MAILBOX PERMISSIONS

Northwind Traders

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 10:48 UTC	northwindtraders.onmicrosoft.com

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

Filtered view. By mailbox: 3 of 3 rows, 1 column hidden. Every permission: 1 of 21 rows, Person is leo.wright@northwindtraders.example. 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	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	–
	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#EXT#@northwindtraders.onmicrosoft.com	Guest	1	accounts@northwindtraders.example	–	–

By mailbox 3

Who can get into each mailbox, and how.

Mailbox	Type	Send as	Send on behalf
accounts@northwindtraders.example	Shared	ann.patel@northwindtraders.example, hannah.patel@northwindtraders.example	–
info@northwindtraders.example	Shared	alfie.roberts@northwindtraders.example, ann.patel@northwindtraders.example	ann.patel@northwindtraders.example
reception@northwindtraders.example	Shared	ann.patel@northwindtraders.example, rhys.moore@northwindtraders.example	–

Every permission 1

One row per permission, for filtering in Excel.

Mailbox	Mailbox type	Person	Access	Account
accounts@northwindtraders.example	Shared	leo.wright@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, 10:48 UTC.