

MICROSOFT 365 TENANT DOCUMENTATION

Contoso Ltd as built

contoso.onmicrosoft.com

The configuration as it was on October 11, 2026.

PREPARED FOR Contoso Ltd	PREPARED BY Northwind IT	CONFIGURATION AS OF October 11, 2026, 09:31 UTC	GENERATED October 11, 2026, 09:33 UTC
SECTIONS 10	DIAGRAMS 6	ITEMS READ 2,184	PAGES 20

WHAT THIS DOCUMENT HOLDS

- 01

Tenant overview
● Complete
- 02

Identity and directory
● Complete
- 03

Sign-in and access
● Partial
- 04

Mail flow
● Complete
- 05

Mail protection
● Complete
- 06

Information protection
● Not collected
- 07

Devices
● Complete
- 08

Collaboration
● Not collected
- 09

Licensing
● Complete
- 10

Administrators and support
● Complete

Preview document: section 1 in full, headline tables of the rest.

Read by dana.ruiz@contoso.com with GlacierPoint Atlas 0.1.0.

Document doc_sample_contoso, run run_sample_contoso. Format atlas-document-v1, technical format 3.0.

AS-BUILT DOCUMENT

Summary

Contoso Ltd | October 11, 2026 | Prepared for Contoso Ltd

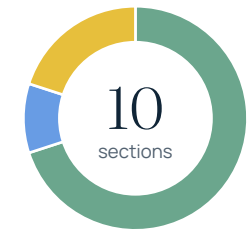
STATE OF THE TENANT

Contoso Ltd is a 1,204-user Microsoft 365 tenant mastered on premises and synchronized by Entra Connect, with mail filtered by Proofpoint before Exchange Online, sign-in governed by seventeen Conditional Access policies, and 412 devices managed by Intune at 94 % compliance. This document records the configuration as it was on October 11, 2026.

Since the previous document of September 11, 2026: three Conditional Access policies were added, the Mimecast inbound connector was removed, and nineteen device policies changed. Two sections, information protection and collaboration, were not collected and say why.

1,204 USERS	1,118 LICENSED	412 MANAGED DEVICES	94 % COMPLIANT	17 CONDITIONAL ACCESS POLICIES	2 MAIL DOMAINS
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SECTIONS AT A GLANCE



- 7 Complete
- 1 Partial
- 2 Not collected

- 01

Tenant overview

Complete
- 02

Identity and directory

Complete
- 03

Sign-in and access

Partial
- 04

Mail flow

Complete
- 05

Mail protection

Complete
- 06

Information protection

Not collected
- 07

Devices

Complete
- 08

Collaboration

Not collected
- 09

Licensing

Complete
- 10

Administrators and support

Complete

WHAT THE DOCUMENT HOLDS



DOCUMENT SNAPSHOT

TENANT contoso.onmicrosoft.com c0b6a3e2-1f4d-4c2b-9f2a-0d1e2f3a4b5c	CONFIGURATION AS OF October 11, 2026 09:31 UTC	PREPARED BY Northwind IT for Contoso Ltd	NOT COLLECTED 6 parts in 3 sections; see the appendix	SINCE LAST DOCUMENT 5 changes since September 11, 2026
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THE DOCUMENT BY SECTION

Sections at a glance

In the document's order. Each card gives the section's opening description and what the section holds.

01 Tenant overview

● COMPLETE

Contoso Ltd is a Microsoft 365 tenant created on March 3, 2019, with the initial domain contoso.onmicrosoft.com and three verified custom domains. It holds 1,204 user accounts, of which 1,118 are licensed, 88 groups and 412 managed devices. Exchange Online, SharePoint Online, Teams, Intune and Defender for Office 365 Plan 2 are in use.

In this section Tenant topology: domains, workloads in use and administration; Organization; Verified domains

Not collected None. 1 customer note printed with the section.

02 Identity and directory

● COMPLETE

Accounts are mastered on premises in the CONTOSO Active Directory forest and synchronized by Entra Connect every 30 minutes; password hash synchronization is on and the last synchronization completed on October 11, 2026 at 09:14 UTC. 71 guest accounts from 23 organizations collaborate through Teams and SharePoint.

In this section Identity sources: synchronization, federation and external collaboration; User accounts; Groups; Applications and service principals

Not collected None.

