MAILBOX PERMISSIONS

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

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

Filtered view. By person: 4 of 11 rows, Full access is reception@northwindtraders.example. By mailbox: 3 of 3 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 4

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	accounts@northwindtraders.example, info@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	–
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.

Type	Full access	Send as	Send on behalf
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#EXT#@northwindtraders.onmicrosoft.com	ann.patel@northwindtraders.example, hannah.patel@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
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	Account
	accounts@northwindtraders.example	Shared	ann.patel@northwindtraders.example	Full access	Active
	accounts@northwindtraders.example	Shared	ann.patel@northwindtraders.example	Send as	Active
	accounts@northwindtraders.example	Shared	grace.taylor@northwindtraders.example	Full access	Active
	accounts@northwindtraders.example	Shared	hannah.patel@northwindtraders.example	Full access	Active
	accounts@northwindtraders.example	Shared	hannah.patel@northwindtraders.example	Send as	Active
	accounts@northwindtraders.example	Shared	leo.wright@northwindtraders.example	Full access	Active
Medium	accounts@northwindtraders.example	Shared	robert.hughes@northwindtraders.example	Full access	Sign-in blocked
High	accounts@northwindtraders.example	Shared	sam.carter_consultants.example#EXT#@northwindtraders.onmicrosoft.com	Full access	Guest
	info@northwindtraders.example	Shared	alfie.roberts@northwindtraders.example	Full access	Active

Flag	Mailbox	Mailbox type	Person	Access	Account
	info@northwindtraders.example	Shared	alfie.roberts@northwindtraders.example	Send as	Active
	info@northwindtraders.example	Shared	ann.patel@northwindtraders.example	Full access	Active
	info@northwindtraders.example	Shared	ann.patel@northwindtraders.example	Send as	Active
	info@northwindtraders.example	Shared	ann.patel@northwindtraders.example	Send on behalf	Active
	info@northwindtraders.example	Shared	harry.lee@northwindtraders.example	Full access	Active
	info@northwindtraders.example	Shared	isla.evans@northwindtraders.example	Full access	Active
	reception@northwindtraders.example	Shared	alfie.roberts@northwindtraders.example	Full access	Active
	reception@northwindtraders.example	Shared	ann.patel@northwindtraders.example	Full access	Active
	reception@northwindtraders.example	Shared	ann.patel@northwindtraders.example	Send as	Active
	reception@northwindtraders.example	Shared	rhys.moore@northwindtraders.example	Full access	Active
	reception@northwindtraders.example	Shared	rhys.moore@northwindtraders.example	Send as	Active
	reception@northwindtraders.example	Shared	ruby.hill@northwindtraders.example	Full access	Active

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.