

All clients

PREPARED BY
Harbour IT

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DATA COLLECTED
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MICROSOFT 365 TENANT
3 clients

Shared, room and equipment mailboxes that can be signed in to, and who uses them.

Filtered view. Shared and resource mailboxes: 4 of 12 rows, Client is Northwind Traders, 1 column hidden. The headline figures cover every row.

Shared and resource mailboxes 4

0 of 4 can be signed in to directly. These accounts don't need a password; an open one usually has no MFA and nobody watching it. Block sign-in in the Microsoft 365 admin centre (Users > Active users > the mailbox > Block sign-in). People keep their access.

Mailbox	Type	Sign-in allowed	Last sign-in	Licensed	Full access	Send as	Size
accounts@northwindtraders.example	Shared	Unknown	–	–	ann.patel@northwindtraders.example, grace.taylor@northwindtraders.example, hannah.patel@northwindtraders.example, leo.wright@northwindtraders.example, robert.hughes@northwindtraders.example, sam.carter@consultants.example	ann.patel@northwindtraders.example, hannah.patel@northwindtraders.example	44.8 GB
info@northwindtraders.example	Shared	Unknown	–	–	alfie.roberts@northwindtraders.example, ann.patel@northwindtraders.example, harry.lee@northwindtraders.example, isla.evans@northwindtraders.example	alfie.roberts@northwindtraders.example, ann.patel@northwindtraders.example	6.4 GB
reception@northwindtraders.example	Shared	Unknown	–	–	alfie.roberts@northwindtraders.example, ann.patel@northwindtraders.example, rhys.moore@northwindtraders.example, ruby.hill@northwindtraders.example	ann.patel@northwindtraders.example, rhys.moore@northwindtraders.example	18.9 GB
boardroom@northwindtraders.example	Room	Unknown	–	–	–	–	102.4 MB

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.