03 Sign-in and access

● PARTIAL

Seventeen Conditional Access policies govern sign-in; fifteen are on and two run in report-only mode. Every policy that applies to all users requires multifactor authentication or a compliant device; the three break-glass accounts are excluded from every policy. Security defaults are off, as they must be where Conditional Access is used.

In this section Conditional Access: who, from where, to what, with what grant; Conditional Access policies; Authentication methods

Not collected This part was not read because the tenant does not hold the license the feature needs.

04 Mail flow

● COMPLETE

Inbound mail for contoso.com and contoso.co.uk arrives through Proofpoint before Exchange Online; the inbound connector restricts delivery to Proofpoint's addresses. Outbound mail leaves directly from Exchange Online, except mail to the fabrikam.com partner, which a dedicated outbound connector sends over TLS to a named smart host. Fourteen transport rules are on; DKIM signs both mail domains; DMARC is published at p=quarantine.

In this section Mail flow: inbound and outbound paths; Connectors; Mail records as published; Transport rules (first five of 14)

Not collected None.

THE DOCUMENT BY SECTION

Sections, continued

In the document's order. Each card gives the section's opening description and what the section holds.

05 Mail protection

● COMPLETE

The Standard preset security policy applies to every recipient; one custom anti-phish policy adds impersonation protection for the eleven executives and the two mail domains. Safe Links and Safe Attachments are on for mail, Teams and Office files; the quarantine policy notifies users daily.

In this section Protection pipeline: the order inbound mail passes the filters; Policies

Not collected None.

06 Information protection

● NOT COLLECTED

Sensitivity labels, data loss prevention and retention are documented in a later release of the app.

In this section Its description only.

Not collected This part was not read because the Security and Compliance PowerShell module was not available on the computer that ran the app.

07 Devices

● COMPLETE

Intune manages 412 devices: 318 Windows, 61 iOS, 27 Android and 6 macOS. Windows devices enroll through Autopilot with the user-driven profile; phones enroll by hand through the Company Portal. Nine compliance policies feed the Conditional Access grant of CA004; 94 % of devices were compliant at the time of the run.

In this section Device management: enrollment paths, policies and the compliance signal; Managed devices; Compliance policies (first four of 9)

Not collected None.

THE DOCUMENT BY SECTION

Sections, continued

In the document's order. Each card gives the section's opening description and what the section holds.

08 Collaboration

● NOT COLLECTED

SharePoint, OneDrive and Teams settings are documented in a later release of the app.

In this section Its description only.

Not collected This part was not read because the SharePoint Online PowerShell module was not available on the computer that ran the app. This part was not read b...

09 Licensing

● COMPLETE

Five subscriptions hold 1,250 seats, of which 1,118 are assigned. Microsoft 365 E3 is the base license; 140 Microsoft 365 E5 seats cover the executives and IT; Defender for Office 365 Plan 2 is licensed for every user.

In this section Subscriptions

Not collected None.

10 Administrators and support

● COMPLETE

Three accounts hold Global Administrator, two of them the break-glass accounts kept out of Conditional Access. Fourteen further roles are assigned to 23 accounts, eleven of them through PIM as eligible. Northwind IT holds delegated administration (GDAP) with four roles, expiring on June 30, 2027.

In this section Directory roles (first five of 17); Partner relationships

Not collected None.

SINCE THE PREVIOUS DOCUMENT

What changed

5 changes since September 11, 2026, by section.

5	3	1	1
CHANGES	● ADDED	● REMOVED	● CHANGED

THE CHANGE LOG

ADDED	3 Sign-in and access	CA011 Phishing-resistant MFA for admins	New policy, report-only
ADDED	3 Sign-in and access	CA012 Block unknown platforms	New policy, on
ADDED	3 Sign-in and access	CA013 Sign-in frequency for guests	New policy, on
REMOVED	4 Mail flow	Mimecast inbound	Connector removed
CHANGED	7 Devices	Windows baseline	Minimum OS raised to 22H2

COVERAGE

NOT COLLECTED	3 Sign-in and access (partial); 6 Information protection (not collected); 8 Collaboration (not collected). Each says why, in the fixed words of the contract; the appendix lists every part.
NOTES	1 customer note written in the portal, printed with their section.
SOURCE	Document doc_sample_contoso, run run_sample_contoso, configuration as of October 11, 2026, 09:31 UTC. Read-only; nothing in the tenant was changed.

