

# 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 to check: 1 of 3 rows, Mailbox is olivia.smith@northwindtraders.example. All inbox rules: 13 of 13 rows, 1 column hidden. 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 1 1 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 | 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                      |
|        | 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 13 3 to review

| Flag   | Mailbox                                  | Rule                   | Conditions                | Actions                                                |
|--------|------------------------------------------|------------------------|---------------------------|--------------------------------------------------------|
|        | alfie.scott@northwindtraders.example     | Newsletters            | sender has newsletter     | move to Newsletters                                    |
| ● High | ann.patel@northwindtraders.example       | .                      | body has invoice, payment | move to RSS Feeds; mark as read; stop processing rules |
| ● High | ann.patel@northwindtraders.example       | Copy to home           | All messages              | forward to ann.patel.home@homemail.example             |
|        | hannah.patel@northwindtraders.example    | Newsletters            | sender has newsletter     | move to Newsletters                                    |
|        | hannah.robinson@northwindtraders.example | Newsletters            | sender has newsletter     | move to Newsletters                                    |
|        | imogen.edwards@northwindtraders.example  | Newsletters            | sender has newsletter     | move to Newsletters                                    |
|        | info@northwindtraders.example            | To manager             | All messages              | redirect to office.manager@northwindtraders.example    |
|        | olivia.scott@northwindtraders.example    | Newsletters            | sender has newsletter     | move to Newsletters                                    |
| ● High | olivia.smith@northwindtraders.example    | Invoices to bookkeeper | subject has invoice       | forward to bookkeeping@ledgerline.example              |
|        | owen.taylor@northwindtraders.example     | Newsletters            | sender has newsletter     | move to Newsletters                                    |
|        | owen.white@northwindtraders.example      | Newsletters            | sender has newsletter     | move to Newsletters                                    |
|        | rhys.moore@northwindtraders.example      | Newsletters            | sender has newsletter     | move to Newsletters                                    |
|        | zara.jackson@northwindtraders.example    | Newsletters            | 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.