INBOX RULES

# Northwind Traders

Harbour IT

| PREPARED BY | DATE | DATA COLLECTED | MICROSOFT 365 TENANT |
|---|---|---|---|
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Rules that forward, delete or hide mail, and every rule in every mailbox.

**Filtered view.** Rules to check: 3 of 3 rows, 1 column hidden. All inbox rules: 1 of 13 rows, Mailbox is alfie.scott@northwindtraders.example. The headline figures cover every row.

| Rules to check | Forward outside | Inbox rules |
|---|---|---|
| 3 | 2 | 13 |
| 3 high risk | Rules sending mail out | Across 39 mailboxes |

## Rules to check 3 3 to review

3 rules out of 13 across 39 mailboxes forward outside the organisation, delete, or bury mail. These are the classic signs of a compromised mailbox: check each one with the mailbox owner.

| Flag | Mailbox | Rule | Why it stands out | What it does |
|---|---|---|---|---|
| High | ann.patel@northwindtraders.example | . | Moves to RSS Feeds mail mentioning invoice, payment; Rule name '.' looks deliberately blank | body has invoice, payment: move to RSS Feeds; mark as read; stop processing rules |
| High | ann.patel@northwindtraders.example | Copy to home | Forwards to ann.patel.home@homemail.example | All messages: forward to ann.patel.home@homemail.example |
| High | olivia.smith@northwindtraders.example | Invoices to bookkeeper | Forwards to bookkeeping@ledgerline.example | subject has invoice: forward to bookkeeping@ledgerline.example |

## Rules that send mail elsewhere 3 2 to review

Every rule that forwards or redirects mail, including to colleagues.

| Flag | Mailbox | Rule | Enabled | Sends to | Outside the organisation |
|---|---|---|---|---|---|
| High | ann.patel@northwindtraders.example | Copy to home | Yes | ann.patel.home@homemail.example | Yes |

| Flag | Mailbox | Rule | Enabled | Sends to | Outside the organisation |
|---|---|---|---|---|---|
| | info@northwindtraders.example | To manager | Yes | office.manager@northwindtraders.example | No |
| High | olivia.smith@northwindtraders.example | Invoices to bookkeeper | Yes | bookkeeping@ledgerline.example | Yes |

## All inbox rules 1

| Mailbox | Rule | Enabled | Conditions | Actions |
|---|---|---|---|---|
| alfie.scott@northwindtraders.example | Newsletters | Yes | sender has newsletter | move to Newsletters |

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, 00:25 UTC.