

# Northwind Traders



|             |             |                        |                                  |
|-------------|-------------|------------------------|----------------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT             |
| Harbour IT  | 12 Oct 2026 | 11 Oct 2026, 20:31 UTC | 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: 4 of 4 rows, 1 column hidden. The headline figures cover every row.

|                                                                  |                                                                             |                                                                        |                                                         |
|------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------------------|
| Replying now<br><b>3</b><br>Mailboxes sending an automatic reply | Replying outside the organisation<br><b>3</b><br>To everyone or to contacts | On for over 30 days<br><b>1</b><br>Active accounts, possibly forgotten | Scheduled to start<br><b>1</b><br>Replies set for later |
|------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------------------|

Mailboxes with an automatic reply 4 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     | Type | State     | From        | Until       | Replies outside the organisation | First seen on | Account         | Reply to colleagues                                                                            | Reply to outside senders                                                                       |
|----------|------|-----------|-------------|-------------|----------------------------------|---------------|-----------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| ● Medium | User | On        | –           | –           | Everyone                         | 6 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.                   |
|          | User | On        | –           | –           | Contacts only                    | 11 Oct 2026   | Active          | I'm at a conference this week and will reply on Monday.                                        | I'm at a conference this week and will reply on Monday.                                        |
|          | User | On        | –           | –           | Everyone                         | 11 Oct 2026   | Sign-in blocked | Robert Hughes has left the company. Please contact ann.patel@northwindtraders.example instead. | Robert Hughes has left the company. Please contact ann.patel@northwindtraders.example instead. |
|          | User | Scheduled | 15 Oct 2026 | 29 Oct 2026 | Everyone                         | –             | Active          | I'm on holiday from next Monday for two weeks.                                                 | I'm on holiday from next Monday for two weeks.                                                 |

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 11 Oct 2026, 20:31 UTC.