

Contoso Legal LLP



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	14 Oct 2026	14 Oct 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 Finance. Other groups: 3 of 3 rows, 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 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	Created
Finance	No	Private	Annabel Fraser, Joseph Morris	10	1	4 Mar 2024

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	Synced from on-premises	Dynamic membership
Security groups	1	1
Mail-enabled security groups	0	0
Distribution lists	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 14 Oct 2026, 04:00 UTC.