

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. Every permission: 14 of 21 rows, Access is Full access. 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 11 2 to review

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.

Flag	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	–	–

Flag	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	–
● Medium	robert.hughes@northwindtraders.example	Sign-in blocked	1	accounts@northwindtraders.example	–	–
	ruby.hill@northwindtraders.example	Active	1	reception@northwindtraders.example	–	–
● High	sam.carter@consultants.example	Outside the organisation	1	accounts@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 14 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	grace.taylor@northwindtraders.example	Full access	Active
	accounts@northwindtraders.example	Shared	hannah.patel@northwindtraders.example	Full access	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	Full access	Outside the organisation
	info@northwindtraders.example	Shared	alfie.roberts@northwindtraders.example	Full access	Active
	info@northwindtraders.example	Shared	ann.patel@northwindtraders.example	Full access	Active
	info@northwindtraders.example	Shared	harry.lee@northwindtraders.example	Full access	Active

Flag	Mailbox	Mailbox type	Person	Access	Account
	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	rhys.moore@northwindtraders.example	Full access	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 14 Oct 2026, 04:00 UTC.