INBOX RULES

Northwind Traders

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 10:48 UTC	northwindtraders.onmicrosoft.com

Rules that forward, delete or hide mail, and every rule in every mailbox.

Filtered view. All inbox rules: 1 of 13 rows, Mailbox is olivia.scott@northwindtraders.example, 1 column hidden. 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	Enabled	Why it stands out	What it does
High	ann.patel@northwindtraders.example	.	Yes	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	Yes	Forwards to ann.patel.home@homemail.example	All messages: forward to ann.patel.home@homemail.example
High	olivia.smith@northwindtraders.example	Invoices to bookkeeper	Yes	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	Enabled	Conditions	Actions
olivia.scott@northwindtraders.example	Yes	sender has newsletter	move to Newsletters

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