

AUTOMATIC REPLIES

# Northwind Traders



PREPARED BY  
Harbour IT

DATE  
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DATA COLLECTED  
12 Oct 2026, 06:36 UTC

MICROSOFT 365 TENANT  
northwindtraders.onmicrosoft.com

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: 1 of 4 rows, Flag is Medium. The headline figures cover every row.

Replying now

**3**

Mailboxes sending an automatic reply

Replying outside the organisation

**3**

To everyone or to contacts

On for over 30 days

**1**

Active accounts, possibly forgotten

Scheduled to start

**1**

Replies set for later

## Mailboxes with an automatic reply 1 1 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     | Mailbox                               | Type | State | From | Until | Replies outside the organisation | First seen on | Account | Reply to colleagues                                                          | Reply to outside senders                                                     |
|----------|---------------------------------------|------|-------|------|-------|----------------------------------|---------------|---------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| ● Medium | 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. |

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First seen on is the earliest of Office Sentry's collections, in an unbroken run, that found the reply on; it can't go back further than the snapshots kept.

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.