GROUPS AND TEAMS

# Contoso Legal LLP

Harbour IT

| PREPARED BY | DATE | DATA COLLECTED | MICROSOFT 365 TENANT |
|---|---|---|---|
| Harbour IT | 29 Nov 2026 | 29 Nov 2026, 04:00 UTC | contoso.onmicrosoft.com |

Who can create teams and groups, which have no owner, and the guests in each.

**Filtered view.** Needs attention: 2 of 6 rows, Problem is Single owner. Teams and groups: 8 of 9 rows, Created: older than 180 days. The headline figures cover every row.

Teams and groups
**9**
5 teams

Without an owner
**4**
Nobody to approve members and guests or renew them

Only one owner
**2**
Ownerless once that person leaves

With guests
**4**
6 guest memberships

## Settings 6

| Setting | Value |
|---|---|
| Who can create teams and groups | Admins and members of Group creators |
| Guests can access group content | Yes |
| Owners can add guests | No |
| Usage guidelines | https://intranet.contoso.example/teams |
| Expiration | After 365 days unless in use or renewed |
| Expiry notices for groups without an owner go to | it@contoso.example |

## Needs attention 2

Teams and groups without an enabled owner, or with only one. Owners approve members and guests and renew the group.

| Flag | Team or group | Type | Problem | Owners |
|---|---|---|---|---|
| Info | Board | Team | Single owner | Annabel Fraser |
| Info | Operations | Team | Single owner | Evie Davis |

## Teams and groups 8 1 to review

Every team and Microsoft 365 group.

| Flag | Name | Team | Visibility | Owners | Members | Guests | Created |
|---|---|---|---|---|---|---|---|
| | Board | Yes | Private | Annabel Fraser | 2 | 0 | 10 Jan 2025 |
| | Clients | Yes | Private | Annabel Fraser, Jacob Johnson | 14 | 2 | 4 Mar 2024 |
| | Finance | No | Private | Annabel Fraser, Joseph Morris | 10 | 1 | 4 Mar 2024 |
| Low | Marketing | No | Private | Bobby Marsh (disabled) | 8 | 0 | 4 Mar 2024 |
| | Operations | Yes | Private | Evie Davis | 14 | 0 | 4 Mar 2024 |
| Medium | Project Phoenix | Yes | Public | Bobby Marsh (disabled) | 3 | 2 | 10 Jan 2025 |
| Low | Provisioned | No | Private | Provisioning app (app) | 1 | 0 | 10 Jan 2025 |
| | Sales | Yes | Private | Annabel Fraser, Eve Lambert | 3 | 1 | 10 Jan 2025 |

## Guests in teams and groups 6

People from outside the organisation who are members of a team or group, and can read its files and conversations.

| Guest | Team or group | Type |
|---|---|---|
| accounts@hollis-partners.example | Clients | Team |
| accounts@hollis-partners.example | Finance | Microsoft 365 group |
| j.okafor@brightpath-consulting.example | Clients | Team |
| lee_partner.org#EXT#@contoso.onmicrosoft.com | Project Phoenix | Team |
| pat@supplier.example | Project Phoenix | Team |
| pat@supplier.example | Sales | Team |

## Other groups 3

Groups that aren't teams or Microsoft 365 groups. They grant access and deliver mail, but have no shared files or conversations.

| Kind | Groups | Synced from on-premises | Dynamic membership |
|---|---|---|---|
| Security groups | 4 | 1 | 1 |
| Mail-enabled security groups | 1 | 0 | 0 |
| Distribution lists | 1 | 0 | 0 |

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.