

Contoso Legal LLP



PREPARED BY

Harbour IT

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MICROSOFT 365 TENANT

contoso.onmicrosoft.com

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

Filtered view. Shared and resource mailboxes: 4 of 4 rows, 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 4

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.

Mailbox	Type	Sign-in allowed	Last sign-in	Licensed	Full access	Send as
accounts@contoso.example	Shared	Unknown	–	–	annabel.fraser@contoso.example, bobby.marsh@contoso.example, evie.davis@contoso.example, jack.white@contoso.example, jacob.johnson@contoso.example, sam.carter@consultants.example	annabel.fraser@contoso.example, jack.white@contoso.example
info@contoso.example	Shared	Unknown	–	–	annabel.fraser@contoso.example, jack.white@contoso.example, noah.clark@contoso.example, william.allen@contoso.example	annabel.fraser@contoso.example, jack.white@contoso.example
reception@contoso.example	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
boardroom@contoso.example	Room	Unknown	–	–	–	–

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