

# All clients

PREPARED BY  
Harbour IT

DATE  
12 Oct 2026

DATA COLLECTED  
12 Oct 2026, 06:36 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.

**Filtered view.** Mailboxes with an automatic reply: 9 of 12 rows, Account is Active. The headline figures cover every row.

## Mailboxes with an automatic reply 9 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                         | 7 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 | ella.thomas@contoso.example   | User | On        | –           | –           | Contacts only                    | 12 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.                      |
|          | Contoso Legal LLP | william.clark@contoso.example | User | Scheduled | 16 Oct 2026 | 30 Oct 2026 | Everyone                         | –             | Active  | I'm on holiday from next Monday for two weeks.                               | I'm on holiday from next Monday for two weeks.                               |
|          |                   |                               |      |           |             |             |                                  |               |         |                                                                              |                                                                              |

| Flag     | Client                | Mailbox                               | Type | State     | From        | Until       | Replies outside the organisation | First seen on | Account | Reply to colleagues                                                          | Reply to outside senders                                                     |
|----------|-----------------------|---------------------------------------|------|-----------|-------------|-------------|----------------------------------|---------------|---------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| ● Medium | Fabrikam Dental Group | rhys.walker@fabrikam.example          | User | On        | –           | –           | Everyone                         | 7 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 | george.walker@fabrikam.example        | User | On        | –           | –           | Contacts only                    | 12 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 | 16 Oct 2026 | 30 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                         | 7 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                    | 12 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.                      |
|          | Northwind Traders     | hannah.patel@northwindtraders.example | User | Scheduled | 16 Oct 2026 | 30 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 12 Oct 2026, 06:36 UTC.