MAIL RULES AND PROTECTION

Northwind Traders

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 04:00 UTC	northwindtraders.onmicrosoft.com

Mail flow rules and what each does, connectors, and the anti-spam, anti-phishing and anti-malware policies (Safe Links and Safe Attachments too) with whom each applies to.

Filtered view. Mail flow rules: 2 of 2 rows, Last changed: older than 90 days, 1 column hidden. The headline figures cover every row.

Rules that skip spam filtering	Rules sending mail outside	Allowed sender domains	Preset protection	Connectors
1	**0**	**1**	**Off**	**0**
Mail flow rules turned on	Redirect or copy to outside addresses	Skip spam filtering by name alone	Microsoft's Standard or Strict presets	Incoming and outgoing

Not checked. Safe Links and Safe Attachments need Defender for Office 365, which this client doesn't have.

Needs attention 2

2 to review

Rules and settings that let unwanted mail in or company mail out, worst first.

Flag	Item	Kind	What to check
High	Supplier invoices never junk	Mail flow rule	Lets mail skip spam filtering by who it claims to be from, which anyone can fake
Medium	Default	Anti-spam policy	Lets mail claiming to be from supplierhub.example skip spam filtering

Mail flow rules 2 1 to review

Exchange's mail flow (transport) rules, in the order they run. Rules testing without acting (test mode) show as Testing.

Flag	Rule	On	Priority	Then	Except if	Sends outside	Last changed
	Tag mail from outside	Yes	0	Adds “[EXTERNAL]” to the subject	–	No	5 Oct 2025
High	Supplier invoices never junk	Yes	1	Skips spam filtering	–	No	2 Feb 2026

Connectors 0

How mail reaches Microsoft 365 and leaves it other than directly: through a filtering service, a partner, or servers on the premises.

No connectors: mail comes and goes directly.

Protection policies 3 1 to review

The default policy of each kind applies to everyone no other policy covers. A preset (Standard or Strict) overrides the policies below for the people it covers.

Flag	Policy	Kind	Applies to	Preset	Settings	Last changed
Medium	Default	Anti-spam	Everyone no other policy covers	–	Spam: Junk folder, High confidence spam: Quarantine, Phishing: Quarantine, High confidence phishing: Quarantine, Bulk: Junk folder, Bulk threshold 7	14 Nov 2025
	Office365 AntiPhish Default	Anti-phishing	Everyone no other policy covers	–	Spoof intelligence: on, Honours DMARC: on, Unauthenticated sender mark: on	14 Nov 2025
	Default	Anti-malware	Everyone no other policy covers	–	Common attachments filter: on (12 file types), Removes malware after delivery: on	14 Nov 2025

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, 04:00 UTC.