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.** Teams and groups: 1 of 9 rows, Name is Clients, 1 column hidden. 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 6 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 | Problem | Owners |
|---|---|---|---|---|
| Medium | Project Phoenix | Team | Only owner is disabled (Bobby Marsh) | Bobby Marsh (disabled) |
| Low | Marketing | Microsoft 365 group | Only owner is disabled (Bobby Marsh) | Bobby Marsh (disabled) |
| Low | Marketing | Microsoft 365 group | No owner | None |
| Low | Provisioned | Microsoft 365 group | Owned only by an app (Provisioning app) | Provisioning app (app) |
| Info | Board | Team | Single owner | Annabel Fraser |
| Info | Operations | Team | Single owner | Evie Davis |

## Teams and groups 1

Every team and Microsoft 365 group.

| Name | Team | Visibility | Owners | Members | Guests |
|---|---|---|---|---|---|
| Clients | Yes | Private | Annabel Fraser, Jacob Johnson | 14 | 2 |

## 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 |

| Guest | Team or group | Type |
|---|---|---|
| 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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