

# Contoso Legal LLP



|             |             |                        |                         |
|-------------|-------------|------------------------|-------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT    |
| Harbour IT  | 12 Oct 2026 | 12 Oct 2026, 06:36 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, Team or group is Marketing, 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                                 | <a href="https://intranet.contoso.example/teams">https://intranet.contoso.example/teams</a> |
| 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                | Owners                 |
|-------|---------------|---------------------|------------------------|
| ● Low | Marketing     | Microsoft 365 group | Bobby Marsh (disabled) |
| ● Low | Marketing     | Microsoft 365 group | None                   |

## 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                  |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 12 Oct 2026, 06:36 UTC.