This document describes the configuration read from Contoso Ltd (contoso.onmicrosoft.com) at October 11, 2026, 09:31 UTC, as far as the permissions allowed, within the setting types listed in it. It is not an audit, a certification or a statement that the configuration is secure or compliant. Prepared by GlacierPoint Technologies LLC under the GlacierPoint Atlas Terms of Service.

DOCUMENT NAVIGATION

Contents

Page 1: the cover. Pages 2-6: the summary. The entries below link to the ten sections and the appendix. Preview document: section 1 in full, headline tables of the rest.

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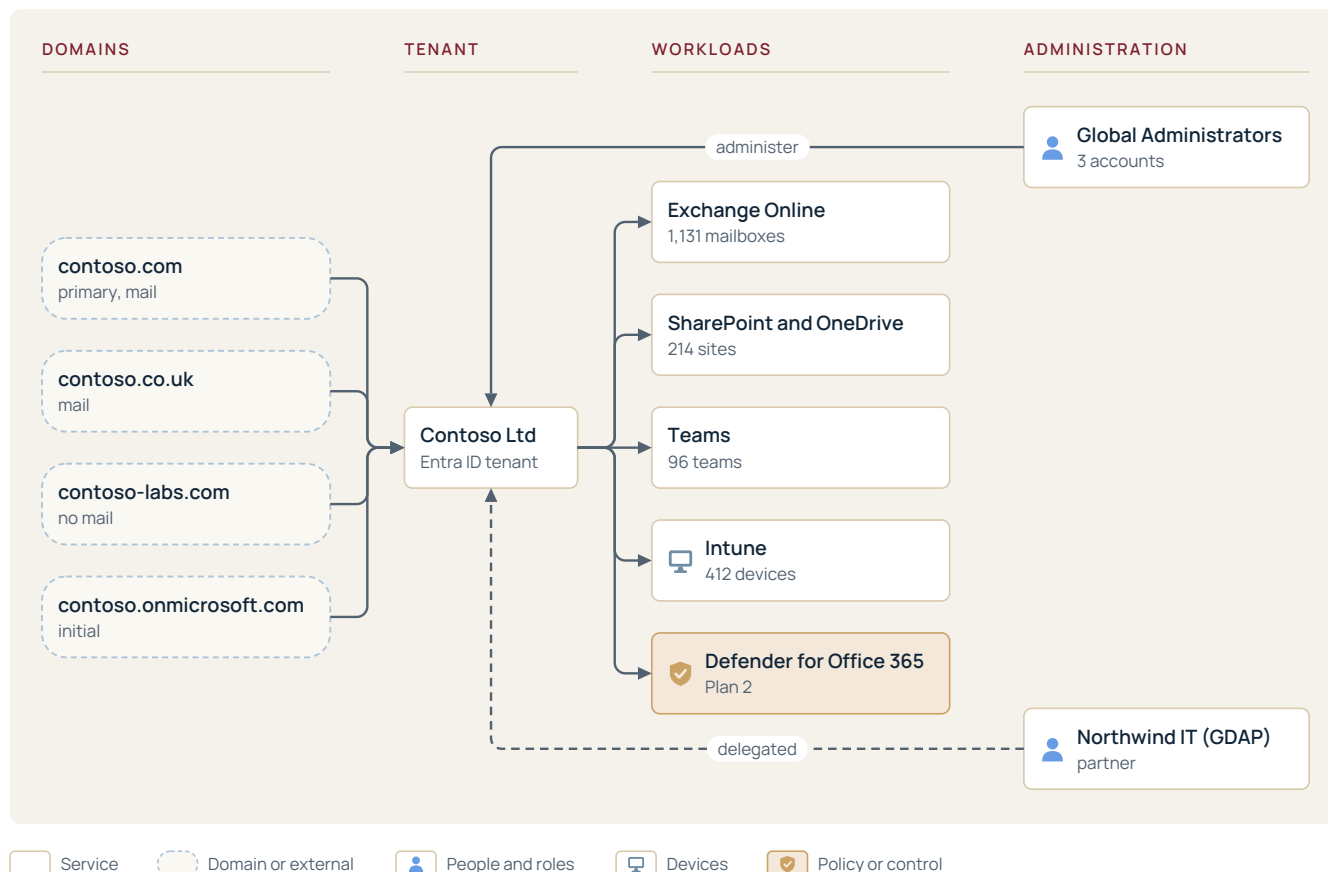
SECTION 01

COMPLETE

1. Tenant overview

Contoso Ltd is a Microsoft 365 tenant created on March 3, 2019, with the initial domain contoso.onmicrosoft.com and three verified custom domains. It holds 1,204 user accounts, of which 1,118 are licensed, 88 groups and 412 managed devices. Exchange Online, SharePoint Online, Teams, Intune and Defender for Office 365 Plan 2 are in use.

