staff | Security group | (user.userType -eq "Member") | Running    | 2       |

## 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  | Group           | Kind                | Blocked accounts | Blocked | Members |
|-------|-----------------|---------------------|------------------|---------|---------|
| ● Low | Marketing       | Microsoft 365 group | Bobby Marsh      | 1       | 8       |
| ● Low | Project Phoenix | 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 | –           |
| 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 |

| Group       | Kind                | Membership     | Members | Groups inside | Inside of      | Created     | Expires |
|-------------|---------------------|----------------|---------|---------------|----------------|-------------|---------|
| 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.