

# Northwind Traders



|             |             |                        |                                  |
|-------------|-------------|------------------------|----------------------------------|
| PREPARED BY | DATE        | DATA COLLECTED         | MICROSOFT 365 TENANT             |
| Harbour IT  | 12 Oct 2026 | 12 Oct 2026, 06:36 UTC | northwindtraders.onmicrosoft.com |

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

**Filtered view.** Rules that send mail elsewhere: 3 of 3 rows, 1 column hidden. All inbox rules: 1 of 13 rows, Mailbox is zara.jackson@northwindtraders.example. The headline figures cover every row.

|                                           |                                                       |                                                 |
|-------------------------------------------|-------------------------------------------------------|-------------------------------------------------|
| Rules to check<br><b>3</b><br>3 high risk | Forward outside<br><b>2</b><br>Rules sending mail out | Inbox rules<br><b>13</b><br>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   | Rule                   | Enabled | Sends to                                | Outside the organisation |
|--------|------------------------|---------|-----------------------------------------|--------------------------|
| ● High | Copy to home           | Yes     | ann.patel.home@homemail.example         | Yes                      |
|        | To manager             | Yes     | office.manager@northwindtraders.example | No                       |
| ● High | Invoices to bookkeeper | Yes     | bookkeeping@ledgerline.example          | Yes                      |

## All inbox rules 1

| Mailbox                               | Rule        | Enabled | Conditions            | Actions             |
|---------------------------------------|-------------|---------|-----------------------|---------------------|
| zara.jackson@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 12 Oct 2026, 06:36 UTC.