

# Contoso Legal LLP



PREPARED BY  
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MICROSOFT 365 TENANT  
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.** 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 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 | Created    |
|-------|-----------------|----------|---------|---------|--------|--------|--------------------------|------------|
| ● Low | Project Phoenix | Supplier | Shared  | 3       | 1      | 1      | 1                        | 1 Mar 2026 |
|       | 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                        | 22 Sep 2026   | 3                       | 10 Jan 2025 |
|       | Sales           | Private | 2        | 1                | 0               | 0                  | 0                        | 9 Oct 2026    | 6                       | 10 Jan 2025 |

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