

# Contoso Legal LLP



|             |             |                        |                         |
|-------------|-------------|------------------------|-------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT    |
| Harbour IT  | 12 Oct 2026 | 12 Oct 2026, 06:36 UTC | contoso.onmicrosoft.com |

Everything collected about the microsoft 365 group Marketing.

|                                           |                                    |                             |                                          |                                      |
|-------------------------------------------|------------------------------------|-----------------------------|------------------------------------------|--------------------------------------|
| Needs attention<br><b>1</b><br>Worst: low | Owners<br><b>1 owner, 0 active</b> | Members<br><b>8 members</b> | Gives members<br><b>Nothing recorded</b> | Files<br><b>33.7 GB</b><br>Team site |
|-------------------------------------------|------------------------------------|-----------------------------|------------------------------------------|--------------------------------------|

## Needs attention 1

| Flag  | What                                                                                                        | Area   |
|-------|-------------------------------------------------------------------------------------------------------------|--------|
| ● Low | Only owner is disabled (Bobby Marsh): nobody active approves members and guests or renews it. Add an owner. | Owners |

## Group 6

| Detail     | Value                     |
|------------|---------------------------|
| Type       | Microsoft 365 group       |
| Email      | marketing@contoso.example |
| Visibility | Private                   |
| Membership | Assigned                  |
| Members    | 8                         |
| Created    | 4 Mar 2024                |

## Owners 1 1 to review

| Flag     | Owner       | Account                     | Status          |
|----------|-------------|-----------------------------|-----------------|
| ● Medium | Bobby Marsh | bobby.marsh@contoso.example | Sign-in blocked |

## Members 8

| Flag  | Account                        | Name           | Type   | Status          |
|-------|--------------------------------|----------------|--------|-----------------|
| ● Low | bobby.marsh@contoso.example    | Bobby Marsh    | Member | Sign-in blocked |
|       | oliver.hill@contoso.example    | Oliver Hill    | Member | Active          |
|       | owen.taylor@contoso.example    | Owen Taylor    | Member | Active          |
|       | annabel.fraser@contoso.example | Annabel Fraser | Member | Active          |
|       | jacob.johnson@contoso.example  | Jacob Johnson  | Member | Active          |
|       | lily.harrison@contoso.example  | Lily Harrison  | Member | Active          |
|       | rhys.evans@contoso.example     | Rhys Evans     | Member | Active          |
|       | sophie.taylor@contoso.example  | Sophie Taylor  | Member | Active          |

## What it gives its members 1

| Note                                                                       |
|----------------------------------------------------------------------------|
| No Conditional Access policy, admin role or licence is tied to this group. |

## Email 1

| Detail  | Value                     |
|---------|---------------------------|
| Address | marketing@contoso.example |

## Files 6

| Detail           | Value                                                                                                       |
|------------------|-------------------------------------------------------------------------------------------------------------|
| Site             | <a href="https://contoso.sharepoint.com/sites/marketing">https://contoso.sharepoint.com/sites/marketing</a> |
| Storage          | 33.7 GB                                                                                                     |
| Files            | 10                                                                                                          |
| Last activity    | 12 Oct 2026                                                                                                 |
| Sharing links    | 2 with anyone, 3 with the whole organisation                                                                |
| External sharing | On                                                                                                          |

## How it's set up 4

| Detail     | Value      |
|------------|------------|
| Membership | Assigned   |
| Created    | 4 Mar 2024 |
| Visibility | Private    |
| Team       | No         |

## Admin changes 1

| Note                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| No admin role, Conditional Access, app or account change named this group in the last 90 days. Changes to its members and owners are under History. |

## Open findings 3 1 to review

| Flag   | Check                                           | Detail                                                    | First seen |
|--------|-------------------------------------------------|-----------------------------------------------------------|------------|
| ● High | Every site has at least two owners              | No enabled owner (Microsoft 365 group)                    | 7 Sep 2026 |
| ● Low  | Every team and Microsoft 365 group has an owner | Microsoft 365 group, only owner is disabled (Bobby Marsh) | 7 Sep 2026 |
| ● Low  | Every team and Microsoft 365 group has an owner | Microsoft 365 group, no owner                             | 7 Sep 2026 |

## History 1

| Seen        | Area    | Change         |
|-------------|---------|----------------|
| 12 Oct 2026 | Members | 11 → 8 members |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 12 Oct 2026, 06:36 UTC.