Figure 1. Tenant topology: domains, workloads in use and administration



Organization

Tenant id	c0b6a3e2-1f4d-4c2b-9f2a-0d1e2f3a4b5c
Created	March 3, 2019
Country	United States
Initial domain	contoso.onmicrosoft.com
Technical contact	it@contoso.com

Verified domains

DOMAIN	DEFAULT	MAIL	AUTHENTICATION	VERIFIED
contoso.com	Yes	Yes	Managed	2019-03-03
contoso.co.uk	No	Yes	Managed	2020-07-14
contoso-labs.com	No	No	Managed	2023-01-09
contoso.onmicrosoft.com	No	Yes	Managed	2019-03-03

Customer notes

NOTE

Dana Ruiz, September 30, 2026

contoso-labs.com is the engineering sandbox; it carries no mail by design.

2. Identity and directory

Accounts are mastered on premises in the CONTOSO Active Directory forest and synchronized by Entra Connect every 30 minutes; password hash synchronization is on and the last synchronization completed on October 11, 2026 at 09:14 UTC. 71 guest accounts from 23 organizations collaborate through Teams and SharePoint.

User accounts

KIND	COUNT	LICENSED	SIGN-IN BLOCKED
Members, synchronized	1,087	1,061	9
Members, cloud only	46	41	2
Guests	71	16	0

Preview: the rest of this section is in the full document.

3. Sign-in and access

Seventeen Conditional Access policies govern sign-in; fifteen are on and two run in report-only mode. Every policy that applies to all users requires multifactor authentication or a compliant device; the three break-glass accounts are excluded from every policy. Security defaults are off, as they must be where Conditional Access is used.

Conditional Access policies

NAME	STATE	USERS	APPLICATIONS	CONDITIONS	GRANT
CA001 Require MFA for all users	On	All users; 3 excluded	All cloud apps	Any	MFA
CA002 Block legacy authentication	On	All users	All cloud apps	Legacy clients	Block
CA004 Compliant device for Office 365	On	All users	Office 365	Outside trusted IPs	Compliant device
CA007 MFA for guests	On	Guests	All cloud apps	Any	MFA
CA011 Phishing-resistant MFA for admins	Report-only	14 admin roles	All cloud apps	Any	Authentication strength

Preview: the rest of this section is in the full document.

SECTION 04

COMPLETE

4. Mail flow

Inbound mail for contoso.com and contoso.co.uk arrives through Proofpoint before Exchange Online; the inbound connector restricts delivery to Proofpoint’s addresses. Outbound mail leaves directly from Exchange Online, except mail to the fabrikam.com partner, which a dedicated outbound connector sends over TLS to a named smart host. Fourteen transport rules are on; DKIM signs both mail domains; DMARC is published at p=quarantine.

Connectors

NAME	DIRECTION	TYPE	RESTRICTION	ENABLED
Proofpoint inbound	Inbound	Partner	4 sender IP ranges, TLS required	Yes
Fabrikam outbound	Outbound	Partner	fabrikam.com, smart host, TLS	Yes

Preview: the rest of this section is in the full document.

SECTION 05

COMPLETE

5. Mail protection

The Standard preset security policy applies to every recipient; one custom anti-phish policy adds impersonation protection for the eleven executives and the two mail domains. Safe Links and Safe Attachments are on for mail, Teams and Office files; the quarantine policy notifies users daily.

Policies

POLICY	KIND	APPLIES TO	KEY SETTINGS
Standard preset	Preset	All recipients	Standard protection, Safe Links and Attachments
Executives anti-phish	Anti-phish	11 users, 2 domains	Impersonation: quarantine; mailbox intelligence on
Default quarantine	Quarantine	All	Daily notification, release request allowed

Preview: the rest of this section is in the full document.

