

Northwind Traders



PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	13 Oct 2026	13 Oct 2026, 04:00 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 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 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	Mailbox	Type	State	From	Replies outside the organisation	First seen on	Account	Reply to colleagues	Reply to outside senders
● Medium	grace.taylor@northwindtraders.example	User	On	–	Everyone	8 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.
	leo.evans@northwindtraders.example	User	On	–	Contacts only	13 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.
	robert.hughes@northwindtraders.example	User	On	–	Everyone	13 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.
	hannah.patel@northwindtraders.example	User	Scheduled	17 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 13 Oct 2026, 04:00 UTC.