TEAMS CHANNELS, GUESTS AND APPS

# Contoso Legal LLP

Harbour IT

| PREPARED BY | DATE | DATA COLLECTED | MICROSOFT 365 TENANT |
|---|---|---|---|
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Each team's private and shared channels and who is in them, guests and people from other organisations, the apps added to each team, and teams nobody has used lately.

**Filtered view.** Private and shared channels: 2 of 2 rows, 1 column hidden. Every team: 3 of 5 rows, Flag is Low. The headline figures cover every row.

| Teams | Inactive teams | Private and shared channels | Guests and outsiders in channels | Custom uploaded apps |
|---|---|---|---|---|
| **5** | **3** | **2** | **2** | **1** |
| Teams in this tenant | No activity in 90 days | 1 private, 1 shared | 1 guest, 1 from other organisations | Apps added outside the store and catalogue |

## Inactive teams 3

3 teams older than 90 days with no activity in the last 90 days (Microsoft's Teams activity report runs a couple of days behind). Ask their owners whether they're still needed; archiving a team in the Teams admin centre keeps its content read-only.

| Flag | Team | Last activity | Privacy | Channels | Created |
|---|---|---|---|---|---|
| Low | Board | No activity recorded | Private | 1 | 10 Jan 2025 |
| Low | Clients | No activity recorded | Private | 0 | 4 Mar 2024 |
| Low | Operations | No activity recorded | Private | 0 | 4 Mar 2024 |

## Private and shared channels 2

Private channels are only visible to their members. Shared channels can include people from other organisations, who never become guests here. A channel without an owner has nobody to manage its members.

| Flag | Team | Channel | Type | Members | Owners | Guests | From other organisations |
|---|---|---|---|---|---|---|---|
| Low | Project Phoenix | Supplier | Shared | 3 | 1 | 1 | 1 |
| | Sales | Deals | Private | 2 | 1 | 0 | 0 |

## Guests and people from other organisations 2

Guests (accounts invited into this tenant) and people from other organisations in each private and shared channel. Check each still needs access.

| Flag | Team | Channel | Channel type | Person | Email | Who |
|---|---|---|---|---|---|---|
| Low | Project Phoenix | Supplier | Shared | Gail Guest | gail@partner.example | Guest |
| Low | Project Phoenix | Supplier | Shared | Pat Partner | pat@partner.example | From another organisation |

## Apps in teams 4 1 to review

Apps added to each team. Custom uploads (sideloaded apps) bypass the Teams store and your organisation's app catalogue, so check each is expected.

| Flag | Team | App | Source | Version |
|---|---|---|---|---|
| | Project Phoenix | Contoso CRM | Your organisation | 1.0.0 |
| | Project Phoenix | Planner | Teams store | 1.0.0 |
| Medium | Sales | Expenses bot | Custom upload | 0.3 |
| | Sales | Planner | Teams store | 1.0.0 |

## Every team 3

5 teams. Guests and people from other organisations are counted in private and shared channels; a team's own guests are in the Groups and Teams report.

| Flag | Team | Privacy | Channels | Private channels | Shared channels | Guests in channels | From other organisations | Apps | Last activity | Active people (90 days) | Created |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Low | Board | Private | 1 | 0 | 0 | 0 | 0 | 0 | None recorded | 0 | 10 Jan 2025 |
| Low | Clients | Private | 0 | 0 | 0 | 0 | 0 | 0 | None recorded | – | 4 Mar 2024 |
| Low | Operations | Private | 0 | 0 | 0 | 0 | 0 | 0 | None recorded | – | 4 Mar 2024 |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 29 Nov 2026, 10:48 UTC.