

All clients

PREPARED BY
Harbour IT

DATE
12 Oct 2026

DATA COLLECTED
11 Oct 2026, 20:32 UTC

MICROSOFT 365 TENANT
3 clients

Mailboxes answering mail with an out-of-office reply, who outside hears it, and replies that have been on so long they look forgotten.

Mailboxes with an automatic reply 12 3 to review

3 mailboxes are answering mail with an automatic reply now, 3 of them to people outside the organisation too. Checked 4 mailboxes. Replies on for over 30 days on an active account are flagged: they're often left on after someone is back. Turn one off in Outlook (Settings > Mail > Automatic replies) or, as an admin, in the Exchange admin centre (Recipients > Mailboxes > the mailbox > Others > Automatic replies).

Flag	Client	Mailbox	Type	State	From	Until	Replies outside the organisation	First seen on	Account	Reply to colleagues	Reply to outside senders
● Medium	Contoso Legal LLP	jacob.johnson@contoso.example	User	On	–	–	Everyone	6 Sep 2026	Active	I'm on leave until 2 September. For anything urgent please email the office.	I'm on leave until 2 September. For anything urgent please email the office.
	Contoso Legal LLP	bobby.marsh@contoso.example	User	On	–	–	Everyone	11 Oct 2026	Sign-in blocked	Bobby Marsh has left the company. Please contact annabel.fraser@contoso.example instead.	Bobby Marsh has left the company. Please contact annabel.fraser@contoso.example instead.
	Contoso Legal LLP	ella.thomas@contoso.example	User	On	–	–	Contacts only	11 Oct 2026	Active	I'm at a conference this week and will reply on Monday.	I'm at a conference this week and will reply on Monday.

Flag	Client	Mailbox	Type	State	From	Until	Replies outside the organisation	First seen on	Account	Reply to colleagues	Reply to outside senders
	Contoso Legal LLP	william.clark@contoso.example	User	Scheduled	15 Oct 2026	29 Oct 2026	Everyone	–	Active	I'm on holiday from next Monday for two weeks.	I'm on holiday from next Monday for two weeks.
● Medium	Fabrikam Dental Group	rhys.walker@fabrikam.example	User	On	–	–	Everyone	6 Sep 2026	Active	I'm on leave until 2 September. For anything urgent please email the office.	I'm on leave until 2 September. For anything urgent please email the office.
	Fabrikam Dental Group	ben.okafor@fabrikam.example	User	On	–	–	Everyone	11 Oct 2026	Sign-in blocked	Ben Okafor has left the company. Please contact anna.kowalski@fabrikam.example instead.	Ben Okafor has left the company. Please contact anna.kowalski@fabrikam.example instead.
	Fabrikam Dental Group	george.walker@fabrikam.example	User	On	–	–	Contacts only	11 Oct 2026	Active	I'm at a conference this week and will reply on Monday.	I'm at a conference this week and will reply on Monday.
	Fabrikam Dental Group	owen.smith@fabrikam.example	User	Scheduled	15 Oct 2026	29 Oct 2026	Everyone	–	Active	I'm on holiday from next Monday for two weeks.	I'm on holiday from next Monday for two weeks.
● Medium	Northwind Traders	grace.taylor@northwindtraders.example	User	On	–	–	Everyone	6 Sep 2026	Active	I'm on leave until 2 September. For anything urgent please email the office.	I'm on leave until 2 September. For anything urgent please email the office.
	Northwind Traders	leo.evans@northwindtraders.example	User	On	–	–	Contacts only	11 Oct 2026	Active	I'm at a conference this week and will reply on Monday.	I'm at a conference this week and will reply on Monday.

Flag	Client	Mailbox	Type	State	From	Until	Replies outside the organisation	First seen on	Account	Reply to colleagues	Reply to outside senders
	Northwind Traders	robert.hughes@northwindtraders.example	User	On	–	–	Everyone	11 Oct 2026	Sign-in blocked	Robert Hughes has left the company. Please contact ann.patel@northwindtraders.example instead.	Robert Hughes has left the company. Please contact ann.patel@northwindtraders.example instead.
	Northwind Traders	hannah.patel@northwindtraders.example	User	Scheduled	15 Oct 2026	29 Oct 2026	Everyone	–	Active	I'm on holiday from next Monday for two weeks.	I'm on holiday from next Monday for two weeks.

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 11 Oct 2026, 20:32 UTC.