SHARED MAILBOXES: SHARED AND RESOURCE MAILBOXES

All clients

Harbour IT

PREPARED BY
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DATE
29 Nov 2026

CLIENTS
3

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

Filtered view. Shared and resource mailboxes: 3 of 12 rows, Flag is Medium, 1 column hidden. The headline figures cover every row.

Shared and resource mailboxes 3

3 to review

1 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.

Flag	Mailbox	Type	Sign-in allowed	Last sign-in	Licensed	Full access	Send as	Size
Medium	reception@contoso.example	Shared	Yes	Never	No	annabel.fraser@contoso.example, ella.thomas@contoso.example, joseph.morris@contoso.example, priya.hughes@contoso.example	annabel.fraser@contoso.example, joseph.morris@contoso.example	18.9 GB
Medium	reception@fabrikam.example	Shared	Yes	Never	No	aisha.brown@fabrikam.example, anna.kowalski@fabrikam.example, leo.harrison@fabrikam.example, owen.turner@fabrikam.example	anna.kowalski@fabrikam.example, leo.harrison@fabrikam.example	18.9 GB
Medium	reception@northwindtraders.example	Shared	Yes	Never	No	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

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, 18:57 UTC.