

All clients

PREPARED BY

Harbour IT

DATE

12 Oct 2026

DATA COLLECTED

12 Oct 2026, 04:00
UTC

MICROSOFT 365 TENANT

3 clients

Every mailbox that sends mail on automatically, and the settings that allow it.

Filtered view. Forwarding: 12 of 15 rows, Outside the organisation is Yes, 1 column hidden. The headline figures cover every row.

Forwarding 12 12 to review

Every place mail leaves a mailbox automatically: admin-set forwarding and inbox rules.

Flag	Mailbox	Forwards to	Set by	Outside the organisation	Keeps a copy
● High	annabel.fraser@contoso.example	annabel.fraser@homemail.example	Admin (mailbox setting)	Yes	Yes
● High	annabel.fraser@contoso.example	annabel.fraser.home@homemail.example	Inbox rule "Copy to home"	Yes	Yes
● High	oliver.hill@contoso.example	bookkeeping@ledgerline.example	Inbox rule "Invoices to bookkeeper"	Yes	Yes
● High	rhys.walker@fabrikam.example	rhys.walker@homemail.example	Admin (mailbox setting)	Yes	No
● High	rhys.hall@fabrikam.example	rhys.hall@homemail.example	Admin (mailbox setting)	Yes	No
● High	anna.kowalski@fabrikam.example	anna.kowalski@homemail.example	Admin (mailbox setting)	Yes	Yes
● High	anna.kowalski@fabrikam.example	anna.kowalski.home@homemail.example	Inbox rule "Copy to home"	Yes	Yes
● High	thomas.robinson@fabrikam.example	bookkeeping@ledgerline.example	Inbox rule "Invoices to bookkeeper"	Yes	Yes
● High	grace.taylor@northwindtraders.example	grace.taylor@homemail.example	Admin (mailbox setting)	Yes	No
● High	ann.patel@northwindtraders.example	ann.patel@homemail.example	Admin (mailbox setting)	Yes	Yes
● High	ann.patel@northwindtraders.example	ann.patel.home@homemail.example	Inbox rule "Copy to home"	Yes	Yes

Flag	Mailbox	Forwards to	Set by	Outside the organisation	Keeps a copy
● High	olivia.smith@northwindtraders.example	bookkeeping@ledgerline.example	Inbox rule "Invoices to bookkeeper"	Yes	Yes

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