AUTOMATIC REPLIES

Northwind Traders

Harbour IT

PREPARED BY
Harbour IT

DATE
29 Nov 2026

DATA COLLECTED
29 Nov 2026, 18:57 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.

Replying now	Replying outside the organisation	On for over 30 days	Scheduled to start
3	**3**	**1**	**1**
Mailboxes sending an automatic reply	To everyone or to contacts	Active accounts, possibly forgotten	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 39 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	25 Oct 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	29 Nov 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.

Flag	Mailbox	Type	State	From	Until	Replies outside the organisation	First seen on	Account	Reply to colleagues	Reply to outside senders
	robert.hughes@northwindtraders.example	User	On	–	–	Everyone	29 Nov 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	3 Dec 2026	17 Dec 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 29 Nov 2026, 18:57 UTC.