SECTION 06

NOT COLLECTED

6. Information protection

Sensitivity labels, data loss prevention and retention are documented in a later release of the app.

Preview: the rest of this section is in the full document.

7. Devices

Intune manages 412 devices: 318 Windows, 61 iOS, 27 Android and 6 macOS. Windows devices enroll through Autopilot with the user-driven profile; phones enroll by hand through the Company Portal. Nine compliance policies feed the Conditional Access grant of CA004; 94 % of devices were compliant at the time of the run.

Managed devices

PLATFORM	COUNT	COMPLIANT	NOT COMPLIANT	IN GRACE PERIOD
Windows	318	301	12	5
iOS	61	58	3	0
Android	27	22	5	0
macOS	6	6	0	0

Preview: the rest of this section is in the full document.

SECTION 08

NOT COLLECTED

8. Collaboration

SharePoint, OneDrive and Teams settings are documented in a later release of the app.

Preview: the rest of this section is in the full document.

9. Licensing

Five subscriptions hold 1,250 seats, of which 1,118 are assigned. Microsoft 365 E3 is the base license; 140 Microsoft 365 E5 seats cover the executives and IT; Defender for Office 365 Plan 2 is licensed for every user.

Subscriptions

SUBSCRIPTION	SEATS	ASSIGNED	AVAILABLE	RENEWS
Microsoft 365 E3	1,000	978	22	2027-03-01
Microsoft 365 E5	140	140	0	2027-03-01
Defender for Office 365 Plan 2	1,000	978	22	2027-03-01
Intune Plan 1	100	0	100	2027-03-01
Power BI Pro	10	7	3	2027-01-15

Preview: the rest of this section is in the full document.

SECTION 10

COMPLETE

10. Administrators and support

Three accounts hold Global Administrator, two of them the break-glass accounts kept out of Conditional Access. Fourteen further roles are assigned to 23 accounts, eleven of them through PIM as eligible. Northwind IT holds delegated administration (GDAP) with four roles, expiring on June 30, 2027.

Directory roles (first five of 17)

ROLE	ACTIVE MEMBERS	ELIGIBLE (PIM)	SERVICE PRINCIPALS
Global Administrator	3	0	0
Exchange Administrator	2	3	0
Intune Administrator	1	2	0
Security Administrator	1	2	1
User Administrator	0	4	0

Preview: the rest of this section is in the full document.

CHANGE LOG, NOT COLLECTED, GLOSSARY

Appendix

A. Change log since the previous document

KIND	SECTION	ITEM	SUMMARY
ADDED	3 Sign-in and access	CA011 Phishing-resistant MFA for admins entra.conditionalAccessPolicy	New policy, report-only
ADDED	3 Sign-in and access	CA012 Block unknown platforms entra.conditionalAccessPolicy	New policy, on
ADDED	3 Sign-in and access	CA013 Sign-in frequency for guests entra.conditionalAccessPolicy	New policy, on
REMOVED	4 Mail flow	Mimecast inbound exchange.inboundConnector	Connector removed
CHANGED	7 Devices	Windows baseline intune.deviceCompliancePolicy	Minimum OS raised to 22H2

B. Not collected

SECTION	SETTING TYPE	WHY
3 Sign-in and access	entra.pimRoleSettings	This part was not read because the tenant does not hold the license the feature needs.
6 Information protection	purview.sensitivityLabel	This part was not read because the Security and Compliance PowerShell module was not available on the computer that ran the app.
6 Information protection	purview.dlpPolicy	This part was not read because the Security and Compliance PowerShell module was not available on the computer that ran the app.
6 Information protection	purview.retentionPolicy	This part was not read because the Security and Compliance PowerShell module was not available on the computer that ran the app.
8 Collaboration	spo.tenantSettings	This part was not read because the SharePoint Online PowerShell module was not available on the computer that ran the app.
8 Collaboration	teams.meetingPolicy	This part was not read because the Microsoft Teams PowerShell module was not available on the computer that ran the app.

C. Glossary

Conditional Access	Entra ID's rules that decide, at sign-in, what is required of whom from where.
Connector	An Exchange Online rule that routes mail to or from a named system, with its own restrictions.
GDAP	Granular delegated admin privileges: a partner's time-limited, role-limited access to a customer tenant.
Preset security policy	A Microsoft-maintained bundle of Defender for Office 365 settings, Standard or Strict.

About this document

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