

Contoso Legal LLP



PREPARED BY

Harbour IT

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MICROSOFT 365 TENANT

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, Owners is Bobby Marsh (disabled), 1 column hidden. The headline figures cover every row.

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 1 to review

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	Owners
● Medium	Project Phoenix	Team	Bobby Marsh (disabled)
● Low	Marketing	Microsoft 365 group	Bobby Marsh (disabled)

Teams and groups 9 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
● Low	Marketing	No	Public	None	1	0	1 Sep 2026
	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

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