

# Contoso Legal LLP



|             |             |                        |                         |
|-------------|-------------|------------------------|-------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT    |
| Harbour IT  | 13 Oct 2026 | 13 Oct 2026, 04:00 UTC | contoso.onmicrosoft.com |

Shared, room and equipment mailboxes that can be signed in to, and who uses them.

**Filtered view.** Shared and resource mailboxes: 1 of 4 rows, Mailbox is reception@contoso.example, 1 column hidden. The headline figures cover every row.

Can be signed in to

**0 of 4**

Should be none

Shared mailboxes

**3**

Rooms and equipment

**1**

## Shared and resource mailboxes 1

0 of 4 can be signed in to directly. These accounts don't need a password; an open one usually has no MFA and nobody watching it. Block sign-in in the Microsoft 365 admin centre (Users > Active users > the mailbox > Block sign-in). People keep their access.

| Type   | Sign-in allowed | Last sign-in | Licensed | Full access                                                                                                              | Send as                                                       | Size    |
|--------|-----------------|--------------|----------|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|---------|
| Shared | Unknown         | –            | –        | annabel.fraser@contoso.example, ella.thomas@contoso.example, joseph.morris@contoso.example, priya.hughes@contoso.example | annabel.fraser@contoso.example, joseph.morris@contoso.example | 18.9 GB |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 13 Oct 2026, 04:00 UTC.