ACCOUNTS

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	28 Nov 2026	28 Nov 2026, 04:00 UTC	contoso.onmicrosoft.com

Everything collected about accounts@contoso.example.

Needs attention	Sign-in	MFA
2	Blocked	Unknown
Worst: high	Never signed in	

Admin roles	Licences	Devices
None	None	None

Needs attention 2

2 to review

Flag	What	Area
High	sam.carter_consultants.example#EXT#@contoso.onmicrosoft.com (guest) has full access to this mailbox.	Mailbox
Medium	The mailbox is 91% full and stops sending at 49.5 GB.	Mailbox

Account 8

Detail	Value
Name	Accounts
Sign-in name	accounts@contoso.example
Account type	Member
Sign-in	Blocked
Source	Cloud-only
Created	4 Mar 2024 (999 days ago)
Password last changed	3 Apr 2024 (969 days ago)
Password expires	Follows the organisation's policy

Before you close this account 2

Flag	Area	What's left	What to do
	Mailbox	Shared mailbox accounts@contoso.example, 44.8 GB	Already a shared mailbox. Litigation hold is on, so it still needs a licence that includes hold.
Low	Mailbox access	6 people can open or send from this mailbox: annabel.fraser@contoso.example, bobby.marsh@contoso.example, evie.davis@contoso.example, jack.white@contoso.example, jacob.johnson@contoso.example, sam.carter_consultants.example#EXT#@contoso.onmicrosoft.com	Keep access for whoever takes over the mail and remove it for everyone else.

Licences 1

Note
Holds no licences.

Microsoft 365 use 1

Note
Not in Microsoft's usage reports for the last 30 days.

MFA and sign-in protection 4

Detail	Value
MFA set up	Unknown
MFA required by	CA002 — All users: Require MFA
Conditional Access policies that apply	CA002 — All users: Require MFA, CA003 — Block legacy authentication, CA004 — All users: Require compliant or hybrid-joined device, CA005 — Block sign-ins from disallowed countries, CA006 — Require MFA for Azure management, CA008 — All users: 8h sign-in frequency, CA009 — Require MFA for device registration, CA010 — Insider risk: Step-up MFA, CA011 — High sign-in risk: Block
Legacy sign-in blocked	Yes

Admin roles 1

Note
Holds no admin roles.

Administrative units 1

Note
In no administrative unit, and administers none.

Teams and groups 1

Note
Not an owner or member of any team or group Office Sentry reads.

Mailbox 8

Detail	Value
Address	accounts@contoso.example
Type	Shared
Size	44.8 GB of 49.5 GB (91%)
Archive	Off
Litigation hold	On
Forwarding	None
Older protocols allowed	None
More	Everything about this mailbox

Who else can open or send from it 8 2 to review

Flag	Person	Access	Account
	annabel.fraser@contoso.example	Full access	Active
	annabel.fraser@contoso.example	Send as	Active
Medium	bobby.marsh@contoso.example	Full access	Sign-in blocked
	evie.davis@contoso.example	Full access	Active
	jack.white@contoso.example	Full access	Active
	jack.white@contoso.example	Send as	Active
	jacob.johnson@contoso.example	Full access	Active
High	sam.carter_consultants.example#EXT#@contoso.onmicrosoft.com	Full access	Guest

Devices 1

Note
No devices enrolled in Intune for this person.

OneDrive 1

Note
No OneDrive found for this account.

Apps this person allowed 1

Note
Hasn't consented to any app on their own behalf.

Recent sign-ins 1

Note
No interactive sign-ins in the last 7 days.

Sign-in history 1

Note
No interactive sign-ins since 31 Jul 2026.

Sign-ins and admin changes 5

Detail	Value
Last interactive sign-in	Never
Last background sign-in	Never
Last successful sign-in	Never
Legacy sign-ins (30 days)	None
Admin changes (last 120 days)	None by or to this account

Timeline 1

Note
Nothing dated in the last 90 days.

Open findings 1

1 to review

Flag	Check	Detail	First seen
Medium	No mailbox is nearly full	44.8 GB of 49.5 GB (91%), no archive	24 Oct 2026

History 0

No changes recorded yet.

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed.
Data collected 28 Nov 2026, 04:00 UTC.