

All clients

PREPARED BY
Harbour IT

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12 Oct 2026

DATA COLLECTED
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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, Replies outside the organisation is Everyone. 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	bobby.marsh@contoso.example	User	On	–	–	Everyone	12 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.

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	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	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	ben.okafor@fabrikam.example	User	On	–	–	Everyone	12 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	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	robert.hughes@northwindtraders.example	User	On	–	–	Everyone	12 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	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.