TEAMS CHANNELS, GUESTS AND APPS

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 10:48 UTC	contoso.onmicrosoft.com

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: 1 of 2 rows, Flag is No flag. Every team: 5 of 5 rows, 1 column hidden. The headline figures cover every row.

Teams
5
Teams in this tenant

Inactive teams
3
No activity in 90 days

Private and shared channels
2
1 private, 1 shared

Guests and outsiders in channels
2
1 guest, 1 from other organisations

Custom uploaded apps
1
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 1

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.

Team	Channel	Type	Members	Owners	Guests	From other organisations	Created
Sales	Deals	Private	2	1	0	0	1 Feb 2025

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 5

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	Last activity	Active people (90 days)	Created
Low	Board	Private	1	0	0	0	0	None recorded	0	10 Jan 2025
Low	Clients	Private	0	0	0	0	0	None recorded	–	4 Mar 2024
Low	Operations	Private	0	0	0	0	0	None recorded	–	4 Mar 2024
	Project Phoenix	Public	3	0	1	1	1	9 Nov 2026	3	10 Jan 2025
	Sales	Private	2	1	0	0	0	26 Nov 2026	6	10 Jan 2025

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