

# Northwind Traders



PREPARED BY  
Harbour IT

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MICROSOFT 365 TENANT  
northwindtraders.onmicrosoft.com

Who can open, send as or send on behalf of each mailbox, by person and by mailbox.

**Filtered view.** By person: 9 of 11 rows, Account is Active. Every permission: 21 of 21 rows, 1 column hidden. The headline figures cover every row.

People with access

11

To a mailbox other than their own

Mailboxes others use

3

Opened or sent from by someone else

Access to review

2

Blocked, guest or outside accounts

## By person 9

11 people can open or send from 3 mailboxes other than their own. People with blocked sign-in, guests and outside addresses are flagged: remove access nobody needs.

| Person                                 | Account | Mailboxes | Full access                                                                                          | Send as                                                                                              | Send on behalf                |
|----------------------------------------|---------|-----------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------|
| ann.patel@northwindtraders.example     | Active  | 3         | info@northwindtraders.example, accounts@northwindtraders.example, reception@northwindtraders.example | accounts@northwindtraders.example, info@northwindtraders.example, reception@northwindtraders.example | info@northwindtraders.example |
| alfie.roberts@northwindtraders.example | Active  | 2         | info@northwindtraders.example, reception@northwindtraders.example                                    | info@northwindtraders.example                                                                        | –                             |
| grace.taylor@northwindtraders.example  | Active  | 1         | accounts@northwindtraders.example                                                                    | –                                                                                                    | –                             |
|                                        |         |           |                                                                                                      |                                                                                                      |                               |

| Person                                | Account | Mailboxes | Full access                        | Send as                            | Send on behalf |
|---------------------------------------|---------|-----------|------------------------------------|------------------------------------|----------------|
| hannah.patel@northwindtraders.example | Active  | 1         | accounts@northwindtraders.example  | accounts@northwindtraders.example  | –              |
| harry.lee@northwindtraders.example    | Active  | 1         | info@northwindtraders.example      | –                                  | –              |
| isla.evans@northwindtraders.example   | Active  | 1         | info@northwindtraders.example      | –                                  | –              |
| leo.wright@northwindtraders.example   | Active  | 1         | accounts@northwindtraders.example  | –                                  | –              |
| rhys.moore@northwindtraders.example   | Active  | 1         | reception@northwindtraders.example | reception@northwindtraders.example | –              |
| ruby.hill@northwindtraders.example    | Active  | 1         | reception@northwindtraders.example | –                                  | –              |

## By mailbox 3

Who can get into each mailbox, and how.

| Mailbox                            | Type   | Full access                                                                                                                                                                                                                   | Send as                                                                    | Send on behalf                     |
|------------------------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|------------------------------------|
| accounts@northwindtraders.example  | Shared | ann.patel@northwindtraders.example, grace.taylor@northwindtraders.example, hannah.patel@northwindtraders.example, leo.wright@northwindtraders.example, robert.hughes@northwindtraders.example, sam.carter@consultants.example | ann.patel@northwindtraders.example, hannah.patel@northwindtraders.example  | –                                  |
| info@northwindtraders.example      | Shared | alfie.roberts@northwindtraders.example, ann.patel@northwindtraders.example, harry.lee@northwindtraders.example, isla.evans@northwindtraders.example                                                                           | alfie.roberts@northwindtraders.example, ann.patel@northwindtraders.example | ann.patel@northwindtraders.example |
| reception@northwindtraders.example | Shared | alfie.roberts@northwindtraders.example, ann.patel@northwindtraders.example, rhys.moore@northwindtraders.example, ruby.hill@northwindtraders.example                                                                           | ann.patel@northwindtraders.example, rhys.moore@northwindtraders.example    | –                                  |

## Every permission 21 2 to review

One row per permission, for filtering in Excel.

| Flag     | Mailbox                            | Mailbox type | Person                                 | Access         |
|----------|------------------------------------|--------------|----------------------------------------|----------------|
|          | accounts@northwindtraders.example  | Shared       | ann.patel@northwindtraders.example     | Full access    |
|          | accounts@northwindtraders.example  | Shared       | ann.patel@northwindtraders.example     | Send as        |
|          | accounts@northwindtraders.example  | Shared       | grace.taylor@northwindtraders.example  | Full access    |
|          | accounts@northwindtraders.example  | Shared       | hannah.patel@northwindtraders.example  | Full access    |
|          | accounts@northwindtraders.example  | Shared       | hannah.patel@northwindtraders.example  | Send as        |
|          | accounts@northwindtraders.example  | Shared       | leo.wright@northwindtraders.example    | Full access    |
| ● Medium | accounts@northwindtraders.example  | Shared       | robert.hughes@northwindtraders.example | Full access    |
| ● High   | accounts@northwindtraders.example  | Shared       | sam.carter@consultants.example         | Full access    |
|          | info@northwindtraders.example      | Shared       | alfie.roberts@northwindtraders.example | Full access    |
|          | info@northwindtraders.example      | Shared       | alfie.roberts@northwindtraders.example | Send as        |
|          | info@northwindtraders.example      | Shared       | ann.patel@northwindtraders.example     | Full access    |
|          | info@northwindtraders.example      | Shared       | ann.patel@northwindtraders.example     | Send as        |
|          | info@northwindtraders.example      | Shared       | ann.patel@northwindtraders.example     | Send on behalf |
|          | info@northwindtraders.example      | Shared       | harry.lee@northwindtraders.example     | Full access    |
|          | info@northwindtraders.example      | Shared       | isla.evans@northwindtraders.example    | Full access    |
|          | reception@northwindtraders.example | Shared       | alfie.roberts@northwindtraders.example | Full access    |
|          | reception@northwindtraders.example | Shared       | ann.patel@northwindtraders.example     | Full access    |
|          | reception@northwindtraders.example | Shared       | ann.patel@northwindtraders.example     | Send as        |
|          | reception@northwindtraders.example | Shared       | rhys.moore@northwindtraders.example    | Full access    |
|          | reception@northwindtraders.example | Shared       | rhys.moore@northwindtraders.example    | Send as        |

| Flag | Mailbox                            | Mailbox type | Person                             | Access      |
|------|------------------------------------|--------------|------------------------------------|-------------|
|      | reception@northwindtraders.example | Shared       | ruby.hill@northwindtraders.example | Full access |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 11 Oct 2026, 20:31 UTC.