

# 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: 2 of 21 rows, Person is rhys.moore@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         | 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 2

One row per permission, for filtering in Excel.

| Mailbox                            | Mailbox type | Person                              | Access      | Account |
|------------------------------------|--------------|-------------------------------------|-------------|---------|
| reception@northwindtraders.example | Shared       | rhys.moore@northwindtraders.example | Full access | Active  |
| reception@northwindtraders.example | Shared       | rhys.moore@northwindtraders.example | Send as     | Active  |

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 12 Oct 2026, 06:36 UTC.