MAILBOX PERMISSIONS: EVERY PERMISSION

All clients

Harbour IT

PREPARED BY	DATE	CLIENTS
Harbour IT	29 Nov 2026	3

Who can open, send as or send on behalf of each mailbox, by person and by mailbox.

Filtered view. Every permission: 21 of 63 rows, Client is Northwind Traders. The headline figures cover every row.

Every permission 21 2 to review

One row per permission, for filtering in Excel.

Flag	Client	Mailbox	Mailbox type	Person	Access	Account
	Northwind Traders	accounts@northwindtraders.example	Shared	ann.patel@northwindtraders.example	Full access	Active
	Northwind Traders	accounts@northwindtraders.example	Shared	ann.patel@northwindtraders.example	Send as	Active
	Northwind Traders	accounts@northwindtraders.example	Shared	grace.taylor@northwindtraders.example	Full access	Active
	Northwind Traders	accounts@northwindtraders.example	Shared	hannah.patel@northwindtraders.example	Full access	Active
	Northwind Traders	accounts@northwindtraders.example	Shared	hannah.patel@northwindtraders.example	Send as	Active
	Northwind Traders	accounts@northwindtraders.example	Shared	leo.wright@northwindtraders.example	Full access	Active
Medium	Northwind Traders	accounts@northwindtraders.example	Shared	robert.hughes@northwindtraders.example	Full access	Sign-in blocked
High	Northwind Traders	accounts@northwindtraders.example	Shared	sam.carter_consultants.example#EXT#@northwindtraders.onmicrosoft.com	Full access	Guest
	Northwind Traders	info@northwindtraders.example	Shared	alfie.roberts@northwindtraders.example	Full access	Active
	Northwind Traders	info@northwindtraders.example	Shared	alfie.roberts@northwindtraders.example	Send as	Active
	Northwind Traders	info@northwindtraders.example	Shared	ann.patel@northwindtraders.example	Full access	Active

Flag	Client	Mailbox	Mailbox type	Person	Access	Account
	Northwind Traders	info@northwindtraders.example	Shared	ann.patel@northwindtraders.example	Send as	Active
	Northwind Traders	info@northwindtraders.example	Shared	ann.patel@northwindtraders.example	Send on behalf	Active
	Northwind Traders	info@northwindtraders.example	Shared	harry.lee@northwindtraders.example	Full access	Active
	Northwind Traders	info@northwindtraders.example	Shared	isla.evans@northwindtraders.example	Full access	Active
	Northwind Traders	reception@northwindtraders.example	Shared	alfie.roberts@northwindtraders.example	Full access	Active
	Northwind Traders	reception@northwindtraders.example	Shared	ann.patel@northwindtraders.example	Full access	Active
	Northwind Traders	reception@northwindtraders.example	Shared	ann.patel@northwindtraders.example	Send as	Active
	Northwind Traders	reception@northwindtraders.example	Shared	rhys.moore@northwindtraders.example	Full access	Active
	Northwind Traders	reception@northwindtraders.example	Shared	rhys.moore@northwindtraders.example	Send as	Active
	Northwind Traders	reception@northwindtraders.example	Shared	ruby.hill@northwindtraders.example	Full access	Active

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 29 Nov 2026, 10:48 UTC.